Coahoma Community College

2017-2019 College Catalog

3240 Friars Point Road
Clarksdale, MS 38614
662-627-2571
www.coahomacc.edu

Coahoma Community College reserves the right to amend or change policies and procedures herein when necessary.

ACCREDITATION

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

ACCREDITATION OF
HEALTH SCIENCE PROGRAMS

The Associate Degree Nursing Program is fully accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning, 3825 Ridgewood Road, Jackson, Mississippi 39211. Telephone Number: (601) 432-6493. The Associate Degree Nursing Program has initial accreditation with the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, Suite 850, Atlanta, GA, 30326. Telephone Number: (404) 975-5020.

The Practical Nursing Program is accredited by the Mississippi Community College Board, 3825 Ridgewood Road, Jackson, MS 39211. Telephone Number: (601) 432-6518.

The Polysomnography Technology Associate Degree Program is accredited by the Commission on Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL, 33763, phone number (727) 210-2350, fax number (727) 210-2356, www.caahep.org.

The Coahoma Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

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Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
(727) 210-2350
www.caahep.org

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The Respiratory Care Technology Program, CoARC program number 200582, awarding the Associate in Applied Science degree from Coahoma Community College in Clarksdale, MS is accredited by the Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com).

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Commission on Accreditation
For Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835
MEMBERSHIP

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The American Association of Community and Junior Colleges
Mississippi Association of Colleges
The Mississippi Community/Junior College Association

ACADEMIC CALENDAR

<u>Fall Semester 2017</u>

August 7	Monday	Faculty Return/Professional Development Conference
August 9-11	Wed. – Fri.	Registration/Dormitories Open
August 14	Monday	Day and Evening Classes Begin/Late Registration Begins
August 21	Monday	MSVCC (online) Classes Begin
August 21-22	Mon. - Tue.	MSVCC (online) Drop/Add
August 25	Friday	Last Day to Register for Day and Evening Classes
September 4	Monday	Labor Day Holiday
September 5	Tuesday	Classes Resume
October 2-4	Mon. - Wed.	Mid-Term Examinations
October 20	Friday	Last Day to Drop a Class without receiving a Grade and Remove Incompletes "I" from previous semester
October 16-17	Mon. - Tue.	Fall Break
October 18	Wednesday	Classes Resume
October 18	Wednesday	Early Registration for Spring Begins
November 3	Friday	Reservations Begin for MSVCC (online) courses
November 3	Friday	Last Day to Withdraw MSVCC (online)
November 6	Monday	Last Day to Officially Withdraw from the Institution Receiving a "W" Grade
November 20-24	Mon. - Fri.	Thanksgiving Holidays
November 27	Monday	Classes Resume
December 4-7	Mon. - Thur.	Final Examinations for Evening Students
December 4-6	Mon. - Wed.	Final Examinations for Day Students
December 8	Friday	Final Grades Due in the Admissions and Records Office/Online Grades Due (MSVCC)/Last day for faculty
December 13	Wednesday	Campus Closes at Noon for Christmas Holidays

Spring Semester 2018

January 8	Monday	Faculty Return
January 9-10	Tues. & Wed.	Registration/Dormitories Open
January 11	Thursday	Day and Evening Classes Begin/Late Registration Begins
January 15	Monday	Martin Luther King, Jr. Holiday
January 16	Monday	MSVCC (online) Classes Begin
January 16-17	Mon.-Tues.	MSVCC (online) Drop/Add
January 16	Tuesday	Classes Resume
January 19	Friday	Last Day to Register for Day and Evening Classes
March 5-7	Mon.-Wed.	Midterm Examinations
March 12-16	Mon. - Fri.	Spring Break
March 28	Wednesday	Last Day to Drop a Class Without Receiving a Grade and to remove incomplete "I" Grades from the Fall Semester
March 30- April 2	Fri. - Mon.	Easter Break
April 3	Monday	Night Classes Resume at 5:00 p.m
March 30	Thursday	Last Day to Withdraw From Spring MSVCC (online) Classes
April 3	Monday	Registration Begins for Fall and Summer/ Reservations Begin for MSVCC (online) classes
April 13	Friday	Last Day to Withdraw and Receive a "W" from the Institution
May 1-4	Tues. - Friday	Final Examinations
May 7	Monday	Grades Due by 4:00 p.m. in the Registrar's Office
May 12	Saturday	Graduation/Commencement Exercises at 10:00 a.m.
May 12	Saturday	Last Day for 9-month Academic Faculty

GENERAL INFORMATION

MISSION STATEMENT

Coahoma Community College is an accredited public comprehensive institution of higher learning committed to providing accessible, affordable, diverse and quality educational programs and services.

COAHOMA COMMUNITY COLLEGE GOALS

1. Provide academic transfer programs that parallel with the first two years of college/university programs.

2. Provide career and technical education programs that prepare students to enter the job market or transfer to a college or university.

3. Meet the needs of area businesses and industries by providing workforce-training programs.

4. Empower students with the necessary tools to maximize their potential by providing a network of support services and activities.

5. Utilize emerging instructional technology by providing innovative learning opportunities for students.

6. Address community and economic development needs within the service area by developing and sustaining partnerships with public and private agencies.

7. Initiate new programs or complement existing programs by securing and sustaining federal, state, and local funding.

8. Support cultural enrichment programs and activities.

9. Ensure institutional effectiveness by planning, assessing, and evaluating all activities and programs.

Non-Discrimination Statement

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, MS 38614, Phone: (662) 621-4853, Email: mhouston@coahomacc.edu.

Accommodations for Students with Disabilities and Related Laws

Coahoma Community College is committed to ensuring equal access to an education for enrolled or admitted students who have verified disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). College policy calls for reasonable accommodations to be made for eligible students with verified disabilities on an individual and flexible basis.

Any student enrolling in Coahoma Community College with a documented disability, who requests accommodations, must first provide a current evaluation of the disability from a medical professional. This documentation, which is required by federal guidelines, will remain on file in the office of the ADA/Section 504/Title IX Coordinator.

Section 504 of the Rehabilitation Act of 1973 obligates the College, as a recipient of federal financial assistance, to assure that qualified persons with disabilities are not excluded from programs and services on the basis of their disability.

The **Americans with Disabilities Act of 1990,** which covers all public entities and "places of public accommodation," reinforces this obligation, including the requirement to make reasonable accommodations in policies and practices to accommodate the limitations of individuals with disabilities. Services or benefits may not be provided to individuals with disabilities through programs that are separate or different unless the separate programs are necessary to ensure equally effective benefits and services.

The **Americans with Disabilities Act of 2008** revises the definition of "disability" to more broadly encompass impairments that substantially limit a major life activity. The amended language also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies and supplies (other than eyeglasses and contact lenses) have no bearing in determining whether a disability qualifies under the law. Changes also clarify coverage of impairments that are episodic or in remission that substantially limit a major life activity when active, such as epilepsy or post-traumatic stress disorder. The amendments took effect January 1, 2009.

HISTORY OF COAHOMA COMMUNITY COLLEGE

Coahoma County Agricultural High School was established in 1924 becoming the first agricultural high school in Mississippi for Negroes under the existing "separate but equal" doctrine. The junior college curriculum was added in 1949, and the name of the institution was changed to Coahoma Junior College and Agricultural High School.

During the first two years (1949-1950), the junior college program was conducted by one full-time college director/teacher and a sufficient number of part-time teachers from the high school division. A full-time dean and college faculty were employed in the third year of operation.

During the first year of operation (1949), Coahoma Junior College was supported entirely by county funds. In 1950, Coahoma Junior College became the first educational institution for Negroes to be included in Mississippi's system of public junior colleges and to be eligible to share in funds appropriated by the Mississippi Legislature for the support of public junior colleges. Other counties also began to support the junior college, including Bolivar, Quitman and Sunflower.

In 1965, Coahoma Junior College opened its doors to all students regardless of race, color, sex, national origin, or disability.

During its history, Coahoma Community College and Agricultural High School has been headed by eight superintendents and five presidents: M. L. Strange, 1924-25; J. M. Mosley, 1924-29; J. W. Addison, 1929-37; J. B. Wright, 1937-45; B. F. McLaurin, 1945-66; J. E. Miller, 1966-79; McKinley C. Martin, 1980-92; and Vivian M. Presley, 1992-2013. With her appointment as superintendent/president on January 6, 1992, Presley became the first female to head Coahoma Community College and Agricultural High School and the first woman to head a community/junior college in the state of Mississippi. Incumbent Dr. Valmadge Towner was named Coahoma Community College's fifth president to join an esteemed group of college leaders, July 2013.

With the approval of the Board of Trustees of Coahoma Junior College and the State Board for Community and Junior Colleges, Coahoma Junior College's name was changed to Coahoma Community College, effective July 1, 1989.

In the spring of 1995, after many years of not having an official district, a bill was introduced to and passed by the Mississippi Legislature and signed by the Governor Kirk Fordice giving Coahoma Community College a district. Effective July 1, 1995, the Coahoma Community College district became Bolivar, Coahoma, Quitman, Tallahatchie, and Tunica Counties

OFFICE OF INSTITUTIONAL EFFECTIVENESS

The purpose of the Office of Institutional Effectiveness is to provide Coahoma Community College's decision makers with accurate and useful research, assessment and planning services, and accreditation compliance activities that support the College's mission and improve the quality and effectiveness of Coahoma Community College. The Office of Institutional Effectiveness is responsible for providing leadership and oversight to the research, planning, assessment, and accreditation activities of Coahoma Community College. This office provides leadership and oversight to these activities by:

1. Organizing Strategic Planning Council Committee meetings and overseeing the review and evaluation of the institution's mission statement and Strategic Plan;
2. Organizing Institutional Effectiveness Planning Committee meetings and overseeing the review and evaluation of the Institutional Effectiveness Plans for Coahoma Community College's educational programs, administrative support programs, educational support programs, and community/public service programs;
3. Organizing Program Review Committee meetings and overseeing program reviews for Coahoma Community College's Academic, Health Services, Career-Technical, Administrative, and Educational Support Services;
4. Organizing Substantive Change Committee meetings and overseeing the review of institutional changes and the implementation of the institution's Substantive Change Policy;
5. Coordinating the administration of college-wide surveys including the development, analysis, and the dissemination of results;
6. Coordinating the administration of student evaluations of instructors including the development, analysis, and the dissemination of results;
7. Coordinating the administration of performance reviews of employees;
8. Ensuring that compliance with accreditation requirements of the Commission on Colleges of the Southern Association of Colleges and Schools is incorporated into the planning and evaluation processes of the institution;
9. Coordinating the preparation of the annual profiles and any other reports requested by the Commission on Colleges of the Southern Association of Colleges and Schools (SACSCOC);
10. Coordinating the preparation of annual IPEDS data as well as other data required by state, regional, and federal agencies;
11. Coordinating the preparation of Performance Profile data required by the Mississippi Legislature;
12. Assisting the QEP Director, QEP Team committees with the planning, budgeting, assessing, marketing, and reporting of the institution's Quality Enhancement Plan;
13. Developing, analyzing, and disseminating annual planning and evaluation documents to the institution's decision-makers (See Annual Publications);
14. Performing additional duties as assigned by the President.

The Office of Institutional Effectiveness is located in the Charles F. Reid Sponsored Programs Building.

LOCATION OF INSTITUTION

The main campus of Coahoma Community College is located in Coahoma County north of the city of Clarksdale, MS. Coahoma is easily accessible from four major highways: U.S. 61, U.S. 49, MS. 6, and MS. 1. The 99 acre campus lies in an agrarian setting along Friars Point Road near the Mississippi River, which forms the western boundary of Coahoma County. Coahoma Community College provides educational services throughout its five-county service area at nine off-campus locations.

OFF-CAMPUS LOCATIONS

CHARLESTON SITE
Charleston High School
310 North Cossar Avenue
Charleston, MS 38921

MARKS SITE
Quitman County Vocational Center
1501 Martin Luther King Drive
Marks, MS 38646

MOUND BAYOU SITE
J.F. Kennedy High School
204 N Edwards Avenue
Mound Bayou, MS 38762

ROSESDALE SITE
West Bolivar High School
505 N Main Street
Rosedale, MS 38769

TUNICA SITE
Tunica Middle School
2486 US-61 N 2110 East
Tunica, MS 38676

SHAW SITE
McEvans Middle School
601 Highway 61 N
Shaw, MS 38773

WEBB SITE
West Tallahatchie High School
2110 US Highway 49 East
Webb, MS 38966

ROBERT G. "BRICK" MASON HEALTH SCIENCES BUILDING
901 Ohio Street
Clarksdale, MS 38614

NED GATHWRIGHT WORKFORCE DEVELOPMENT CENTER
510 Sunbelt Drive
Clarksdale, MS 38614

FACILITIES

The J. W. ADDISON ADMINISTRATION BUILDING was originally constructed in 1963 and enlarged in 1969. This building served as the center for the administrative activities of the campus until 2011. It currently houses the offices of the Dean of Academic Affairs, Educational Outreach and other administrative offices for the Division of Academic Affairs. It is named in honor of J. W. Addison, a former superintendent of Coahoma Agricultural High School.

The ZEE A. BARRON STUDENT UNION was constructed in 1975. It is named in honor of one of the school's former organizers, Zee A. Barron. The Student Union houses many diverse offices and activity centers. This facility provides offices for Director of Enrollment and Student Services, the Assistant Director of Enrollment and Student Services, the Coordinator of Counseling Services, the Director of Student Activities, Student Government Association, the Housing Director, and the Office of Communications. In addition, this facility provides space for a student lounge, the campus cafeteria/grill, meeting rooms (including the Magnolia Room), the faculty dining area, and the Tigers' game room.

The BARRON-MILLER CENTER FOR FINE ARTS, originally constructed in 1965 as a small gymnatorium for the high school, was named in honor of the school's first full-time music director and the second president. When originally constructed, the facility was used for physical education classes, small assemblies, and basketball practice. The facility was renovated in 1990-1991 to be used primarily by Coahoma Community College as a facility for art classes, performing arts, and small assemblies. The two-story building houses the Henry Dorsey Studio, the Thomas A. Richardson Studio, the Georgia A. Lewis Theater, the Eddie Mae Jackson Drama Laboratory, and the Miriam Green Writer and Artist Laboratory.

The BLACKBURN ANNEX is named in honor of a former director of the Division of Vocational and Technical Education, Samuel Blackburn. This building houses the institution's maintenance department and high school automotive mechanic shop.

The ROSIE BROWN SANDY BAYOU BUILDING was originally constructed on the campus as a county elementary school and was considered part of the Coahoma Community College and Agricultural High School Complex. Because of declining enrollment, the school was closed. In 1976, the college purchased the facility to be used as a classroom building. This building was dedicated in memory of one of its most outstanding teachers and administrators, Rosie Brown. The building is currently used by the college and Coahoma Agricultural High School.

The CAIN VOCATIONAL BUILDING was named in honor of two dedicated instructors, Joseph and Hettie Cain. The facility originally housed high school building trades, and a technology classroom. The building was renovated in 1991 and currently houses the Music Department.

The CONSUELLA CARTER MUSIC HALL, constructed in 1967, is named in honor of Consuella Carter, a former band director and music instructor at Coahoma Community College. This building houses the band director's office, a classroom, a rehearsal hall, and storage space.

The CHRISTINE J. CURRY HALL was constructed in 1965 as a business building. An addition was made in 1969. It houses the Business and Computer Information Systems Department, the Health, Physical Education and Recreation Department, and the Testing Center. It is named in honor

of Christine J. Curry, a long-time department head of the Business Department.

The DICKERSON-JOHNSON LIBRARY AND LEARNING RESOURCES CENTER is named in honor of the institution's first librarian, Ethel V. Dickerson, and Lillian Rogers Johnson, a former organizer of the College. The Library occupies the second and third floors of the building with the Reference Section and computer lab on the second floor and the General Collection, Main Reading Room, and Black Heritage Collection Media Center residing on the third floor.

The LEE FLOWERS CAREER/TECHNICAL BUILDING, originally constructed in 1962, is named in honor of Lee Flowers, a deceased instructor in the building trades. It originally housed classrooms, shops, and laboratories for brick masonry. After the building sustained heavy damages from a tornado in 1984, it was completely renovated in 1985 to a two-story structure. The first floor currently houses the Barbering & Cosmetology Programs. The second floor houses Business and Office Systems Technology, Child Care Technology, and Medical Billing and Coding programs.

The FRIENDS RESIDENCE HALL, a three-story facility, was constructed in 1983. It provides housing for 122 male students and includes lounges, lobbies, and kitchenettes. The building was renovated in 2006.

The FRANK W. GAMBRELL, JR. STUDENT AFFAIRS MULTI-COMPLEX BUILDING, constructed in 2003, is a state of the art facility that houses student health services, student laundry, and the Fitness and Wellness Center.

The IRMA GAMBRELL CHILD CARE CENTER is named in honor of Irma Gambrell, a long-time employee and loyal supporter of the college. The facility was originally constructed to house vocational programs for the high school. After the building sustained heavy damages from a tornado in 1984, it was completely renovated in 1988 to house the Child Care Training Center.

The NED GATHWRIGHT WORKFORCE DEVELOPMENT CENTER was originally built in 1992 and expanded in 1997. The facility was renamed in honor of alumnus, former instructor and board member Ned Gathwright in 2015. The facility is located in the Coahoma County Industrial Park on Highway 49S. The Center houses customized training for business and industry, workforce training, and Adult Education/GED classes.

The GEORGE A. GREEN ATHLETIC FIELD HOUSE, constructed in 2002, is named in honor and in memory of the late former football coach, George A. Green. This modern facility has two dressing rooms, a state-of-the-art weight room, a meeting room, three offices, a reception area, and a laundry room.

The ROBERT G. "BRICK" MASON HEALTH SCIENCES BUILDING, constructed in 2007, is a 26,000 square-foot facility that houses the Respiratory Care, Practical Nursing, Associate Degree Nursing, Polysomnography, Paramedic, and other short-term health care training programs. This building is located off-campus at 901 Ohio St. Clarksdale, MS 38614.

The MARTIN CENTER FOR LIFELONG LEARNING was originally constructed in 1928. After the college was established in 1949, it was used as the college dining hall. An addition was made in 1969, and it was renovated in 1975 to serve as the central location for the Division of Continuing

Education. In 1987, it was named in honor of Dr. McKinley C. Martin, former president/superintendent of Coahoma Community College and Agricultural High School. It houses the offices of Project Upward Bound and Educational Talent Search.

The B. F. MCLAURI VOCATIONAL-TECHNICAL CENTER, constructed in 1969, is named in honor of the school's first president, B. F. McLaurin. This building houses facilities for Hotel Restaurant Management Technology, Industrial Maintenance Technology, Residential Carpentry, Welding Technology, Culinary Arts Technology, Automotive Technology, and various offices of the Counselors and Work-Based Learning Coordinator.

The SEZZIE MCLAURIN RESIDENCE HALL, constructed during the 1983-84 school year, was named in honor of the deceased wife of the first president. This two-story building provides housing for 52 female students. It also includes lounges, lobbies, and kitchenettes.

The JAMES E. MILLER STADIUM, constructed in 1979, is named in honor of the second president, James E. Miller. This stadium, which is home field of the Coahoma Community College Tigers, has a seating capacity of 2,500. The James E. Miller Stadium was completely renovated during the 1997-98 academic school year with the addition of a new 1,678 square feet entrance building that provides space for ticket sales, concession, and restroom facilities. The field and the stadium have recently undergone renovations to include a brand new turf field, video scoreboard, and new press box with a Presidential Suite. A new gatehouse was also added that houses ticket sales, restrooms, concessions and football coaching offices.

The GEORGE W. MOORE RESIDENCE HALL, constructed in 2002, is a modern two-story men's dormitory. It houses 120 students and is handicap accessible. This building was named in honor of the late George W. Moore, a former college instructor and administrator.

The PINNACLE was constructed in 1992-1993. This modern 34,474 square foot facility houses four classrooms, several offices, athletic dressing rooms, a permanent stage area, and an arena floor area for sporting events. The arena, which seats more than 4,000, houses a press box that doubles as a control and sound booth, and a video-taping area. The building is also used for cultural events for the College and the community.

The PRESIDENT'S HOME, constructed in 1997, is located on the south end of the campus east of Friars Point Road. It is a beautiful one-story frame building with 4,252 square feet of living space.

The VIVIAN M. PRESLEY ADMINISTRATION BUILDING was constructed in 2010 and is named in honor of the fourth president of the college. This modern facility provides more than 24,000 square feet of space primarily for administrative offices. There are approximately 15,000 sq. ft. on the first floor, which houses the Business Office, the Office of Admissions and Records, the Financial Aid Office, the campus bookstore, and an area for the Communications Clerk. The second floor provides approximately 9,000 sq. ft. which houses the President's Suite and the President's Board Room.

The **CHARLES F. REID SPONSORED PROGRAMS BUILDING,** constructed in 1960, was originally used as a female dormitory and was referred as the "Women's Dormitory." In the early 90's, the name was changed to "TINY TIGERS" and the building was used as a day care center. In 2004, the building was renamed "Sponsored Programs." In 2008, the name was expanded in order to honor a former dean of academics, Mr. Charles F. Reid. Currently, this building houses sponsored programs and other programs/activities when space is available.

The **MARION M. REID GYMNASIUM,** constructed in 1960, is named in honor of a deceased faculty member and registrar, Marion M. Reid. This facility is used for athletic activities, assemblies, and classroom instruction. It was renovated in 1986, 1989, and 2007.

The **MARVIN F. SIGMON JR. CAREER/TECHNICAL BUILDING,** constructed in 1978, was named in honor of Marvin Sigmon, Jr., who served on the Board of Trustees for Coahoma Community College and Agricultural High School for more than 30 years and as president of the Board of Trustees for a number of years. The facility houses the Career-Technical dean and associate dean offices, and Collision Repair Technology.

The **EDDIE C. SMITH SPORTSPLEX,** constructed in 2005, is named in honor of a dedicated science instructor and public servant, Eddie C. Smith. The facility is located in the southeast corner of the campus. This beautiful facility was constructed to meet state and national design requirements. It consists of a baseball field, a softball field, and an indoor facility that provides approximately 875 square feet for concessions, restrooms, sports activity announcements, and storage.

The **TRUSTEE CENTER FOR PHYSICAL OPERATIONS,** constructed in 1985, is named in honor of all present and past members of the Board of Trustees. It houses Shipping and Receiving, Physical Plant, and a bus shop.

The **MARY G. WHITESIDE ACADEMIC HALL,** constructed in 1958, is named in honor of Mary G. Whiteside, a deceased faculty member who was also a registrar and academic dean. This building has had ten renovations over the years and currently houses the academic departments of Social Sciences, Education and Psychology; English and Foreign Language; and Math and Science. It also houses the Whiteside Hall Lecture Room, which has seating for 132.

COLLEGE ADMISSIONS

Coahoma Community College does not discriminate in the admission of students because of race, color, sex, age, national origin or disability. The institution ascribes to an "open admissions" policy. However, admission to the college does not necessarily guarantee admission to a specific program of study desired by a student.

The Director of Admissions and Records receives and processes all general applications, evaluates credentials, and issues statements relative to admission of applicants. Academic, technical, and career students may enter at the beginning of either of the two semesters or at the beginning of the summer school terms. Application forms may be secured from the Office of Admissions and Records or from the college website.

GENERAL ADMISSIONS REQUIREMENTS

The following four (4) requirements are general admissions requirements and must be completed by all students desiring admission to Coahoma Community College:

1. **APPLICATION** Each applicant is required to submit a completed application for admission. This application can be obtained by contacting the Office of Admissions and Records or on the Admissions website at http://www.coahomacc.edu/admissions/index.html.
2. **TRANSCRIPTS** A first-time entering student seeking admission to the college should provide an official transcript bearing the principal's signature, date of graduation and school seal. Students who have passed the General Education Test must submit an official transcript of the General Education Diploma (GED) scores. Students who have attended other institutions of higher learning must submit official college and/or military transcripts from ALL institutions attended.
3. **ACT SCORES** Students seeking admission to the academic and technical programs are required to take the American College Test (ACT) and request that the results be sent to the Office of Admissions and Records. A student cannot be admitted to an academic or technical program unless the ACT scores are on file in the Admissions and Records Office. First-time enrolled students 21 years of age and older are not required to take the ACT unless they are planning to enter into a specific program that requires it, such as the Practical Nursing, Respiratory Care, Associate Degree Nursing, Paramedic, and Polysomnography Program.
4. **SOCIAL SECURITY CARD** Each applicant is required to submit a copy of his/her signed social security card.

Each applicant is notified of his admission status upon completion of the admissions application process.

All admissions requirements must be submitted to the Office of Admissions and Records. In order for an applicant to receive a "Notice of Acceptance," all admissions material must be on file in the Office of Admissions and Records.

CATEGORIES OF ADMISSION

- **Regular admission** indicates that a student has satisfactorily fulfilled all admission requirements.
- **Transfer student admission** is designed for students who have satisfactorily completed coursework from another accredited college or university.

TRANSFER STUDENTS

A transfer student is defined as one who has satisfactorily completed coursework from another accredited college or university. Students transferring to Coahoma Community College are required to meet all admission requirements listed in the College Catalog.

A student who is on academic probation at another college, if otherwise acceptable, is admitted to Coahoma Community College on probation. A student who is excluded from another college because of academic suspension may be considered for admission to Coahoma Community College on probationary status after remaining out of college for one semester.

See the Student Records section of the Catalog for the Transfer Credit Policy.
For Health Science programs, see the Health Science Transfer Policy under Program Specific Admissions.

HOME SCHOOL STUDENT REQUIREMENTS

The application of a student graduating from a home school program will be referred to the Admissions Committee and will be considered on an individual basis. A homeschooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed affidavit and a written recommendation from one of the above persons. All other admission requirements must also be met which includes ACT scores, and social security card. The committee will make a recommendation to the appropriate instructional dean (Dean of Academic Affairs, Dean of Career & Technical Education or Dean of Health Sciences) regarding enrollment status.

INTERNATIONAL STUDENT REQUIREMENTS

A limited number of international students who meet the requirements will be accepted for admission to the college. All of the requirements must be completed two (2) months prior to beginning of classes for the semester in question in order to permit time for forms required by the Immigration and Naturalization Service of the United States Department of Justice to be completed and approved.

1. Complete an application for admission.

2. Provide final transcript of high school/secondary work and/or all transcripts from each college/post-secondary institution attended. (Student is responsible for having transcripts evaluated and interpreted and the costs incurred in this process).

3. Provide evidence of proficiency in the English language through a score of at least 525 on "Test of English as a Foreign Language."

4. Provide scores on American College Test (ACT) or the Scholastic Aptitude Test (SAT).

5. Submit a financial affidavit reflecting evidence of sufficient monies to cover college and personal expenditures while in attendance. Total expenditures including tuition, room and board fees and other fees must be paid at the time of registration.

6. Must be interviewed by the Admissions Committee.

Note: The College reserves the right to determine the number of foreign students to be admitted and to change policies stated herein when deemed necessary.

VETERANS REQUIREMENTS

Admission requirements for veterans or eligible persons are the same as for regular admission students. Veterans and other eligible persons must meet all general admission requirements and provide the Office of Admissions and Records with documented evidence of all previous education and training prior to being admitted and certified to the Veteran's Administration. Veterans who intend to utilize GI benefits cannot be admitted to the college under special admission status and be eligible to receive financial benefits under the GI Bill. Veterans or veteran dependents are required to report to the Office of Admissions and Records after registering.

In accordance with the Mississippi Code 37-103-25, Coahoma Community College shall charge tuition at the in-state tuition rate for a student who is a veteran as defined by the Title 38 of the United States Code, or a person entitled to education benefits under Title 38 of the United States Code.

READMISSION OF FORMER STUDENTS

A former student who was not in attendance the semester prior to the one for which he/she wishes to be enrolled is required to submit an application for admission. A student in attendance the semester immediately preceding the semester for which he/she wishes to be enrolled does not need to submit an application for admission. A student readmitted will return to the same academic status, unless he/she has earned additional college credits to alter his/her status. Any former student who has attended another college after leaving Coahoma Community College will be required to provide the Office of Admissions and Records with an official transcript from that college. Students returning after academic suspension will be allowed to register in (15) semester hours only. An Academic Restart Policy is available for students who have not attended a post-secondary institution in the past five years and who meet the specific qualifications. For more information on this policy, see Academic Restart Policy in the Academic Policies section of this College Catalog.

STUDENT RESIDENCY

Mississippi Resident: A student who lives in the state with a legal guardian, spouse of a legal resident, or head of household.

Out-of-District Resident: A student who does not live within Bolivar, Coahoma, Quitman, Tallahatchie, and Tunica Counties but does live in some other county in Mississippi.

Out-of-State Resident: A student who has not lived in the state of Mississippi for the past six consecutive months.

NOTE: Several documents may be requested for proof of residency. A list of these documents can be requested from the Office of Admissions and Records.

PROGRAM-SPECIFIC ADMISSIONS

CAREER AND TECHNICAL REQUIREMENTS

High school diploma or satisfactory scores on the General Education Development (GED) test are required in all programs.

DUAL ENROLLMENT REQUIREMENTS

Academic Eligibility

1. To be eligible for the High Achievers Academy Dual Enrollment Program, a high school student must meet the following criteria:

    a. Have earned 14 Core Carnegie Units as listed as defined in Appendix B of the Mississippi Public School Accountability Standards.
    b. Have a minimum high school GPA of 3.0.
    c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

    <div align="center">

    OR

    </div>

    a. Have a minimum composite ACT score of 30 or the equivalent SAT score
    b. Have a minimum high school GPA of 3.0.
    c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

Career and Technical Education Eligibility

2. To be eligible for the High Achievers Dual Enrollment Scholars Program, a high school student must meet the following criteria:

    a. Have Junior or Senior classification
    b. Have a minimum high school GPA of 2.0.
    c. Obtain an unconditional written recommendation from his/her high school administrator/counselor or CTE instructor.

Placement Procedures

3. Certain college-level courses require certain placement scores (ACT) for enrollment. While placement procedures may differ based on the program of study, dual enrollment participants are subjected to the same placement requirements as dual-credit and traditional college students. The following placement scores are required for college-level English and Mathematics:

    a. To enroll in English Composition I, a 17 or above is required on the English sub-test of the ACT.
    b. To enroll in College Algebra, a 19 or above is required on the Mathematics sub-test of the ACT.

HONOR COLLEGE REQUIREMENTS

The Honors Program is open to all recent high school graduates, freshmen and transfer students. To enroll in the Honors College, you need the following credentials:

- Graduate from the top 5% of your class
- 3.25 Cumulative GPA on a 4.0 scale
- ACT composite score 20 or better or SAT combined score 1200 or better (critical reading + math) for entering freshmen.
- Seeking an Associate of Arts or Associate of Applied Science degree
- Sophomores who have satisfied admission requirements will automatically qualify for enrollment.
- Have met all other requirements for admission to Coahoma Community College

Admission Requirements

1. Submit copy of high school transcript or college transcripts of previous colleges attended (if you have already submitted transcripts & test scores to this Admissions Office, it is not necessary to send a second copy).
2. Submit copy of ACT/SAT test scores.
3. Submit two letters of recommendation: 1) high school teacher /counselor or college administrator 2) community leader.
4. Provide a 500-word profile essay; computer generated, typed doubled-space using 12-point font.

To qualify for admission to the Coahoma Community College Honors College, be sure you have included your Honors College Application, profile essay, two letters of recommendation, transcript(s) and test score(s).

ASSOCIATE DEGREE NURSING

The following must be completed by March 31 to be considered for admission:

LPN TO ADN TRACK ONLY

1. Must be LPN with an unencumbered Mississippi license
2. Complete General Admission Requirements for Coahoma Community College
3. Obtain an associate degree nursing admission packet and complete all required forms
4. Have a minimum composite ACT score of 18 or Institutional Higher Learning requirements.
5. Complete all pre-requisite courses by July prior to fall admission: BIO 2513, BIO 2511, BIO 2523, BIO 2521 (Anatomy & Physiology Lectures/Labs) and BIO 2923, BIO 2921 (Microbiology Lecture/Lab) must have been taken within seven (7) years.
6. Complete all pre-requisite courses by May of the academic year.
7. Have a minimum cumulative grade point average at least 2.5 on all pre-requisite courses, with a grade of at least a "C" in all course work.
8. Successfully complete a pre-entrance exam (application must be completed before scheduling for exam)
9. Once accepted, show evidence of completion of required immunizations which include:
    - Positive serology of immunity to varicella (chicken pox) or immunization
    - Complete or started Hepatitis B vaccination series or proof of immunity, tetanus, a two-step TB skin test, and a flu shot in the fall
    - Criminal background check
    - State issued photo identification and social security card
    - CPR certification from American Heart Association for health care provider which is current for two years and maintained until graduation
    - Pass a drug and alcohol screen and any other requirements by clinical facilities
    - A completed physical exam signed by a primary care provider
10. Present evidence of an unencumbered license to practice as an LPN in Mississippi.
11. Present employer verification of at least six to nine months of continuous employment as a LPN.

PROGRAM PROGRESSION

Students admitted to the Associate Degree Nursing Program must maintain a "C" or a 77 course average in all nursing courses in order to progress in the program.

PARAMEDIC PROGRAM

The following must be completed to be considered for admission to the Paramedic Program:
1. Complete all General Admission Requirements for Coahoma Community College.
2. A completed CCC application
3. High school transcript or GED
4. Have an ACT with a score of 16 or higher
5. Social Security card and immunization record

6. Must have a minimum of a "C" (2.0) in <u>any</u> college coursework attempted
7. Must have Anatomy & Physiology I with a grade of "C" or better (2.0)
8. Be a NREMT upon admission and become Mississippi certified upon acceptance
9. Must pass an NREMT basic knowledge and skills assessment test with a grade of 80%
10. Must pass a state and federal criminal background check
11. Once accepted into the Program the student must show the following requirements the students own expense and are due no later than the first week in August before the first class begins:
    a. Attend a health science enrichment camp in the summer prior to beginning of classes.
    b. Physical examination according to specific form (included in the admission packet).
    c. Evidence of vaccine or proof of titer for Hepatitis B, Varicella, and two-step TB skin test.
    d. Current tetanus vaccination within 10 years.
    e. American Heart CPR certification for healthcare providers current for two years and maintained until graduation.

NOTICE:

During the summer prior to the start of each Fall semester, students accepted into the Paramedic Program must attend a *Summer Enrichment Program* at the Allied Health Training Center. For more information contact the Administrative Assistant at (662) 621-4210.

PROGRAM PROGRESSION

Students admitted to the Associate Degree Paramedic Program must maintain a grade of "C" (2.0) or an overall average of 80 in all coursework and pass all clinical components to progress in the Program.

POLYSOMNOGRAPHY

The following must be completed by June 15 to be considered for admission in the odd years and October 30 in the even years applying for admission to the Polysomnography program:

1. Complete General Admission Requirements for Coahoma Community College
2. Have a minimum composite ACT score of 16.
3. Complete Anatomy and Physiology I and II with a grade of "C" or higher in each course within the last five years.
4. Once accepted, show evidence of completion of required immunizations which includes but is not limited to:
   a. Positive serology of immunity to Varicella (chicken pox) or immunization
   b. Complete or started Hepatitis B vaccination series
5. Once accepted, completion of a physical exam signed by a primary care provider.
6. Once accepted, the program director will arrange LIFE Support training, criminal background checks, and drug screening

POLYSOMNOGRAPHY PROGRAM PROGRESSION
Students admitted to the Polysomnography Program must maintain a grade of "C" or an 80% course average and pass all clinical requirements to progress in the program.

PRACTICAL NURSING

The following must be completed by May 1:
1. Complete General Admission Requirements for Coahoma Community College.
2. Completed CCC Practical Nursing application printed from www.coahomacc.edu –Click on Health Sciences then Practical Nursing.
3. Documentation of an ACT. ACT requires a minimum composite of 17 with a 14 in both reading and math.
4. Two letters of recommendation.
5. Complete a pre-entrance exam.
6. Must have a minimum 2.0 cumulative grade point average for college courses taken.
   > ***Any courses taken after acceptance into the Practical Nursing Program will be calculated into the cumulative GPA. If your GPA falls below a 2.0, your acceptance for admission will be withdrawn.**
7. Signed nursing program performance standards for admission and progression.
8. Signed drug policy understanding.
9. Once <u>accepted</u> into the program, the following documents are required to be submitted to Health Sciences:
   * Physical examination according to specified form included in the acceptance letter.
   * Evidence of (2) MMRs
   * Varicella (chickenpox) immunization completed or started **<u>or</u>** varicella (chick- pox) blood titer. Declaration of having varicella (chickpox) will <u>not</u> be accepted.
   * Hepatitis B (3) vaccinations, or hepatitis titer (positive laboratory result), or declination of Hepatitis B (PN form must be used to decline Hepatitis).
   * Current adult tetanus shot within 10 years.
   * Two-step TB skin test. (Step 1: The student will receive a TB skin test, and it will be read. Step 2: As directed by the clinic, the student will return to receive another TB skin test, and it will be read).
   * CPR certification from American Heart Association for health care providers which is current for two years. This must be maintained until graduation.
   * Copy of picture ID.
   * Criminal background check will be scheduled by Health Sciences.
   * Drug screen will be scheduled by Health Sciences.
   * A flu shot will be required in the fall prior to clinical.

PROGRAM PROGRESSION
Students admitted to the Practical Nursing Program must maintain a "C" or an 80 course average in all nursing courses and pass all clinical requirements to progress in the program.

NOTE: For Associate Degree Nursing and Practical Nursing: The Mississippi Board of Nursing may deny a license to persons when proof exists that such person has been party to certain acts or conditions. The following is a summary of these acts and conditions that may affect a new graduate seeking initial licensure (For the complete text, please refer to the Mississippi Board of Nursing Practice Law, Section 73-15-29):
1. Fraudulent attempt to obtain a license;

2. A conviction of a crime or moral turpitude'
3. Addiction to or dependence on alcohol or other habit-forming drugs;
4. Evidence of a physical, mental or emotional condition that renders them unable to perform nursing duties with reasonable skill and safety;
5. Been party to conduct that would constitute a crime as defined in Title 97 of the Mississippi Code of 1972;
6. Engagement in conduct likely to deceive, defraud or harm the public;
7. Violation of any provisions of the Mississippi Nursing Law.

RESPIRATORY CARE

The following must be completed by May 15 to be considered for admission to the Respiratory Care Program:

1. Complete General Admission Requirements for Coahoma Community College
2. Have a minimum composite ACT score of 17.
3. Complete all prerequisite courses as specified for the Respiratory Care program prior to the August semester of the academic year applying for.
4. Have a minimum cumulative grade point average of 2.0 for any attempted college courses.
5. Once accepted, show evidence of completion of required immunizations which include:
   - Positive serology of immunity to Varicella (chicken pox) or immunization
   - Complete or started Hepatitis B vaccination series
6. Once accepted complete required immunizations and a physical exam signed by a primary care provider.
7. Successfully complete a pre-entrance exam

PROGRAM PROGRESSION

Students admitted to the Respiratory Care Program must maintain a grade of "C" or an 80 course average in all respiratory care courses and pass all clinical requirements to progress in the program.

HEALTH SCIENCE SHORT-TERM CERTIFICATE PROGRAMS

These certificate programs are short-term, entry-level programs that prepare the graduate for specific skills and certifications required for employment as a member of the healthcare work force. Students must successfully complete all requirements for a certificate program in order to receive credit for the course. There is no transfer of credit for certificate programs. The following courses/programs are offered **ONLY ON DEMAND**:

- Adult Long-Term Care Nurse Aide
- Cardiography - Basic
- Emergency Medical Technician (EMT)
- EMT – Refresher Course
- Phlebotomy – Basic

The following must be completed to be considered for admission:

1. Completed CCC admission application
2. Official copy of high school transcript or official GED passing scores
3. Completion of a pre-entrance exam
4. Social Security card
5. After accepted into the program, copy of document showing:
   - MMR
   - Hepatitis B (can complete after entry into program)
   - Positive serology of immunity to Varicella (chicken pox) or immunization
   - Two-step TB skin test
6. Drug screen will be scheduled after admission*
7. Criminal Background will be scheduled*
8. Copy of Driver's License or Photo ID after accepted into the program
9. Must be in good financial standing with Coahoma Community College

*Must pass a criminal background check and drug screen.

EMERGENCY MEDICAL TECHNICIAN – REFRESHER COURSE (EMT-R)

The EMT-Refresher is designed to meet the needs of EMT's in all settings and skill levels required for recertification. Upon completion, the participant will be issued a Certification of Completion. The current course is taught as 3, 8-hour days and includes all topics necessary for NREMT recertification standards.

The following must be completed by the program admission deadline (to be announced-call (662) 621-4041 for updated information on course offerings):

1. Completed application
2. Be eligible for employment as an EMT

HEALTH SCIENCE PROGRAM READMISSION POLICY

1. A student may be considered for readmission to a specific Health Science program **one time only** with the following exception: a student has a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.
2. A student requesting readmission should complete an application for readmissions and complete the Health Sciences' Form "Action for Success".
3. A student requesting readmission to a Health Science program will be reviewed by a program specific committee of the Health Science Division. Consideration will be given on an individual basis but does not guarantee readmission. Students must meet deadline for applications to the programs.

4. To resume placement in a Health Sciences Associate Degree/Technical Certificate program, currency of knowledge and skill must be demonstrated by achieving a grade of 80% on a comprehensive course specific exam and passing skills performance requirements, as applicable. For Paramedic Associate Degree/Technical Certificate, Polysomnography Associate Degree/Technical Certificate, or Respiratory Care Technology Programs, previous

students who have been out of the programs for two years or more must start at the beginning of the program of study with any Health Sciences Courses. This does not include Associate Degree Nursing Program.

5. Returning associate degree nursing students must achieve a level 2 or higher on course specific ATI proctored exams to resume placement. If unsuccessful in this requirement, the student must retake the course (s). LPN to ADN students that have been out for a year or more must start at the beginning of the program of study (Transitional class in the summer).

6. A student is eligible for one consecutive readmission to the Associate Degree Nursing Program.

7. After a students has been out of the Associate Degree Nursing Program for five (5) years, a student maybe considered for readmission for one time only.

8. A student who disagrees with the decision of the Health Science Readmission Committee may follow the Coahoma Community College Student Grievance and Due Process Procedure published in the CCC college catalog.

STUDENT EXPENSES

SCHEDULE OF STUDENT EXPENSES
ALL FEES DUE UPON REGISTRATION
(All fees subject to change)

DAY STUDENTS
Tuition (per semester) $1,325.00
Publication Fee (once per year) $60.00
Technology Fee (per semester)..$50.00
Lab Fee (Science Majors)..$25.00
Fees for Students Enrolled in Science Courses...$8.00

DORMITORY AND MEALS
Room Rentals (per semester) $800.00
Board: Five-Day Plan $1,010.00
      Seven-Day Plan.. $1,310.00
Room/Key Deposit.. $100.00

DEFERRED PAYMENT FOR DORMITORY STUDENTS ONLY
50% of total tuition and all other fees must be paid at registration. Student will sign a promissory note at this time for the balance. Remaining tuition will be due on October 15th (fall semester) or March 15th (spring semester). Strict adherence to these dates will be required.

LATE REGISTRATION FEE..$25.00
It is very important that students register during the days designated for registration.

CLASS CHANGE AND WITHDRAWAL FEE
(For each class change after 1st day of class meeting) $10.00

AUDIT FEE (per semester hour) $125.00

TRANSPORTATION/BUS FEE (per semester)... $350.00

OUT-OF-STATE FEE (per semester) $1,550.00

INTERNATIONAL STUDENT FEE (per semester)... $1,550.00

RETURNED CHECK FEE...$40.00

PARKING PERMIT FEE $10.00

ONLINE/VIRTUAL COMMUNITY COLLEGE FEE (per course)....................................$30.00

(Additional fees are listed on the following page.)

(Additional fees are listed on the previous page.)

GRADUATION FEE (Non-refundable)..$65.00

GRADUATION FEE (LPN Students only)..$40.00

STUDENT IDENTIFICATION CARD (replacement)..$10.00

EVENING STUDENTS
Tuition (per credit hour) $150.00
Out of State Tuition Fee (per credit hour).. $235.00
Off-Campus Fee $35.00
Publication Fee (full-time students only/once per year)...$60.00
Technology Fee (per semester for full-time and online students)..$50.00

SUMMER SCHOOL FEES
Tuition (per credit hour) $125.00
Out of State Tuition Fee (per credit hour).. $235.00
Registration Fee (per summer term) $25.00

GRADUATION FEES

A graduation fee of $65.00 is required of all students who are graduating. This fee includes the cost of the degree/certificate and cap/gown rental. The graduation fee is nonrefundable.

A student's account must be cleared in the Business Office before he/she can graduate or have his/her transcript released.

REFUND POLICY
If a class fails to develop or is terminated by order of the administration, all fees assessed and paid will be refunded. Otherwise, only a portion of matriculation fees will be refunded.

No refund of student fees will be made unless the student officially withdraws at the **OFFICE OF ADMISSIONS**. All refunds will be calculated on the following schedule.

Fall/Spring Term
First Week of Classes 90%
Second Week of Classes.. 75%
Third Week of Classes 50%

Summer Term
First Week of Classes 90%
Second Week of Classes... 0%

REFUNDS OF FEDERAL/STATE GRANTS
Refunds of Pell Grant/other Federal and State Grants and all other gift aid will begin at mid-point (usually the 9th week) of each semester.

ENROLLMENT LEVEL (FULL-TIME/HALF-TIME) and **CLASS ATTENDANCE** have a direct affect on grant and scholarship awards. In turn, the enrollment level and class attendance will have an effect on the refund amount. Class withdrawals affect enrollment level and refunds.

If a student withdraws from part of his/her schedule, a recalculation of all financial aid and refunds may be necessary. If a student withdraws from all classes, financial aid will be recalculated, refunds will be adjusted or canceled, and a repayment of Federal and State funds may be necessary. The immediate repayment **of FEDERAL GRANT MONIES** is a possibility when students withdraw completely or drop out.

DELINQUENT ACCOUNTS

The College reserves the right to deny readmission of a student until all delinquent funds owed to the College have been paid. Transcripts are not issued for students whose accounts are delinquent. The Business Office collects regular student account balances, and if not paid when due, shall constitute delinquent accounts.

BOOKS AND SUPPLIES

Textbooks for courses in the college division may be purchased from the college bookstore. The cost of books ranges from $500 to $800 per semester. School supplies (paper, pencils, pens, souvenirs, etc.) are available in the bookstore.

FINANCIAL AID

The objective of the Student Financial Aid Office is to provide excellent customer service in assisting students in attaining their educational endeavors. The Financial Aid Office is located on the first floor of the Vivian M. Presley Administration Building.

Students wishing to receive federal student aid must complete the Free Application for Federal Student Aid (FAFSA) via the internet at www.fafsa.ed.gov.

To receive priority consideration for campus-based Federal Student Aid, the FAFSA must be received by the Department of Education Central Processing Center by March 1, with Coahoma Community College (Code - 002401) designated as a recipient to receive the data. Applications received after the above date will be considered according to the availability of funds.

COAHOMA COMMUNITY COLLEGE DOES NOT PARTICIPATE IN FEDERAL FAMILY EDUCATION LOAN PROGRAMS.

SOURCES OF FINANCIAL AID
FEDERAL FUNDS
> **DURATION OF PELL ELIGIBILITY:** Due to the Consolidation Appropriations Act of 2012 (CAA), a student's maximum Pell eligibility is six years (or its equivalent).
>
> **Federal Pell Grant –** This grant is a federal student aid program designed to provide a foundation of gift aid to students who demonstrate financial need. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or graduate degree.
>
> **Federal Supplemental Educational Opportunity Grant (FSEOG) –** This grant is a federally sponsored program providing gift aid for those students with exceptional financial need (students with the lowest Expected Family Contributions (EFC).
>
> **Federal Work Study Program (FWS)** – Part-time jobs are available on campus for students demonstrating financial need to assist them in meeting their educational expenses. The amount of a student's FWS award depends upon available funds and the student's financial need.
>
> **Federal Community Service Work Study Program (FCSWS)** – This program is a component of FWS and designed to encourage students to participate in community service activities.
>
> **Job Location and Development (JLD)** – The College maintains a program to assist students in finding part-time jobs in the local community. JLD is primarily intended to assist students who are unable to obtain the FWS jobs. Students will be paid by the businesses hiring them.

REGULATION OF FEDERAL FUNDS REFUND FORMULA FOR TITLE IV FUNDS
(FSEOG AND PELL GRANT)

The Title IV refund formula will be implemented for those students attending Coahoma Community College and receiving Title IV funds (FSEOG, and Pell Grant). The refund formula will only allow a student to receive a percentage of the Title IV funds awarded if the student withdraws from school before completing 60% of the payment period (semester). The student, the institution, or both will return the unearned federal funds to the appropriate program. The student is responsible for paying the institution for any outstanding charges. The student is eligible to receive 100% of the Title IV funds awarded if the withdrawal occurs after the 60% payment period.

ORDER OF RETURN OF TITLE IV FUNDS
The school must return Title IV funds to the programs from which the student received aid during the payment period as applicable in the following order up to the net amount disbursed from each source.

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

TREATMENT OF OVERPAYMENTS
The receipt of Federal funds in excess of a student's eligibility is called an overpayment. If a student's error caused the overpayment, the student is responsible for repaying the overpayment. If the overpayment cannot be eliminated by adjusting later disbursements in the award year, the student cannot receive additional student financial aid assistance funds until he/she repays the overpayment in full or makes repayment arrangements that are satisfactory to the school. Unresolved overpayments will be referred to the Department of Education's Borrower Services-Collections.

PROFESSIONAL JUDGMENT
A financial aid administrator may use professional judgment on a case-by-case basis only to alter the data elements used to calculate the Expected Family Contribution (EFC). A financial aid administrator's decision regarding adjustments are final and cannot be appealed to the Department of Education. If you believe that you have special circumstances that should be taken into account, such as a significant change in income from one year to the next or unusual medical or dental expenses, you should contact the Office of Student Financial Aid.

FINANCIAL AID VERIFICATION REQUIREMENT
If a student is selected for verification by the Department of Education or if the Student Aid Report (SAR) has conflicting information, the Financial Aid Office will verify the information by requesting

additional information from the student/parent. The Financial Aid Office Recipients of Title IV funds who are selected for verification or whose SAR displays conflicting information should submit the required documents to the Financial Aid Office within (60) days of the date of registration. **A recipient who fails to provide required documentation within the specified period will be responsible for payment of all charges incurred.**

The Financial Aid Office will contact all recipients with missing documents via mail and e-mail. The notification letter will indicate what is required and how to obtain requested information necessary to complete the verification process or resolve conflicting information.

Once the Financial Aid Office receives the requested documentation, if information on the recipient's application warrants correction, the Financial Aid Office will make the necessary corrections. The recipient can also make corrections on-line via the internet at www.fafsa.ed.gov. Recipients must use their PIN to access records online or mail corrections to Federal Student Aid Programs, Post Office Box 7002, Mt. Vernon, IL 62864-0072. PLEASE NOTE: If any modifications are made to Student Aid Report (SAR), a new award notification will be mailed to the student.

STATE FUNDS

To request an application for any of these Mississippi state funds, call the Institutions of Higher Learning at 1-800-327-2980 or access information at the following website: http://www.mississippi.edu/riseupms/financialaid-state.php

Higher Education Legislative Plan (HELP) - Created by the Mississippi Legislature this program is designed to provide tuition assistance to qualified students whose financial need, as demonstrated by federal student aid eligibility, will not be met with gift aid from other sources.   Important Dates: Application Dates: January 1 – March 31; Supporting Documents Deadline: April 30. The dates are important as the number of awards and recipients are dependent upon available funds.

The Mississippi Resident Tuition Assistance Grant (MTAG) – Created by the Mississippi Legislature this program is designed to provide financial aid assistance to Mississippi residents attending state approved public and nonprofit two-year and four-year eligible colleges and universities.   The primary objective of the MTAG is to provide educational opportunities for students who wish to pursue post-secondary education in the state.

The Mississippi Eminent Scholars Grant (MESG) – Created by the Mississippi Legislature this program is designed to provide financial aid assistance to Mississippi residents attending state approved public and nonprofit two-year and four-year eligible colleges and universities. The primary objective of the MESG is to provide educational opportunities for students who wish to pursue post-secondary education in the state.

Workforce Investment Act Funds (WIA) – Financial assistance is available for dislocated workers through the Workforce Investment Act of 1998. A dislocated worker is defined in three ways:

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

To be considered for WIA funds, a student must:

1. Be admitted to an approved program
2. Apply for a Pell Grant through the Free Application for Federal Student Aid (FAFSA)
3. Register with the Mississippi State Employment Service through the student's local WIN Job Service Center. WIN Job Service determines the eligibility for these funds.

SATISFACTORY ACADEMIC PROGRESS POLICY

Coahoma Community College is required by federal regulations to establish minimum standards of Satisfactory Academic Progress (SAP) to determine a student's eligibility for the following Federal and State Financial Assistance programs:
- Federal Pell Grant (Pell)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal College Work-Study (FCWS)
- The Higher Education Legislative Plan (HELP)
- The Mississippi Eminent Scholars Grant (MESG)
- The Mississippi Resident Tuition Assistance Grant (MTAG)

Satisfactory academic progress for financial aid purposes requires both a qualitative and quantitative measurement of a student's academic performance.
Qualitative Measurement: A student's academic progress is measured by the cumulative grade point average earned for the number of credit hours attempted.

Quantitative Measurement: A student must make steady progress toward completing the educational goal within a limited period of time. The time frame includes all period(s) of enrollment at Coahoma Community College whether or not a student received financial aid.

The academic progress of students is evaluated at the end of e a c h S p r i n g semester. In order to maintain satisfactory academic progress, students must meet the following conditions:

- Earn the minimum cumulative grade point average (GPA) based on total hours attempted as outlined in the chart below.
- Earn the minimum completion rate based on total hours attempted as outlined in the chart below.

- Unless academically dismissed, students denied federal, state, and institutional aid may continue attending using other aid sources or by funding their education themselves. It is students' responsibility to monitor his or her academic progress and understand requirements to complete their degree according to SAP standards.
- Complete his or her program of study within a time frame not to exceed 150% of the published length of a program.

Cumulative Hours Attempted	Percentage of Cumulative Hours Attempted That Must Be Passed	Minimum Required SAP GPA
9-16	50%	1.5
17-32	56%	1.7
33-48	62%	1.85
48+	67%	2

Financial Aid Warning

Financial Aid Warning status is assigned to students who fail to meet one or more of the SAP measures indicated above at the conclusion of an academic semester or summer. Students assigned a Financial Aid Warning status will be notified in writing. Students may continue to receive financial aid for one subsequent academic semester or summer despite the determination that students are not making SAP.

Financial Aid Suspension

Financial Aid Suspension status is assigned to students who fail to make SAP at the end of an academic semester or summer following the Financial Aid Warning period; does not fulfill the requirements set forth according to his or her Academic Plan of Study; or Subsequent Degree Certification of Hours Plan when placed on Financial Aid Probation. Students can reestablish SAP eligibility by choosing one of the following options:

Self-Pay – SAP Suspension does not prevent students from registering for classes. However, payment is the responsibility of students and must be made as required by university policy.

Private Assistance – Students on SAP Suspension receive private assistance, in the form of scholarship or private loan, per the conditions of the individual donor or lender.

Appeal – See the Appeal Process below.

Notification of Financial Aid Probation or Suspension

The Division of Academic Affairs will send a letter to any student who is put on financial aid probation or a suspension letter to any student who is no longer eligible for financial aid. It is the responsibility of the student to maintain current addresses with the Office of the Registrar.

Appeal of Financial Aid Suspension

If students do not meet SAP after the warning period, an appeal process is available for those students with extenuating circumstances. Students can appeal for reinstatement of Financial Aid by completing the Satisfactory Academic Progression Appeal for Eligibility Form.

Circumstance(s) that Apply	Required Documentation (must include dates)
Severe illness, medical condition or Injury	Signed and dated letter from physician on office letterhead; legible copy of accident report
Death of a family member	Death certificate and/or dated obituary from newspaper
Traumatic life-altering event such as fire, hurricane, etc.	Evidence of even such as insurance claim or FEMA application
Military Assignment or reassignment	A Statement of Service signed by, or by direction of, the adjutant, personnel officer, or commander of your unit or higher headquarters which shows your date of entry on your current active duty period and the duration of time.

A student's appeal must explain the circumstances that prevented him/her from making SAP and the reasons for the basis of this appeal. The student must address the following:

1. What was the problem?
2. When did the problem occur?
3. How long did the problem last?
4. How did this affect his/her ability to complete coursework?
5. The steps taken to ensure that the minimum standards will be met at the next evaluation

Extenuating circumstances that **will not** be considered in an appeal include, but are not limited to, the following:

Complaint about instructor/course/staff/University policy.
- Failure to study/immaturity.
- Childcare and/or transportation problems (ex. losing driver's license due to excessive tickets).
- Failure to read, understand, and follow published Financial Aid and University policy.

Students who cannot meet the above requirements for an appeal must re-establish Satisfactory Academic Progress through Reinstatement before regaining eligibility for assistance.

SAP APPEAL LIMITS (3)

The Satisfactory Academic Progress Appeals Committee may grant or deny any SAP appeal. The maximum number of appeals any student may normally have granted during the total of all their enrollment periods at Coahoma is three (3). Under extreme circumstances, a fourth appeal may be granted, provided that the student has documented proof of the circumstances. In the case of a student who files a fourth appeal, the reasons for the students' three previous appeals will be considered when making a decision. The student's progress within their academic program will be a determining factor on the rare occasion when a fourth appeal is allowed.

REINSTATEMENT OF ACADEMIC STANDARDS

Any student whose eligibility for financial aid consideration has been terminated due to unsatisfactory academic progress may re-establish eligibility once all satisfactory academic progress standards are met. **Students cannot re-establish academic standards if they have exceeded the maximum timeframe to complete their degree**. This work may be at Coahoma or another institution or a combination thereof as long as the courses completed will apply toward the student's degree.

PROBATIONARY STATUS

A student who has successfully appealed shall be placed on financial aid probation for one evaluation period. If at the end of the next evaluation period, a student on financial aid probation status:

1. Has met the institution's cumulative grade point average and completion percentage standards, **the student shall be returned to good standing.**

2. Has NOT met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid eligibility under a continued probationary status for one subsequent semester.

3. Has NOT met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student's financial aid shall be suspended immediately upon completion of the evaluation.

REINSTATEMENT

Students who have been suspended from financial aid (including those who have lost financial aid eligibility due to academic suspension) may seek reinstatement by achieving, **without the benefit of the aid from which they have been suspended**, both the cumulative 67 percent completion rate and required cumulative GPA required. Reinstatement may be requested for the term after this occurs.

Student with grade changes, after notifying Student Financial Aid of the grade change, including grades posted for incomplete courses, may regain eligibility should these changes result in satisfactory progress.

Students requesting evaluation of grade changes or reinstatement must complete the SAP Financial Aid Reinstatement Form; the office cannot automatically evaluate the progress of students who have met the reinstatement conditions or have had grade changes.

A student paying for tuition and fees through alternative funding not related to financial aid funds or sitting out for an academic term will not restore a student's satisfactory academic progress standing. Neither is sufficient to re-establish eligibility for financial aid funds.

General Financial Aid Information

Pell Grant: In general, a student must be enrolled in an undergraduate course of study to receive a Pell grant. A student who has received an associate degree or any certificate or diploma below the baccalaureate level and who enrolls in another undergraduate program continues to be considered an undergraduate student until she has completed the curriculum requirements for a first bachelor's degree.

Additional Degree: A student seeking a second degree or certificate may be eligible for Title IV funds. The student's timeframe for the additional degree or certificate is "reset" when the student begins a second degree or certificate. For example, if a student requires only 36 additional credits to receive the second associate degree (based on the credits acceptable from the first degree that can be applied to the additional degree), the student's timeframe for the second degree is 54 credit hours (36 x 150% credits = 54 credits).

Change in Major: Credits and grades that DO NOT count toward the new major will NOT be included in the satisfactory progress determination. A student may change his or her major three times at Coahoma Community College. Each time a student changes major or program of study, academic progress is "reset."

Remedial or Developmental Courses: Financial aid will pay for one year's worth of remedial or developmental course work or a maximum of 30 semester credit hours of remedial or developmental coursework.

- Remedial courses need not be included in the student's GPA; however you school must have some means of assessing a student's academic progress in remedial coursework.

- Remedial courses may be included in this calculation, but are not required when making the quantitative assessment.

Courses Not Required for Program of Study: Financial aid will not pay for courses that are not required in the student's program of study. If a student is enrolled in 12 semester credit hours that are required in his or her program of study, the student can then enroll in additional courses that are not required in his or her program of study.

Repeated Courses: A student may repeat a previously "passed" course only ONE time. For this purpose, passed means any grade higher than an "F". A student may be repeatedly paid for repeatedly failing the same course. Thus, a student may repeat a previously "failed" course. Each attempt at repeating a course will count toward total hours attempted. The highest grade earned will be calculated in the grade point average.

Transfer Courses: Transfer credits that count toward a student's current program will be counted as both attempted and completed hours. The grade will be calculated in the grade point average.

Incomplete Courses: Grades of incomplete will remain as "I" for a period of one semester or term. At that point, if the course has not been completed, the "I" becomes an "F." Incomplete courses will be counted toward total hours attempted and will be included in the grade point average.

Withdrawals: Withdrawal courses will be counted toward total hours attempted if a student remains past the add/drop period. Withdrawal courses are not calculated in the grade point average.

Unofficial Drop (N): An unofficial drop occurs when a student misses 6 consecutive days without officially dropping a class. If a student fails to officially drop a course, the instructor records an "N" grade. N grades will not be counted toward total hours attempted if a student fails to officially drop a course. Students who fail to officially drop a course will have a portion of their Title IV aid returned to the federal government.

NON-CREDIT, DEVELOPMENTAL COURSES, INCOMPLETES, AUDITS, WITHDRAWALS, TRANSFER CREDITS AND COURSE REPEATS

Non-credit courses do not count toward hours attempted or completed. Federal financial assistance cannot be awarded to students who audit or take non-credit courses. However, if the non-credit courses are part of the Developmental Studies the courses do qualify for federal financial assistance. Developmental studies are not considered in the time frame ratio computation. Federal regulations governing students in developmental studies do not allow students to attempt more than 30 equivalent credits in these courses.

An incomplete grade (I) has the same effect as a failing grade (F) with regard to quality points (qualitative measure) and hours attempted (quantitative measure). An audit (AU) and a withdrawal grade (W) have no effect on a student's grade point average (qualitative measure) but are a factor in the total hour's attempted (quantitative measure).

Withdrawals (officially or unofficially) do not constitute progress and may have an adverse effect on a student's satisfactory academic progress. A student that withdraws from the college mayl be placed on academic/financial aid suspension and must successfully appeal before he /she is eligible to have their aid reinstated.

All transfer credits will be evaluated by the Office of Admissions and Records during the first semester of enrollment. Students may use federal financial assistance to cover the repeat of a course. Up to 12 hours may be repeated during the undergraduate career. Course repeats will be included in the total hours attempted for the purpose of determining eligibility to receive federal financial assistance.

SCHOLARSHIPS

Scholarships are presented on the basis of availability and students' eligibility and are made possible through the generosity of individuals, corporations, and organizations. Scholarships, however, may not be available every year due to lack of appropriate funds in individual scholarship accounts.

Three (3) types of scholarships are offered at Coahoma Community College:

1. Activity and Administrative Scholarships are **Institutional Scholarships** and are awarded by Coahoma Community College.
2. **Coahoma Community College awards Athletic Scholarships** according to the requirements established by the National Junior Colleges Athletic Association (NJCAA) and the Mississippi Association of Community and Junior Colleges (MACJC).
3. **Community Scholarships** are made available by generous donations from members of the community. The Scholarship Committee is assigned the responsibility of disbursing these funds.

SCHOLARSHIP POLICIES

1. Students receiving a scholarship must maintain the minimum required grade point average (GPA) (see requirements below) and full-time status (which is a minimum of 15 semester hours during the fall and spring semesters). Failure to maintain specific GPA or failure to maintain a minimum of 15 semester hours for the entire semester will forfeit the scholarship award.

2. Any student who drops out of school forfeits his/her eligibility for a scholarship then and in the future. The student cannot resume the scholarship if he/she returns to Coahoma Community College unless otherwise stated.

3. Any student expelled because of disciplinary action forfeits his/her scholarship and will not be eligible for another scholarship.

4. If a student ceases to attend class and does not withdraw officially, he/she will forfeit his/her scholarship then and in the future.

5. Any student who officially withdraws from school must leave any remaining portion of scholarship money in the scholarship account.

6. A student's scholarship applies directly to institutional fees only (tuition, room/board, educational supplies, and other related fees).

7. A student must attend college in consecutive fall/spring semesters (excluding summer school) or forfeit the scholarship, unless otherwise stated.

INSTITUTIONAL SCHOLARSHIPS

INSTITUTIONAL SCHOLARSHIP GUIDELINES

Students will not receive two institutional scholarships during one academic year for any institutional program with the exception of the Ambassador Scholarship. When a student qualifies for more than one scholarship from the institution, the Financial Aid Director may list two institutional scholarships as long as the combined total of the awards does not exceed the value of the largest scholarship.

Outside scholarships which are not funded by the institution may be added to the total award for the student as long as regulations governing federal financial aid are not violated.

ACTIVITY SCHOLARSHIPS

The following scholarships require active participation in school-sponsored activities or organizations. Contact the appropriate designee in order to learn more about these scholarship opportunities:

COAHOMA COMMUNITY COLLEGE ACTIVITY SCHOLARSHIPS		
SCHOLARSHIP	**CONTACT**	**Minimum GPA Required to Maintain the Award**
Ambassador Scholarship	Director of Enrollment & Student Services	3.0
Band Scholarship	Band Director	2.0
Choir Scholarship	Choir Director	2.0
Cheerleading Scholarship	Cheer Sponsor	2.0
Leadership Scholarship	Dean of Student Affairs	3.0

Band and Choir scholarship recipients who fail to maintain a cumulative 2.0 GPA will be placed on probation for one semester. Recipients who do not attain the required GPA by the end of the probationary semester will then forfeit their scholarships.

Additionally; any student receiving an activity scholarship will risk having the scholarship automatically prorated or terminated if the student ceases to participate in the activity for which the scholarship was awarded.

ADMINISTRATIVE SCHOLARSHIPS

REQUIREMENTS
Each administrative scholarship applicant must have the five (5) items listed below on file in the Office of Admissions and Records at Coahoma Community College:
1. An official high school transcript with school's seal and principal's signature,
2. An official ACT score report,
3. A completed application for admission obtained from the Office of Admissions and Records,
4. A completed Coahoma Community College Information Form obtained from the Office of Financial Aid, and
5. A completed Free Application for Federal Student Aid (FAFSA) obtained online at

www.fafsa.ed.gov or at the Office of Financial Aid.

COAHOMA COMMUNITY COLLEGE ADMINISTRATIVE SCHOLARSHIPS				
SCHOLARSHIP	CRITERIA	AWARD	Minimum GPA Required to Maintain Award	CONTACT
Trustee Scholarship* (MS Residents Only)	ACT Score 26 above 3.50-4.00 High School GPA	Full Tuition, Room, Board, and Book Allowance	3.60	President's Office
Presidential Scholarship* (MS Residents Only)	ACT Score 23-25 3.25-3.49 High School GPA	Full Tuition, Room, and Board	3.30	President's Office
Honors College Scholarship	ACT Score 20 3.25 High School GPA	Full Tuition, Book Allowance	3.25	Dean for Academic Affairs
Principal's Scholarship*	3.25 High School GPA and Principal's Recommendation	Full Tuition	3.0	President's Office
Academic Scholarship**	ACT Score 20-22 3.0 High School GPA	Full Tuition	3.0	Dean for Academic Affairs
Partial Academic Scholarship**	ACT Score 17-19 3.0 High School GPA	Half Tuition	3.0	Dean for Academic Affairs
Valedictorian Scholarship	Highest GPA of Graduating High School Class	Full Tuition and Fees	3.0	Dean for Academic Affairs
Salutatorian Scholarship	Second highest GPA of Graduating High School Class	Full Tuition	3.0	Dean for Academic Affairs

Awarded at the recommendation of the high school principal or counselor
** A student may receive an academic scholarship for four semesters if he/she maintains required GPA and full-time status.*

ATHLETIC SCHOLARSHIPS

Student athletes must satisfy the National Junior Colleges Athletic Association (NJCAA) and the Mississippi Association of Community and Junior Colleges (MACJC) eligibility requirements to receive and maintain an athletic scholarship.

COMMUNITY SCHOLARSHIPS

These scholarships and awards are made possible through the generosity of individuals, corporations, and organizations. The community scholarships are awarded by the Scholarship Committee, which is appointed by the College President. Students must complete the community scholarship requirements

in order to apply for these scholarships. When a student is awarded a community scholarship, the Scholarship Committee will notify him/her.

COMMUNITY SCHOLARSHIP REQUIREMENTS

In order to be eligible for a community scholarship at Coahoma Community College, students must complete the following requirements:

1. A Free Application for Federal Student Aid (FAFSA) and a Coahoma Community College Financial Aid Application **MUST** be processed and on file **BEFORE** a student is considered for any type of scholarship or financial assistance. Scholarship awards may affect the student's overall Financial Aid package. The FAFSA can be obtained online at www.fafsa.ed.gov or at the Office of Financial Aid.
2. An applicant must be enrolled as a full-time student (at least 15 semester hours during the fall and spring).
3. An applicant must provide appropriate transcripts to the Office of Admissions and Records. For incoming freshmen, a copy of a high school transcript is required; current Coahoma Community College students or transferring students need an official copy of ALL college transcripts. Official transcripts are sealed and sent **DIRECTLY** from the high school or college and **ARE NOT** to be opened by the   applicant. Transcripts not sealed will not be considered. For questions regarding enrollment and transcripts, contact the Office of Admissions and Records.
4. An applicant must maintain a cumulative Grade Point Average (GPA) of 2.5 unless otherwise stated. For questions regarding GPA, contact your advisor or the Office of Admissions and Records.
5. Complete and submit a Coahoma Community College Scholarship Application to the Scholarship Committee.
6. Submit two typed letters of recommendation from persons other than family members to the Scholarship Committee.

To contact the Scholarship Committee, use the following address or consult the Committees/Functions and Memberships page on the college website: Coahoma Community College Scholarship Committee, 3240 Friars Point Road, Clarksdale, MS 38614.

COMMUNITY SCHOLARSHIP POLICIES

1. The deadline to submit applications for Community Scholarships is week the before Spring Break.
2. The Community Scholarship Policies adhere to the General Scholarship Policies listed above in addition to those herein.
3. Any student who drops out of school forfeits his/her eligibility for a scholarship then and in the future. The student cannot resume the scholarship if he/she returns to Coahoma Community College. In the case of extenuating circumstances, the   student should submit in writing a letter of explanation to the Scholarship Committee for consideration upon dropping out. Military duty is an exception.
4. If a student officially withdraws, he/she may be granted special approval for consideration in the future by the Scholarship Committee. The Scholarship Committee will take into consideration a student's special circumstances. To process this review, a student MUST submit a letter of explanation in writing and be interviewed by the Scholarship Committee regarding his/her special request. Military

duty is an exception.

5. Only the Scholarship Committee, with the approval of the President of the college, can make any changes in these policies.

6. Complete and submit other documents as part of the application process for a specified scholarship.

COMMUNITY SCHOLARSHIPS DESCRIPTIONS

ALPHA KAPPA ALPHA (AKA) SCHOLARSHIP is awarded to a first year student who will return the Fall of second year. The student must be in good academic standing with a GPA of 3.0 or above. The award is in the amount of $500. You must attach two (2) letters of recommendation.

The **BEN-GLO FOUNDATION SCHOLARSHIP** is an annual gift given by a private foundation established by the Daugherty Family in honor of Benjamin Allen Daugherty, Gloria Daugherty Strange, Vincent Daugherty, '84 and Chancey O. Daugherty, '52. The award is given to two students interested in or showing some promise in the field of education, or an athlete in need of financial assistance. Need is the main criteria for selection as well as scholarship. The award may be given to entering students at CCC, continuing students at CCC, or graduating students furthering their college careers at a four-year educational institution. Submit two (2) letters of recommendation. Total award is $300.00.

The **BENNIE S. GOODEN, SR. SCHOLARSHIP** is an award of $500.00 given to a freshman during the second semester, who has demonstrated financial need, academic excellence, strong leadership ability, community involvement, good moral character and preferably one who resides in an affordable housing development. Applicant must: (1) be interviewed by the Scholarship Committee; (2) have maintained a minimum grade point average (GPA) of 2.5; (3) hold membership in a community/college organization; and (4) have an official recommendation from either a counselor or a pastor who has some knowledge of the student's moral character.

The **BLAKE SCHOLARS** is awarded to **INCOMING FRESHMEN ONLY** and the requirements are as follows:
1. Community Focused individual
2. Financial need based
3. Academic abilities (being an "A student" is not required)
4. Humble personality
5. Generous personality
6. Leadership demonstration

The applicant will be required to participate in an interview with Coahoma Community College's Scholarship Committee.

THE **BOLIVAR MEDICAL CENTER FOUNDATION** is a Scholarship program for students who are enrolled in Delta State University, Coahoma Community College, or Mississippi Delta Community College. The scholarship is presented yearly to the college and will be awarded and managed by the Leaders of Institution's Nursing Program. The student must have been accepted in the Associated Degree Nursing program, have at least a 3.0 GPA, full-time, maintain a 3.0 GPA, and fulfill acceptable progress guidelines in the program. There is a length of obligation to work in Bolivar County: student receiving one or two semesters shall be employed for a minimum of one year, three or

four semesters will be employed for a minimum of two years, and for five semesters for a minimum of three years. Applications will be available at the Robert G. "Brick" Mason Building at 901 Ohio Avenue, Clarksdale, MS.

The **DELTA SCIENTIFIC SCHOLARSHIP** is an annual scholarship awarded to a student who is pursuing an education in some capacity of the medical profession and has a strong desire of remaining or returning to the Delta to work. The student must have a GPA of 3.0 or better and must submit an essay expressing what his/her goals are and what he/she hopes to contribute to the Delta post education. The amount of the scholarship is $300. The student also must submit a letter of recommendation from the Chair of the Math and Science Department and/or a Math or Science Faculty member.

The **DELTA SIGMA THETA SCHOLARSHIP** is an award that goes to a sophomore who exhibits scholastic achievement, good moral character, and versatility. Submit two (2) letters of recommendation.

The **DELTA SIGMA THETA SORORITY, INC MISSISSIPPI TAG SCHOLARSHIP** applicant must meet the following criteria:
a) Provide proof of 30 hours of community service *IMPORTANT*. Attach the document with name of organization, contact person, telephone number and number of hours of service completed for each organization.
b) Incoming Freshman during the Fall.
c.) High school GPA of 2.75 or above
d) Must be a full-time student at Coahoma (15 or more hours)
e) Submit two (2) letters of recommendation
f) If selected as the recipient, you must acknowledge by submitting a letter to DELTA SIGMA THETA SORORITY, INC, POST OFFICE BOX 566, OXFORD, MISSISSIPPI 38655

The **DELTA SIGMA THETA SORORITY, INC. FANNIE LOU HAMER SCHOLARSHIP** is as follows: The award goes to a sophomore who exhibits scholastic achievement, good moral character, and versatility. Submit two (2) letters of recommendation.

THE **EDIE FURNISS LPN SCHOLARSHIP** is an annual $500.00 cash award given to a graduate Licensed Practical Nurse who is over 25 years of age and who has overcome many obstacles to receive her/his degree. The Edie Furniss LPN Scholarship was established in 1993 by State Senator Delma Furniss in honor of his wife who received her LPN degree at age 31 and her RN degree at age 34.

The **FRANK W. GAMBRELL JR. MEMORIAL SCHOLARSHIP** is awarded to a freshman science major with the highest scholastic average above 3.0. The award is given to a student who desires to continue his/her education beyond two years of college. Submit two (2) letters of recommendation.

The **FRANK HOWARD, SR. SCHOLARSHIP AWARD** was established in honor of Frank Howard, Sr. who served as an instructor in Math and Science Department for Coahoma Community College from 1966 – 1990. The scholarships will be award to five students for the Fall semester and five students for the Spring semester. The student must meet the following criteria:

1. Enrolled full-time at Coahoma Community College without a break or gap in enrollment with a cumulative overall GPA of **least a 3.0** on 4.0 scale
2. Demonstrate outstanding scholastic ability and/or leadership with the determination to graduate from college and holding membership in a college organization
3. Remain enrolled **six weeks or more** to receive the award
4. Submit application with most recent transcript
5. **Two letters of recommendation** from former high school or college instructors
6. **One-page letter** written by the applicant explaining his/her educational goals

FRANK HOWARD, SR. the total award per student is $500.

FRANK HOWARD, SR SCHOLARSHPS - IMPORTANT DATES	
PLEASE NOTE: Although scholarship applications may be submitted at anytime during the term, priority is given to students who applications are received by the deadlines listed below:	
For Graduating High School Seniors in May.	**For Returning Coahoma Community College Students**
Deadline: Month of June for Fall semester	*Deadline:* Month of June for Fall semester
	Month of November for Spring Semester

The **GREG MALATESTA BUSINESS SCHOLARSHIP** is designed to provide financial assistance to those students enrolled in a Business Associate degree program offered in the Academic Division of studies. These funds are stipulated for students with no other means of financial assistance.

Students may qualify for up to $1,000 per academic semester for one academic year.
Eligibility Requirements:
1. Complete an application to access funds
2. Must provide documentation of financial need. This can include:
3. Two letters of reference from persons outside the student's family; or
4. Letter of recommendation from the program director and / or clinical director of the specific program outlining the qualifications of the student.
5. Transcript of the GPA for core subjects; or
6. Letter of acceptance into Coahoma Community College

These funds are designed to assist the student **specifically during the summer semester**, which will be applied for the following fall term. The qualifying student should maintain a 3.0 GPA in all core subjects; students with a 2.5 GPA may be recommended. **Students are ineligible for funds from this scholarship until the spring semester of the first year, and only then for documented need.**

The **LILLIAN ROGERS-JOHNSON MEMORIAL SCHOLARSHIP** is given to a freshman on the basis of academic potential and Christian character. Submit two (2) letters of recommendation. Total award is $300.00.

The **McKENDRA CORTEZE` BURNS MARTIN MEMORIAL SCHOLARSHIP***: Attorney McKinley "Mack" C. Martin, Jr. has established a scholarship in memory of his niece, McKendra Corteze` Burns Martin. The scholarship will be awarded to an applicant who has been diagnosed with a learning or physical disability. The disability should be a learning-related disability such as dyslexia,

dysgraphia, attention deficit hyperactivity disorder (ADHD) OR a physically-challenged/mobility-impaired disability that can often lead to difficulty in learning environments.

Award Amount: In-state tuition for one year.

Criteria:

The selected candidate must have met the following criteria:

- Proof of disability by a certified physician
- Submit a one-page typed essay describing why you think you deserve this scholarship
- Submit one letter of recommendation/reference
- Grade Point Average of 2.0 or better
- Meet Coahoma Community College's scholarship requirements as listed in the College Catalog and the Student Handbook

The **MISS FOUNDATION FOR EDUCATION & ECONOMIC DEVELOPMENT SCHOLARSHIP** is awarded to four freshman students who will return for the Fall semester. The student must be in good academic standing without a break or gap in attendance, have a GPA of 3.0 or above and plan to pursue a career in education and/or economic development. An interview may be requested. The amount of $500 will be awarded during the fall semester. The student must remain enrolled in school six weeks or more to receive this award. Submit two (2) letters of recommendation. Total award is $500.00 per student.

The **ROBERT SWATZELL HEALTH SCIENCES SCHOLARSHIP** is designed to provide financial assistance to those students enrolled in a certificate or degree program offered in the Health Science Division. These funds are stipulated for students with no other means of financial assistance.

a. Certificate Programs, limited to $500 per student per program:

Students in the EKG/Phlebotomy/Nursing Assistant programs may qualify for up to $750 if entered into one additional Certificate program.
Eligibility Requirements:
1. Complete an application to access funds.
2. Must provide documentation of financial need.
3. Two letters of reference from persons outside the student's family;
4. Letter of acceptance into the program

b. Associate Degree Programs, limited to $1,000 per student per program:

These funds are designed to assist the student **specifically during the summer semester(s) between the first and second year of studies**. The qualifying student should maintain a 3.0 GPA in all core subjects; students with a 2.5 GPA may be recommended.
Eligibility Requirements:
1. Must complete an application to access funds
2. Must provide documentation of financial need. This can include:
3. Letter of recommendation from the program director and / or clinical director of the specific program outlining the qualifications of the student.

4. Transcript of the GPA for core subjects.

The **VIVIAN M. PRESLEY SCHOALRSHIP** is awarded to a non-traditional student who has returned to school and has been persistent in furthering his/her education to better their financial situation. The recipient must be a full-time student for the fall and spring semester of any given year. The recipient of this scholarship must demonstrate a caring spirit and positive attitude and have at least a 2.5 cumulative grade point average or above. Submit two (2) letters of recommendations.

The **WILLIAM O. LUCKETT PRE-LAW SCHOLARSHIP** is designed to provide financial assistance to those students enrolled in a Political Science Associate degree program offered in the Academic Division of studies. These funds are stipulated for students with no other means of financial assistance. Students may qualify for up to $1,000 per academic semester for one academic year.

Eligibility Requirements:
1. Complete an application to access funds
2. Must provide documentation of financial need
3. Two letters of reference from persons outside the student's family; or
4. Letter of recommendation from the program director and / or clinical director of the specific program outlining the qualifications of the student.
5. Transcript of the GPA for core subjects; or
6. Letter of acceptance into Coahoma Community College

These funds are designed to assist the student **specifically during the summer semester** which will be applied for the following fall term. The qualifying student should maintain a 3.0 GPA in all core subjects; students with a 2.5 GPA may be recommended.

ENROLLMENT AND SCHEDULING

ADVANCE PLACEMENT POLICY

Students may be awarded college credit for scoring a three (3) or above on the Advanced Placement Examination administered by the College Entrance Examination Board and sponsored by participating high schools. Credit will be awarded only for courses listed in the College Catalog.

For an Advanced Placement score of three (3) on the examination, students may be awarded three or four semester hours of credit. For an Advanced Placement score of four (4) or five (5) on the examination, students may be awarded six or eight semester hours of credit. The Registrar evaluates Advanced Placement credit and administers the awarding of credit.

Credits are recorded on the student's transcripts and may apply toward meeting graduation requirements. No grades or quality points are given for Advanced Placement credits. These credits are not used in calculating grade point averages.

ADVANCED PLACEMENT POLICY
FOR LICENSED PRACTICAL NURSES

Licensed Practical Nurses (LPN) who meet specific admission requirements may be eligible for admission to the LPN to RN Track of the Associate Degree Nursing program. An LPN admitted to the LPN to RN Fast must enroll in NUR 2013 Nursing Transition (3 credit hours) during Summer Session I. Upon successful completion of NUR 2013 Nursing Transition, the LPN to RN student is awarded advanced placement to the second year of the Associate Degree Nursing program. This student is also eligible to receive 14 hours of transcript credit based on the recipient's possession of a valid and current practical nursing license at the time of admission to the program, therefore providing the LPN to RN student with the equivalent number of credit hours required in the Traditional Track of the Associate Degree Nursing program. The 14 hours of transcript credit is only awarded upon the successful completion of the second year of the Associate Degree Nursing program.

AUDITING COURSES

A student audits a course when the student enrolls in a course, selecting not to receive any academic credit for participation in said course during a particular semester. No credit or grade will be assigned for courses taken on an auditing basis. Once a student has enrolled in a course for audit, no future credit will be granted for participation in an audited course. Students auditing a course must pay fees specified in the fee schedule. A student must notify the Registrar/Director of Admissions and Records prior to registering to audit a class.

CHANGE OF STUDENT SCHEDULE

An official change in schedule may be made after securing the signatures of the student's advisor or the department chair and the appropriate instructional dean. This includes adding and dropping courses. All changes must be made no later than the dates designated in the Academic Calendar. No student will receive credit for a course in which he is not enrolled. Any student who continues to be officially enrolled but does not attend a course will receive a grade of "F". A fee must be paid for each change in schedule after classes begin.

CLASSIFICATION OF STUDENTS

The classification of students at Coahoma Community College is defined as follows:

1. **Freshman**: A student who has fewer than 28 semester hours.

2. **Sophomore**: A student who has earned at least 28 semester hours.

3. **Full-time Student**: A student who is enrolled in 15 or more semester hours of course work in a given semester.

4. **Part-time Student**: A student who is enrolled in fewer than 15 semester hours of course work in a given semester.

5. **Cleared Student**: A student has submitted appropriate documents to the Office of Admissions and Office of Financial Aid and has a zero balance in the Business Office.

6. **Returning Student**: A student who has previously attended Coahoma Community College and earned credits, stopped attending, did not attend last semester, and is now returning.

7. **Transfer Student**: A student who has earned credit at another accredited institution and is now enrolled at Coahoma Community College

EARNING A SECOND DEGREE OR CERTIFICATE

A student who has received an AA or AAS degree or Certificate of Completion may earn a second degree or certificate in a different curriculum by completing the degree requirements of the second degree or certificate as listed in the College Catalog at the time of matriculation for the second degree/certificate. A student who wishes to earn a second degree should request a transcript evaluation by his department chairperson or advisor prior to enrolling for courses.

INSUFFICIENT CLASS ENROLLMENT POLICY

Coahoma Community reserves the right to cancel any course with insufficient enrollment. Insufficient enrollment is considered to be an enrollment of less than ten (10) students.

STUDENT LOAD

The minimum number of semester hours which classifies one as a full-time student is fifteen (15) during the fall and spring semesters. The "normal student class load" is fifteen (15) to nineteen (19) hours during a regular semester. The "normal student class load" for summer school is six semester hours per term. The "normal student class load" is twelve (12) hours for students enrolled in **all** online classes in a summer term.

In order for a student to carry a load in excess of the "normal student load," the student must have a 3.0 cumulative grade point average and must receive permission from the appropriate instructional dean.

Note: Students who have been placed on academic probation are limited to 15 semester credit hours in a regular semester; 3 hours for a summer term; and 6 hours for all online courses.

MANDATORY TESTING AND PLACEMENT PROCEDURE

Placement is strongly recommended for students whose declared program of study is academic or technical and who began their college studies after the *spring semester* of 1996.

The college will utilize ACT sub-scores or a placement examination for placement purposes. Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration. Students who score below standards are placed according to the following placement scale:

PLACEMENT SCALE	
English ACT Sub-score & Reading ACT Sub-score	**Placement**
− A student who makes a sub-score of **14 or less** in English on the ACT is required to take ENG0114 Beginning English & Reading*. − A student who makes a sub-score of **15-16** in English on the ACT is required to take ENG0124 Intermediate English & Reading*. − A student who makes a sub-score of **17** or more in English on the ACT is advised to enroll in ENG 1113 English Composition I.	Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration.
Math ACT Sub-score	**Placement**
− A student who makes a sub-score of **15 or less** in Math on the ACT is required to enroll in MAT0123 Beginning Algebra*. − A student who makes a sub-score of **16-18** in Math on the ACT is required to enroll in MAT1233 Intermediate Algebra*. − A student who makes a sub-score of **19** in Math on the ACT is advised to enroll in MAT1313 College Algebra. − A student who chooses to major in Mathematics, and makes a sub-score of **21 or above** in Math on the ACT, is advised to enroll in MAT1613 Calculus I.	Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration. *Note: Advisors will place students based upon ACT sub-score*

NOTE: Beginning English, Reading, Beginning Algebra, do not transfer and do not count toward requirements for graduation.

WITHDRAWAL PROCEDURES

Students officially withdrawing from school should initiate the process at the Office of Admissions and Records. The Office of Admissions and Records will issue the withdrawal form. The withdrawal process must be completed by the dates designated in the Academic Calendar.

Withdrawal procedures are as follows:

1. Return student I.D. to the Office of Admissions and Records.

2. Obtain withdrawal form from the Office of Admissions and Records.

3. Obtain signatures from the appropriate instructional dean, Financial Aid Director, Housing Director (dormitory students only), and Chief Financial Officer.

4. Return withdrawal form to the Office of Admissions and Records for processing after obtaining proper signatures to officially withdraw from the institution.

INSTRUCTIONAL POLICIES

ACADEMIC DISHONESTY

Cheating and plagiarism (the representation of someone else's work as your own, usually by directly copying or paraphrasing without a reference to the original source) will not be tolerated. The penalty will be receiving a (0) for that assignment, without any possibility of make-up work or alternative assignments. Additionally, according to the Student Handbook, *Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion.* For a more in-depth explanation of academic dishonesty, see the Student Handbook.

ATTENDANCE POLICIES

CLASS ATTENDANCE POLICIES

The nature of the educational programs at Coahoma Community College is such that it is necessary for every student to attend class regularly. Instructors will keep accurate class attendance records, and those records will become part of the student's official record. Regular class attendance and punctuality are expected. All arrangements for completing missed work are to be made with the instructor. It is the student's responsibility to initiate these arrangements. *Excessive absences may result in loss of credit for the course concerned as well as loss of grant refunds and/or financial aid eligibility.*

- **Day Class Attendance Policy:** Students enrolled in academic, technical, and or career programs are limited to six (6) absences in a given course during a regular semester. A student is counted tardy if he/she is later than ten (10) minutes arriving to class. Three tardies shall constitute one absence.
- **Evening Classes Attendance Policy:** Students enrolled in evening courses are limited to three (3) absences in a given course during a semester. A student is counted tardy if he is later than ten (10) minutes arriving to class. Three tardies shall constitute one absence.
- **Summer School Attendance Policy:** Students enrolled in summer courses are limited to two (2) absences in a course during a summer term. A student is counted tardy if he/she is later than ten (10) minutes arriving to class. Three (3) tardies shall constitute one absence.
- **Health Science Programs Attendance Policy:** Students enrolled in Health Science programs are limited to one (1) absence for a one (1) semester credit hour course; two (2) absences for a two (2) semester credit hour course; and three (3) absences for a course receiving three (3) semester credit hours or more. Three (3) tardies will be recorded as an absence. Absences greater than those listed above result in the student being dropped from the course. Refer to the **Health Science Policy and Procedure Manual** for further information.
- **Online Attendance Policy.** Online classes are intended to accommodate the needs of the individual student by allowing the student the convenience of attending classes at the student's discretion as long as the student completes and submits assignments by the due dates. However, upon the third missed assignment, the instructor may request that the student is dropped from the online class.

INCLEMENT WEATHER POLICY

In the event of inclement weather, the President may cancel classes. Students are advised to listen to the TV or radio for an announcement or check the college website. Absence without an official school closure is treated as an unexcused absence unless there is a danger for the student to travel. Attendance is recorded the first day after a student registers.

STUDENTS CALLED TO ACTIVE DUTY

Any student called to active duty who has completed at least ¾ of the semester and is in good standing with the institution, has the option to leave the college pursuant to this policy, without his/her class standing effected, and without refund of any fees or tuition and shall have the option of receiving full credit for each enrolled course with the grade earned at the date he or she was called into active duty.

TARDY POLICY

A student is considered tardy if he/she is later than ten (10) minutes arriving to class. Three tardies constitute one absence.

EXAMINATIONS

Mid-term and final examinations are scheduled and appear on the Academic Calendar. All students are required to take a written examination at the time designated on the academic calendar.

GRADE SCALE

Coahoma Community College changed from the 3.0 system to the 4.0 system effective, September, 1974. College students' academic progress is evaluated according to the following grading system.

Grade Scale for University Parallel and Career Technical Programs		
Grade	Scale	Quality Points
A – Excellent	90-100	4.0
B – Good	80-89	3.0
C – Average	70-79	2.0
D – Poor	60-69	1.0
F – Failure	Below 60	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
To be in good academic standing, students are required to maintain a cumulative 2.0 average on the 4.0 system. Each grade reported as having been earned by the student at the end of a semester or summer term will be included in computing the cumulative grade point average. The student should observe that the grade "F" carries zero quality points and will be included in the computation. The grade of "I" will not be computed until after some disposition has been made concerning it (See GRADE DESCRIPTIONS for more information).		

GRADE SCALE FOR HEALTH SCIENCE PROGRAMS

Grading scales for Health Science Programs are based on the 4.0 system. Grading scale variations are based on state-wide requirements and best practices as follows:

Grade Scale for Associate Degree Nursing Program		
Grade	Scale	Quality Points
A – Excellent	93-100	4.0
B – Good	85-92	3.0
C – Average	77-84	2.0
D – Poor	70-76	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
Associate Degree Nursing Program courses require a letter grade of "C" (minimum 77%) for passing. Failure to attain this score will prevent the student from progressing to the next scheduled semester.		

Grade Scale for Paramedic, Polysomnography, Respiratory Care, and Practical Nursing		
Grade	Scale	Quality Points
A – Excellent	94-100	4.0
B – Good	87-93	3.0
C – Average	80-86	2.0
D – Poor	70-79	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
Failure to attain a course grade of "C" or 80% will prevent the student from progressing to the next scheduled semester in the Polysomnography, Respiratory Care, and Practical Nursing Programs.		

GRADE DESCRIPTIONS

I: The grade of "I" (Incomplete) indicates that the student has not completed the requirements of the course for some unavoidable reason. This grade may be changed by the instructor and credit allowed when the course requirements have been met, provided the "I" has been removed during the first semester immediately following the semester in which the "I" was received. If the student fails to complete the course within the specified time, the grade of "F" will be recorded by the Office of Admissions and Records. The student has the responsibility of making the necessary arrangements with the instructor concerned. In some cases, an Audit Fee may be charged in order to remove an "I".

F: This grade will be assigned when a student has attended class regularly and completed assignments but whose attendance and work are not of sufficient quality to receive a passing grade.

W: A grade will be recorded if the student officially withdraws before the date listed in Academic Calendar for the final examination. The "W" grade will be calculated in the total hours attempted and will carry 0 hours passed and a quality point value of 0.

Z: This grade will be assigned when a final grade has not been submitted to the Office of Admissions and Records by the instructor at the time that grades are posted. Students who have received a grade of "Z" should request a grade correction from their instructor. A corrected grade will be assigned when received in the Office of Admissions and Records. Grade correction/change must be made by the date indicated in Academic Calendar.

CR: This grade will be assigned when the student successfully completes program-specific requirements for advancement to the Associate Degree Nursing program.

N: Unofficial Drop (N): An unofficial drop occurs when a student misses 6 consecutive days without officially dropping a class. If a student fails to officially drop a course, the

instructor records a "N" grade. N grades will be counted toward total hours attempted if a student fails to officially drop a course. Students who fail to officially drop a course will have a portion of their Title IV aid returned to the federal government.

GRIEVANCE PROCEDURES

Coahoma Community College is committed to maintaining a campus environment in which employees and students can collaborate and communicate freely with each other. The College recognizes that situations may arise in which an employees or students believe that the College may have subjected them to unfair treatment, or that they have been subjected to actions that violate the College's policies or the law. When this happens, employees or students are strongly urged to seek advice from an appropriate member of the College community. There should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion.

While it is not required, employees or students who believe that they've been subjected to improper or unfair treatment by the College or to behavior which violates any of the College's policies may first try to solve the problem through direct communication with the other person(s) concerned. Again, there should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion. If a discussion is not appropriate or possible, or if the employees or students are not comfortable trying to communicate directly with the other person(s) concerned, employees should promptly bring the problem to the attention of the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100. Students should promptly bring the problem to the attention of the College's Director of Enrollment and Student Services or his/her Instructional Dean.

Please note that the procedures contained in this policy are not intended to be used to challenge the desirability or application of the College's policies. Grievances do not involve claims of possible discrimination on the basis of race, color, sex (including sexual harassment), religion, creed, age, handicap, national origin, or status as a veteran. Employees or students wishing to pursue claims of such discrimination must report them directly to the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100.

As related to employees, disputes over salary or rates of pay, or disputes over a supervisor or administrator's judgment regarding job performance or professional competence, will not ordinarily constitute the basis for filing a grievance under this policy. The College's Employee Services Department will determine whether or not a dispute is within the scope of this policy.

The grievance procedures set forth below may be invoked by employees or students. This grievance policy is in place for current employees and students of the College. Contract non-renewals or former students are not subject to review under the grievance policy.

Non-Retaliation

An employee or student who file grievances in good faith shall not be subject to retaliation for making or pursuing such claims. Likewise, an employee or student providing evidence in the grievance

process on behalf of or against another's claim shall not be subject to retaliation for their participation in the grievance process.

As related to an employee, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Employee Services Department may recommend disciplinary action, including, but not limited to, demotion, suspension, termination, or other of employment for the offending party or parties.

As related to student, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Director of Enrollment and Student Services may recommend disciplinary action, including, but not limited to, suspension, expulsion, or other actions for the offending party or parties.

THE GRIEVANCE PROCESS

Note: The deadlines established by the grievance process are intended to promote a speedy and fair outcome for all concerned. If compliance with a deadline is not practical or reasonable in the circumstances, the individual or party who cannot comply with the deadline should request an extension from the College's Employee Services Department or the Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean. Ordinarily, no more than one extension should be requested or granted during the course of any grievance proceeding. Accordingly, all parties should do their part to comply with all deadlines.

Step 1 – Within seven (7) business days of the incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student is encouraged to meet with the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to try to resolve the problem(s) informally. The aggrieved employee is also encouraged to seek the assistance of the College's Employee Services Department to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved employee believes that the assistance and/or participation of the College's Employee Services Department will promote the likelihood of achieving a satisfactory result.

The aggrieved student is also encouraged to seek the assistance of the College's Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved student believes that the assistance and/or participation of the College's Director of Enrollment & Student Services or the Instructional Dean will promote the likelihood of achieving a satisfactory result.

OR

If a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance is reasonably deemed by the aggrieved employee or student to be unlikely to produce a mutually satisfactory conclusion, or if the aggrieved employee or student is not comfortable communicating directly with the other person(s) concerned, then the aggrieved employee or student should proceed to Step 2.

Step 2 – If a mutually-acceptable outcome was not achieved as a result of a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the

basis of the grievance (as described in Step 1, above), then the aggrieved employee or student may file a written statement of the grievance with the College's Employee Services Department or with the Director of Enrollment and Student Services within three (3) business days after the meeting was held. For instructional grievances, the student should file a written statement to the Instructional Dean within three (3) business days after the meeting was held.

OR

If a meeting was not held between the aggrieved employee or student and the persons involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student may file a written grievance within ten (10) business days after the event(s), incident(s), or situation(s) that led to the grievance. If an employee or student fails to file his or her grievance within 10 days of the event(s), incident(s) or situation(s) that led to the grievance, the fact-finding process may be impaired and additional time may be required to investigate the aggrieved employee's or student's complaint and to make a determination.

Contents of the grievance statement. The grievance statement filed must include the employee's or student's name, position, and department; the name of the employee's supervisor or the student's Director of Enrollment Services or Instructional Dean; a detailed description of the alleged grievance, including, as is appropriate, the dates of the occurrence(s); the date when the employee or student discovered the action upon which the grievance is based; a narrative statement which describes how the matter arose; a description of when and how the employee or student learned of the matter; the misconduct, unfair treatment, or improper action(s) that occurred, or the rights which the employee or student believes were violated; subsequent actions taken by the employee or student; any actions taken by the employee or student to resolve the matter; and a description of the specific remedy desired; and the employee's or student's signature.

After the grievance statement has been submitted to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, a copy of the grievance statement may be provided to the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to other appropriate College personnel by the Employee Services Department, Director of Enrollment and Student Services or Instructional Dean.

Step 3 -- The College's Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean will conduct an investigation to collect pertinent information relating to the grievance, which may include individual discussions with the employee filing the grievance and the person(s) involved in or implicated by the grievance, based upon the availability of the individuals. This investigation should be concluded within ten (10) business days after the filing of the grievance, unless additional time for investigation is needed in the circumstances, to include, but not limited to, an employee or student with documented disabilities. If appropriate, written statements may be obtained from witnesses and/or from person(s) involved in or implicated by the grievance.

Step 4 – After the investigation has been concluded, a representative from the College's Employee Services Department or Director of Enrollment and Student Services or Instructional Dean shall promptly convene a meeting with the employee or student filing the grievance, the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and other personnel, as is appropriate, to review the situation and to discuss a possible

resolution of the grievance that is acceptable to all parties, if any. If a mutually agreeable resolution can be achieved, no further actions will be taken by the College's Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean in relation to the grievance.

Step 5 – If an agreeable resolution cannot be achieved by agreement (as described in Step 4), the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean will notify the aggrieved employee or student of its determination in relation to the grievance within seven (7) business days. The College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean may also notify other appropriate personnel of the determination, as well, and may recommend any action(s) deemed to be necessary or appropriate – including disciplinary action -- to resolve the grievance. The parties named in or implicated by the complaint have three (3) business days to accept the decision and the recommended actions, or to proceed to the next step.

Step 6 – If the parties named in or implicated by the grievance are not satisfied with the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean's determination and recommended actions, the aggrieved party or parties may submit a written appeal to the College's Employee Services Department or Director of Enrollment and Student Services or Instructional Dean within three (3) business days after receiving notification of the determination and recommendations. Failure to file an appeal within three (3) business days constitutes an acceptance of the decision and recommended actions rendered.

Upon appeal, a grievance hearing ordinarily shall be scheduled by the College's Employee Services Department for employees; the Director of Enrollment and Student Services or Instructional Dean for students, to take place within fourteen (14) days after the appeal and request for a grievance hearing has been submitted. A neutral hearing officer selected by the College will hear the grievance. Attendance at the hearing shall be restricted to the hearing officer, witnesses, and College representatives. The hearing officer shall preside at the hearing and any party who wishes to present evidence, examine witnesses, summarize evidence, or present arguments may do so only with the consent of the hearing officer. It is the responsibility of the aggrieved employee or student to show that there has been a violation of policy or established practice. If the aggrieved employee or student wishes to obtain testimony from witnesses at the hearing, the names of witnesses must be provided to the College's Employee Services Department for employees or Director of Enrollment and Student Services or Instructional Dean for students at least seven (7) days prior to the hearing date (to avoid possible scheduling conflicts among witnesses). The privacy of confidential records used in the hearing shall be respected. The aggrieved employee or student to the grievance may submit suggested questions or proposed inquiries of witnesses, in writing, to the hearing officer at the time of the hearing, and the hearing officer may, at his or her discretion, ask the questions or pursue the proposed inquiries at the hearing, if they are deemed by the hearing officer to be relevant. An audio recording or stenographic record of the hearing will be maintained. (If an audio recording of the hearing is made, a copy of the recording may later be requested by the aggrieved employee or student, if an appeal is filed in relation to any determinations or recommendations subsequently issued by the hearing officer.) The hearing officer may consider both oral testimony and written materials, and other evidence. Upon receipt of any written statement or evidence provided by any party to the hearing officer, the hearing officer shall promptly provide the other party with a copy of such materials.

After the close of the hearing, the hearing officer shall issue a report within fourteen (14) business days which contains his or her findings and non-binding recommendations, based upon the

evidence, information, and testimony presented at the hearing. A copy of the hearing officer's report will be immediately provided to the aggrieved employee or student and to all other parties named in or implicated by the complaint. The aggrieved employee or student, or any other party against whom an adverse employment action or enrollment action has been recommended in relation to the grievance, has seven (7) business days to accept the decision and/or recommendations of the hearing officer, or to proceed to the next step. The report and/or recommendations of the hearing officer shall be advisory; the College retains the right to accept or to reject the findings, recommendations, and decisions of the hearing officer, in whole or in part, for the purposes of deciding upon an appropriate course of action and/or response in relation to the grievance.

Step 7 -- If the parties named in or implicated by the grievance are not satisfied with the decision and/or recommendations of the hearing officer, the aggrieved employee or implicated parties may submit a written appeal to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean within seven (7) business days after the hearing officer's report and recommendations have been mailed to or otherwise provided to the aggrieved party or parties. The appeal must include a detailed description of the basis of the appeal, and a detailed statement, which explains why the hearing officer's determination and/or recommendations are in error. This appeal shall be submitted to College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean. The College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall then provide all investigative, hearing, transcript, personnel, and other materials (including the hearing officer's report and/or recommendations) to the President of Coahoma Community College for his or her consideration. Within a reasonable period of time, the President shall review these materials and, at his or her discretion, any other available evidence, information, and testimony, for the purposes of determining whether to sustain the grievance and/or the hearing officer's recommendations, in whole or in part; to reject the grievance and/or the hearing officer's findings and/or recommendations, in whole or in part; or to take other appropriate action, in his or her discretion. The report and/or recommendations of the hearing officer and/or of the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall be advisory, and will not bind the President to a particular decision. The President's review of the grievance and the hearing officer's report and recommendations may be made in consultation with the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, with the Board of Trustees, and/or with other individuals, as is or may be appropriate. The decision of the President is final.

STUDENT RECORDS POLICIES

ACADEMIC RECORDS

The management of student records is under the supervision of the Director of Admissions and Records. The records are the property of the College; however, the Director of Admissions and Records will honor a student's written request that his official academic records not be released or information contained in his records not be disclosed. This request can be submitted by obtaining the appropriate form from the Office of Admissions and Records. Unless there is written request to the contrary, the following information will be made available to parents, spouses, prospective employees, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for membership, and organizations awarding financial assistance (grants, scholarships and loans): name, date and place of birth, address, dates of attendance, major field of study, and grade point average (GPA). Transcripts are released only at the request of the student, and in compliance with the Family Educational Rights and Privacy Act of 1974, or in compliance with court orders.

ACADEMIC RESTART POLICY

Coahoma Community College's Academic Restart Policy is intended to provide former students with a second chance at academic success. Upon proper request and approval, **ALL** of a former student's previous grades earned at Coahoma Community College may be removed from consideration in calculating their cumulative GPA and for graduation purposes. Such an action will adhere to the following policy guidelines:

1. The former student must complete or submit a "Declaration of Academic Restart" request to the Registrar/Director of Admissions and Records. NOTE: Special restrictions apply for students receiving military assistance. See the Registrar/Director of Admissions and Records for more information.
2. The former Coahoma Community College student must **NOT** have been enrolled in any post-secondary education/career institution for at least five years prior to the request to restart.
3. Academic Restart can be declared only once at Coahoma Community College.
4. Once Academic Restart has been declared, **ALL** of the former student's prior grades are forgiven regardless of the grade. The previous course work will not be removed from the student's transcript; however, a special notation will be made on the transcript identifying the previous work as forgiven.
5. Any course work completed prior to the declaration of Academic Restart is not calculated as part of the GPA from that point forward at Coahoma Community College. Students should be advised that other colleges/universities to which they may transfer may or may not honor the change in GPA resulting from a declaration of "Academic Restart."
6. If Academic Restart is requested and conditions are met, the student will be enrolled and must pay his/her tuition and fees without any financial aid assistance until the student has met the institution's standards of satisfactory academic progress (found in the Student Expenses and Financial Aid section of this College Catalog). Students in the academic restart program must maintain a grade point average of 2.5 or higher in order to continue enrollment.

CHANGE OF GRADE OR GRADE CORRECTION

A grade other than "I" (Incomplete), once reported, is subject to change only if it has been caused by error. An instructor wishing to change such a grade or change the grade of "I" to another letter must obtain a "Grade Correction Memo" from the Office of Admissions and Records and have it approved by Dean for Academic Affairs, the Dean for Career and Technical Education or the Dean for Health Sciences as appropriate.

Grade changes must be completed in accordance to the following timeline. For exact deadlines for grade changes, consult the Academic Calendar.

Semester in which grade was earned	Semester by which grade must be changed
Spring	Fall of same calendar year
Summer	Fall of same calendar year
Fall	Spring of following calendar year

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students the following four (4) rights with respect to their education records:

1. *The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.* A student should submit to the Registrar/Director of Admissions and Records, and appropriate instructional dean or other appropriate official written requests that identifies the record he/she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the record may be inspected.

2. *The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.* Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identifying the part of the record that they would like changed, and specify why it is inaccurate or misleading. If the college decides not to amend the records as requested by the student, the college will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. *The right to file a complaint with the U. S. Department of Education concerning alleged failures by Coahoma Community College to comply with the requirements of FERPA may be done so by contacting* The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605

GRADE REPORTS

Grades are posted by instructors at the end of each semester. Students may access their personal and secure online student account to retrieve or view final grades.

MILITARY CREDIT

ACCEPTANCE OF MILLITARY CREDIT POLICY

Credit may be given to applicants who meet the following three (3) criteria:

1. Enroll in Coahoma Community College
2. Submit military transcript to the Office of Admissions and Records.
3. Submit their D.D. 214 form or D.D. 295 form which indicates a period of continuous active duty for at least 90 days.

A maximum of four (4) semester hours of physical education credit may be granted for Basic Training. Additional credit for training in formal service schools will be granted based on recommendations published in *A Guide to the Evaluation of Educational Experience in the Armed Services*. The credit recommended must be evaluated as being equivalent to a course at Coahoma Community College.

The maximum military credit allowed is 24 semester hours. A grade of M will be recorded for credit granted. No quality points will be awarded nor will the credits be used in calculating the student's grade point average. The Registrar evaluates military credit and administers the awarding of credit.

REPEATED COURSES

On any course which is repeated, the highest grade recorded will be considered when computing the student's cumulative grade point average.

SEMESTER-HOUR CREDIT

Coahoma Community College operates on the semester system, having changed from the quarter system in the fall of 1976. Semester-hour credit is determined by the number of hours a course meets per week. A course which gives three semester hours credit will normally meet for the three lecture/recitation hours per week or for two lecture/recitation hours and two laboratory hours per week or, for some, a combination of lecture/recitation and lab hours. The academic year is divided into two semesters and two summer sessions. Each semester is approximately seventeen weeks in length, and each summer session is approximately four weeks in length.

TRANSCRIPTS

Transcripts are released only upon a written and signed request by the student. The request must include a written signature and a social security number. A fee of three dollars ($3) is charged for each copy. A fee of $3 is charged for an electronic transcript. A fee of ten dollar ($10) is charged for a facsimile transcript.

TRANSFER CREDIT POLICY

Coahoma Community College has established the following guidelines for evaluating, awarding, and accepting academic transfer credit:

1. Evaluation, acceptance, and application of transfer credit will be based upon receipt of official transcripts from all institutions attended. It is the student's responsibility to provide all official transcripts to the Office of Admissions and Records. Evaluation from international institutions will be considered only when accompanied by an official transcript evaluation from an approved foreign credit evaluation service.
2. The Articulation Agreement between the Mississippi Institutions of Higher Learning and the Mississippi Community College Board contains programs of courses for transfer for community/junior college students who attend Mississippi's eight public universities. In addition to the Articulation Agreement, the Uniform Course Numbering System ensures course alignment among the fifteen community/junior colleges in the state of Mississippi for all college parallel curricula.
   Courses listed in the Articulation Agreement and/or the Course Uniform Course Numbering System will automatically transfer within community colleges and/or the state university system. Any prior occupational-specific courses or pre-requisites taken as part of an Associate of Applied Science or certificate program will be evaluated on an individual basis using the guidelines outlined in Number 3 of this section.
3. Courses from regionally accredited institutions will generally be accepted for transfer; however, transfer decisions are not made solely based on an institution's accreditation. Courses must be comparable in course description, nature, content, student learning outcomes, and level and must be appropriate and applicable to the learning experiences required in the declared program of study. Transcript evaluations are conducted by the Registrar and the department chair/and or program coordinator to determine the equivalency of the transfer credits to corresponding courses at Coahoma Community College.
4. Courses accepted for transfer must have a grade of at least "C". Grades earned for transfer courses will be used to calculate cumulative grade point average.
5. Transfer students must complete 25% of coursework at Coahoma Community College.

APPEAL OF AN ACADEMIC TRANSFER DECISION

Students who wish to appeal an academic transfer decision may do so by using the College's Academic Grievance Policy. When making an appeal, students must be prepared to provide supporting documentation (e.g., a course syllabus, course description from the college catalog, examples of work from the transferring institution, etc).

WORK-BASED LEARNING POLICY

Work-Based Learning allows the Career-Technical student to receive up to six (6) hours of work-Based Learning credit. These credits may be used as technical electives and counted toward graduation requirements of their curriculum. The following chart is used to calculate the number of credits earned:

Work Hours Per Semester	College Credit Hours Earned
270	3 college credit hours

The employer verifies the hour to the Work-Based Learning Coordinator. Evaluations are conducted by the Work-Based Learning Coordinator. The supervisor completes and evaluates forms designed to be specific to the student's program of study. The student's course grade is based on work performance and evaluation. The student's course grade is based on work performance and evaluation. Should a student not fulfill all paperwork requirements, be laid off, terminated or resigns without officially withdrawing from the program credit will not is granted.

GRADUATION POLICIES

APPLICATION FOR GRADUATION

Application for graduation must be made the semester **prior** to the semester of graduation. Graduation applications are provided by the Office of Admissions and Records or are obtained from the college website. Graduation fees must be paid at the time of application. Graduation fees cover the cost of certificate/degree, cap, and gown. These fees must be paid whether or not the student participates in the formal exercises. **Graduation fees are non-refundable.**

GRADUATION REQUIREMENTS
FOR AN ASSOCIATE DEGREE

To receive the Associate in Arts *or* Associate of Applied Science Degree, a student must:

1. Complete course requirements in the prescribed program of study as prescribed in the catalog.

2. Earn a minimum cumulative grade point average of 2.0.

3. Complete a minimum of 25% of coursework through instruction offered by Coahoma Community College.

4. Satisfy financial obligations at Coahoma Community College.

Exceptions:

1. A student may obtain a degree by completing the curriculum course requirements of the catalog in effect at the time of the first, or any subsequent, registration provided the work is completed within three years of the publication date of the catalog. Graduation requirements, however, may not be divided between two catalogs.

2. A student may comply with the catalog requirements of the first two years of the specific four-year accredited institution to which he/she will transfer. However, the student must provide the Director of Admissions and Records and the appropriate instructional dean with the name of the institution within the first month of the second semester of the student's freshman year.

3. A student who is physically disabled may earn equivalent semester hours in lieu of those required in general activities if his/her claim is verified by a written statement from a physician and approved by the appropriate instructional dean.

GRADUATION REQUIREMENTS
FOR A CERTIFICATE OF COMPLETION

To receive a Certificate of Completion, a student must:

1. Complete course requirements in prescribed program of study as prescribed in the catalog.
2. Earn a cumulative grade point average of 2.0.
3. Satisfy financial obligations at Coahoma Community College.

CRITERIA FOR SCHOLASTIC HONORS

President's List: To be eligible for the President's List, a student must be classified as a full-time student and earn 3.75 - 4.0 quality points.

Dean's List: To be eligible for the Dean's List, a student must be classified as a full-time student and earn 3.5 – 3.74 quality points.

Honors List: To be eligible for Honorable Mention, a student must be classified as a full-time student and earn 3.0 quality points.

Honor Graduates*: Students who achieve certain academic distinctions through earned grade point averages will graduate with honors. The following standards apply: 3.75 - 4.0 with the highest honor, 3.5 - 3.74 with high honor, 3.0 – 3.44 with honor.

*Scholastic honors for graduation are determined at the close of the semester prior to the semester of graduation.

ACADEMIC SERVICES

DICKERSON-JOHNSON LIBRARY

The Dickerson-Johnson Library and Learning Resource Center includes the general reference and circulation collections, Black Heritage Collections, Media Center and Computer Lab. The library occupies the second and third floors of the building.

The library is designed to facilitate student research and study with open stacks and continuously available assistance from library staff. It offers a wide variety of materials including over 45,000 bound volumes, nearly 400 periodicals in several formats including full-text CD-ROM databases, over 2,000 microfilms, as well as current issues of more than 125 magazines, journals and newspapers. Services provided include a microfilm reader/printer, photocopier, typewriters, typing rooms, a large group conference room which also serves as a viewing room, and a Media Center which houses a collection of books, audio-visual materials and equipment.

With the rapid technological advances in the area of information storage, retrieval and delivery, it is possible to expand access to a world of information beyond the library walls. The library has the capability of providing comprehensive searches of the literature to promote and enhance quantitative and qualitative research endeavors. Faculty, staff and students can access electronic databases to which the library subscribes as well as those provided through Mississippi's statewide consortium funded by the Mississippi Legislature, **Mississippi Alliance for Gaining New Opportunities through Library Information Access (MAGNOLIA),** and **Mississippi Electronic Libraries On-Line (MELO).** The online catalog provides access to the collection and can be accessed at www.coahomacc.edu/library or http://cocc.sirsi.net.

EDUCATIONAL OUTREACH

Educational Outreach is the office by which the college enriches, expands, and extends its primary mission of teaching and service. The overall purpose of the department is to extend the educational resources of the college to individuals, special interest groups, and target audiences not reached by traditional ongoing programs. To accomplish this, the Department of Educational Outreach has adopted the following goals:

- To offer traditional, degree oriented classes electronically and at convenient locations, places and or times.
- To award continuing education units (CEUs) for short term non-credit courses.
- To help individuals recognize the importance of education as a means of fulfilling personal needs and attaining goals throughout a lifetime of learning.
- To provide appropriate educational resources and guidance and to assist as many individuals as possible in registering for learning experiences.
- To coordinate the various resources and services of the college to stimulate learning in socially deprived areas of the community
- To promote continuing education, community development and community involvement at every level of living through the college's service area.
- To plan, evaluate, and assess the educational services.

DUAL ENROLLMENT

What is High Achievers Dual Enrollment Scholars Program?
The CCC High Achievers Dual Enrollment Scholars Program is a program that allows high school students to earn college credit toward a postsecondary diploma at a Mississippi public institution while simultaneously enrolled in high school. Dual enrollment students may accumulate a maximum of fifteen (15)* hours throughout the program. However, only those students who complete the maximum fifteen (15) hours will be recognized at CCC High Achievers Dual Enrollment Scholars. While students may earn college credit for a course while still a high school student, it is the individual high school's prerogative regarding awarding high school credit for the college course.

What is a CCC High Achievers dual enrolled student?
A CCC High Achievers dual enrolled student is a student who is enrolled at Coahoma Community College while enrolled in a local high school. The student will receive postsecondary credit for coursework.

What is a CCC High Achievers dual credit student?
A CCC High Achievers dual credit student is a student who is enrolled at Coahoma Community College while enrolled in a local high school. The student will receive both high school and postsecondary credit for coursework regardless of the course location (high school, hybrid, or official campus site). One three-hour postsecondary course is equal to one high school Carnegie unit.

Eligibility Requirements and Placement Procedures for DE/DC

Academic Eligibility

1. To be eligible for the High Achievers Academy Dual Enrollment Program, a high school student must meet the following criteria:

    a. Have earned 14 Core Carnegie Units as listed as defined in Appendix B of the Mississippi Public School Accountability Standards.
    b. Have a minimum high school GPA of 3.0.
    c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

    <div align="center">**OR**</div>

    a. Have a minimum composite ACT score of 30 or the equivalent SAT score
    b. Have a minimum high school GPA of 3.0.
    c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

Career and Technical Education Eligibility

2. To be eligible for the High Achievers Dual Enrollment Scholars Program, a high school student must meet the following criteria:

    a. Have Junior or Senior classification
    b. Have a minimum high school GPA of 2.0.
    c. Obtain an unconditional written recommendation from his/her high school administrator/counselor or CTE instructor.

Placement Procedures

3. Certain college-level courses require certain placement scores (ACT) for enrollment. While placement procedures may differ based on the program of study, dual enrollment participants are subjected to the same placement requirements as dual-credit and traditional college students. The following placement scores are required for college-level English and Mathematics:

   a. To enroll in English Composition I, a 17 or above is required on the English sub-test of the ACT.
   b. To enroll in College Algebra, a 19 or above is required on the Mathematics sub-test of the ACT.

TESTING SERVICES

HSE/ACCUPLACER/ACT AND ONLINE TESTING SERVICES

The HSE/ACCUPLACER and Online Testing Center is located in Curry Hall Building Room 6. This office offers HSE Testing Services to students within the five counties of Bolivar, Coahoma, Quitman, Sunflower and Tunica Counties. The General Education Development (GED) and High School Equivalency Tests (HiSET) are administered to those persons who desire to earn a high school equivalency diploma if they were unable to complete their high school education. The ACCUPLACER Test is a Computer Adaptive Placement Assessment and Support instrument that was developed by the College Board to help postsecondary institutions place students into appropriate course levels. This office also provides Online Testing Services to students who take part in the Mississippi Virtual Community College to help meet their diverse needs from many of the online courses offered throughout the fifteen accredited junior/community colleges.

Requirements for HSE Testing

1. The applicant must not be enrolled in K-12 school.
2. The applicant must be 18 years of age or older.
3. The applicant must not be a compulsory-school-age child. A "compulsory school-age child" means a child who has not attained the age of (17) years on or before September 1 of the calendar year.
4. The applicant must show an official statement from the last school attended giving date the applicant officially withdrew from school or regular high school class graduated.
5. The applicant must set up a GED account with PearsonVUE online at myGED.com or HiSET.ets.org/test-takers in order to take the HSE computer based tests.
6. The applicant must present a valid government-issued photo ID on test day at the test center. A valid Photo Identification includes (driver's license, state issued ID, military, or passport).

Requirements for ACCUPLACER Testing

1. The ACCUPLACER test is required for students under the age of twenty-one (21) who have not taken the ACT test. Even if a student has taken the ACT Residual for admission to Coahoma Community College, the student must take the ACCUPLACER test before registering for classes.
2. Students who have taken the ACT and submitted their scores to the Office of Admissions and Records may elect to take the ACCUPLACER test in order to challenge placement in a Math, Reading, or English course.
3. Students over the age of twenty-one (21), who have not taken the ACT, are **strongly encouraged** to take the full battery of the ACCUPLACER test **BEFORE** registering for college-level courses. If a student enrolls in a college-level course and does not have the skills needed to succeed in that course, the student

will be referred for further testing, advising, and placement including taking the ACCUPLACER test.

Requirements for Online Testing

1. Students must be enrolled in an online course with a Canvas account through the Academic Affairs Educational Outreach Office.
2. Students must be able to use a desktop or laptop computer, printer, software, and Internet.
3. Students must have an email address that you check.
4. Students must schedule an appointment within 48 hours in advance through SmarterProctoring located in their online class.
5. Students must show a valid photo Identification (driver's license, state/school ID, military or passport) on the day of testing.
6. Students who are taking online classes through another institution must contact the Testing Services Coordinator by phone or e-mail to reserve a seat for proctored testing.

Requirements for ACT Residual Testing

1. Students must show a valid picture ID (driver's license, state/school ID, military or passport) on the day of testing.
2. Students may not take the Residual ACT test twice within 60 days.
3. Students can only use ACT Residual scores at current school for enrollment or specific program of study.

VETERAN SERVICES

Coahoma Community College is an approved institution for providing educational training for veterans, spouses, or dependents of veterans. The Assistant Director of Admissions and Records serves as the Veteran Coordinator and offers assistance in handling matters pertaining to veterans at the college. All academic, technical, and vocational programs are open to veterans or eligible persons. The accounts and permanent records of veterans and eligible persons are identifiable and available for examination by duly authorized persons including representatives of the Veterans Administration.

VETERANS ACADEMIC PROBATION AND SUSPENSION POLICIES

Students are responsible for knowing their own standing in reference to the published academic regulations, policies and standards of the college.

Probation is a means of informing a student that his/her academic record is unsatisfactory while there is still time to remedy the situation.

Any veteran student who fails to maintain a 1.5 grade point average (GPA) during any semester of attendance at Coahoma Community College will be placed on temporary academic probation. During the following semester of attendance, the student must achieve a GPA of 1.5 or be placed on academic probation. Veteran students on probation will be provided counseling upon request.

At the end of the next semester enrolled, a veteran student is removed from academic probation if he/she achieves a GPA of 2.0. Veteran students failing to achieve the mandatory 2.0 will be suspended for one semester and will be required to obtain special permission from the appropriate instructional dean in order to remain in school.

A veteran student on academic probation who attends summer school and earns an average of 2.0 in a minimum of six semester hours during any one session will be re-classified as in good academic standing.

After completing four semesters of work, the student must have and maintain a 2.0 GPA.
Students failing to achieve and maintain this average will be suspended from the college and will be re-admitted only at the discretion of the appropriate instructional dean.
If a veteran student is approved for re-admission after serving one semester of academic suspension, he/she will be readmitted on academic probation. His/her load will be a maximum of (14) semester hours for the first regular semester of attendance following the suspension.

ATTENDANCE FOR VETERANS

A record of student attendance is maintained by each instructor and all absences are recorded to determine the last date of attendance. Attendance requirements for veterans or eligible persons are the same as for regular students. (See section on *Class Attendance).*

CHANGE IN ENROLLMENT STATUS FOR VETERANS

Students receiving veterans' benefits may not drop any course or stop attending any class without prior approval of the Coordinator of Veterans Affairs (Registrar/Director of Admissions and Records) and without executing formal drop/withdrawal procedures as outlined in the College Catalog. Students who fail to comply with this regulation will be liable for repayment of any resulting overpayments.

EDUCATION AND TRAINING RECORDS FOR VETERANS

Documented evidence of all previous education and training must be provided and filed in the student's permanent record. Proper credit will be given and submitted to the Veterans Administration. The American Council on Education handbook, *Guide to the Evaluation of Education Experiences in the Armed Services*, is used for evaluating military credit where possible.

PROGRESS RECORDS FOR VETERANS

A permanent record is maintained to show academic progress. This record shows a final grade in each course for each semester, a record of withdrawal from any course, and/or record of reenrollment in any course from which there was a withdrawal.

REPORTS TO VETERANS ADMINISTRATION

Any change in status from the last certification will be reported promptly to the Veterans Administration. Reports of unsatisfactory progress, drops, withdrawals, and unscheduled interruptions will be made within the month of occurrence or immediately thereafter. In case of unsatisfactory progress, the veteran or eligible person will not be certified for further enrollment prior to approval by the Veterans Administration.

ENROLLMENT & STUDENT SERVICES

STUDENT SERVICES OBJECTIVE

Student Services constitute the non-instructional services provided for the student body. Administrators, faculty, and staff are involved in group guidance, student activities, campus organizations, and individual counseling to aid students in their overall development.

The Student Services Program objectives are as follows:

- To provide a variety of non-instructional services that aid the student in developing socially, academically, and professionally as he/she participates in the programs the college provides.
- To develop good citizens by providing a democratic setting and an atmosphere of learning in which students may develop individually and collectively through co-curricular activities.
- To implement a regularly scheduled series of lyceum and cultural events that involves resident, commuting and "non-traditional" students.
- To assist students in setting attainable goals and making beginning steps toward these goals in the transfer program and becoming "job ready" through Student Support Services initiatives.
- To provide tutorial programs and to screen students and counsel them in areas of greatest benefit to each student predicated on his/her needs and desire of assistance.

The Student Services Program provides the following services:

- Financial Aid
- Department of Safety
- Judicial Affairs
- Student Life and Activities
- Health Services
- Housing and Residence Life
- Food Services
- Fitness Center
- Web Services
- Laundry Services
- Student Clubs and Organizations and
- Campus Royalty
- Orientation
- Career Services and Placement
- Counseling Services
- Religious Life
- Tutorial Services
- Student Publications (Newspaper & Yearbook)

ORIENTATION

Orientation is a comprehensive opportunity designed specifically for the first-time freshman or transfer student providing information to ease the transition into college life and introduce the college's goals, mission, policies, admission requirements, and programs of study.

An orientation class is conducted for one semester as a part of a two-year degree curriculum. College rules, regulations, and policies are reviewed along with other activities designed to help freshmen adjust to college. Student handbooks and college catalogs are reviewed.

Note: An online virtual Orientation containing paralleled material can be accessed by potential students (onsite and offsite) of Coahoma Community College on the college's web site, on the Enrollment and Student Services web page.

STUDENT CONSUMER INFORMATION

In compliance with Section 493A of the Higher Education Act of 1965 as amended, certain information will be made available to any student or prospective student at Coahoma Community College. This information will include a description of all financial aid programs, scholarships, application procedures, eligibility requirements, criteria for selection, a statement of rights and responsibilities of students, means of payments, and any other financial aid information. Cost of attendance, curricula offerings, refund policy, facilities for the disabled, and other general information pertaining to Coahoma Community College will be provided.

STUDENT HEALTH SERVICES

The Coahoma Community College-Aaron E. Henry Student Services Center is located on the inside of the Frank W. Gambrell Student Affairs Multi-Complex Building. The center serves student, faculty and staff at Coahoma Community College. All patients are responsible for the cost of medicine, lab work and other diagnostic tests. The center houses a full-time nurse, two nurse practitioners upon referral, a medical doctor upon referral, and a social worker upon referral. The hours of operation are M-F, 8:00 a.m.-4:30 p.m. and on Friday from 8:00 a.m.- 4:00 p.m. Coahoma Community College does not house a full-time physician in this facility. Therefore, the institution is not liable for illnesses or injuries that are outside of the scope of services provided by a Licensed Practical Nurse. If aforementioned unfortunate circumstances arise, then the local emergency services will be contacted and the student will be transported to the local hospital at the expense of the student.

FOOD SERVICES

Dining halls are located on the first floor of the Z. A. Barron Student Union Building. The college outsources food services through Valley Foods Incorporated. To gain admittance, a residence hall student must present his/her student ID in order to eat any meal; and there are **no exceptions** to this rule. The college makes every effort to provide nutritious items on a daily basis in the college's dining hall. It is a requirement for all residence hall occupants to participate in dining hall services. The room and board fees that students are assessed cover the meal plan. Except on occasions when bag or box lunches are prepared, food is not to be taken from the dining area. Athletes are required to purchase a seven (7) day meal plan. Non-athletes can purchase either a five (5) day or (7) day meal plan. Hours for the college dining hall are as follows:

DINNING HALL SCHEDULE	
Weekdays (Monday – Friday)*	
Breakfast	7:00 a.m. – 8:00 a.m.
Lunch	11:15 a.m. – 1:15 p.m.
Dinner	5:45 p.m. – 6:45 p.m.
Weekends (Saturday and Sunday)*	
Brunch	10:00 a.m. – 11:00 a.m.
Dinner	5:00 p.m. – 6:00p.m.

GRILL

The college also has a grill, in which fast foods are served at the expense of the student, and such expense is independent of the college meal plan. The hours of operation for the college grill are:

GRILL SCHEDULE*	
Monday – Friday	7:30 a.m. – 2:00 p.m.
Tuesday and Thursday	6:30 p.m. – 8:30 p.m.

The College has a convenience store located on the first floor of the Zee A. Barron Student Union. This store carries food items and various items that are necessary for college students on a college campus.

The hours of operation for the convenience store are:

CONVENIENCE STORE *	
Monday – Friday	10:00 a.m. – 7:00 p.m.
Saturday and Sunday	9:00 a.m. – 3:00 p.m.

A signed request by the residence hall director is required for permission to take the food to a student who is confined to the residence hall for a valid reason. Students are expected to observe standards of good conduct and good citizenship while in the dining area. Violation of the *Code of Conduct* may result in one of the following sanctions: fine, disciplinary warning, probation, dismissal from dining services for the year, suspension, or expulsion. Appropriate dress is essential for both

the dining hall and the grill. Pajamas, house shoes, tank tops, caps, head scarves, head rollers, do-rags, etc. are not acceptable apparel. Coahoma Community College reserves the right to refuse food services to anyone based on the grounds of inappropriate dress and/or inappropriate actions displayed verbally or physically. Such acts are considered student infractions, and the student judicial process will be invoked, to decide whether probation, suspension, or dismissal of meal services is necessary. Meal plan monies are non refundable based on the aforementioned sanctions.

DEPARTMENT OF SAFETY

The Department of Safety (campus police/fire department) on the campus of Coahoma Community College is an entity of the institution that provides the first line of defense for students, faculty and staff for on and off-campus buildings and sites. The department's overall goal is to provide an environment that is safe, less threatening, and conducive to teaching and learning. Full-time and part-time certified State of Mississippi police officers are housed within the department under the direct leadership of the Campus Police and Fire Chief. The department also houses a full-time dispatcher.

Campus police, under circumstances punishable by law, have the authority to arrest a subject for disorderly conduct unbecoming to the policies and procedures of the institution and/or the law as prescribed by the State of Mississippi. The Department of Safety can be contacted in all cases of emergencies at (662) 621-4175 (office); (662) 645-2347 (Chief of Police); (662) 902-9465. The department is located in the Dickerson-Johnson Library on the first floor. Officers are on duty 24 hours a day, seven days a week.

STUDENT CODE OF CONDUCT

To maintain an atmosphere on the Coahoma Community College on-campus and host sites that is conducive to academic pursuits and fosters the growth and development of all members of the college community, a series of procedures and regulations governing student conduct and behavior has been established. Included in the procedures and regulations, which collectively are known as the *Student Code of Conduct*, are statements concerning expectations regarding student conduct, guarantees of student rights and responsibilities, and procedures for adjudicating allegations concerning student misconduct. The penalties for violation of these regulations are also contained in the *Student Code of Conduct*.

All students at Coahoma Community College are expected to read and become familiar with all sections of the *Student Code of Conduct*. Each student is individually responsible for adhering
to the regulations contained in the Code. A student who is found to have violated these regulations will be subject to disciplinary action, ranging from a disciplinary warning to suspension/ expulsion. The severity of the sanction is dependent upon the severity of the offense as determined by the judicial officer, the Director of Enrollment and Student Services/designee, or the appropriate judicial council.

Discipline will be levied in all instances except those in which a qualified, licensed, mental health professional has communicated to the college in writing that the actions were caused by severe psychological problems sufficient to warrant the immediate withdrawal of the individual from the

college. In each instance, the individual may not re-enroll at Coahoma Community College for at least two full academic semesters and then only upon the written recommendation of the mental health professional.

NOTE: Refer to *Student Handbook* for a detailed explanation of the Code of Conduct.

NON-INSTRUCTIONAL GRIEVANCE POLICY

GRIEVANCE PROCEDURES

Coahoma Community College is committed to maintaining a campus environment in which employees and students can collaborate and communicate freely with each other. The College recognizes that situations may arise in which an employees or students believe that the College may have subjected them to unfair treatment, or that they have been subjected to actions that violate the College's policies or the law. When this happens, employees or students are strongly urged to seek advice from an appropriate member of the College community. There should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion.

While it is not required, employees or students who believe that they've been subjected to improper or unfair treatment by the College or to behavior which violates any of the College's policies may first try to solve the problem through direct communication with the other person(s) concerned. Again, there should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion. If a discussion is not appropriate or possible, or if the employees or students are not comfortable trying to communicate directly with the other person(s) concerned, employees should promptly bring the problem to the attention of the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100. Students should promptly bring the problem to the attention of the College's Director of Enrollment and Student Services or his/her Instructional Dean.

Please note that the procedures contained in this policy are not intended to be used to challenge the desirability or application of the College's policies. Grievances do not involve claims of possible discrimination on the basis of race, color, sex (including sexual harassment), religion, creed, age, handicap, national origin, or status as a veteran. Employees or students wishing to pursue claims of such discrimination must report them directly to the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100.

As related to employees, disputes over salary or rates of pay, or disputes over a supervisor or administrator's judgment regarding job performance or professional competence, will not ordinarily constitute the basis for filing a grievance under this policy. The College's Employee Services Department will determine whether or not a dispute is within the scope of this policy.

The grievance procedures set forth below may be invoked by employees or students. This grievance policy is in place for current employees and students of the College. Contract non-renewals or former students are not subject to review under the grievance policy.

Non-Retaliation

An employee or student who file grievances in good faith shall not be subject to retaliation for making or pursuing such claims. Likewise, an employee or student providing evidence in the grievance process on behalf of or against another's claim shall not be subject to retaliation for their participation in the grievance process.

As related to an employee, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Employee Services Department may recommend disciplinary action, including, but not limited to, demotion, suspension, termination, or other of employment for the offending party or parties.

As related to student, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Director of Enrollment and Student Services may recommend disciplinary action, including, but not limited to, suspension, expulsion, or other actions for the offending party or parties.

THE GRIEVANCE PROCESS

Note: The deadlines established by the grievance process are intended to promote a speedy and fair outcome for all concerned. If compliance with a deadline is not practical or reasonable in the circumstances, the individual or party who cannot comply with the deadline should request an extension from the College's Employee Services Department or the Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean. Ordinarily, no more than one extension should be requested or granted during the course of any grievance proceeding. Accordingly, all parties should do their part to comply with all deadlines.

Step 1 – Within seven (7) business days of the incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student is encouraged to meet with the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to try to resolve the problem(s) informally. The aggrieved employee is also encouraged to seek the assistance of the College's Employee Services Department to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved employee believes that the assistance and/or participation of the College's Employee Services Department will promote the likelihood of achieving a satisfactory result.

The aggrieved student is also encouraged to seek the assistance of the College's Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved student believes that the assistance and/or participation of the College's Director of Enrollment & Student Services or the Instructional Dean will promote the likelihood of achieving a satisfactory result.

OR

If a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance is reasonably deemed by the aggrieved employee or student to be unlikely to produce a mutually satisfactory conclusion, or if the aggrieved employee or student is not comfortable communicating directly with the other person(s) concerned, then the aggrieved employee or student should proceed to Step 2.

Step 2 – If a mutually-acceptable outcome was not achieved as a result of a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance (as described in Step 1, above), then the aggrieved employee or student may file a written statement of the grievance with the College's Employee Services Department or with the Director of Enrollment and Student Services within three (3) business days after the meeting was held. For instructional grievances, the student should file a written statement to the Instructional Dean within three (3) business days after the meeting was held.

OR

If a meeting was not held between the aggrieved employee or student and the persons involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student may file a written grievance within ten (10) business days after the event(s), incident(s), or situation(s) that led to the grievance. If an employee or student fails to file his or her grievance within 10 days of the event(s), incident(s) or situation(s) that led to the grievance, the fact-finding process may be impaired and additional time may be required to investigate the aggrieved employee's or student's complaint and to make a determination.

Contents of the grievance statement. The grievance statement filed must include the employee's or student's name, position, and department; the name of the employee's supervisor or the student's Director of Enrollment Services or Instructional Dean; a detailed description of the alleged grievance, including, as is appropriate, the dates of the occurrence(s); the date when the employee or student discovered the action upon which the grievance is based; a narrative statement which describes how the matter arose; a description of when and how the employee or student learned of the matter; the misconduct, unfair treatment, or improper action(s) that occurred, or the rights which the employee or student believes were violated; subsequent actions taken by the employee or student; any actions taken by the employee or student to resolve the matter; and a description of the specific remedy desired; and the employee's or student's signature.

After the grievance statement has been submitted to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, a copy of the grievance statement may be provided to the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to other appropriate College personnel by the Employee Services Department, Director of Enrollment and Student Services or Instructional Dean.

Step 3 -- The College's Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean will conduct an investigation to collect pertinent information relating to the grievance, which may include individual discussions with the employee filing the grievance and the person(s) involved in or implicated by the grievance, based upon the availability of the individuals. This investigation should be concluded within ten (10) business days after the filing of the grievance, unless additional time for investigation is needed in the circumstances, to include, but not limited to, an employee or student with documented disabilities. If appropriate, written statements may be obtained from witnesses and/or from person(s) involved in or implicated by the grievance.

Step 4 – After the investigation has been concluded, a representative from the College's Employee Services Department or Director of Enrollment and Student Services or Instructional Dean shall promptly convene a meeting with the employee or student filing the grievance, the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the

grievance, and other personnel, as is appropriate, to review the situation and to discuss a possible resolution of the grievance that is acceptable to all parties, if any. If a mutually agreeable resolution can be achieved, no further actions will be taken by the College's Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean in relation to the grievance.

Step 5 – If an agreeable resolution cannot be achieved by agreement (as described in Step 4), the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean will notify the aggrieved employee or student of its determination in relation to the grievance within seven (7) business days. The College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean may also notify other appropriate personnel of the determination, as well, and may recommend any action(s) deemed to be necessary or appropriate – including disciplinary action -- to resolve the grievance. The parties named in or implicated by the complaint have three (3) business days to accept the decision and the recommended actions, or to proceed to the next step.

Step 6 – If the parties named in or implicated by the grievance are not satisfied with the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean's determination and recommended actions, the aggrieved party or parties may submit a written appeal to the College's Employee Services Department or Director of Enrollment and Student Services or Instructional Dean within three (3) business days after receiving notification of the determination and recommendations. Failure to file an appeal within three (3) business days constitutes an acceptance of the decision and recommended actions rendered.

Upon appeal, a grievance hearing ordinarily shall be scheduled by the College's Employee Services Department for employees; the Director of Enrollment and Student Services or Instructional Dean for students, to take place within fourteen (14) days after the appeal and request for a grievance hearing has been submitted. A neutral hearing officer selected by the College will hear the grievance. Attendance at the hearing shall be restricted to the hearing officer, witnesses, and College representatives. The hearing officer shall preside at the hearing and any party who wishes to present evidence, examine witnesses, summarize evidence, or present arguments may do so only with the consent of the hearing officer. It is the responsibility of the aggrieved employee or student to show that there has been a violation of policy or established practice. If the aggrieved employee or student wishes to obtain testimony from witnesses at the hearing, the names of witnesses must be provided to the College's Employee Services Department for employees or Director of Enrollment and Student Services or Instructional Dean for students at least seven (7) days prior to the hearing date (to avoid possible scheduling conflicts among witnesses). The privacy of confidential records used in the hearing shall be respected. The aggrieved employee or student to the grievance may submit suggested questions or proposed inquiries of witnesses, in writing, to the hearing officer at the time of the hearing, and the hearing officer may, at his or her discretion, ask the questions or pursue the proposed inquiries at the hearing, if they are deemed by the hearing officer to be relevant. An audio recording or stenographic record of the hearing will be maintained. (If an audio recording of the hearing is made, a copy of the recording may later be requested by the aggrieved employee or student, if an appeal is filed in relation to any determinations or recommendations subsequently issued by the hearing officer.) The hearing officer may consider both oral testimony and written materials, and other evidence. Upon receipt of any written statement or evidence provided by any party to the hearing officer, the hearing officer shall promptly provide the other party with a copy of such materials.

After the close of the hearing, the hearing officer shall issue a report within fourteen (14) business days which contains his or her findings and non-binding recommendations, based upon the

evidence, information, and testimony presented at the hearing. A copy of the hearing officer's report will be immediately provided to the aggrieved employee or student and to all other parties named in or implicated by the complaint. The aggrieved employee or student, or any other party against whom an adverse employment action or enrollment action has been recommended in relation to the grievance, has seven (7) business days to accept the decision and/or recommendations of the hearing officer, or to proceed to the next step. The report and/or recommendations of the hearing officer shall be advisory; the College retains the right to accept or to reject the findings, recommendations, and decisions of the hearing officer, in whole or in part, for the purposes of deciding upon an appropriate course of action and/or response in relation to the grievance.

Step 7 -- If the parties named in or implicated by the grievance are not satisfied with the decision and/or recommendations of the hearing officer, the aggrieved employee or implicated parties may submit a written appeal to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean within seven (7) business days after the hearing officer's report and recommendations have been mailed to or otherwise provided to the aggrieved party or parties. The appeal must include a detailed description of the basis of the appeal, and a detailed statement, which explains why the hearing officer's determination and/or recommendations are in error. This appeal shall be submitted to College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean. The College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall then provide all investigative, hearing, transcript, personnel, and other materials (including the hearing officer's report and/or recommendations) to the President of Coahoma Community College for his or her consideration. Within a reasonable period of time, the President shall review these materials and, at his or her discretion, any other available evidence, information, and testimony, for the purposes of determining whether to sustain the grievance and/or the hearing officer's recommendations, in whole or in part; to reject the grievance and/or the hearing officer's findings and/or recommendations, in whole or in part; or to take other appropriate action, in his or her discretion. The report and/or recommendations of the hearing officer and/or of the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall be advisory, and will not bind the President to a particular decision. The President's review of the grievance and the hearing officer's report and recommendations may be made in consultation with the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, with the Board of Trustees, and/or with other individuals, as is or may be appropriate. The decision of the President is final.

DUE PROCESS

The following due process procedures are afforded to all ID card carrying students at Coahoma Community College who are involved in cases that may result in disciplinary sanctions:

A. The student(s) shall be notified in writing that he/she has been perceivably involved in an incident that is in violation of the Coahoma Community College code of conduct. The notification will be submitted to the student(s) within three (3) working days and will provide the date, time, and place of the judicial hearing.

B. The individual will be permitted to face and question his/her accuser(s) and witnesses testifying against him/her at the hearing. At the discretion of the hearing officer, both the accused and the accuser have the right to provide evidence and witnesses to prove otherwise or to speak on their behalf.

C. After due consideration of the appropriate judicial council, the council shall render to the presiding officer a verbal and/or written decision.

D. The student, if opposed to the sanction(s) rendered by a council, has the right to reject the sanction and invoke appeal proceedings.

E. The student has to provide in writing within three (3) working days of the hearing, to the Director of Enrollment and Student Services, the basis of the appeal, new evidence, and/or new witnesses. An appeal will not be granted, unless the aforementioned are not evident. If an advisor and/or attorney is being brought to the hearing on behalf of the student, the student must notify in writing the Director of Enrollment and Student Services within two days-48 hours prior to the hearing. The advisor and/or attorney will only speak at the discretion of the hearing officer, which is not likely to occur.

F. The Director of Enrollment and Student Services will decide if an appeal is warranted, and if so, notify the student and the appropriate council to schedule a date, time and location within three (3) working days of the hearing, and send the case to the appropriate council for an appeal hearing.

G. If an appeal hearing is granted, and the appellate council makes the recommendation to the Director of Enrollment and Student Services, the student has the right to take his/her case to the President of the college. The President will then advise the Director of Enrollment and Student Services of a recommendation to be carried out regarding the case or correspond with the student (s) directly.

H. In cases where the student(s) has been adjudicated/pending cases in the courts of counties, state, or federal entities, and also involved in a breach of Coahoma Community College's code of conduct, the student's (s) case outside of the college will determine the fate of the student's (s) matriculation at Coahoma Community College, to determine if the student(s) involved pose a threat to the campus community. The college will continue its case involving the student(s) after the external case against him/her is settled, and said student(s) might be suspended until that time.

Note: In cases in which the Director of Enrollment and Student Services constitutes an emergency, Due Process proceedings will be foregone temporarily, and the student(s) will be removed from all premises of Coahoma Community College until order is restored. Infractions of the college's rules, regulations, and sanctions consisting of fines, reprimands, probation, and work assignments will not become a part of a student's permanent record.

Note: Please refer to the Student Services web page for detailed statements, policies, and procedures regarding student rights and responsibilities, code of conduct violations and sanctions, and due process.

DRUG-FREE SCHOOLS/CAMPUSES AND ALCOHOL POLICY

Coahoma Community College acknowledges and adheres to the laws of the state of Mississippi. The college also complies with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal and state laws, at Coahoma Community College the following will apply:

DRUGS
A. The possession of any controlled drug deemed so by federal or state laws on or off campus is prohibited.
B. In compliance with state and federal law, it is illegal to possess, consume, use, or distribute (or intend to distribute or use) any drug controlled by federal or state laws on the campus of Coahoma Community College or at events sponsored or supervised by the college.
C. The manufacture, intent to manufacture, furnish, or intent to furnish drugs controlled by federal or state law is prohibited.
D. The sale, intent to sell, purchase, and intent to purchase, deliver, and intent to deliver drugs controlled by federal or state law is prohibited.
E. Possession or use of any drug related paraphernalia is also prohibited. The college reserves the right to initiate judicial action if drug violations occur on or off campus. Students found to be in violation of the drug policy will be subjected to disciplinary action, which will result in expulsion.

ALCOHOLIC BEVERAGES
A. No person may consume or possess any alcoholic beverages, containers, or bottles in the residence halls, in college buildings, or on any property or public location belonging to Coahoma Community College.
B. The possession, sale, distribution or furnishing of alcoholic beverages is prohibited in the residence halls, in college buildings, or on any property or public location belonging to Coahoma Community College.
C. Students who behave in an intoxicated manner as a result of the use of alcohol or require staff assistance shall be subject to disciplinary action.
D. The playing of games (or competitions) involving the use or consumption of alcoholic beverages is prohibited on the campus or at events sponsored or supervised by the college whether home or a visiting institution.
E. Common source containers are prohibited in residence halls and on college-owned property.
F. Possession of any alcohol paraphernalia is prohibited.
G. Empty alcoholic beverage containers (bottles, cans, etc.) are prohibited in/on college owned or controlled property. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester(s) length or expulsion*

CAMPUS HOUSING

Coahoma Community College affords the privilege for eligible students to reside in campus residence halls. First preference is given to students who are Pell Grant packaged as residents of the State of Mississippi. Residence Hall occupants' files are to be completed in the Office of Financial Aid before placement. The college has the right to refuse occupancy to any person who might pose a potential threat to the campus community. Any person who has been convicted of any criminal act will be considered for housing at the discretion of the Director of Safety and the Director of Enrollment and Student Services. The college has four (4) residence halls which are in operation for occupancy. Overnight guests are prohibited, unless otherwise cleared by the Coordinator of Housing or Residence Hall Managers. Guests are allowed in the residence halls, only if cleared by the Residence Manager. All guests are subject to all rules and regulations of the college and must sign-in and file a valid State driver's license with the housing director. If trespassers are found to be in residence halls, and it is deemed that the occupant(s) is harboring a trespasser(s), then all involved will be arrested and bound over to the courts of Coahoma County.

Under age children are a liability to the college, and are prohibited at all times in the residence halls. An underage guest that is a relative of the occupant has to be a minimum age of 13 to be considered for visitation or overnight stay. Violators of aforesaid policy may lose housing privileges.

The college mandates two occupants to a room. Residence Halls have security camera systems that are monitored and maintained by the Department of Safety and Technology Services for occupants' safety, theft prevention, and destruction to property. Residence Halls have access control card, wireless Internet capabilities, and other amenities. The access control cards and room keys are issued to occupants at check-in and are expected to be returned at check out each semester. Failure to do so will result in a $15 replacement fee for the access card and a $30 replacement fee for the room key. Rooms and halls are to be kept clean at all times. A fine will be imposed if it is determined that dormitory rooms are not kept clean. A housing deposit of $100 per year is required prior to occupancy. The deposit is refundable at the end of the academic year or upon official withdrawal from the college, unless the student has an outstanding balance, such as tuition, room and board, fines, etc. Residence Hall Staff has the right to transfer/remove a student from a residence hall for issues, such as consistently committing student infractions, danger to themselves/others, or disrespect of residence hall staff/others.

Room visitation of the opposite sex is prohibited unless otherwise decided by the Director of Housing and the Director of Enrollment and Student Services. If this privilege is granted, the room doors are to be left unlocked and housing staff has the right to check the room at any time during the visit. Students are to check-in with valid ID cards, and guests are to check-in with a valid state driver's license. Sexual activity of any kind is prohibited on the campus of Coahoma Community College. Violation of this policy may result in a fine, probation, suspension, or expulsion.

Coahoma Community College reserves the right to check rooms and property therein at discretion, at any time. Residents are to comply with respect and assistance, if necessary. Residents do not have to be present at the time of the room check. Room checks can be done by Residence Assistants. Residence Assistants (RA's) are employed by the Department of Housing and Safety to assist the dormitory managers in keeping order and other related duties as outlined in the *Housing Policies* and

Procedures Manual which is available on the Student Services webpage (housing section) of the college's website. RA's are to be respected as college staff. If this process is not followed, sanctions will be imposed. For more detailed information as related to housing policies, please visit the Student Services webpage.

ACADEMIC PROGRESS FOR RESIDENCE HALL STUDENTS

1. Students occupying residence hall rooms must enroll and continue to the end of the semester in the minimum number of twelve (15) semester hours which classify them as full time students.

2. Any student dropping to part-time status during any semester will forfeit the privilege to reside in the residence halls and will not be refunded any paid room and board fees. Financial Aid will be adjusted and the student will be responsible for any charges on his/her college account.

3. Any student who fails to maintain a cumulative 2.0 grade point average or better will not be eligible to reside in the residence halls of Coahoma Community College.

All residence hall students who are not in compliance with the requirements at the end of the first semester will be sent a written warning of their campus housing status. Notification of noncompliance of these regulations will be made by the Director of Enrollment and Student Services. Students not in compliance at the end of the second semester will lose campus housing privileges until the grade point average is raised to a minimum of cumulative 2.0 on a 4.0 scale.

CAREER SERVICES AND PLACEMENT

The Career Center, located on the second floor of the Zee A. Barron Student Union Building, offers a variety of services for students. These services include career development, personal development, workshops in related areas, and educational and career information. The Career Center manager is available to assist each student reach his/her potential. The Career Center's hours of operation are from 8:00 a.m.-4:30 p.m., Monday-Thursday, and on Friday from 8:00 a.m.-4:00 p.m.

TUTORIAL SERVICES

The tutorial lab, located on the second floor of the Zee A. Barron Student Union Building, offers supportive academic services for students to reduce classroom failure rates; to develop basic skills; to improve Coahoma Community College's student retention efforts; to serve as refresher sessions for students who are academically strong/deficient in subject areas, but have forgotten basic curriculum principles; to develop a positive attitude toward learning; to develop effective study habits; to develop self-confidence; and to increase the student's understanding of the subject matter.

The services are offered with assistance from a full-time lab facilitator, and peer tutors. The subject areas offered in the lab are Remedial Writing, Remedial Math, Remedial Reading, College Algebra, English, Science Disciplines, Social Sciences, and Business. The hours of operation can be found on the college's website on the Student Services' webpage.

RELIGIOUS LIFE

Coahoma Community College recognizes the importance of religious life and lends encouragement to students seeking guidance in this direction. Bible study is offered to those who want to participate. The religious life of Coahoma Community College may be enriched through the following channels:

- The Baptist Student Union,
- The Wesley Foundation, &
- The Choral Music Department.

Local churches welcome the Coahoma Community College family to participate in services and activities.

STUDENT UNION BUILDING

The Zee A. Barron Student Union is a facility where students assemble to engage in the collegiate socialization process before, between, and after classes. The Union serves as the hub for the suite of offices for the Director and the Assistant Director of Enrollment and Student Services, Support Services Programs, Student Activities, Student Government Association, Magnolia Room, college game room, and college dining halls. Although this is a hub for student enjoyment, students should conduct themselves in a manner that is not offensive to others, free of profanity and inappropriate dress. The Union, as is all college buildings, is a smoke-alcohol free facility. Smoking is prohibited within 35ft of the building. Obstruction of free flow of traffic and loitering in the entrance/exit of this building is prohibited. Due to the liability risks, children under the age of eight (8) years of age are not permitted in the Student Union Building or classroom buildings of the institution, unless otherwise cleared by a Divisional Director and/or Dean. Student IDs will be periodically checked for student validation.

To gain admittance into the dining halls, game room and bowling center, a valid student ID must be presented, and the student must sign the roster for data purposes. All aforementioned prohibitions for students are subject to loss of Union privileges for an indefinite time allotment.

CLUBS AND ORGANIZATIONS

College Approved Clubs and Organizations:

Student organizations provide an opportunity to discover and develop leadership skills, to make a positive contribution to co-curricular campus life, and to develop socialization skills with fellow students. The student organizations at Coahoma Community College are as diverse as the student enrollment and were developed to create avenues for increased learning and community spirit. Student Organizations are governed by policies set forth by the Division of Enrollment and Student Services. In order for Clubs and Organizations to participate in major functions (Homecoming Activities, Coronation, host campus/off-campus events) they are to be deemed active by the guidelines set forth by the Division of Enrollment and Student Services. The following are recognized clubs and organizations on the Coahoma Community College campus:

ACCOUNTING SOCIETY: This organization is designed to give students an opportunity to participate in accounting practices and to be exposed to various careers in the field. Upon the

permission of the advisor, students of any classification are eligible for membership. Sponsor: Debra Carter

AMBASSADORS: This organization is designed to give students an opportunity to participate in activities of the college. Students are introduced to the history of the college and represent the college with the recruiting staff. Upon an interview of the advisor, students of any classification are eligible for membership. The Ambassadors participate in various activities of the college on and off campus. Sponsor: LaShasa Griffin

BAND: This organization is designed to give students an opportunity to participate in group musical playing and performances. With an audition from the Director of Bands, students of any classification are eligible for membership. The band participates in on and off campus activities. Sponsor: McCleod

BAPTIST STUDENT UNION (BSU): This organization is designed for students wanting to experience knowing Christ and to make Him known. Through small group Bible studies that help develop a deeper knowledge of God, spiritual accountability is built with students. Retreats, conferences, and seminars are opportunities available through this club.

BARBERING & COSMETOLOGY STYLIST: This organization is designed to give barbering and cosmetology students an opportunity to participate in group practical settings. Students are introduced to the best practices of barbering and cosmetology. With the permission of the advisors, students of any classification are eligible for membership.

CCC CHOIR (PHI CHI PSI): This organization is designed to give students an opportunity to participate in group singing and choral music activities. Students are introduced best practices in music arrangements. With an audition from the Director, students of any classification are eligible for membership. The choir participates in state meetings and festivals and gives concerts on and off campus.

THE COAHOMA MALE: This club is to provide services to the Coahoma male student that will enhance the probability of the student's successful matriculation to graduation by eliminating potential barriers to success. Male students of any classification are eligible for participation.

The COAHOMAN: This is an annual yearbook that presents a pictorial history of events of the school year. It represents the student body, faculty, staff, campus activities, and events. The Year Book Staff facilitates selections for this club.

COMPUTER SCIENCE SOCIETY: This organization is composed of computer majors and other students who are interested in the objectives of the club. Objectives of this club include: to help each member develop a sense of responsibility and a more cooperative attitude through group participation; and to help each member learn to think critically.

CRIMINAL JUSTICE SOCIETY: The Criminal Justice Department provides an opportunity for students to make use of current materials in discussing vital issues that affect the criminal justice field and to provide career pathways in the field.

DELTA EPSILON CHI: is a collegiate organization to enhance the co–curricular education of students with interest in marketing, management and entrepreneurship. Delta Epsilon Chi helps students to develop skills and competence for business careers, to build self–esteem, to experience leadership and to practice community service.

DORMITORY COUNCIL: Student Housing and Residence Life sponsors the Residence Hall

Council to ensure the participation of residents in creating an environment and providing experiences conducive to academic and social development.

EDUCATION CLUB: This club is designed to alert the awareness of its members of the current and innovative issues in education. It further fosters experiences in leadership and group activities and acquaints the students with the opportunities and responsibilities of the teacher profession. Membership is opened primarily to General, Early Childhood, Elementary, Special, and Secondary Education majors, or any student who endorses the goals and objectives of the club.

ENGLISH CLUB: The English Department sponsors the English Club for the purpose of stimulating students' interest in reading and language. English majors are required to become members; however, all students are encouraged to join.

EPICUREAN CLUB: This club is established to expose students to the art of fine dining and etiquette.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)): The Coahoma Community College Fellowship of Christian Athletes (CCC- FCA) is a club that focuses on presenting to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

FRESHMAN CLASS: This class of students plan and carry out social and retention class initiative programs. Its membership is made up of Freshman class members only.

HEALTH & PHYSICAL ED: This club affords physical education majors and other interested students the opportunity to participate in many phases of physical education programs. Members are taught to officiate and render this service to the school's intramural program.

MOSA CLUB-ADN PROGRAM: This club affords Associate Degree in Nursing majors and other interested students the opportunity to participate in many phases of nursing practices. Members are taught the different types of nursing careers and compete for regional recognition.

MULTI-MEDIA CLUB: The Coahoma Community College Multimedia Club (CCCMMC) is a club that focuses on learning about and creating various multimedia projects, such as photography, video, audio, graphics, web site management, etc. Membership to this club is a selective process through the Department of Web Services

NATIONAL ASSOCIATION OF LICENSED OF PRACTICAL NURSES (NALPN): The National Association of Licensed Practical Nurses is the professional organization for licensed practical nurses and licensed vocational nurses and practical/vocational nursing students in the United States.

ALPHA DELTA NU NURSING HONOR SOCIETY: This organization recognizes the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long responsibility. Additionally, the society participates in the recruitment of qualified individuals into the profession of nursing. Eligibility for membership includes: Minimum GPA of 3.0 or above in all general education classes, a grade of B or better in each nursing class and no previous failures of any nursing classes. Students would be invited to provisional membership after successful completion (see above) of at least one semester of a nursing course. Full membership is granted in the final semester of study if student maintains cumulative 3.0 GPA and earns a grade of B or better in all courses. Students shall have demonstrated conduct that reflects integrity and professionalism.

NATIONAL TECHNICAL HONOR SOCIETY: National Technical Honor Society is a national junior college honorary society in the career technical area promoting scholarship, leadership, and the development of character. Eligibility for membership includes a grade-point average (GPA) of 3.25 or better in technical programs and an overall grade point average (GPA) of 3.0, evidence of good character, and membership in extracurricular activities.

PHI BETA LAMBDA: is a business organization designed to prepare the student for success as leaders in business, government, and the community. Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development.

PHI THETA KAPPA (ALPHA OMICRON PI CHAPTER): This national community/ junior college honorary society promotes scholarship, leadership, and the development of character. Eligibility for membership includes a grade point average of 3.50 or better, evidence of good character and membership in extra curricula activities. In addition, students desiring to join the society must have completed a minimum of twelve (12) semester hours at Coahoma Community College and must be enrolled for a minimum of twelve academic semester hours during the semester he is elected to the society. Students who become members are eligible for academic scholarships set up specifically for them at numerous colleges and universities throughout the United States.

RESPIRATORY CARE: This club affords respiratory care majors and other interested students the opportunity to participate in many phases of respiratory care. Members are taught the different facets of this allied health field.

SCIENCE & MATH SYMPOSIUM: This organization is composed of science and mathematics majors and other students who are interested in the objectives of the club. Objectives of this club include: to help each member develop a sense of responsibility and a more cooperative attitude through group participation; to help each member learn to interpret and analyze the issue of science and mathematics; to help each member learn to think critically; to encourage research in the sciences and mathematics and present seminars; and to have members meet famous/outstanding personalities in the fields of science and mathematics.

SOCIAL SCIENCE SOCIETY: The weekly forums under the sponsorship of the Social Science Department provide the opportunity for students to make use of current reading materials in discussing vital social problems and relative careers in the field.

SOPHOMORE CLASS: This class of student's plans and carries out social and retention/graduation class initiative programs and its membership is made up of Sophomore students only.

SKILLS USA: is the official student organization for those individuals enrolled in trade, industrial, technical, and training programs. As an integral part of the instructional program, the club activities that are planned, initiated, and conducted by members; help the students develop social and leadership abilities as well as occupational skills. All career technical students are expected to be active and supportive in club activities.

SPANISH CLUB (PURA VIDA): Promotes peace through understanding among all people; Increase cultural awareness by sponsoring activities which promote understanding and goodwill; Seek creativity in diversity while improving and expanding upon the efforts toward this goal; Organize educational and cultural activities that will promote the studies of Hispanic language, literature, and culture; Promote appreciation and understanding of the Hispanic/Latino culture; Contribute and encourage the study and appreciation of the Spanish language.

STUDENT GOVERNMENT ASSOCIATION: The purpose of the Student Government Association is to serve as a liaison between the administration, faculty, staff, and student body. It provides for student participation in school government, establishes better student-teacher relationships, affords training in citizenship, and ensures a sincere respect for the aims and objectives of Coahoma Community College.

STUDENT IN FREE ENTERPRISE (SIFE): is an organization of students whose mission is to provide the best opportunity to make a difference and to develop leadership, teamwork, and communication skills through learning, practicing, and teaching the principles of Free Enterprise. The chapter operates as part of a national organization.

WESLEY FOUNDATION: The Wesley Foundation at Coahoma Community College is a campus ministry/organization that seeks to embody the love of God known through the life and work of Jesus Christ. We strive to offer a spiritual home, provide opportunities for personal growth and spiritual formation, serve Christ by serving others, work for peace with justice, develop Christian leaders, and provide outreach through missions.

WORKFORCE DEVELOPMENT

The goal of the Coahoma Community College Workforce Development Center is to provide workforce education to the citizens of Bolivar, Coahoma, Quitman, Tallahatchie and Tunica counties by providing them the skills needed to be more productive and have an improved quality of life and to provide the employers of our area a better trained and educated workforce.

Non-credit workforce education enables the Workforce Development Center to respond to local labor market demands by meeting the workforce needs of current and future employers, as well as the needs of individuals for short-term skills training.

CUSTOMIZED TRAINING

For businesses and industries, the Workforce Development Center provides customized training which is designed to meet the specific needs of business and industry. Our skilled and dedicated team will work with you to develop a training curriculum to meet those needs. The WDC can provide a large range of services including: employee assessment, assistance in screening/training potential employees, skills upgrade training for current employees and leadership training for management. Whatever your training needs may be, the Workforce Development Center is here to work with you in meeting those needs.

Services and resources available include:

- Assistance in designing customized training plan for business/industry
- Training facilities and equipment (can be on-site at business/industry or at the Workforce Development Center)
- Paid instructors
- Funds for the cost of training
- Training manuals/materials
- Pre-employment assessment/screening (ACT Workkeys/CRC)
- Pre-employment skills training
- On-the-job skill development

Types of Training:

The following is a list of trainings offered but the Workforce Development Center is not limited to this list. All of our training is customized to fit the specific needs of the business/industry.

- Forklift Training
- Safety Training
- HazMat
- Welding
- Manufacturing Basic Skills
- Basic Electrical
- Carpentry/Weatherization/Home Repair
- Supervisory Management
- CPR & ACLS (Advanced Cardio Life Support)
- Environmental Services
- GED Preparation/Adult Education
- Sexual Harassment/Workplace Harassment
- Customer Service
- Conflict Resolution
- Time Management
- Leadership Management
- Industrial Maintenance
- Computer Training

- Pre-employment Training
- Spanish
- Train-the-Trainer
- HVAC

WORKFORCE TRAINING

Workforce Training Programs are short-term courses geared towards specific workforce skills. Working closely with the WIN Job Center and area businesses/industries, classes and curriculum are developed to provide short-term training for individuals seeking to enter the workforce or upgrade their skills. We keep abreast of current labor market trends to offer training that will meet the workforce needs in the community, as well as providing a marketable skill for individuals.

Available services include, but are not limited to:

- Career Counseling
- Job Skill/Dexterity Assessments (Job Pass)
- Aptitude/Skills Assessments (ACT Workkeys/CRC)
- Report Writing
- English as a Second Language (ESL)
- Employability Skills Workshops
- Customer Service
- Resume Writing Workshops
- Interview Skills Workshops
- Computer/Keyboarding Courses
- Specialized Career Training Classes

ADULT EDUCATION

Adult Education classes provide an opportunity for adults who did not complete high school to achieve their personal goals and work toward employment, HSE completion and self-improvement. The tuition-free program provides books and materials as well as direct instruction and computer software. Schedules and assignments are specialized to meet the needs of each individual.

Adult education class enrollment can be achieved by visiting or calling the Adult Education Program at 662-621-4314.

Adult Education offers adults the chance to prepare for a high school equivalency certificate, college entrance, vocational-technical education, employment, career readiness or job promotion.

As a result of Adult Education classes, students are to obtain a basic knowledge of:

- Math
- Science
- Social Studies
- Reading
- Writing
- Consumer Education
- Civic Education
- Citizenship
- Life Skills
- Employability Skills
- Career Readiness

The tuition-free program is open to any adult who:
- Is currently not enrolled in school
- Does not have a high school diploma
- Will be 17 years of age or older by July 1st of the current school year

HIGH SCHOOL EQUIVALENCY TESTING

Computer based GED and Computer/Paper-based Hi-SET testing are offered at Coahoma Community College and Ned W. Gathwright Workforce Development Center. Information, registration, testing dates and schedules are available at www.ged.com or www.hiset.org and/or by calling 662-621-4209 or 662-621-4313.

MI-BEST (Mississippi's Integrated Basic Education and Skills Training)

MI-BEST incorporates academic skill development, career advising, work-readiness training, and workforce training through Adult Education and Career and Technical Education course work. The workforce training program allows students to:

- Be job ready in 6-12 months
- Train in high demand careers
- Earn national certifications quickly
- Professional support team for student success
- Enroll in Adult Education and college courses simultaneously

What is MI-BEST?

MI-BEST is an innovative workforce training program dedicated to preparing people who need help with foundational skills for careers by mixing career training with additional support for HSE training including math, writing, and reading inside the classroom. This student- first approach gives participants the skills they need to succeed in school and compete in the workforce by working on technical and basic education skills at the same time while also providing support services to students through a Student Navigator and Student Services. The navigator helps students complete college paperwork, provides general support, and develops plans for students to meet their goals, tracks student progress and makes referrals as needed. Student Services will conduct a skills assessment, assists with resume writing, job search activities, training services, career counseling, and provides job referrals.

The goals of MI-BEST are to:

• Assist students who need to earn their HSE (High School Equivalency) certificate, to do so while they are also enrolled in college courses focused on preparing them for a career
• Help students to earn one or more certifications that helps them get a better job with a family sustaining wage
• Allow students to earn college credits that leads to a degree in the future

Who can participate?

MI-BEST is open to students without a high school diploma who wants to train for a career and needs additional help with:

- Math
- Reading and/or
- Language/Writing

In order to determine if this program applies to you, you will need to take the Career Readiness Certificate and the TABE test. These tests will be administered during a MI-BEST Orientation and Registration session.

How do you know if you need help with college math, reading, and writing?

- If you have not earned your High School Diploma/HSE certificate
- If you have your High School Diploma/HSE but it has been a while since you have went to school
- If you took the COMPASS or ACCUPLACER test and tested into developmental education courses.

If you would like to find out if you qualify for the MI-BEST program, contact the MI-BEST navigator at 662-621-4301.

UNIVERSITY PARALLEL DEGREE PROGRAMS OF STUDY

DIVISION OF ACADEMIC AFFAIRS

The Division of Academic Affairs offers university-parallel degree programs designed to meet the needs of students who plan to transfer to four-year institutions of higher learning to pursue a baccalaureate or professional degree.

The Articulation Agreement between the Mississippi Board of Institutions of Higher Learning and the Mississippi State Board of Community and Junior Colleges provides for a smooth transition of student course work between the state community colleges and state universities. Each university will accept the courses listed in the university-parallel degree programs without loss of credit toward the conclusion of the four-year degree.

The general education core for university parallel degree programs follows:

University Parallel Degree Program / Associate of Arts GENERAL EDUCATION CORE REQUIREMENTS	
English Composition I English Composition II	6 credit hours
Western Civilization I and II or American History I and II	6 credit hours*
World Literature or American Literature	3 credit hours**
Laboratory Science I and II (lecture and lab)	8 credit hours***
Art Appreciation or Music Appreciation	3 credit hours**
College Algebra (or higher)	3 credit hours***
Public Speaking	3 credit hours
Computer Concepts or Computer Applications	3 credit hours
TOTAL:	35 credit hours

* The six (6) credit hours of Western Civilization of American History meet the accreditation requirement for the general core to include at least one course from the social sciences.

** The three (3) credit hours of World Literature or American Literature and three (3) credit hours of Art Appreciation or Music Appreciation meet the accreditation requirement for the general core to include at least one course from the humanities/fine arts.

*** The eight (8) credit hours of laboratory Science and the three (3) credit hours of College Algebra meet the accreditation requirement to include at least one course from the natural sciences/mathematics.

Coahoma Community College is committed to excellence in teaching and learning. As reflected in its mission statement, the institution provides accessible, affordable, diverse, and quality educational opportunities and services that foster a nurturing teaching and learning environment, promotes intellectual and work readiness skills, supports personal and professional growth, and prepares students to enter the job market or transfer to a college or university.

In order to meet its mission, Coahoma Community College measures the extent students have attained college-level general education competencies for university parallel programs. The institution evaluates students' attainment of general education competencies by randomly selecting samples of students' work from targeted courses and by administering the Collegiate Assessment of Academic Proficiency to graduates. The institution uses assessment results to enhance and improve its university parallel degree programs.

The college-level general education competencies for university-parallel programs include the following:

- **Written Communication:** Upon completion of a university-parallel program, students will be able to write a clear, well organized composition and research paper using appropriate documentation.

- **Oral Communication:** Upon completion of a university-parallel program, students will be able to construct and deliver a clear, well organized oral presentation.

- **Technology Usage:** Upon completion of a university-parallel program, students will be able to identify and use appropriate computer applications.

- **Problem Solving:** Upon completion of a university-parallel program, students will be able to use mathematics and science reasoning to solve problems.

- **Historical and Cultural Awareness:** Upon completion of a university-parallel program students will be able to analyze how history and culture affect society.

- **Critical Thinking:** Upon completion of a university-parallel program students will be able to demonstrate the ability to think critically about a problem and formulate possible conclusions and/or solutions as appropriate.

ACCOUNTING

Advisor: D. Carter

Major Code: ACC

FRESHMAN YEAR

FALL				SPRING		
BIO 1131	General Biology I, Lab	1		BIO 1141	General Biology II, Lab	1
BIO 1133	General Biology I, Lecture	3		BIO 1143	General Biology II, Lecture	3
ENG 1113	English Composition I	3		ENG 1123	English Composition II	3
HIS 1113	Western Civilization I **or**	3		HIS 1123	Western Civilization II **or**	3
HIS 2213	American History I			HIS 2223	American History II	
MAT 1313	College Algebra	3		CSC 1123	Computer Applications	3
BAD 1113	Intro. to Business	3		LLS 1311	Orientation	1
				BAD 1121	Business Seminar I	1
Total		**16**				**15**

SOPHOMORE YEAR

FALL				SPRING		
ACC 2213	Princ. of Accounting I	3		ACC 2223	Princ. of Accounting II	3
ECO 2113	Principles of Macroeconomics	3		ECO 2123	Princ. of Microeconomics	3
ENG 2223	American Literature I	3		ENG 2233	American Literature II	3
PSY 1513	General Psychology	3		SPT 1113	Public Speaking I	3
BAD 2413	Legal Env. of Business	3		ART 1113	Art Appreciation **or**	**3**
				MUS 1113	Music Appreciation	
Total		**15**				**15**

TOTAL PROGRAM 61

ADVERTISING

Advisor: D. Carter, L. Elliott, J. Pittman
Major Code: ADV

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
MFL 1213	Spanish I	3
MAT 1313	College Algebra	3
LLS 1311	Orientation	1
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
BAD 1121	Business Seminar I	1
Total		**15**

SPRING

ENG 1123	English Composition II	3
MFL 1223	Spanish II	3
CSC 1123	Computer Applications I	3
SPT 1113	Public Speaking I	3
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
		16

SOPHOMORE YEAR

FALL

ENG 2423	World Literature I	3
ENG 2223	American Literature I	
HIS 1113	Western Civilization I	3
HIS 2213	American History I	
MFL 2213	Spanish III	3
BAD 1113	Introduction to Business	3
PSY 1513	General Psychology	3
Total		**15**

SPRING

ENG 2433	World Literature II	3
ENG 2233	American Literature II	
HIS 1123	Western Civilization II	3
HIS 2223	American Literature II	
MFL 2223	Spanish IV	3
SOC 2113	Intro to Sociology I	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
		15

TOTAL PROGRAM 61

AFRICAN AMERICAN STUDIES

Advisor: B. Boschert, E. Melton

Major Code: AAS

FRESHMAN YEAR

FALL				**SPRING**		
BIO 1131	General Biology I, Lab	1		BIO 1141	General Biology II, Lab	1
BIO 1133	General Biology I, Lecture	3		BIO 1143	General Biology II, Lecture	3
ENG 1113	English Composition I	3		ENG 1123	English Composition II	3
LLS 1311	Orientation	1		MAT 1313	College Algebra	3
MFL 1213	Spanish I	3		MFL 1223	Spanish II	3
HIS 1113	Western Civilization I **or**	3		HIS 1123	Western Civilization II **or**	3
HIS 2213	American History I			HIS 2223	American History II	
HPR ELECTIVE		**1**				
Total		**15**				**16**

SOPHOMORE YEAR

FALL				**SPRING**		
MFL 2213	Spanish III	3		MFL 2223	Spanish IV	3
PHY 2241	Physical Science I Lab	1		ART 1113	Art Appreciation **or**	3
PHY 2243	Physical Science I Lecture	3		MUS 1113	Music Appreciation	
ENG 2223	American Literature I **or**	3		ENG 2233	American Literature II **or**	3
ENG 2423	World Literature I			ENG 2433	World Literature II	
SPT 1113	Public Speaking I	3		**Social Science ELECTIVE**		**3**
Social Science ELECTIVE		**3**		CSC 1113	Computer Concepts **or**	**3**
				CSC 1123	Computer Applications	
Total		**16**				**15**

TOTAL PROGRAM 62

AGRICULTURAL SCIENCE

Advisor: P. Furdge & A. Allen

Major Code: AGS

FRESHMAN YEAR

BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
BIO 1133	General Biology Lecture I	3	BIO 1143	General Biology Lecture II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	ART 1113	Art Appreciation or	
HIS 1113	Western Civilization	3	MUS 1113	Music Appreciation	3
CSC 1113	Computer Concepts or		MAT 1313	College Algebra	3
CSC 1123	Computer Applications	3	HIS 1123	Western Civilization II	3
	HPR ELECTIVE	**1**			
	Total	**15**		**Total**	**16**

SOPHOMORE YEAR

CHE 1213	Gen Chemistry Lab I	3	CHE 1223	Gen Chemistry Lab II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
PSY 1513	General Psychology	3	SPT 1114	Public Speaking	3
MFL 1213	Spanish I	3	ENG 2233	American Literature II or	3
ENG 2223	American Literature or		ENG 2433	World Literature II	
ENG 2423	World Literature	3		**SOCIAL SCIENCE Elective**	3
ECO 2113	Prin of Microeconomics	3		**HPR ELECTIVE**	**1**
				HPR ELECTIVE	**1**
	Total	**16**		**Total**	**15**

TOTAL PROGRAM 62

ART EDUCATION

Advisor: R. Wilcox & B. Bernard

Major Code: ARE

FRESHMAN YEAR

FALL

ART 1313	Drawing I	3
ENG 1113	English Composition I	3
MAT 1313	College Algebra	3
LLS1313	Orientation	1
	LAB SCIENCE OPTION **(Select lab, lecture sequence)**	4
	HPR ELECTIVE	1
Total		**15**

SPRING

ART 1323	Drawing II	3
ENG 1123	English Composition II	3
ART 1513	Computer in Art	3
MUS 1113 ART 1113	Music Appreciation **OR** Art Appreciation	3
	LAB SCIENCE OPTION **(Select lab, lecture sequence)**	4
Total		**16**

SOPHOMORE YEAR

FALL

ART 1433	Design I	3
CSC1113 CSC 1123	Computer Concepts **OR** Computer Applications I	3
ART 2513	Painting I	3
HIS 1113	Western Civilization I	3
ENG 2223 ENG2423	World Literature I American Literature I	3
Total		**15**

SPRING

ART 1443	Design II	3
ART 2523	Painting II	3
HIS 1123	Western Civilization II	3
SPT 1113	Public Speaking I	3
ENG 2233 ENG 2433	World Literature II American Literature II	3
Total		**15**

TOTAL PROGRAM: 61

ART/FINE ARTS

Advisor: R. Wilcox, B. Bernard

Major Code: ART

FRESHMAN YEAR

FALL				**SPRING**		
ART 1313	Drawing I	3		ART 1323	Drawing II	3
ENG 1113	English Composition I	3		ENG 1123	English Composition II	3
MAT 1313	College Algebra	3		SPT 1113	Public Speaking I	3
LLS1313	Orientation	1		ART 1453	Three Dimensional Design	3
LAB SCIENCE		4		**LAB SCIENCE**		4
(Selects one lab/lecture)				(Selects one lab/lecture)		
HPR ELECTIVE		1				
Total		15				16

SOPHOMORE YEAR

FALL				**SPRING**		
ART 1433	Design I	3		ART 1443	Design II	3
ART 2513	Painting I	3		ART 2523	Painting II	3
HIS 1113	Western Civilization I	3		HIS 1123	Western Civilization II	3
ENG 2223	American Literature I **or**	3		ENG 2233	American Literature II **or**	3
ENG 2423	World Literature I			ENG 2433	World Literature II	
ART 1113	Art Appreciation **or**	3		CSC 1113	Computer Concepts **or**	3
MUS 1113	Music Appreciation			CSC 1123	Computer Applications	
Total		15				15

TOTAL PROGRAM 61

ATHLETIC TRAINING/SPORTS MEDICINE

Advisor: S. Edwards

Major Code: ASM

FRESHMAN YEAR

FALL

BIO 1131	General Biology I, Lab	1
BIO 1133	General Biology I, Lecture	3
CSC 1123	Computer Applications I	3
ENG 1113	English Composition I	3
HPR 1111	General Activities I	1
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
Total		**15**

SPRING

BIO 1613	Nutrition	3
ENG 1123	English Composition II	3
HPR 1121	General Activities II	1
PSY 1513	General Psychology	3
SPT 1113	Public Speaking I	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
		16

SOPHOMORE YEAR

FALL

BIO 2511	Anat & Physiology I Lab	1
BIO 2513	Anat & Physiology I Lect	3
HIS 1113	Western Civilization I	3
HPR 1213	Personal & Comm Health	3
SOC 2113	Introduction to Sociology I	3
ENG 2223	American Literature I **or**	3
ENG 2423	World Literature I	
Total		**16**

SPRING

HPR 2213	First Aid & CPR	3
Social Science ELECTIVE		**3**
HIS 1123	Western Civilization II	3
HPR 2723	Care & Prev of Injuries	3
ENG 2233	American Literature II **or**	3
ENG 2433	World Literature II	
		15

TOTAL PROGRAM 62

BANKING AND FINANCE

Advisor: D. Carter, L. Elliott, J. Pittman

Major Code: BAF

FRESHMAN YEAR

FALL

ACC 2213	Prin of Accounting I	3
ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
LAB SCIENCE OPTION		**4**
	(Select lab, lecture sequence)	
BAD 1121	Business Seminar I	1
Total		**15**

SPRING

ACC 2223	Prin of Accounting II	3
CSC 1123	Computer Applications I	3
ENG 1123	English Composition II	3
BAD 1113	Intro Business	3
LAB SCIENCE OPTION		**4**
	(Select lab, lecture sequence)	
		16

SOPHOMORE YEAR

FALL

BAD 2413	Legal Environ of Business	3
ECO 2113	Prin of Macro	3
SPT 1113	Public Speaking I	3
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
ENG 2223	American Literature I **or**	3
ENG 2423	World Literature I	
Total		**15**

SPRING

BAD 2323	Business Statistics	3
ECO 2123	Prin of Microeconomics	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
HIS 1123	Western Civilization II	3
HIS 2223	American History II	
PSY 1513	General Psychology	3
		15

TOTAL PROGRAM 61

BIOCHEMISTRY

Advisor: P. Furdge, P. Thompson
Major Code: BOC

FRESHMAN YEAR

FALL

BIO 1131	General Biology I, Lab	1
BIO 1133	General Biology I, Lect	3
CHE 1211	General Chemistry Lab I	1
CHE 1213	General Chemistry Lect I	3
ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1613	Calculus I	3
Total		**15**

SPRING

CHE 1221	General Chem Lab II	1
CHE 1223	General Chem Lect II	3
ENG 1123	English Composition II	3
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications I	
MAT 1623	Calculus II	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
		16

SOPHOMORE YEAR

FALL

BIO 2921	Microbiology Lab	1
BIO 2923	Microbiology Lect	3
CHE 2421	Organic Chemistry Lab I	1
CHE 2423	Organic Chemistry Lecture	3
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
Social Science ELECTIVE		**3**
HPR ELECTIVE		**1**
Total		**15**

SPRING

CHE 2431	Organic Chem Lab II	1
CHE 2433	Organic Chem Lect II	3
SPT 1113	Public Speaking I	3
HIS 1123	Western Civilization II **or**	3
HIS 2223	American History II	
Social Science ELECTIVE		**3**
Literature OPTION		**3**
		16

TOTAL PROGRAM 62

BIOLOGY EDUCATION

Advisor: A. Allen, P. Furdge, A. Reynolds

Major Code: BED

FRESHMAN YEAR

FALL

BIO 1131	General Biology I, Lab	1
BIO 1133	General Biology I, Lecture	3
CSC 1123	Computer Applications I	3
ENG 1113	English Composition I	3
HPR 1111	General Activities I	1
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
Total		**15**

SPRING

BIO 1141	General Biology II, Lab	1
BIO 1143	General Biology II, Lecture	3
ENG 1123	English Composition II	3
HPR 1121	General Activities II	1
PSY 1513	General Psychology	3
MAT 1323	Trigonometry	3
HPR ELECTIVE		**1**
		15

SOPHOMORE YEAR

FALL

CHE 1211	General Chemistry Lab I	1
CHE 1213	General Chemistry Lect I	3
HIS 1113	Western Civilization I or	
HIS 2213	American History I	
SPT 1113	Public Speaking I	3
	LITERATURE OPTION	**3**
BIO 2921	Microbiology Lab	1
BIO 2923	Microbiology Lecture	3
Total		**17**

SPRING

SOC 2113	Intro to Sociology I	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
BIO 1311	Botany Lab	1
BIO 1313	Botany Lecture	3
SOCIAL SCIENCE ELECTIVE		**3**
HIS 1123	Western Civilization II or	3
HIS 2223	American History II	
		16

TOTAL PROGRAM 63

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.

BIOLOGY

(PRE-MEDICAL, PRE-OPTOMETRY, PRE-PHYSICAL THERAPY)

Advisor: A. Allen, P. Furdge, A. Reynolds

Major Code: BIO

FRESHMAN YEAR

FALL				SPRING		
CHE 1211	General Chemistry Lab I	1		CHE 1221	General Chemistry Lab II	1
CHE 1213	General Chemistry Lect I	3		CHE 1223	General Chemistry Lect II	3
ENG 1113	English Composition I	3		ENG 1123	English Composition II	3
LLS 1311	Orientation	1		MAT 1323	Trigonometry	3
MAT 1313	College Algebra	3		HIS 1123	Western Civilization II **or**	3
HIS 1113	Western Civilization I **or**	3		HIS 2223	American History II	
HIS 2213	American History			CSC 1113	Computer Concepts **or**	3
	HPR ELECTIVE	1		CSC 1123	Computer Applications I	
Total		**15**				**16**

SOPHOMORE YEAR

FALL				SPRING		
BIO1131	General Biology Lab I	1		BIO 1141	General Biology Lab II	1
BIO 1133	General Biology Lect I	3		BIO 1143	General Biology Lecture II	3
CHE 2421	Organic Chem Lab I	1		CHE 2431	Organic Chem Lab II	1
CHE2423	Organic Chem Lect I	3		CHE 2433	Organic Chem Lect II	3
SPT 1113	Public Speaking I	3		ART 1113	Art Appreciation **or**	3
Literature OPTION		3		MUS 1113	Music Appreciation	
Social Science ELECTIVE		**3**		**Social Science ELECTIVE**		**3**
				HPR ELECTIVE		1
Total		**17**				**15**

TOTAL PROGRAM 63

BUSINESS ADMINISTRATION

Advisor: D. Carter, L. Elliott, J. Pittman

Major Code: BAD

FRESHMAN YEAR

FALL

ACC 2213	Prin of Accounting I	3
ENG 1113	English Composition I	3
MAT 1313	College Algebra	3
PSY 1513	General Psychology	3
LAB SCIENCE OPTION		**4**
	(Select lab, lecture sequence)	
Total		**16**

SPRING

ACC 2223	Prin of Accounting II	3
LLS 1311	Orientation	1
ENG 1123	English Composition II	3
BAD 1113	Intro to Business	3
LAB SCIENCE OPTION		**4**
	(Select lab, lecture sequence)	
BAD 1121	**Business Seminar I**	**1**
		15

SOPHOMORE YEAR

FALL

BAD 2323	Business Statistics	3
ECO 2113	Prin of Macroeconomics	3
ENG 2223	American Literature I or	
ENG 2423	World Literature I	3
HIS 1113	Western Civilization I or	
HIS 2213	American History I	3
SPT 1113	Public Speaking I	3
Total		**15**

SPRING

BAD 2413	Legal Environ of Business	3
ECO 2123	Prin of Microeconomics	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
HIS 1123	Western Civilization II	
HIS 2223	American History II	3
CSC 1123	Computer Applications I	3
		15

TOTAL PROGRAM 61

CHEMISTRY

Advisor: P. Furdge, P. Thompson
Major Code: CHE

FRESHMAN YEAR

FALL

CHE 1211	General Chemistry Lab I	1
CHE 1213	General Chem Lect I	3
ENG 1113	English Composition I	3
HIS 1113	Western Civilization I or	3
HIS 2213	American History I	
LLS 1311	Orientation	1
MAT 1613	Calculus	3
HPR ELECTIVE		**1**
Total		**15**

SPRING

CHE 1221	General Chem Lab II	1
CHE 1223	General Chem Lect II	3
ENG 1123	English Composition II	3
HIS 1123	Western Civilization II	3
HIS 2223	American History II	
MAT 1623	Calculus II	3
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications I	
		16

SOPHOMORE YEAR

FALL

CHE 2421	Organic Chem Lab	1
CHE 2423	Organic Chem Lect I	3
PSY 1513	General Psychology	3
SPT 1113	Public Speaking I	3
ENG 2223	American Literature I **or**	3
ENG 2423	World Literature I	
MAT 2113	Intro to Linear Algebra	3
Total		**16**

SPRING

CHE 2431	Organic Chem Lab II	1
CHE 2433	Organic Chem Lect II	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
ENG 2233	American Literature II **or**	3
ENG 2433	World Literature II	
CSC 1613	Computer Programming	3
SOC 2113	Intro to Sociology I	3
		16

TOTAL PROGRAM 63

COMPUTER INFORMATION SYSTEMS

Advisor: J. Pittman, M. Tompkins

Major Code: CIS

FRESHMAN YEAR

FALL			SPRING		
ACC 2213	Prin of Accounting I	3	ACC 2223	Prin of Accounting II	3
ENG 1113	English Composition I	3	LLS 1311	Orientation	1
BAD 1113	Introduction to Business	3	ENG 1123	English Composition II	3
MAT 1313	College Algebra	3	ART 1113	Art Appreciation **or**	3
			MUS 1113	Music Appreciation	
LAB SCIENCE OPTION		**4**	**LAB SCIENCE OPTION**		**4**
(Select lab, lecture sequence)			**(Select lab, lecture sequence)**		
			BAD 1121	Business Seminar I	1
Total		**16**			**15**

SOPHOMORE YEAR

FALL			SPRING		
ECO 2113	Prin of Macro	3	BAD 2413	Legal Environ of Business	3
CSC 1613	Computer Programming I	3	ECO 2123	Prin of Micro	3
SPT 1113	Public Speaking I	3	HIS 1123	Western Civilization II **or**	3
HIS 1113	Western Civilization I **or**	3	HIS 2223	American History II	
HIS 2213	American History I		CSC 1123	Computer Applications I	3
ENG 2223	American Literature I **or**	3	ENG 2233	American Literature II **or**	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
Total		**15**			**15**

TOTAL PROGRAM 61

CRIMINAL JUSTICE

Advisor: R. Miller, V. Williams
Major Code CRJ

FRESHMAN YEAR

FALL

CRJ 1313	Intro to Criminal Justice	3
ENG 1113	English Composition I	3
LLS 1311	Orientation	1
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
HPR ELECTIVE		**1**
Total		**15**

SPRING

CRJ 1323	Police Admin & Organ	3
ENG 1123	English Composition II	3
MAT 1313	College Algebra	3
HIS 1123	Western Civilization II **or**	3
HIS 2223	American History II	
LAB SCIENCE OPTION	**4**	
(Select lab, lecture sequence)		
		16

SOPHOMORE YEAR

FALL

CRJ 1363	Intro to Corrections	3
SOC 2113	Intro to Sociology I	3
ENG 2223	American Literature I **or**	3
ENG 2423	World Literature I	
Social Science ELECTIVE		**3**
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications	
Total		**15**

SPRING

CRJ 2513	Juvenile Justice	3
SPT 1113	Public Speaking I	3
ENG 2233	American Liter II **or**	3
ENG 2433	World Literature II	
ART 1113	Art Appreciation	3
MUS 1113	Music Appreciation	
Social Science ELECTIVE		**3**
		15

TOTAL PROGRAM 61

ECONOMICS

Advisor: L. Elliott
Major Code: ECO

FRESHMAN YEAR

FALL				**SPRING**		
ACC 2213	Prin of Accounting I	3		ACC 2223	Prin of Accounting II	3
ENG 1113	English Composition I	3		CSC 1113	Computer Concepts or	3
				CSC 1123	Computer Applications	
LLS 1311	Orientation	1		ENG 1123	English Composition II	3
MAT 1313	College Algebra	3		PSC 1113	American Nat'l Gov't	3
LAB SCIENCE OPTION		4		**LAB SCIENCE OPTION**		4
(Select lab, lecture sequence)				**(Select lab, lecture sequence)**		
	HPR ELECTIVE	1				
Total		**15**				**16**

SOPHOMORE YEAR

FALL				**SPRING**		
ECO 2113	Prin of Macro	3		BAD 2413	Legal Environ of Business	3
HIS 1113	Western Civilization I or			HIS 1123	Western Civilization II	
HIS 2213	American History I	3		HIS 2223	American History II	3
SPT 1113	Public Speaking I	3		ECO 2123	Prin of Micro	3
MAT 1613	Calculus I	3		ENG 2233	American Literature II **or**	3
ENG 2223	American Literature I **or**	3		ENG 2433	World Literature II	
ENG 2423	World Literature I			ART 1113	Art Appreciation **or**	3
				MUS 1113	Music Appreciation	
Total		**15**				**15**

TOTAL PROGRAM 61

ELEMENTARY EDUCATION (ELE)

Advisor: B. Boschert, E. Melton, Y. Gardener

Major Code: ELE

FRESHMAN YEAR

FALL			**SPRING**		
BIO 1131	General Biology I Lab	1	ENG 1123	English Composition II	3
BIO 1133	General Biology I Lecture	3	MAT 1313	College Algebra	3
ENG 1113	English Composition I	3	PSC 1113	American Nat'l Gov't	3
LLS 1311	Orientation	1	ART 1113	Art Appreciation **or**	3
HPR ELECTIVE		**1**	MUS 1113	Music Appreciation	
CSC 1113	Computer Concepts **or**	3	HIS 1123	Western Civilization II **or**	3
CSC 1123	Computer Applications I		HIS 2223	American History II	
HIS 1113	Western Civilization I **or**	3			
HIS 2213	American History I				
Total		**17**			**15**

SOPHOMORE YEAR

FALL			**SPRING**		
MAT 1723	Real Number Systems	3	SPT 1113	Public Speaking I	3
PHY 2241	Physical Science I Lab	1	ENG 2233	American Literature II or	3
PHY 2243	Physical Science I Lecture	3	ENG 2433	World Literature II	
ENG 2223	American Literature I **or**	3	**Endorsement Area/ELECTIVES**		3
ENG 2423	World Literature I		**Endorsement Area/ELECTIVES**		3
Endorsement Area/ELECTIVES		3	SOC 2113	Intro to Sociology I	3
PSY 1513	General Psychology	3			
Total		**16**			**15**

TOTAL PROGRAM 61

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.

ELEMENTARY EDUCATION

(See previous page for program of study.)

ELEMENTARY EDUCATION ELECTIVES & ENDORSEMENT AREAS:
(Choose three courses or 9 hours)
EDU 1613 Foundation in Education
EPY 2533 Human Growth and Development

ENDORSEMENT AREAS
For Mississippi K-6 Licensure in elementary education, the Mississippi Department of Education requires that candidates have completed at least 18 hours, in each of two endorsement areas, with no grade lower than a C. In addition, some IHL universities also offer elementary education programs, K-6 with 2 add on endorsements. In these programs, candidates earn an additional 3 hours, or 21 hours in each of the two endorsement areas, with no grade lower than a C. These programs prepare the students for Mississippi
K-6 licensure, with add on licenses for grades 7-12 in the two endorsement areas. English, General
Science, Math, and Social Studies are endorsement areas accepted by all eight IHL universities.

Acceptable transfer courses for these endorsement areas are as follows:
Endorsement Area - English
        ENG 2223 American Literature I
        ENG 2233 American Literature II
        Endorsement Area - Social Studies
        ECO 2113 Principles of Macroeconomics
        ECO 2123 Principles of Microeconomics
        HIS 2213 American History I
        HIS 2223 American History II
        SOC 2123 Introduction to Sociology II
        SOC 2143 Marriage and Family

Endorsement Area - Math
        MAT 1323 Trigonometry
        MAT 1613 Calculus I
        MAT 1623 Calculus II
        MAT 2613 Calculus III
        MAT 2623 Calculus IV

Endorsement Area - Science
        BIO 1141/1143 General Biology Lab/Lecture II
        BIO 2511/2513 Anatomy and Physiology Lab/Lecture I
        BIO 2521/2523 Anatomy and Physiology Lab/Lecture II
        BIO 2921/2923 Microbiology Lab/Lecture
        CHE 1221/1223 General Chemistry Lab/Lecture I
        CHE 1311/1313 Principles of Chemistry Lab/Lecture I
        CHE 1321/1323 Principles of Chemistry Lab/Lecture II
        CHE 2421/2423 Organic Chemistry Lab/Lecture I
        CHE 2431/2423 Organic Chemistry Lab/Lecture II
        PHY 2251/2253 Physical Science Lab/Lecture II

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.
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ENGLISH

Advisor: V. Griffin
Major Code: ENG

FRESHMAN YEAR

FALL				**SPRING**		
ENG 1113	English Composition I	3		ENG 1123	English Composition II	3
ENG 2223	American Literature I	3		ENG 2233	American Literature II	3
LLS 1311	Orientation	1		MFL 1223	Spanish II	3
MFL 1213	Spanish I	3		MAT 1313	College Algebra	3
LAB SCIENCE OPTION		4		**LAB SCIENCE OPTION**		4
(Select lab, lecture sequence)				**(Select lab, lecture sequence)**		
HPR ELECTIVE		1				
Total		**15**				**16**

SOPHOMORE YEAR

FALL				**SPRING**		
ENG 2423	World Literature I	3		ENG 2433	World Literature II	3
PSY 1513	General Psychology	3		SPT 1113	Public Speaking I	3
MFL 2213	Spanish III	3		ART 1113	Art Appreciation **or**	3
Social Science ELECTIVE		3		MUS 1113	Music Appreciation	
HIS 1113	Western Civilization I **or**	3		HIS 1123	Western Civilization II **or**	3
HIS 2213	American History I			HIS 2223	American History II	
				CSC 1113	Computer Concepts **or**	3
				CSC 1123	Computer Applications I	
Total		**15**				**15**

TOTAL PROGRAM 61

ENTREPRENEURSHIP

Advisor: D. Carter

Major Code: ENT

FRESHMAN YEAR

FALL

ACC 2213	Prin of Accounting I	3
ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
BAD 1131	Business Seminar	1
Total		**15**

SPRING

ACC 2223	Prin of Accounting II	3
CSC 1123	Computer Applications I	3
ENG 1123	English Composition II	3
MAT 1513	Business Calculus	3
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
		16

SOPHOMORE YEAR

FALL

BAD 1113	Intro to Business	3
BAD 2323	Business Statistics	3
ECO 2113	Prin of Macro	3
SPT 1113	Public Speaking I	3
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
Total		**15**

SPRING

BAD 2413	Legal Environ of Business	3
ECO 2123	Prin of Micro	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
HIS 1123	Western Civilization II **or**	3
HIS 2223	American History II	
LITERATURE OPTION		**3**
		15

TOTAL PROGRAM 61

ENVIRONMENTAL SCIENCE

Advisor: P. Furdge, A. Allen, A. Reynolds

Major Code: ENV

FRESHMAN YEAR

FALL

BIO 1131	General Biology Lab I	1
BIO 1133	General Biology Lecture I	3
ENG 1113	English Composition I	3
HPR 1111	General Activities I	1
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications I	
Total		**15**

SPRING

BIO 1141	General Biology Lab II	1
BIO 1143	General Biology Lecture II	3
ENG 1123	English Composition II	3
HPR 1121	General Activities II	1
MAT 1323	Trigonometry	3
PSY 1513	General Psychology	3
	HPR ELECTIVE	**1**
		15

SOPHOMORE YEAR

FALL

CHE 1211	General Chemistry Lab I	1
CHE 1213	General Chem Lect I	3
HIS 1113	Western Civilization I or	3
HIS 2213	American History I	
ENG 2223	American Literature I **or**	3
ENG 2423	World Literature I	
SPT 1113	Public Speaking I	3
Social Science ELECTIVE		**3**
Total		**16**

SPRING

CHE 1221	General Chemistry Lab II	1
CHE 1223	General Chemistry Lect II	3
HIS 1123	Western Civilization II	3
HIS 2223	American History II	
ENG 2233	American Literature II **or**	3
ENG 2433	World Literature II	
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
Social Science ELECTIVE		**3**
		16

TOTAL PROGRAM 62

EXERCISE SCIENCE/KINESIOTHERAPY

Advisor: S. Edward

Major Code: EXE

FRESHMAN YEAR

FALL

BIO 1131	General Biology I Lab	1
BIO 1133	General Biology I Lecture	3
ENG 1113	English Composition I	3
HPR 1111	General Activities I	1
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications I	
Total		**15**

SPRING

BIO 1613	Nutrition	3
ENG 1123	English Composition II	3
HPR 1121	General Activities II	1
SPT 1113	Public Speaking I	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
PSY 1513	General Psychology	3
		16

SOPHOMORE YEAR

FALL

BIO 2511	Anat & Physiology I Lab	1
BIO 2513	Anat & Physiology I Lect	3
CHE 1211	General Chem I Lab	1
CHE 1213	General Chem I Lecture	3
	Literature Option	**3**
HIS 1113	Western Civilization I or	3
HIS 2213	American History I	
HPR ELECTIVE		**1**
Total		**15**

SPRING

BIO 2521	Anat & Physiology II Lab	1
BIO 2523	Anat & Physiology II Lect	3
SOC 2113	Intro to Sociology I	3
HPR 2213	First Aid & CPR	3
Major ELECTIVE Choice		**3**
HIS 1123	Western Civilization II or	3
HIS 2223	American History II	
		16

TOTAL PROGRAM 62

GENERAL BUSINESS

Advisor: D. Carter, L. Elliot, J. Pittman, M. Tompkins

Major Code: GBS

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	
HIS 2213	American History I		HIS 2223	American History II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
BIO 1133	General Biology Lecture I	3	BIO 1143	General Biology Lecture II	3
BAD 1113	Intro to Business	3	MUS 1113	Music Appreciation or	
LLS 1311	Orientation	1	ART 1113	Art Appreciation	3
BAD 1121	**Business Seminar I**	**1**	MFL 1213	Spanish I	3
Total		**15**	**Total**		16

SOPHOMORE YEAR

ENG 2423	World Literature	3	ENG 2433	World Literature II	3
BAD 2413	Legal Environment of Business	3	SPT 1113	Public Speaking	3
ACC 2213	Prin. of Accounting I	3	ACC 2223	Prin. Of Accounting II	3
ECO 2113	Prin.of Macroeconomics	3	ECO 2123	Prin. Microeconomics	3
MAT 1313	College Algebra	3	CSC 1123	Computer Applications	3
Total		15	**Total**		**15**

TOTAL PROGRAM: 61

GENERAL SCIENCE

Advisor: P. Furdge
Major Code: GSC

FRESHMAN YEAR

FALL

BIO 1131	General Biology Lab I	1
BIO 1133	General Biology Lecture I	3
ENG 1113	English Composition I	3
HIS 1113	Western Civilization I or	3
HIS 2213	American History I	
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
HPR ELECTIVE		**1**
Total		**15**

SPRING

BIO 1141	General Biology Lab II	1
BIO 1143	General Biology Lecture II	3
ENG 1123	English Composition II	3
HIS 1123	Western Civilization II or	3
HIS 2223	American History II	
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications I	
MAT 1323	Trigonometry **or**	3
MAT 1613	Calculus	
		16

SOPHOMORE YEAR

FALL

CHE 1211	General Chem Lab I	1
CHE 1213	General Chem Lect I	3
MFL 1213	Spanish I	3
SPT 1113	Public Speaking I	3
ENG 2223	American Literature I **or**	3
ENG 2423	World Literature I	
Social Science ELECTIVE		3
Total		**16**

SPRING

CHE 1221	General Chem Lab II	1
CHE 1223	General Chem Lect II	3
MFL 1223	Spanish II	3
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
ENG 2233	American Literature II **or**	3
ENG 2433	World Literature II	
Social Science ELECTIVE		3
		16

TOTAL PROGRAM 63

GENERAL STUDIES

Advisor: G. Duncan, V. Griffin, K. Hall, D. Jones, W, Lee, R. Rockett
Major Code: GED

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
CSC 1113	Computer Concepts **or**	
CSC 1123	Computer Applications I	3
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
LLS 1311	Orientation	1
HPR ELECTIVE		**1**
Total		**15**

SPRING

ENG 1123	English Composition II	3
MAT 1313	College Algebra	3
HIS 1123	Western Civilization II **or**	3
HIS 2223	American History II	
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
Elective		3
		16

SOPHOMORE YEAR

FALL

ENG 2223	American Literature I **or**	**3**
ENG 2423	World Literature I	
SPT 1113	Public Speaking	3
Social Science ELECTIVE		**3**
Elective		**3**
Elective		**3**
Total		**15**

SPRING

ENG 2433	American Literature II **or**	3
ENG 2433	World Literature II	
ART 1113	Art Appreciation **or**	**3**
MUS 1113	Music Appreciation	
Social Science ELECTIVE		**3**
Elective		**3**
Elective		**3**
		15

TOTAL PROGRAM 61

HEALTH & KINESIOLOGY

Advisor: S. Edwards

Major Code: KSM

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I Lab	1	BIO 1141	General Biology II Lab	1
BIO 1133	General Biology I Lecture	3	BIO 1143	General Biology II Lecture	3
CSC 1123	Computer Applications I	3	ENG 1123	English Composition II	3
ENG 1113	English Composition I	3	HPR 1121	General Activities II	1
HPR 1111	General Activities I	1	SPT 1113	Public Speaking I	3
LLS 1311	Orientation	1	ART 1113	Art Appreciation **or**	3
MAT 1313	College Algebra	3	MUS 1113	Music Appreciation	
				HPR ELECTIVE	**1**
Total		**15**			**15**

SOPHOMORE YEAR

FALL			SPRING		
BIO 2511	Anat & Physiology I Lab	1	BIO 2521	Anat & Physiology II Lab	1
BIO 2513	Anat &Physiology I Lect	3	BIO 2523	Anat & Physiology II Lect	3
HIS 1113	Western Civilization I or	3	HPR 2213	First Aid and CPR	3
HIS 2213	American History I		HPR 2723	Prevention & Care of Ath	3
HPR 1213	Personal & Comm Health	3	HIS 1123	Western Civilization II or	3
PSY 1513	General Psychology	3	HIS 2223	American History II	
ENG 2223	American Literature I **or**	3	ENG 2233	American Literature II **or**	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
Total		**16**			**16**

TOTAL PROGRAM 62

HEALTH, PHYSICAL EDUCATION & RECREATION
HUMAN PERFORMANCE/ PHYSICAL EDUCATION

Advisor: S. Edwards

Major Code: HPR

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I Lab	1	BIO 1141	General Biology II Lab	1
BIO 1133	General Biology I Lecture	3	BIO 1143	General Biology II Lecture	3
CSC 1123	Computer Applications I	3	ENG 1123	English Composition II	3
ENG 1113	English Composition I	3	HPR 1121	General Activities II	1
HPR 1111	General Activities I	1	SPT 1113	Public Speaking I	3
LLS 1311	Orientation	1	ART 1113	Art Appreciation **or**	3
MAT 1313	College Algebra **or**	3	MUS 1113	Music Appreciation	
MAT 1613	Calculus I		HPR 1551	Fitness & Conditioning	1
Total		**15**			**15**

SOPHOMORE YEAR

FALL			SPRING		
BIO 2511	Anat & Physiology I Lab	1	HPR 2723	Athletic Training / Tx	3
BIO 2513	Anat & Physiology I Lect	3	BIO 1613	Nutrition	3
HPR 1313	Intro to HPER	3	HPR 2213	First Aid and CPR	3
	Literature Option	3	PSY 1513	General Psychology	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
HPR 1213	Personal & Comm Health	3			
Total		**16**			**15**

TOTAL PROGRAM 61

HEALTH SCIENCE

Advisor: P. Furdge

Major Code: HSC

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
HPR 1111	General Activities I	1
LLS 1311	Orientation	1
MAT 1313	College Algebra **or**	3
MAT 1613	Calculus I	
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications I	
BIO 1131	General Biology Lab I	1
BIO 1133	General Biology Lecture	3
Total		**15**

SPRING

ENG 1123	English Composition II	3
HPR 1121	General Activities II	1
PSY 1513	General Psychology	3
MAT 1323	Trigonometry **or**	3
MAT 1623	Calculus II	
	HPER ELECTIVE	1
BIO 1141	General Biology Lab II	1
BIO 1143	General Biology Lecture II	3
		15

SOPHOMORE YEAR

FALL

CHE 1211	General Chem Lab I	1
CHE 1213	General Chem Lecture I	3
HIS 1113	Western Civilization I or	3
HIS 1123	American History II	
SOC 2113	Introduction to Sociology	3
SPT 1113	Public Speaking I	3
ENG 2223	American Literature I **or**	3
ENG 2423	World Literature I	
Total		**16**

SPRING

CHE 1221	General Chem Lab II	1
CHE 1223	General Chem Lect II	3
HIS 1123	Western Civilization II or	3
HIS 2223	American History II	
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
ENG 2233	American Literature II **or**	3
ENG 2433	World Literature II	
HPR 1213	Personal Community Health	3
		16

TOTAL PROGRAM 62

HEALTHCARE MARKETING

Advisor: D. Carter, L. Elliot, J. Pittman, M. Tompkins

Major Code: HCM

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 2511	Anatomy & Physiology Lab I	1	BIO 2521	Anatomy & Physiology Lab II	1
BIO 2513	Anatomy & Physiology Lecture I	3	BIO 2523	Anatomy & Physiology Lecture II	3
MAT 1313	College Algebra	3	MUS 1113	Music Appreciation	3
LLS 1311	Orientation	1	BAD 1113	Intro to Business	3
BAD 1121	Business Seminar I	1			
Total		**15**	**Total**		16

SOPHOMORE YEAR

CHE 1211	General Chemistry Lab I	1	BAD 2413	Legal & Environment	3
CHE 1213	General Chemistry Lecture I	3	SPT 1113	Public Speaking	3
ACC 2213	Principles of Accounting	3	ACC 2223	Principles of Accounting II	3
ECO 2113	Principles of Macroeconomics	3	ECO 2123	Principles of Microeconomics	3
ENG 2423	World Literature	3	PSY 1513	General Psychology	3
CSC 1113	Computer Concepts	3			
Total		16	**Total**		15

TOTAL PROGRAM: 62

HISTORY

Advisors: B. Boschert, E. Melton
Major Code: HIS

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
HIS 1113	Western Civilization I	3
LLS 1311	Orientation	1
MFL 1213	Spanish I	3
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
HPR ELECTIVE		**1**
Total		**15**

SPRING

ENG 1123	English Composition II	3
HIS 1123	Western Civilization II	3
MAT 1313	College Algebra	3
MFL 1223	Spanish II	3
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
		16

SOPHOMORE YEAR

FALL

HIS 2213	American History I	3
MFL 2213	Spanish III	3
SPT 1113	Public Speaking I	3
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
Literature Option		**3**
Total		**15**

SPRING

HIS 2223	American History II	3
MFL 2223	Spanish IV	3
PSC 1113	American National Gov't	3
ECO 2113	Prin of Macroeconomics	3
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications	
		15

TOTAL PROGRAM 61

HORTICULTURE

Advisor: P. Furdge, A. Allen
Major Code: HOC

FRESHMAN YEAR

BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
BIO 1133	General Biology Lecture I	3	BIO 1143	General Biology Lecture II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	ART 1113	Art Appreciation	3
CSC 1113	Computer Concepts	3	MAT 1313	College Algebra	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
CHE 1213	Gen Chemistry Lab I	3	CHE 1223	Gen Chemistry Lab II	3
	Total	15		Total	17

SOPHOMORE YEAR

CHE 2421	Organic Chem Lab I	1	HIS1123	Western Civilization II or	3
CHE 2423	Organic Chem Lect I	3	HIS 2223	American History II	
SPT 1114	Public Speaking	3	BIO 2921	Microbiology Lab	1
BIO 1311	Botany Lab I	1	BIO 2923	Microbiology Lecture	3
BIO 1313	Botany Lecture	3	MAT1323	Trigonometry	3
HIS 1113	Western Civilization I or	3	BAD 2413	Legal Environment of Business	3
HIS 2213	American History I HPR ELECTIVE			**Literature Option**	3
	Total	15		Total	16

TOTAL PROGRAM 63

INSURANCE AND REAL ESTATE

Advisor: D. Carter, L. Elliott, J. Pittman

Major Code: IRR

FRESHMAN YEAR

FALL

ACC 2213	Prin of Accounting I	3
ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
BAD 1121	Business Seminar	1
Total		**15**

SPRING

ACC 2223	Prin of Accounting II	3
CSC 1123	Computer Applications I	3
ENG 1123	English Composition II	3
BAD 1113	Intro to Business	3
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
		16

SOPHOMORE YEAR

FALL

BAD 2323	Business Statistics	3
ECO 2113	Prin of Macro	3
SPT 1113	Public Speaking I	3
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
ENG 2223	American Literature I **or**	3
ENG 2423	World Literature I	
Total		**15**

SPRING

BAD 2413	Legal Environ of Business	3
ECO 2123	Prin of Micro	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
HIS 1123	Western Civilization II or	3
HIS 2223	American History II	
PSY 1513	General Psychology	3
		15

TOTAL PROGRAM 61

INTERNATIONAL BUSINESS

Advisor: D. Carter
Major Code: IBU

FRESHMAN YEAR

FALL

ACC 2213	Principles of Accounting I	3
ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
BAD 1121	Business Seminar I	1
Total		**15**

SPRING

ACC 2223	Principles of Accounting II	3
CSC 1123	Computer Applications I	3
ENG 1123	English Composition II	3
BAD 1113	Introduction to Business	3
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
		16

SOPHOMORE YEAR

FALL

BAD 2413	Legal Environ of Business	3
ECO 2113	Princ of Macro	3
ENG 2423	World Literature I	3
MFL 1213	Spanish I	3
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
Total		**15**

SPRING

ECO 2123	Prin of Micro	3
ENG 2433	World Literature II	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
HIS 1123	Western Civilization II **or**	3
HIS 2223	American History II	
SPT 1113	Public Speaking	3
		15

TOTAL PROGRAM 61

JOURNALISM

Advisor: G. Duncan
Major Code: JOU

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
MFL 1213	Spanish I	3
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
HPR ELECTIVE		**1**
Total		**15**

SPRING

ENG 1123	English Composition II	3
MFL 1223	Spanish II	3
PSY 1513	General Psychology	3
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications **I**	
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
		16

SOPHOMORE YEAR

FALL

MFL 2213	Spanish III	3
SPT 1113	Public Speaking I	3
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
ENG 2223	American Literature I **or**	3
ENG 2423	World Literature I	
Social Science ELECTIVE		3
Total		**15**

SPRING

MFL 2223	Spanish IV	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
HIS 1123	Western Civilization II **or**	3
HIS 2223	American History II	
ENG 2233	American Literature II **or**	3
ENG 2433	World Literature II	
Social Science ELECTIVE		3
		15

TOTAL PROGRAM 61

MANAGEMENT

Advisor: D. Carter
Major Code: MGT

FRESHMAN YEAR

FALL				**SPRING**		
ACC 2213	Prin of Accounting I	3		ACC 2223	Prin of Accounting II	3
ENG 1113	English Composition I	3		CSC 1123	Computer Applications I	3
LLS 1311	Orientation	1		ENG 1123	English Composition II	3
MAT 1313	College Algebra	3		BAD 1113	Intro to Business	3
LAB SCIENCE OPTION		**4**		**LAB SCIENCE OPTION**		**4**
(Select lab, lecture sequence)				**(Select lab, lecture sequence)**		
BAD 1121	Business Seminar I	1				
Total		**15**				**16**

SOPHOMORE YEAR

FALL				**SPRING**		
BAD 2323	Business Statistics	3		BAD 2413	Legal Environ of Business	3
ECO 2113	Prin of Macro	3		ECO 2123	Prin of Micro	3
SPT 1113	Public Speaking I	3		PSY 1513	General Psychology	3
ENG 2223	American Literature I **or**	3		ART 1113	Art Appreciation **or**	3
ENG 2423	World Literature I			MUS 1113	Music Appreciation	
HIS 1113	Western Civilization I **or**	3		HIS 1123	Western Civilization II **or**	3
HIS 2213	American History I			HIS 2223	American History II	
Total		**15**				**15**

TOTAL PROGRAM 61

MASS COMMUNICATIONS

Advisor: V. Griffin, K. Hall
Major Code: MAC

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
	LAB SCIENCE Option	**4**
	(Select lab, lecture sequence)	
	HPR ELECTIVE	1
ENG 2223	American Literature I	**3**
Total		**15**

SPRING

ENG 1123	English Composition II	3
MUS 1113	Music Appreciation	3
CSC 1113	Computer Concepts or	3
CSC 1123	Computer Applications	
	LAB SCIENCE Option	**4**
	(Select lab, lecture sequence)	
ENG 2233	American Literature II	**3**
Total		**16**

SOPHOMORE YEAR

FALL

ENG 2423	World Literature I	3
PSY 1513	General Psychology	3
HIS 1113	Western Civilization I or	
HIS 2213	American History I	3
	SOCIAL SCIENCE ELECTIVES	3
MFL 1213	Spanish I	3
Total		**15**

SPRING

ENG 2433	World Literature II	3
SPT 1113	Public Speaking	3
ART 1113	Art Appreciation o	3
HIS 1123	Western Civilization II or	
HIS 2223	American History II	3
MFFL 1223	Spanish II	3
Total		**15**

TOTAL PROGRAM: 61

MATHEMATICS
Advisor: J. Rockett, P. Tucker
Major Code: MAT

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
HIS 1113	Western Civilization I or	3
HIS 2213	American History I	
HPR 1111	General Activities I	1
LLS 1311	Orientation	1
MAT 1613	Calculus I	3
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications I	
HPR ELECTIVE		**1**
Total		**15**

SPRING

ENG 1123	English Composition II	3
HIS 1123	Western Civilization II or	3
HIS 2223	American History II	
SPT 1113	Public Speaking I	3
PSC 1113	American Nat'l Gov't	3
MAT 1623	Calculus II	3
		15

SOPHOMORE YEAR

FALL

MAT 2613	Calculus III	3
MFL 1213	Spanish I	3
ENG 2223	American Literature I **or**	3
ENG 2423	World Literature I	
Social Science OPTION		**3**
BIO 1131	General Biology Lab I	1
BIO 1133	General Biology Lecture I	3
Total		**16**

SPRING

MAT 2113	Linear Algebra	3
MFL 1223	Spanish II	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
BIO 1141	General Biology Lab I	1
BIO 1143	General Biology Lecture II	3
ENG 2233	American Literature II or	3
ENG 2433	World Literature II	
		16

TOTAL PROGRAM 62

MATHEMATICS EDUCATION (MAE)

Advisor: J. Rockett, P. Tucker

Major Code: MAE

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I Lab	1	BIO 1141	General Biology II Lab	1
BIO 1133	General Biology I Lecture	3	BIO 1143	General Biology II Lecture	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HPR 1111	General Activities I	1	SPT 1113	Public Speaking I	3
LLS 1311	Orientation	1	MAT 1623	Calculus II	3
MAT 1613	Calculus I	3	ART 1113	Art Appreciation **or**	**3**
CSC 1113	Computer Concepts or	3	MUS 1113	Music Appreciation	
CSC 1123	Computer Applications I				
Total		**15**			**16**

SOPHOMORE YEAR

FALL			SPRING		
ENG 2423	World Literature I or	3	ENG 2433	World Literature II or	3
ENG 2223	American Literature I		ENG 2233	American Literature II	
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2233	American History	
MAT 2613	Calculus III	3	CSC 1613	Computer Programming	3
PHY 2241	Physical Science I Lab	1	**Social Science ELECTIVE**		**3**
PHY 2243	Physical Science I Lect	3	**Social Science ELECTIVE**		**3**
Social Science ELECTIVE		**3**			
Total		**16**			**15**

TOTAL PROGRAM 62

MUSIC EDUCATION

Emphasis: Brass

Advisor: K. Towers
Major Code: MUSB

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ART 1113	Art Appreciation	3	CSC 1113	Computer Concepts or	
PSY 1513	General Psychology	3	CSC 1123	Computer Applications	3
MUA 1172	Applied Brass I	2	MUA 1182	Applied Brass II	2
MUA 1511	Class Piano I	1	MUA 1521	Class Piano II	1
MUO1211	Choir I or		MUO 1221	Choir II or	
MUO1111	Band I	1	MUO 1121	Band II	1
MUS 1911	Recital Class I/Seminar	0	MUS 1921	Recital Class II/Seminar	1
			*MUS 1133	**Fundamentals of Music**	**3**
Total		**16**	**Total**		**17**

SOPHOMORE YEAR

FALL			SPRING		
LAB SCIENCE OPTION		4	**LAB SCIENCE OPTION**		4
(Select lab, lecture sequence)			**(Select lab, lecture sequence)**		
ENG 2223	World Literature I or		SPT 1113	Public Speaking	3
ENG 2423	American Literature I	3	LLS 1311	Orientation	1
MAT 1313	College Algebra	3			
MUS 1213	Music Theory I	3	MUS 1223	Music Theory II	3
MUS 1211	Music Theory Lab I	1	MUS 1221	Music Theory Lab II	1
MUA 2172	Applied Brass III	2	MUA 2182	Applied Brass IV	2
MUA 2511	Class Piano III	1	MUA 2521	Class Piano IV	1
MUO 2211	Choir III or		MUO 2221	Choir IV or	
MUO 2111	Band III	1	MUO 2121	Band IV	1
MUS 2911	Recital Class III/Seminar	0	MUS 2921	Recital Class IV/Seminar	1
Total		**18**			**17**

Music Electives:

*MUS 1133	Fundamentals of Music (Depending on Entrance Exam)	3
MUS 1123	Music Survey	3
MUS 1113	Music Appreciation	3
MUO 1241, 1251, 2241, 2251	Small Singing Groups (I-IV)	1
MUO 1131, 1141, 2131, 2141	Small Instrument Groups (I-IV)	1
MUA 1111, 1121, 2111, 2121	Class Brass (I-IV)	1
MUA 1811, 1821, 2811, 2821	Class Woodwind (I-IV)	1
MUA 1411, 1421, 2411, 2421	Class Percussion (I-IV)	1
MUA 1711, 1721, 2711, 2721	Class Voice (I-IV)	1
MUA 1542, 1552, 2542, 2552	Piano For Voice Majors (I-IV)	2

TOTAL PROGRAM: 62- 65

MUSIC EDUCATION
Emphasis Piano Keyboard
Advisor: K. Towers
Major Code: MUSK

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ART 1113	Art Appreciation	3	CSC 1113	Computer Concepts or	
PSY 1513	General Psychology	3	CSC 1123	Computer Applications	3
MAT 1313	College Algebra	3			
MUA1572	Piano Keyboard I	2	LLS 1311	Orientation	1
MUO1211	Choir I or		MUA 1582	Piano Keyboard II	2
MUO1111	Band I	1	MUO 1221	Choir II or	
MUS 1911	Recital Class I/Seminar	0	MUO 1121	Band II	1
			*MUS 1133	**Fundamentals of Music**	**3**
			MUS 1921	Recital Class II/Seminar	1
Total		**18**	**Total**		**17**

SOPHOMORE YEAR

FALL			SPRING		
LAB SCIENCE OPTION		**4**	**LAB SCIENCE OPTION**		**4**
(Select lab, lecture sequence)			**(Select lab, lecture sequence)**		
ENG 2223	World Literature I or		SPT 1113	Public Speaking	3
ENG 2423	American Literature I	3	MUS 1223	Music Theory II	3
MUS 1213	Music Theory I	3	MUS 1221	Music Theory Lab II	1
MUS 1211	Music Theory Lab I	1	MUA 2582	Piano Keyboard IV	2
MUA 2572	Piano Keyboard III	2	MUA 1782	Applied Voice II	2
MUA 1772	Applied Voice I	2	MUO 2221	Choir IV or	
MUO 2211	Choir III or		MUO 2121	Band IV	1
MUO 2111	Band III	1	MUS 2921	Recital Class IV/Seminar	1
MUS 2911	Recital Class III/Seminar	0			
Total		**16**			**17**

Music Electives:

*MUS 1133	Fundamentals of Music (Depending on Entrance Exam)	3
MUS 1123	Music Survey	3
MUS 1113	Music Appreciation	3
MUO 1241, 1251, 2241, 2251	Small Singing Groups (I-IV)	1
MUO 1131, 1141, 2131, 2141	Small Instrument Groups (I-IV)	1
MUA 1111, 1121, 2111, 2121	Class Brass (I-IV)	1
MUA 1811, 1821, 2811, 2821	Class Woodwind (I-IV)	1
MUA 1411, 1421, 2411, 2421	Class Percussion (I-IV)	1
MUA 1711, 1721, 2711, 2721	Class Voice (I-IV)	1
MUA 1542, 1552, 2542, 2552	Piano For Voice Majors (I-IV)	2

TOTAL PROGRAM: 62-65

MUSIC EDUCATION
Emphasis: Percussion
Advisor: K. Towers
Major Code: MUSP

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ART 1113	Art Appreciation	3	CSC 1113	Computer Concepts or	
PSY 1513	General Psychology	3	CSC 1123	Computer Applications	3
MUA 1472	Applied Percussion I	2	MUA 1482	Applied Percussion II	2
MUA 1511	Class Piano I	1	MUA 1521	Class Piano II	1
MUO1211	Choir I or		MUO 1221	Choir II or	
MUO1111	Band I	1	MUO 1121	Band II	1
MUS 1911	Recital Class I/Seminar	0	MUS 1921	Recital Class II/Seminar	1
			*MUS 1133	**Fundamentals of Music**	**3**
Total		**16**	**Total**		**17**

SOPHOMORE YEAR

FALL			SPRING		
LAB SCIENCE OPTION		**4**	**LAB SCIENCE OPTION**		**4**
(Select lab, lecture sequence)			**(Select lab, lecture sequence)**		
ENG 2223	World Literature I or		SPT 1113	Public Speaking	3
ENG 2423	American Literature I	3	LLS 1311	Orientation	1
MAT 1313	College Algebra	3			
MUS 1213	Music Theory I	3	MUS 1223	Music Theory II	3
MUS 1211	Music Theory Lab I	1	MUS 1221	Music Theory Lab II	1
MUA 2472	Applied Percussion III	2	MUA 2482	Applied Percussion IV	2
MUA 2511	Class Piano III	1	MUA 2521	Class Piano IV	1
MUO 2211	Choir III or		MUO 2221	Choir IV or	
MUO 2111	Band III	1	MUO 2121	Band IV	1
MUS 2911	Recital Class III/Seminar	0	MUS 2921	Recital Class IV/Seminar	1
Total		**18**			**17**

Music Electives:

*MUS 1133	Fundamentals of Music (Depending on Entrance Exam)	3
MUS 1123	Music Survey	3
MUS 1113	Music Appreciation	3
MUO 1241, 1251, 2241, 2251	Small Singing Groups (I-IV)	1
MUO 1131, 1141, 2131, 2141	Small Instrument Groups (I-IV)	1
MUA 1111, 1121, 2111, 2121	Class Brass (I-IV)	1
MUA 1811, 1821, 2811, 2821	Class Woodwind (I-IV)	1
MUA 1411, 1421, 2411, 2421	Class Percussion (I-IV)	1
MUA 1711, 1721, 2711, 2721	Class Voice (I-IV)	1
MUA 1542, 1552, 2542, 2552	Piano For Voice Majors (I-IV)	2

TOTAL PROGRAM: 62- 65

MUSIC EDUCATION
Emphasis: Voice
Advisor: K. Towers
Major Code: MUSV

FRESHMAN YEAR

FALL			**SPRING**		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ART 1113	Art Appreciation	3	CSC 1113	Computer Concepts or	
PSY 1513	General Psychology	3	CSC 1123	Computer Applications	3
MUA 1772	Applied Voice I	2	MUA 1782	Applied Voice II	2
MUA 1511	Class Piano I	1	MUA 1521	Class Piano II	1
MUO1211	Choir I or		MUO 1221	Choir II or	
MUO1111	Band I	1	MUO 1121	Band II	1
MUS 1911	Recital Class I/Seminar	0	MUS 1921	Recital Class II/Seminar	1
			*MUS 1133	**Fundamentals of Music**	**3**
Total		**16**	**Total**		**17**

SOPHOMORE YEAR

FALL			**SPRING**		
LAB SCIENCE OPTION		**4**	**LAB SCIENCE OPTION**		**4**
(Select lab, lecture sequence)			**(Select lab, lecture sequence)**		
ENG 2223	World Literature I or		SPT 1113	Public Speaking	3
ENG 2423	American Literature I	3	LLS 1311	Orientation	1
MAT 1313	College Algebra	3			
MUS 1213	Music Theory I	3	MUS 1223	Music Theory II	3
MUS 1211	Music Theory Lab I	1	MUS 1221	Music Theory Lab II	1
MUA 2772	Applied Voice III	2	MUA 2782	Applied Voice IV	2
MUA 2511	Class Piano III	1	MUA 2521	Class Piano IV	1
MUO 2211	Choir III or		MUO 2221	Choir IV or	
MUO 2111	Band III	1	MUO 2121	Band IV	1
MUS 2911	Recital Class III/Seminar	0	MUS 2921	Recital Class IV/Seminar	1
Total		**18**			**17**

Music Electives:

*MUS 1133	Fundamentals of Music (Depending on Entrance Exam)	3
MUS 1123	Music Survey	3
MUS 1113	Music Appreciation	3
MUO 1241, 1251, 2241, 2251	Small Singing Groups (I-IV)	1
MUO 1131, 1141, 2131, 2141	Small Instrument Groups (I-IV)	1
MUA 1111, 1121, 2111, 2121	Class Brass (I-IV)	1
MUA 1811, 1821, 2811, 2821	Class Woodwind (I-IV)	1
MUA 1411, 1421, 2411, 2421	Class Percussion (I-IV)	1
MUA 1711, 1721, 2711, 2721	Class Voice (I-IV)	1
MUA 1542, 1552, 2542, 2552	Piano For Voice Majors (I-IV)	2

TOTAL PROGRAM: 62- 65

MUSIC EDUCATION
Emphasis: Woodwinds
Advisor: K. Towers
Major Code: MUSW

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ART 1113	Art Appreciation	3	CSC 1113	Computer Concepts or	
PSY 1513	General Psychology	3	CSC 1123	Computer Applications	3
MUA 1872	Applied Woodwinds I	2	MUA 1882	Applied Woodwinds II	2
MUA 1511	Class Piano I	1	MUA 1521	Class Piano II	1
MUO1211	Choir I or		MUO 1221	Choir II or	
MUO1111	Band I	1	MUO 1121	Band II	1
MUS 1911	Recital Class I/Seminar	0	MUS 1921	Recital Class II/Seminar	1
			*MUS 1133	**Fundamentals of Music**	**3**
Total		**16**	**Total**		**17**

SOPHOMORE YEAR

FALL			SPRING		
LAB SCIENCE OPTION		**4**	**LAB SCIENCE OPTION**		**4**
(Select lab, lecture sequence)			**(Select lab, lecture sequence)**		
ENG 2223	World Literature I or		SPT 1113	Public Speaking	3
ENG 2423	American Literature I	3	LLS 1311	Orientation	1
MAT 1313	College Algebra	3			
MUS 1213	Music Theory I	3	MUS 1223	Music Theory II	3
MUS 1211	Music Theory Lab I	1	MUS 1221	Music Theory Lab II	1
MUA 2872	Applied Woodwinds III	2	MUA 2882	Applied Woodwinds IV	2
MUA 2511	Class Piano III	1	MUA 2521	Class Piano IV	1
MUO 2211	Choir III or		MUO 2221	Choir IV or	
MUO 2111	Band III	1	MUO 2121	Band IV	1
MUS 2911	Recital Class III/Seminar	0	MUS 2921	Recital Class IV/Seminar	1
Total		**18**			**17**

Music Electives:

*MUS 1133	Fundamentals of Music (Depending on Entrance Exam)	3
MUS 1123	Music Survey	3
MUS 1113	Music Appreciation	3
MUO 1241, 1251, 2241, 2251	Small Singing Groups (I-IV)	1
MUO 1131, 1141, 2131, 2141	Small Instrument Groups (I-IV)	1
MUA 1111, 1121, 2111, 2121	Class Brass (I-IV)	1
MUA 1811, 1821, 2811, 2821	Class Woodwind (I-IV)	1
MUA 1411, 1421, 2411, 2421	Class Percussion (I-IV)	1
MUA 1711, 1721, 2711, 2721	Class Voice (I-IV)	1
MUA 1542, 1552, 2542, 2552	Piano For Voice Majors (I-IV)	2

TOTAL PROGRAM: 62- 65

PARALEGAL/LEGAL STUDIES

Advisor: J. Mayo, E. Melton, Y. Mickel

Major Code: PAR

FRESHMAN YEAR

FALL				**SPRING**		
ENG 1113	English Composition I	3		ENG 1123	English Composition II	3
LLS 1311	Orientation	1		MFL 1223	Spanish II	3
MFL 1213	Spanish I	3		MAT 1313	College Algebra	3
HIS 1113	Western Civilization I **or**	3		HIS 1123	Western Civilization II **or**	3
HIS 1123	American History I			HIS 2223	American History II	
LAB SCIENCE OPTION		**4**		**LAB SCIENCE OPTION**		**4**
(Select lab, lecture sequence)				**(Select lab, lecture sequence)**		
HPR ELECTIVE		**1**				
Total		**15**				**16**

SOPHOMORE YEAR

FALL				**SPRING**		
ENG 2423	World Literature I	3		BAD 2413	Legal Environ of Business	3
SPT 1113	Public Speaking I	3		ENG 2433	World Literature II	3
MFL 2213	Spanish III	3		MFL 2223	Spanish IV	3
SOC 2113	Introduction to Sociology	3		**Social Science ELECTIVE**		**3**
ART 1113	Art Appreciation **or**	3		CSC 1113	Computer Concepts **or**	3
MUS 1113	Music Appreciation			CSC 1123	Computer Applications I	
Total		**15**				**15**

TOTAL PROGRAM 61

PHARMACEUTICAL SCIENCES

Advisor: P. Furdge

Major Code: PSC

FRESHMAN YEAR

FALL				**SPRING**		
CHE 1211	General Chem Lab I	1		CHE 1221	General Chem Lab II	1
CHE 1213	General Chem Lect I	3		CHE 1223	General Chem Lect II	3
ENG 1113	English Composition I	3		ENG 1123	English Composition II	3
LLS 1311	Orientation	1		SPT 1113	Public Speaking I	3
MAT 1613	Calculus I	3		ART 1113	Art Appreciation **or**	3
CSC 1113	Computer Concepts **or**	3		MUS 1113	Music Appreciation	
CSC 1123	Computer Applications I			HIS 1123	Western Civilization II **or**	3
HIS 1113	Western Civilization I **or**	3		HIS 2223	American History II	
HIS 2213	American History I					
Total		**17**				**16**

SOPHOMORE YEAR

FALL				**SPRING**		
BIO 1131	Gen Biology Lab I	1		BIO 1141	Gen Biology Lab II	1
BIO 1133	Gen Biology Lect I	3		BIO 1143	Gen Biology Lect II	3
CHE 2421	Organic Chem Lab I	1		CHE 2431	Organic Chem Lab II	1
CHE 2423	Organic Chem Lect I	3		CHE 2433	Organic Chem Lect II	3
ECO 2113	Prin of Macro	3		**Social Science ELECTIVE**		**3**
Literature OPTION		**3**		**Social Science ELECTIVE**		**3**
HPR ELECTIVE		**1**		**HPR ELECTIVE**		**1**
Total		**15**				**15**

TOTAL PROGRAM 63

POLITICAL SCIENCE

Advisor: J. Mayo, E. Melton, Y. Mickel
Major Code: POL

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MFL 1213	Spanish I	3
HIS 1113	Western Civilization I **or**	3
HIS 1123	American History I	
LAB SCIENCE OPTION		4
(Select lab, lecture sequence)		
HPR ELECTIVE		1
Total		**15**

SPRING

ENG 1123	English Composition II	3
MAT 1313	College Algebra	3
MFL 1223	Spanish II	3
HIS 1123	Western Civilization II **or**	3
HIS 2223	American History II	
LAB SCIENCE OPTION		4
(Select lab, lecture sequence)		
		16

SOPHOMORE YEAR

FALL

ECO 2113	Prin of Macro	3
MFL 2213	Spanish III	3
PSC 1113	American Nat'l Gov't	3
SOC 2113	Intro to Sociology I	3
Literature OPTION		3
Total		**15**

SPRING

ECO 2123	Prin of Micro	3
MFL 2223	Spanish IV	3
SPT 1113	Public Speaking I	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
CSC 1113	Computer Concepts or	3
CSC 1123	Computer Concepts	
		15

TOTAL PROGRAM 61

PRE-BSN (NURSING)

Advisor: P. Furdge
Major Code: PNU

FRESHMAN YEAR

FALL

BIO 1131	Gen Biology Lab I	1
BIO 1133	General Biology Lecture I	3
CSC 1123	Computer Applications I	3
ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
Total		**17**

SPRING

BIO 1613	Nutrition	3
ENG 1123	English Composition II	3
PSY 1513	General Psychology	3
SPT 1113	Public Speaking I	3
HIS 1123	Western Civilization II **or**	3
HIS 2223	American History II	
		15

SOPHOMORE YEAR

FALL

BIO 2511	Anat & Physiology Lab I	1
BIO 2513	Anat & Physiology Lect I	3
CHE 1211	General Chem Lab I	1
CHE 1213	General Chem Lecture I	3
SOC 2113	Intro to Sociology I	3
Literature OPTION		**3**
HPR ELECTIVE		**1**
Total		**15**

SPRING

BAD 2323	Business Statistics	3
BIO 2521	Anat & Physiology Lab II	1
BIO 2523	Anat & Physiology Lect II	3
BIO 2921	Microbiology Lab	1
BIO 2923	Microbiology Lecture	3
EPY 2533	Human Growth & Dev	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
		17

TOTAL PROGRAM 64

PRE-CLINICAL LABORATORY SCIENCE

Advisors: P. Furdge

Major Code: PLS

FRESHMAN YEAR

FALL

BIO 1131	General Biology Lab I	1
BIO 1133	General Biology Lecture I	3
ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
HPR ELECTIVE		**1**
Total		**15**

SPRING

BIO 1141	General Biology Lab II	1
BIO 1143	General Biology Lect II	3
ENG 1123	English Composition II	3
SPT 1113	Public Speaking I	3
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications I	
HIS 1123	Western Civilization II **or**	3
HIS 2223	American History II	
		16

SOPHOMORE YEAR

FALL

BIO 2921	Microbiology Lab	1
BIO 2923	Microbiology Lecture	3
CHE 1211	General Chem Lab I	1
CHE 1213	General Chey Lect I	3
ENG 2223	American Literature I **or**	3
ENG 2423	World Literature I	
Social Science ELECTIVE		**3**
HPR ELECTIVE		**1**
Total		**15**

SPRING

CHE 1221	General Chem Lab II	1
CHE 1223	General Chem LecT II	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
ENG 2233	American Literature II **or**	3
ENG 2433	World Literature II	
Social Science ELECTIVE		**3**
		16

TOTAL PROGRAM 62

PRE-DENTAL HYGIENE

Advisor: P. Furdge
Major Code: PDH

FRESHMAN YEAR

FALL

BIO 1131	General Biology Lab I	1
BIO 1133	General Biology Lecture I	3
CHE 1211	General Chem Lab I	1
CHE 1213	General Chem Lecture I	3
ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
Total		**15**

SPRING

BIO 1613	Nutrition	3
CHE 1221	General Chem Lab II	1
CHE 1223	General Chem Lect II	3
ENG 1123	English Composition II	3
PSY 1513	General Psychology	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
		16

SOPHOMORE YEAR

FALL

BIO 2511	Anat & Physiology I, Lab	1
BIO 2513	Anat & Physiology I, Lect	3
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
BIO 2921	Microbiology Lab	1
BIO 2923	Microbiology Lecture	3
SOC 2113	Intro to Sociology I	3
	HPR ELECTIVE	1
Total		**15**

SPRING

BIO 2521	Anat & Physiology II, Lab	1
BIO 2523	Anat & Physiology II, Lect	3
HIS 1123	Western Civilization II **or**	3
HIS 2223	American History II	
SPT 1113	Public Speaking I	3
Literature OPTION		3
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications I	
		16

TOTAL PROGRAM 62

PRE-HEALTH INFORMATICS
AND INFORMATION MANAGEMENT

Advisor: P. Furdge

Major Code: PHI

FRESHMAN YEAR

FALL

BIO 2511	Anat & Physiology Lab I	1
BIO 2513	Anat & Physiology Lect I	3
ENG 1113	English Composition I	3
HPR 1111	General Activities I	1
MAT 1313	College Algebra	3
LLS 1311	Orientation	1
CSC 1113	Computer Concepts	3
Total		**15**

SPRING

BIO 2521	Anat & Physiology Lab I	1
BIO 2523	Anat & Physiology Lect II	3
ENG 1123	English Composition II	3
HPR 1121	General Activities II	1
SPT 1113	Public Speaking I	3
ART 1113	Art Appreciation **or**	3
MUS 1113	Music Appreciation	
HPR ELECTIVE		**1**
		15

SOPHOMORE YEAR

FALL

ENG 2223	American Literature I **or**	3
ENG 2423	World Literature I	
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
ACC 2213	Principles of Accounting I	3
Social Science ELECTIVE		**3**
ELECTIVE		**3**
Total		**15**

SPRING

ENG 2233	American Literature II **or**	3
ENG 2433	World Literature II	
HIS 1123	Western Civilization II **or**	3
HIS 2223	American History II	
Social Science ELECTIVE		**3**
ELECTIVE		**3**
ELECTIVE		**3**
		15

TOTAL PROGRAM 60

PRE-OCCUPATIONAL THERAPY

Advisor: P. Furdge
Major Code: POT

FRESHMAN YEAR

FALL

BIO 1131	General Biology Lab I	1
BIO 1133	General Biology Lecture I	3
ENG 1113	English Composition I	3
HPR 1111	General Activities I	1
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
HIS 1113	Western Civilization I **or**	3
HIS 2213	American History I	
Total		**15**

SPRING

ENG 1123	English Composition II	3
HPR 1121	General Activities II	1
PSY 1513	General Psychology	3
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
CSC 1113	Computer Concepts **or**	3
CSC 1123	Computer Applications I	
HIS 1123	Western Civilization II **or**	3
HIS 2223	American History II	
		16

SOPHOMORE YEAR

FALL

BIO 2511	Anat & Physiology Lab I	1
BIO 2513	Anat & Physiology Lect I	3
CHE 1211	General Chem Lab I	1
CHE 1213	General Chem Lect I	3
Social Science ELECTIVE		3
Social Science ELECTIVE		3
HPR ELECTIVE		**1**
Total		**15**

SPRING

BIO 2521	Anat & Physiology Lab II	1
BIO 2523	Anat & Physiology Lect II	3
EPY 2533	Human Growth & Dev	3
SPT 1113	Public Speaking I	3
Literature OPTION		**3**
Social Science ELECTIVE		3
		16

TOTAL PROGRAM 62

PSYCHOLOGY

Advisor: Y. Mickel, J. Mayo, V. Williams
Major Code: PSY

FRESHMAN YEAR

FALL

BIO 1131	General Biology I Lab	1
BIO 1133	General Biology I Lecture	3
ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
MFL 1213	Spanish I	3
HPR ELECTIVE		**1**
Total		**15**

SPRING

BIO 1141	General Biology II Lab	1
BIO 1143	General Biology II Lecture	3
ENG 1123	English Composition II	3
MFL 1223	Spanish II	3
PSY 1513	General Psychology	3
CSC 1113	Computer Concepts or	3
CSC 1123	Computer Applications I	
		16

SOPHOMORE YEAR

FALL

MFL 2213	Spanish III	3
SOC 2113	Intro to Sociology I	3
ENG 2223	American Literature I or	3
ENG 2423	World Literature I	
HIS 1113	Western Civilization I or	3
HIS 2213	American History I	
Major ELECTIVE		**3**
EPY 2513 Child Psychology		
EPY 2533 Human Growth & Dev		
Total		**15**

SPRING

SPT 1113	Public Speaking I	3
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
ENG 2233	American Literature II or	3
ENG 2433	World Literature II	
HIS 1123	Western Civilization II or	3
HIS 2223	American History II	
Social Science ELECTIVE		**3**
		15

TOTAL PROGRAM 61

PUBLIC ADMINISTRATION/ PUBLIC POLICY STUDIES

Advisor: J. Mayo, E. Melton, Y. Mickel

Major Code: PUS

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
LLS 1311	Orientation	1	MAT 1313	College Algebra	3
CSC 1113	Computer Concepts **or**	3	PSY 1513	General Psychology	3
CSC 1123	Computer Applications I		**LAB SCIENCE OPTION**		**4**
LAB SCIENCE OPTION		**4**	(Select lab, lecture sequence)		
(Select lab, lecture sequence)					
HPR ELECTIVE		**1**			
Total		**15**			**16**

SOPHOMORE YEAR

FALL			SPRING		
MFL 1213	Spanish I	3	SOC 2113	Intro to Sociology I	3
PSC 1113	American Nat'l Gov't	3	MFL 1223	Spanish II	3
SPT 1113	Public Speaking I	3	ECO 2123	Prin of Micro	3
ACC 2213	Prin of Accounting I **or**	3	ART 1113	Art Appreciation **or**	3
ECO 2113	Prin of Macro		MUS 1113	Music Appreciation	
ENG 2223	American Literature I **or**	3	ENG 2233	American Literature II **or**	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
Total		**15**			**15**

TOTAL PROGRAM 61

RECREATION

Advisor: S. Edwards
Major Code: REC

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
HPR 1111	General Activities I	1
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
CSC 1113	Computer Concepts or	3
CSC 1123	Computer Applications I	
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
Total		**15**

SPRING

ENG 1123	English Composition II	3
HPR 1121	General Activities II	1
PSY 1513	General Psychology	3
SPT 1113	Public Speaking I	3
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
HPR ELECTIVE		**1**
		15

SOPHOMORE YEAR

FALL

HIS 1113	Western Civilization I or	3
HIS 2213	American History I	
HPR 1213	Personal & Comm Health	3
HPR 1551	Fitness & Cond Training	1
SOC 2113	Intro to Sociology I	3
ENG 2223	American Literature I or	3
ENG 2423	World Literature I	
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
Total		**16**

SPRING

HIS 1123	Western Civilization II or	3
HIS 2223	American History	
BIO 1613	Nutrition	3
HPR 1751	Nutrition & Wellness	1
HPR 2213	First Aid and CPR	3
ENG 2233	American Literature II or	3
ENG 2433	ENG 2433 World Lit II	
Social Science ELECTIVE		**3**
		16

TOTAL PROGRAM 62

SOCIAL SCIENCES

Advisor: E. Melton, Y. Mickel, B. Boschert

Major Code SOC

FRESHMAN YEAR

FALL

BIO 1131	Gen Biology I, Lab	1
BIO 1133	Gen Biology I, Lecture	3
ENG 1113	English Composition I	3
HIS 1113	Western Civilization I	3
LLS 1311	Orientation	1
PSC 1113	American Nat'l Gov't	3
HPR ELECTIVE		1
Total		**15**

SPRING

BIO 1141	Gen Biology II, Lab	1
BIO 1143	Gen Biology II, Lecture	3
ENG 1123	English Composition II	3
HIS 1123	Western Civilization II	3
MAT 1313	College Algebra	3
PSY 1513	General Psychology	3
		16

SOPHOMORE YEAR

FALL

ECO 2113	Prin of Macro	3
HIS 2213	American History I	3
SOC 2113	Intro to Sociology I	3
SPT 1113	Public Speaking I	3
ENG 2223	American Literature I or	3
ENG 2423	World Literature I	
Total		**15**

SPRING

HIS 2223	American History II	3
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
ENG 2233	American Literature II or	3
ENG 2433	World Literature II	
Social Science ELECTIVE		**3**
CSC 1113	Computer Concepts or	3
CSC 1123	Computer Applications I	
		15

TOTAL PROGRAM 61

SOCIAL SCIENCE EDUCATION

Advisor: E. Melton, Y. Mickel, B. Boschert

Major Code: SSE

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	Gen Biology I Lab	1	ENG 1123	English Composition II	3
BIO 1133	Gen Biology I Lect	3	HIS 1123	Western Civilization II	3
MAT 1313	College Algebra	3	PSC 1113	American Nat'l Gov't	3
ENG 1113	English Composition I	3	PSY 1513	General Psychology	3
LLS 1311	Orientation	1	SPT 1113	Public Speaking I	3
HIS 1113	Western Civilization I	3			
HPR ELECTIVE		1			
Total		**15**			**15**

SOPHOMORE YEAR

FALL			SPRING		
ECO 2113	Prin of Macro	3	EPY 2533	Human Growth and Dev	3
HIS 2213	American History I	3	HIS 2223	American History II	3
PHY 2241	Physical Science I Lab	1	ART 1113	Art Appreciation or	3
PHY 2243	Physical Science II Lect	3	MUS 1113	Music Appreciation	
SOC 2113	Intro to Sociology I	3	ENG 2233	American Literature II or	3
ENG 2223	American Literature I or	3	ENG2433	World Literature II	
ENG 2423	World Literature I		CSC 1123	Computer Applications I	3
Total		**16**			**15**

TOTAL PROGRAM 61

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.

SOCIOLOGY/SOCIAL WORK

Advisor: V. Williams, R. Miller
Major Code: SWK

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	MAT 1313	College Algebra	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
LAB SCIENCE OPTION		**4**	**LAB SCIENCE OPTION**		**4**
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
HPR ELECTIVE		**1**			
Total		**15**			**16**

SOPHOMORE YEAR

FALL			SPRING		
ECO 2113	Prin of Macro	3	PSC 1113	American Nat'l Gov't	3
SOC 2113	Intro to Sociology I	3	SOC 2133	Social Problems	3
SPT 1113	Public Speaking I	3	SOC 2143	Marriage and Family	3
CSC 1113	Computer Concepts or	3	ART 1113	Art Appreciation or	3
CSC 1123	Computer Applications I		MUS 1113	Music Appreciation	
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
Total		**15**			**15**

TOTAL PROGRAM 61

SPANISH/FOREIGN LANGUAGE

Advisor: V. Griffin, A. Pullen

Major Code: SPA

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
MFL 1213	Spanish I	3
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
HPR ELECTIVE		**1**
Total		**15**

SPRING

ENG 1123	English Composition II	3
MFL 1223	Spanish II	3
CSC 1113	Computer Concepts or	3
CSC 1123	Computer Applications I	
LAB SCIENCE OPTION		**4**
(Select lab, lecture sequence)		
ELECTIVE		**3**
		16

SOPHOMORE YEAR

FALL

HIS 1113	Western Civilization I or	3
HIS 2213	American History I	
MFL 2213	Spanish III	3
SPT 1113	Public Speaking	3
ENG 2223	American Literature I or	3
ENG 2423	World Literature I	
Social Science ELECTIVE		**3**
Total		**15**

SPRING

HIS 1123	Western Civilization II or	3
HIS 2223	American History II	
MFL 2223	Spanish IV	3
PSY 1513	General Psychology	3
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
ENG 2233	American Literature II or	3
ENG 2433	World Literature II	
		15

TOTAL PROGRAM 61

SPECIAL EDUCATION

Advisor: B. Boschert, E. Melton, Y. Mickel

Major Code: SPE

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	Gen Biology I Lab	1	CSC 1123	Computer Applications I	3
BIO 1133	Gen Biology I Lect	3	ENG 1123	English Composition II	3
ENG 1113	English Composition I	3	HPR 1213	Personal & Comm Hlth	3
LLS 1311	Orientation	1	MAT 1723	Real Number System	3
MAT 1313	College Algebra	3	HIS 1123	Western Civilization II or	3
HIS 1113	Western Civilization I or	3	HIS 2223	American History II	
HIS 2213	American History I				
HPR ELECTIVE		**1**			
Total		**15**			**15**

SOPHOMORE YEAR

FALL			SPRING		
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
PHY 2241	Physical Science I Lab	1	ART 1113	Art Appreciation or	3
PHY 2243	Physical Science I Lecture	3	MUS 1113	Music Appreciation	
SPT 1113	Public Speaking I	3	**Endorsement Area Elective**		**3**
Endorsement Area Elective		**3**	ENG 2233	American Literature II	
ENG 2223	American Literature I or	3	ENG 2433	World Literature II	3
ENG 2423	World Literature I		PSY 1513	General Psychology	3
Total		**16**			**15**

TOTAL PROGRAM 61

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.

Special EDUCATION

(See previous page for program of study.)

SPECIAL EDUCATION ELECTIVES & ENDORSEMENT AREAS:
(Choose six courses or 6 hours)
EDU 1613 Foundation in Education
EPY 2533 Human Growth and Development

ENDORSEMENT AREAS
For Mississippi K-6 Licensure in elementary education, the Mississippi Department of Education requires that candidates have completed at least 18 hours, in each of two endorsement areas, with no grade lower than a C. In addition, some IHL universities also offer elementary education programs, K-6 with 2 add on endorsements. In these programs, candidates earn an additional 3 hours, or 21 hours in each of the two endorsement areas, with no grade lower than a C. These programs prepare the students for Mississippi
K-6 licensure, with add on licenses for grades 7-12 in the two endorsement areas. English, General
Science, Math, and Social Studies are endorsement areas accepted by all eight IHL universities.

Acceptable transfer courses for these endorsement areas are as follows:
Endorsement Area - English
     ENG 2223 American Literature I
     ENG 2233 American Literature II
     Endorsement Area - Social Studies
     ECO 2113 Principles of Macroeconomics
     ECO 2123 Principles of Microeconomics
     HIS 2213 American History I
     HIS 2223 American History II
     SOC 2123 Introduction to Sociology II
     SOC 2143 Marriage and Family

Endorsement Area - Math
     MAT 1323 Trigonometry
     MAT 1613 Calculus I
     MAT 1623 Calculus II
     MAT 2613 Calculus III
     MAT 2623 Calculus IV

Endorsement Area - Science
     BIO 1141/1143 General Biology Lab/Lecture II
     BIO 2511/2513 Anatomy and Physiology Lab/Lecture I
     BIO 2521/2523 Anatomy and Physiology Lab/Lecture II
     BIO 2921/2923 Microbiology Lab/Lecture
     CHE 1221/1223 General Chemistry Lab/Lecture I
     CHE 1311/1313 Principles of Chemistry Lab/Lecture I
     CHE 1321/1323 Principles of Chemistry Lab/Lecture II
     CHE 2421/2423 Organic Chemistry Lab/Lecture I
     CHE 2431/2423 Organic Chemistry Lab/Lecture II
     PHY 2251/2253 Physical Science Lab/Lecture II

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.
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SPEECH/SPEECH EDUCATION

Advisor: K. Hall

Major Code: SPC

FRESHMAN YEAR

FALL

BIO 1131	General Biology Lab I	1
BIO 1133	General Biology Lecture I	3
ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
MFL 1213	Spanish I	3
HPR ELECTIVE		**1**
Total		**15**

SPRING

ART 1113	Art Appreciation	3
ENG 1123	English Composition II	3
MFL 1223	Spanish II	3
PSY 1513	General Psychology	3
CSC 1113	Computer Concepts or	3
CSC 1123	Computer Applications I	
		15

SOPHOMORE YEAR

FALL

PHY 2241	Physical Science Lab I	1
PHY 2243	Physical Science Lecture I	3
SPT 1113	Public Speaking I	3
SOC 2113	Intro to Sociology I	3
ENG 2223	American Literature I or	3
ENG 2423	World Literature I	
HIS 1113	Western Civilization I or	3
HIS 2213	American History I	
Total		**16**

SPRING

PSC 1113	American Nat'l Gov't	3
ENG 2233	American Literature II or	3
ENG 2433	World Literature II	
HIS 1123	Western Civilization II or	3
HIS 2223	American History II	
Major ELECTIVE OPTION		**3**
Science ELECTIVE		**4**
(Select lab, lecture combination)		
BIO 1141/1143 Physical Science II		
PHY 2251/2253 Gen Biology II		
		16

TOTAL PROGRAM 62

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.

SPORT COACHING EDUCATION

Advisor: S. Edwards
Major Code: SPD

FRESHMAN YEAR

FALL

BIO 1131	General Biology I, Lab	1
BIO 1133	General Biology I, Lecture	3
ENG 1113	English Composition I	3
HPR 1111	General Activities I	1
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
CSC 1113	Computer Concepts or	3
CSC 1123	Computer Applications I	
Total		**15**

SPRING

BIO 1141	General Biology II, Lab	1
BIO 1143	General Biology II, Lecture	3
BIO 1613	Nutrition	3
ENG 1123	English Composition II	3
HPR 1121	General Activities II	1
SPT 1113	Public Speaking I	3
HPR 1751	Nutrition & Wellness	1
		15

SOPHOMORE YEAR

FALL

BIO 2511	Anat & Physiology I, Lab	1
BIO 2513	Anat & Physiology I, Lect	3
SOC 2113	Intro to Sociology I	3
	Literature Option	3
HIS 1113	Western Civilization I or	3
HIS 1123	American History I	
HPR 1213	Personal & Comm Hlth I	3
Total		**16**

SPRING

HIS 1123	Western Civilization II	3
HIS 2223	American History II	
HPR 2723	Care and Prev Ath Injuries	3
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
ELECTIVE		**3**
Social Science ELECTIVE		**3**
		15

TOTAL PROGRAM 61

SPORTS MANAGEMENT

Advisor: S. Edwards

Major Code: SPM

FRESHMAN YEAR

FALL			SPRING		
CSC 1113	Computer Concepts or	3	ENG 1123	English Composition II	3
CSC 1123	Computer Applications		SPT 1113	Public Speaking I	3
ENG 1113	English Composition I	3	HPR 1121	General Activities II	1
HPR 1111	General Activities I	1	**Math OPTION**		**3**
LLS 1311	Orientation	1	**LAB SCIENCE OPTION**		**4**
PSY 1513	General Psychology	3	**(Select lab, lecture sequence)**		
LAB SCIENCE OPTION		**4**	**HPR ELECTIVE**		**1**
(Select lab, lecture sequence)					
Total			**15**		**15**

SOPHOMORE YEAR

FALL			SPRING		
ACC 2213	Prin of Accounting I	3	BAD 2413	Legal Environ of Business	3
HPR 1213	Personal Comm Health	3	HPR 2213	First Aid & CPR	3
HPR 1551	Fitness & Conditioning	1	HPR 1751	Nutrition & Wellness	1
SOC 2113	Intro to Sociology I	3	HIS 1123	Western Civilization II	3
HIS 1113	Western Civilization I	3	HIS 2223	American History II	
HIS 2213	American History I		**Social Science ELECTIVE**		**3**
Literature OPTION		**3**	ART 1113	Art Appreciation or	3
			MUS 1113	Music Appreciation	
Total		**16**			**16**

TOTAL PROGRAM 62

TOURISM MANAGEMENT/TOURISM

Advisor: D. Carter, L. Elliott
Major Code: TOU

FRESHMAN YEAR

FALL			**SPRING**		
ENG 1113	English Composition I	3	CSC 1123	Computer Applications I	3
LLS 1311	Orientation	1	ENG 1123	English Composition II	3
MAT 1313	College Algebra	3	**MAJOR ELECTIVE**		**3**
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
LAB SCIENCE OPTION		**4**	**LAB SCIENCE OPTION**		**4**
(Select lab, lecture sequence)			**(Select lab, lecture sequence)**		
	HPR ELECTIVE	**1**			
Total		**15**			**16**

SOPHOMORE YEAR

FALL			**SPRING**		
ACC 2213	Prin of Accounting I	3	ACC 2223	Prin of Accounting II	3
BAD 2413	Legal Environ of Business	3	ECO 2123	Prin of Microeconomics	3
ECO 2113	Prin of Macro	3	ENG 2433	World Literature II or	3
ENG 2423	World Literature I or	3	ENG 2233	American Literature II	
ENG 2223	American Literature I		ART 1113	Art Appreciation or	3
SPT 1113	Public Speaking I	3	MUS 1113	Music Appreciation	
			Major ELECTIVE		**3**
Total		**15**			**15**

TOTAL PROGRAM 61

APPROVED ELECTIVES

SOCIAL SCIENCE ELECTIVES

SOC 1113   Introduction to Social Science
SOC 2113   Introduction to Sociology I
SOC 2123   Introduction to Sociology II
SOC 2133   Social Problems
SOC 2143   Marriage and Family
EPY 2513   Child Psychology
EPY 2533   Human Growth and Development
PSY 1513   Psychology
CRJ 1313   Introduction to Criminal Justice
CRJ 1323   Introduction to Police Administration and Organization
CRJ 1363   Introduction to Corrections
CRJ 2513   Introduction to Criminal Justice
PSC 1113   American National Government
HIS 1113   Western Civilization I
HIS 1123   Western Civilization II
HIS 2213   American History I
HIS 2223   American History II
ECO 2113   Principles of Macroeconomics
ECO 2123   Principles of Microeconomics

MATH SCIENCE ELECTIVES

BIO1613   Nutrition
BIO1133   General Biology I
BIO1143   General Biology II
BIO2923   Microbiology
MAT1313   College Algebra
MAT1323   Trigonometry
MAT1723   Real Number

FINE ARTS ELECTIVES

ART1113   Art Appreciation
ART1913   Art for Elementary Teachers
MUS1113   Music Appreciation
MUS1913   Music for Elementary Teachers
MUS1133   Fundamentals of Music

Humanities/ Literature Electives

ENG2223   American Literature I
ENG2233   American Literature II
ENG2423   World Literature I
ENG2433   World Literature II

TECHNICAL DEGREE AND CERTIFICATE OF COMPLETION PROGRAMS OF STUDY

DIVISION OF CAREER AND TECHNICAL EDUCATION

The Division of Career Technical Education offers a variety of programs designed to meet the needs of students in industries. Students completing these programs will be awarded the Associate of Applied Science degree, a Technical Certificate or a Career Certificate of Completion.

Coahoma Community College is committed to excellence in teaching and learning. As reflected in its mission statement, the institution provides accessible, affordable, diverse, and quality educational opportunities and services that foster a nurturing teaching and learning environment, promotes intellectual and work readiness skills, supports personal and professional growth, and prepares students to enter the job market or transfer to a college or university.

In order to meet its mission, Coahoma Community College measures the extent to which students have achieved occupational-specific outcomes for Career and Technical programs. The institution evaluates students' attainment of these outcomes through various measures including student work samples, state licensing examinations, job placement rates, the Mississippi Career Planning and Assessment System, and additional workplace readiness assessments. The institution uses assessment results to enhance and improve its Career-Technical programs.

The following are the general core requirements for technical degree programs. Career certificate and Technical certificate program requirements follow in this section.

Technical Degree Program / Associate of Applied Sciences GENERAL EDUCATION CORE REQUIREMENTS	
English Composition I	3 credit hours
Humanities/ Fine Arts	3 credit hours**
Public Speaking I	3 credit hours
Social/ Behavioral Science	3 credit hours*
College Algebra (or higher)/Natural Science	3 credit hours***
TOTAL:	**15 credit hours**

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SPECIAL CAREER AND TECHNICAL PROGRAMS/ACTIVITIES

ADVANCED PLACEMENT

Coahoma Community College has two provisions for granting credit: by advanced placement of students and credit by examination.

Articulated Credit for Career and Technical Programs

Coahoma Community College will use the current Statewide Articulation Agreement for Career and Technical Education from the Mississippi State Board of Community and Junior Colleges to grant credit for Career and Technical courses defined in the articulation agreement.

To be eligible for articulated credit, a student must:
1. Meet all College admissions requirements;
2. Be registered as a full-time student in good standing in one of the College's Career or Technical programs;
3. Complete the articulated Secondary Career or;
4. Score 80 percent or higher on the Mississippi Career Planning and Assessment System (MS-CPAS) in their secondary program of study.

To be awarded articulated credit, a student must:
1. Meet with the Career or Technical advisor for the articulated program and request articulated credit, advisor will notify the Dean of Admissions and Records ;
2. Enroll in the College within 18 months of graduation; and
3. Successfully complete 12 non-developmental career, technical or academic credit hours in the corresponding articulated postsecondary Career or Technical program.

How MS-CPAS will be documented:

1. The Research and Curriculum Unit of Mississippi State University will provide the Mississippi State Board for Community and Junior Colleges a list of all secondary Career and Technical students scoring at or above the 80 percent for the articulated programs.
2. The Mississippi State Board for Community and Junior Colleges will forward the list of students eligible for articulated credit to the College.

How will articulated credit be transcripted?
1. Students must complete twelve (12) non-developmental career, technical or academic credit hours

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in the articulated postsecondary Career or Technical program before the articulated credit is transcript

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

Cost: No costs will be assessed on hours earned through articulated credit

The student may transfer back to the beginning level course should the student intending to

receive credit under this agreement fail to make satisfactory progress in the next higher

sequential course.

Credit by Examination

Coahoma Community College will grant advanced technical credit for selected courses in its Associate of Applied Science and Certificate Programs under the following conditions:

1. Applicant for credit meets all college admissions requirements and is a registered full-time student in good standing in one of Coahoma Community College's career-technical or certificate programs.
2. Applicant has on file a letter of recommendation from the secondary career-technical instructor.
3. Applicant has successfully completed two units in the high school course for which articulation credit is requested and has maintained an A, B, or C average.
4. Applicant has completed an Advanced Technical Credit Application Form.
5. Applicant has demonstrated mastery on a competency exam at the level required by the cooperating teachers. This exam will be administered by the secondary instructor during the last month of school at a convenient time agreed upon by the secondary and postsecondary instructors.
6. If the applicant fails to make satisfactory progress in the higher sequential course, the student may transfer to the beginning level course.
7. College credit will be held in escrow until the student has completed the prescribed courses in a specific program. This credit will not exceed 6 hours and will be included on the student's official college transcript as A or B according to the student's score on the competency exam. Furthermore, this advanced technical credit will count toward the appropriate degree or certification in the specified career-technical program (following provisions of the Southern Association of Colleges and Schools).
8. A high school graduate may exercise this privilege no later than the beginning of the second year following graduation from high school.
9. It is further understood that the student will not be charged for this advanced technical credit.
10. Baseline competencies are taken from the relevant secondary education programs. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

BASELINE COMPETENCIES

Baseline competencies are taken from the relevant secondary education programs. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

SUPPORT SERVICES

Student Support Services will be provided for students who qualify through federal guidelines as stated in the Carl Perkins Career Education and Applied Technology Education Act of 2006, as amended. The qualifications may include individuals with disabilities, educationally and economically disadvantaged persons (including foster children), and individuals with limited English proficiency, single parents, individuals with limited English proficiency, single parents, individuals participating in programs designed to eliminate sex

bias, and individuals in correctional institutions. The new act provides for an increased focus on academic achievement of career and technical education students, strengthens connections between secondary and postsecondary education and improves state and local accountability.

The Career Related Studies Lab is designed to aid students in career programs who are deficient in basic academic skills to the extent that they might have difficulty succeeding in their chosen career program.

GUIDANCE AND COUNSELING SERVICES

The Counseling Office offers a vast array of services. Some of these services are listed below:

- Guidance services (individual and/or group) are provided to assist students in the development and use of cognitive and affective skills which lead to a better understanding of self and others.
- Guidance services coordinate student assessment, employability skills training, program retention, placement, and follow-up activities in cooperation with instructors.
- Guidance personnel assist in coordinating the integration of academic and career skills (including Work-Based Learning initiatives).
- Guidance services provide assistance to instructors in student recruitment, including recruitment of special population's students.
- Guidance personnel provide services which assist special population's students in obtaining skills to be successful in career-technical programs.
- Guidance services provide occupational, educational, personal, and social information for career- technical students in use in effective decision-making and problem-solving.
- Guidance services are provided which direct students to appropriate school and community resources that are capable to meeting individual needs of the students. Guidance personnel serve as liaisons between the students and the resources.
- Guidance services are provided which conduct student/staff evaluations annually to determine if the present guidance programs fill the needs for which they are designed.

Coahoma Community College is committed to the success of its students by providing an environment conductive to teaching and learning. To ensure that every student takes full advantage of the educational opportunities, CTE has implemented an Early Alert Referral System. This service allows faculty to refer struggling students in need of assistance to counselors.

NON-TRADITIONAL PROGRAMS

The goal of the Office of Career and Technical Education is to provide equal educational opportunities to "all students" who need, want, and can benefit by training offered.

The Non-Traditional programs are designed to do the following:

1. Provide programs, services, comprehensive career guidance and counseling, and activities to eliminate sex bias and sex role stereotyping in secondary and postsecondary career education.
2. Provide preparatory services and career education programs, services, activities for girls, women, boys, and men designed to enable the participants to support themselves and their families.
3. Provide support services for individuals participating in career education programs, services, and activities designed to eliminate sex bias and sex role stereotyping.
4. Provide student orientation s e s s i o n s to present general information

r e g a r d i n g   career opportunities.

5. Increase the awareness of female and male students regarding the wide spectrum of career options available

6. Ensure that parents and others outside the educational community understand the outreach and recruitment efforts, and realize the important value of their efforts in preparing students, regardless of gender, for nontraditional fields and new and emerging careers.

7. Bring about change in the classroom to ensure an equitable learning environment for "all students."

WORK-BASED LEARNING (WBL 2913 and BL 2923)

Career and technical students at Coahoma Community College may participate in Work-Based Learning. This course is designed for students in a career or technical program and employed in a parallel workplace environment for a minimum of 15 hours per week. In order to receive three semester hours of credit, the student must work a minimum of 270 hours throughout the semester. These hours are verified with the employer by the Coahoma Work-Based Learning Coordinator. Course content is based upon the specific workplace needs, and specific objectives addressing competent workplace performance. Student progress is organized and monitored through an Educational/Training Agreement. Grade is determined collaboratively by the worksite supervisor and the WBL Coordinator. The student's course grade is based on work performance and evaluation. Should a student not fulfill all paperwork requirements, be laid off, terminated or resigns without officially withdrawing from the program credit will not is granted. Semester hour credit is based on quantity/quality of industry contact hours. Three hours of WBL credit may be applied as technical electives and counted toward the graduation of the career and technical course.

COMPLETION OF CAREER PROGRAMS

Career programs at Coahoma Community College vary in the amount of time required or recommended for normal completion. A career certificate or a technical certificate of completion in all program areas may be issued to a student who completes component parts of a program which are less than the total program. The student must request that the specific certificate be issued.

TECHNICAL DEGREE PROGRAMS

DIVISION OF CAREER
AND
TECHNICAL EDUCATION

TECHNICAL DEGREE PROGRAMS

AUTOMOTIVE TECHNOLOGY
(Leading to A.A. S. Degree)
Advisor: M. Taylor
CODE: ATA

Program Description: Automotive Technology program 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 of all eight areas of ASE/NATEF certification (Engine Repair, Electrical and Electronic Systems, Engine Performance, Brakes, Steering and Suspension Systems, Manual Drive Trains and Axles, Automatic Transmissions and Transaxles, Heating and Air Conditioning).

FRESHMAN YEAR

FALL SEMESTER

ATT	1811	Introduction, Safety, and Employability Skills	1
ATT	1715	Engine Repair	5
ATT	1214	Brakes	4
ATT	1424	Engine Perform. I	4
CTE	1511	Comp. Math & Read. Comp	1
		TOTAL HOURS	**15**

SPRING SEMESTER

ATT	2334	Steering and Suspension	4
ATT	1124	Basic Elect. & Electro.	4
ATT	2434	Engine Perform. II	4
ATT	1134	Advance Electrical & Electro. System	4
		TOTAL HOURS	**16**

SOPHOMORE YEAR

FALL SEMESTER

ATT	2614	Heating and Air Conditioning	4
ATT	2444	Engine Performance III	4
ATT	2324	Automatic Transmissions and Transaxle	4
ATT	1313	Manual Drive Transmission and Transaxle	3
		TOTAL HOURS	**15**

SPRING SEMESTER

SPT	1113	Public Speaking	3
ENG	1113	English Comp I	3
		Social/Behavior Science Elective	3
		Humanities/Fine Arts Elective	3
		Mathematics/Science Elective	3
		TOTAL HOURS	**15**

TOTAL PROGRAM: 61
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation course in order to graduate from the College.

BARBER/STYLIST TECHNOLOGY
(Leading to A.A.S. Degree)
Advisors: J. Nunley, Jr. and R. Thomas
CODE: BAA

Program Description: The Barber/Stylist postsecondary instructional program prepares individuals to cut, color, perm, shampoo, and style hair. Students are also instructed on the proper techniques for facial massaging and shaving. Special attention is given to hygiene, safety, skin, scalp diseases, and equipment sterilization. Included is the study of sales, business management, laws governing the profession of barbering, and customer relationships. Instruction qualifies students for the Mississippi State Board of Barber Examiners certification examination**.**

FRESHMEN YEAR

FALL SEMESTER				**SPRING SEMESTER**			
BAV	1118	Basic Practices in Barbering	8	BAV	1318	Fundamental Practices in Barbering II	8
BAV	1218	Fundamental Practices in Barbering I	**8**	BAV	1418	Intermediate Practices in Barbering II	**8**
		TOTAL HOURS	**16**			**TOTAL HOURS**	**16**

SOPHOMORE YEAR

FALL SEMESTER				**SPRING SEMESTER**			
BAV	1518	Intermediate Practices in Barbering II	8	SPT	1113	Public Speaking	3
BAV	1618	Advanced Practices In Barbering	**8**	ENG	1113	English Composition I	3
		TOTAL HOURS	**16**			Social/Behavior Science Elective	3
						Humanities/Fine Arts Elective	3
						Mathematics/Science Elective	**3**
						TOTAL HOURS	**15**

TOTAL PROGRAM: 63
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation course in order to graduate from the College.

BUSINESS & OFFICE TECHNOLOGY
ACCOUNTING TECHNOLOGY OPTION
(Leading to A.A.S. Degree)
Advisor: K Hollins
CODE: ACA

Program Description: 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 as well as enhance the skills of persons currently employed in accounting who wish to advance.

Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accountant firms.

FRESHMEN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Office	3
BOT	1233	Microsoft Word I	3
BOT	1213	Personal & Professional Development	3
BOT	1433	Business Accounting **or**	3
ACC	1213	Principles of Accounting I	
BOT	1713	Mechanics of Communication	**3**
		TOTAL HOURS	**15**

SPRING SEMESTER

BOT	2433	Quickbooks	3
BOT	1243	Microsoft Word II	3
BOT	1313	Applied Business Math	3
BOT	1823	Microsoft Excel I	3
BOT	2813	Business Communication	**3**
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

BOT	1443	Advanced Business Accounting (or)	
ACC	2223	Principles of Accounting II	3
BOT	2333	Microsoft Access	3
BOT	2463	Payroll Accounting	3
BOT	2473	Cost Accounting	3
BOT	2833	Integrated Computer Applications	**3**
		TOTAL HOURS	**15**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	**3**
		TOTAL HOURS	**15**

TOTAL PROGRAM: 60
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirements: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS 1311 Orientation course in order to graduate from the College.

BUSINESS & OFFICE TECHNOLGY
ADMINISTRATIVE OFFICE TECHNOLOGY
(Leading to A.A.S. Degree)
Advisor: K. Hollins
CODE: BOA

Program Description: The Administrative Office Technology program is an instructional program designed to prepare and train students for entry level training in administrative office procedures, integrated computer applications, business financial systems, communication, accounting clerks, records clerks, transcriptionists, word processing specialist and to fill other positions requiring computer skills such as database management, Web design and desktop publishing.

FRESHMEN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Office	3
BOT	1233	Microsoft Word I	**3**
BOT	1213	Personal and Professional Development	3
BOT	1433	Business Accounting (or)	
ACC	2213	Principles of Accounting I	**3**
BOT	1713	Mechanics of Communication	3
		TOTAL HOURS	**15**

SPRING SEMESTER

BOT	1243	Microsoft Word II	3
BOT	1313	Applied Business Math	3
BOT	1823	Microsoft Excel I	3
BOT	1413	Records Management	3
BOT	2813	Business Communicatio**n**	**3**
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

BOT	2433	Quickbooks	3
BOT	1513	Machine Transcription	3
BOT	2333	Microsoft Access	3
BOT	2833	Integrated Computer Applications	3
BOT	1853	Microsoft Excel II	**3**
		TOTAL HOURS	**15**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	**3**
		TOTAL HOURS	**15**

TOTAL PROGRAM: 60
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirements: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS 1311 Orientation course in order to graduate from the College.

BRICK, BLOCK AND STONE MASONRY
(Leading to A.A.S. Degree)
Advisor: N. Mitchell, Sr.
CODE: BBA

Program Description: The Brick, Block Stone and Masonry program is an instructional program that prepares individual to lay brick, block, and/or stone. Included is instruction in laying out and/or spacing bonds; determining vertical and horizontal alignment of courses using gauges, plumb-bobs, and levels; and cutting, notching, and shaping blocks, bricks, and stone to construct or repair walls, partitions, arches, and fireplaces.

FRESHMEN YEAR

FALL SEMESTER

BBV	1313	Tools, Equipment, and Safety	3
BBV	1114	Brick and Block Laying	4
BBV	1214	Masonry Construction	4
BBV	1223	Masonry Math, Estimating and Blueprint Reading	**3**
		TOTAL HOURS	**14**

SPRING SEMESTER

CAV	1113	Foundations	3
CAV	1133	Blueprint Reading	3
BBV	1524	Advanced Brick Laying	4
BBV	1425	Advanced Block Laying	5
CTE	1511	Related Studies Computational Math, Reading Comprehension, Sentence and Employability Skills	**1**
		TOTAL HOURS	**16**

SOPHOMORE YEAR

FALL SEMESER

BBV	1623	Chimney and Fireplace Construction	3
BBV	1723	Arch Construction	3
BBV	1823	Steps, Patios, and Brick Floors	3
DDT	1213	Construction Materials	3
DDT	2243	Cost Estimation	**3**
		TOTAL HOURS	**15**

SPRING SEMESTER

SPT	1113	Public Speaking	3
ENG	1113	English Composition I	3
PSY	1513	General Psychology	3
		Humanities/Fine Arts Elective	3
		Mathematics/Science Elective	**3**
		TOTAL HOURS	**15**

TOTAL PROGRAM: 62
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS 1311 Orientation course in order to graduate from the College.

CARPENTRY TECHNOLOGY
(Leading to A.A.S. Degree)
Advisor: L. Barrett
CODE: CCA

Program Description: Carpentry Technology is an instructional program designed to prepare students for entry level into the carpentry trade. The carpentry program offers learning experiences in blueprint reading, estimating, building, installing, and repairing structural units.

FRESHMAN YEAR

FALL SEMESTER

CCT	1116	Foundations	6
CCT	1133	Blueprint Reading	3
CCT	1236	Floor Wall Framing	6
		TOTAL HOURS	**15**

SPRING SEMESTER

CCT	1163	Construction Math.	3
CCT	1315	Int./Ext. Finishing and Cabinet Installation	5
CCT	1245	Ceiling and Roofing Framing	5
CTE	1511	Related Studies, Computational Math, Reading Comprehension, Sentence and Employability Skills	**1**
CCT	2911	Special Problems In Carpentry	1
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

CCT	2133	Millwork	3
CCT	1113	Fundamentals of Drafting	3
CCT	2113	Principles of Multi-Family & Light Commercial Construction	3
CCT	2243	Cost Estimating	3
WBL	1913	Work-Based Learning	3
		TOTAL HOURS	**15**

SPRING SEMESTER

SPT	1113	Public Speaking	3
ART	1113	Humanities and Fine Arts Elective	3
		Social/Behavioral Science Elective	3
ENG	1113	English Composition I	3
MAT	1113	Mathematics/Science Elective	3
		TOTAL HOURS	**15**

TOTAL PROGRAM: 60
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirement: Any student, (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation course in order to graduate from the College.

COLLISION REPAIR TECHNOLOGY
(Leading to an A.A.S. Degree)
Advisor: J. Giles
CODE: CRA

Program Description: Collision Repair Technology is an instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the students will be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetics repairs, and structural repairs.

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
ABT	1143	Structural Analysis and Damage Repair I	3	ABT	1233	Non-Structure Analysis and Damage Repair II	3
ABT	1223	Non-Structure Analysis and Damage Repair I	3	ABT	1453	Mechanical and Electrical Components II	3
ABT	1443	Mechanical and Electrical Components I	3	ABT	1323	Refinishing II	3
ABT	1314	Refinishing I	4	ABT	1153	Structure Analysis and Damage Repair II	3
ABT	1213	Collision Welding & Cutting	**3**	ABT	2243	Non-Structure Analysis and Damage Repair III	**3**
		TOTAL HOURS	16			**TOTAL HOURS**	15

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
ABT	2333	Refinishing III	3	SPT	1113	Public Speaking	3
ABT	2173	Structural Analysis and Damage Repair IV	3	ENG	1113	English Composition	3
ABT	2253	Non-Structure Analysis and Damage Repair IV	3			Social/Behavior Science Elective	3
ABT	2343	Refinishing IV	3			Humanities/Fine Arts Elective	3
WBL	2913	Work Based Learning **or**	**3**			Mathematics/Science Elective	**3**
BOT	1013	Introduction Keyboarding				**TOTAL HOURS**	15
		TOTAL HOURS	15				

TOTAL PROGRAM: 61
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation course in order to graduate from the College.

COSMETOLOGY
(Leading to A.A.S. Degree)
Advisor: S. Hicks
CODE: COA

Program Description: The Instructional program prepare individuals to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the MS State Board of Cosmetology Certification Examination.

FRESHMAN YEAR

FALL SEMESTER

COV	1122	Cosmetology Orientation	2
COV	1245	Cosmetology Science I	5
COV	1426	Hair Care I	6
COV	1522	Nail Care I	2
COV	1622	Skin Care I	**2**
		TOTAL HOURS	**17**

SPRING SEMESTER

COV	1255	Cosmetology Sciences II	5
COV	1436	Hair Care II	6
COV	1532	Nail Care II	2
COV	1632	Skin Care II	2
COV	1722	Salon Business I	**2**
		TOTAL HOURS	**17**

SOPHOMORE YEAR

FALL SEMESTER

COV	1263	Cosmetology Sciences III	3
COV	1443	Hair Care III	3
COV	1542	Nail Care III	2
COV	1642	Skin Care III	2
COV	1732	Salon Business II	**2**
		TOTAL HOURS	**12**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	**3**
		TOTAL HOURS	**15**

PROGRAM TOTAL: 61
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation course in order to graduate from the College.

EARLY CHILDHOOD EDUCATION TECHNOLOGY
(Leading to an A.A.S. Degree)
Advisors: A. Landfair & T. Taylor
CODE: EDA

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

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
CDT	1214	Infant and Toddler Develop.	4	CDT	1713	Language and Literacy Development for Young Children	3
CDT	1113	Early Childhood Profession	3				
CDT	1343	Child Health, Safety & Nutri.	3				
CDT	1313	Creative Arts for Young Children	3	CDT	2714	Social Studies, Math & Science for Y/Children	4
CDT	2233	Guiding Social and Emotional Behavior	3	CDT	2944	Advanced Practicum	4
				CDT	1224	Preschool & Primary	**4**
		TOTAL HOURS	16			TOTAL HOURS	15

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
CDT	2413	Development of the Exceptional Child	3	SPT	1113	Public Speaking	3
CDT	2934	Preschool Practicum	4	ENG	1113	English Composition	3
CDT	2813	Administration of Programs	3			Humanities/Fine Arts Elective	3
CDT	2513	Family Dynamics and Community Involvement	3			Behavioral/Social Science Elective	3
CDT	2613	Methods & Materials And Measurement	3			Math/Natural Science Elective	**3**
		TOTAL HOURS	16			TOTAL HOURS	15

PROGRAM TOTAL: 62
COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement**: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation** course in order to graduate from the College.

ELECTRONICS & RELATED ENGINEERING TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION
(Leading to an A.A.S. Degree)
Advisor: T. Newson
CODE: CSA

Program Description: The Computer Servicing Technology program will provide students with the required skills and expertise to be employable as computer and IT support specialists to interface with IT hardware, communication and mobile technology resources. The program prepares individuals to install, maintain, service, and diagnose operational problems in PC hardware or mobile IT systems arising from software, mechanical, or electrical malfunctions. In addition to PC and mobile support, further emphasis is placed on support of computer networks, server maintenance, and cloud technologies.

FRESHMEN YEAR

FALL SEMESTER

CST	1213	Networking I	3
CST	1713	Server Admin. I	3
CST	1913	Mobile Device Sup. I	3
CST	2113	IT Servicing Lab I	3
CST	2413	Cloud Computing I	3
		Total Hours	**15**

SPRING SEMESTER

CST	1123	Basic Com Systems	3
CST	1333	Operating Systems	3
CST	1813	Server Admin. II	3
CST	2123	IT Servicing Lab II	3
CST	2223	Networking II	3
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

CST	1613	Security Fundamentals	3
CST	1923	Mobile Device Sup. II	3
CST	2423	Cloud Computing II	3
CST	2913	Special Project	3
WBL	2913	Work Based Learning	**3**
		TOTAL HOURS	**15**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	**3**
		TOTAL HOURS	**15**

PROGRAM TOTAL: 60
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirement: Any student(first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS /1311-Orientation course in order to graduate from the College.

HEALTH-care DATA TECHNOLOGY
(Leading to an A.A.S. Degree)
Advisor: E. Furdge
CODE: HDA

Program Description: The Health-care Data Technology program of study is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health related organizations. The student will develop skills using medical terminology, accounting, transcription, coding and computer software applications.

FRESHMAN YEAR

FALL SEMESTER

BOT	1313	Applied Business Mathematics	3 (or)
BOT	1713	Mechanics of Communication	
	1763	Communication Essentials (or)	3
BOT	1113	Document Formatting and Production (or)	
BOT	1133	Micro. Applications	3
BOT	2743	Medical Office Concepts	3
BOT	1613	Medical Office Terminology I	**3**
		TOTAL HOURS	**15**

SPRING SEMESTER

BOT	1643	Pathophysiology	3
BOT	1623	Medical Terminology II	3
BOT	1433	Business Accounting **or**	
ACC	1213	Principles of Account.	3
BOT	2523	Medical Mac. Trans. I	3
BOT	2763	Electronic Records	**3**
		Total Hours	**15**

SOPHOMORE YEAR

FALL SEMESTER

BOT	2183	Career Readiness	3
BOT	2643	CPT Coding	3
BOT	2653	ICD Coding	3
BOT	2663	Advanced Coding	3
BOT	2673	Medical Insurance Billing	**3**
		TOTAL HOURS	**15**

SPRING SEMESTER

SPT	1113	Public Speaking	3
ENG	1113	English Composition I	3
BIO	2513	Human Anatomy and Physiology I	3
BIO	2511	Human Anatomy & Physiology I Lab	1
Social/Behavior Science Elective			3
Humanities/Fine Arts Elective			**3**
		TOTAL HOURS	**16**

Program Total: 61
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirement: Any student(first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS /1311-Orientation course in order to graduate from the College.

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION
(Leading to an A.A. S. Degree)
Advisor: B. Warr
CODE: CUA

Program Description: The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all the lab classes. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FRESHMEN YEAR

FALL SEMESTER

CUT	1153	Introduction to Culinary Arts	3
HRT	1214	Sanitation and Safety	4
CUT	1115	Culinary Principles I	5
HRT	1223	Restaurant and Catering Operations	3
		TOTAL HOURS	**15**

SPRING SEMESTER

CUT	1125	Culinary Principles II	5
CUT	1134	Principles of Baking	4
CUT	1513	Garde Manger	3
CUT	2223	Menu Planning	**3**
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

CUT	2314	American Regional Cuisine	4
CUT	2244	Dining Room Management	4
CUT	2424	International Cuisine	4
HRT	2613	Hospitality Supervision	3
		TOTAL HOURS	**15**

SPRING SEMESTER

ENG	1113	English Composition	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	**3**
		TOTAL HOURS	**15**

TOTAL PROGRAM: 60
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation course in order to graduate from the College.

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION
(Leading to an A.A.S. Degree)
Advisor: B. Warr
CODE: HRA

Program Description: The Hotel and Restaurant Management Technology concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers and supervisors in the hospitality and tourism industry. Completion of the two year program leads to an associate of Applied Science degree. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain Manage First Certification from the National Restaurant Association Educational Foundation or certification from the Educational Institute of American Hotel and Lodging Association in Specialized Food and Beverage Management and/or Hospitality Operations. In Addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FRESHMEN YEAR

FALL SEMESTER

HRT	1123	Introduction to the Hospitality & Tourism Industry	3
HRT	1214	Sanitation and Safety	4
HRT	1115	Culinary Principles I	5
BOT	1313	Applied Business	3
		TOTAL HOURS	**15**

SPRING SEMESTER

CUT	1125	Culinary Principles II	5
HRT	2713	Mar. Hos. Services	3
HRT	1224	Restaurant & Catering Operations	4
CUT	2223	Menu Planning	3
		Total Hours	**15**

SOPHOMORE YEAR

FALL SEMESTER

HRT	2613	Hospitality Supervision	3
HRT	2623	Hos. Human Resource Manage.	3
BOT	1233	Microsoft Word I	3
HRT	2233	Food & Beverage Control	3
HRT	2913	Supervised Work Experience In Hotel Restaurant Manage.	3
		TOTAL HOURS	**15**

SPRING SEMESTER

ENG	1113	English Comp. I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	**3**
		TOTAL HOURS	**15**

PROGRAM TOTAL: 60
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation course in order to graduate from the College. Instructor Approved Electives

INDUSTRIAL MAINTENANCE TECHNOLOGY
(Leading to an A.A.S. Degree)
Advisors: E. Walker, Jr. & E. Bell
CODE: IMA

Program Description: This program is designed to prepare students for entry-level employment as multi-craft maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining and repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and troubleshooting/service, blueprint reading, basic machining operations, fundamentals of piping and hydrotesting, and fundamentals of industrial electricity. Elective courses were added in an effort to allow colleges to customize the state-wide curriculum framework to meet the needs of the local economy.

FRESHMEN YEAR

FALL SEMESTER

IMM	1113	Industrial Maintenance Safety	3
IMM	1243	Mechanical Industrial Maintenance I	3
IMM	1214	Introduction to Industrial Maintenance	4
IMM	1814	Industrial Electricity Level I	4
BOT	1013	Intro to Keyboarding	3
		TOTAL HOURS	**17**

SPRING SEMESTER

IMM	1734	Maintenance Welding and Metal	4
IMM	1173	Motor Maintenance Troubleshooting	3
IMM	1163	Electrical Industrial Maintenance II	3
IMM	1323	Motor Control Systems	3
IMM	1253	Mechanical Industrial Maintenance II	3
		TOTAL HOURS	**16**

SOPHOMORE YEAR

FALL SEMESTER

IMM	2613	Programmable Login Controllers	3
IMM	2214	Advanced Electrical Industrial Maintenance	4
IMM	2424	Solid State Motor Control	4
IMM	2224	Advanced Mechanical Industrial Maintenance	**4**
CTE	1511	**Related Studies**	1
		TOTAL HOURS	**16**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Social/Behavioral Science Elective	3
		Math/Natural Science with Lab	3
		Humanities/Fine Arts Elective	3
		TOTAL HOURS	**15**

TOTAL PROGRAM: 64
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation course in order to graduate from the College.

WELDING AND CUTTING TECHNOLOGY

(Leading to A.A.S. Degree)
Advisor: H. Striplin, Jr.
CODE: WLA

Program Description: The Welding and Cutting Technology program prepares students for entry level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Are Cutting (PAC), Carbon Arc Cutting, Oxy fuel Cutting, and Gas Tungsten Arc Welding (GTAW).

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER			
WLT	1115	Shielded Arc Welding I	5	WLT	1135	Gas Tungsten Arc Welding	5
WLT	1225	Shielded Arc Welding II	5				
WLT	1173	Introduction to Welding & Safety	3	WLT	1124	Gas Metal Arc Welding	4
				WLT	1143	Fluxed Cored Arc Weld	3
WLT	1232	Drawing & Welding Symbol Interpretation	2	WLT	1313	Cutting Processes	**3**
		TOTAL HOURS	15			**TOTAL HOURS**	15

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
WLT	1155	Pipe Welding	5	SPT	1113	Public Speaking	3
WLT	1252	Advanced Pipe Welding	2	PSY	1513	General Psychology	3
WLT	1162	Gas Metal Arc Aluminum Welding	2	ENG	1113	English Composition I	3
WLT	1913	Special Problem in Welding & Cutting	3			Humanities/Fine Arts Elective	3
WBL	2913	Work-Based Learning	3			Mathematics/Science Elective	**3**
		TOTAL HOURS	15			**TOTAL HOURS**	15

TOTAL PROGRAM: 60
COMPLETION AWARD: Associate of Applied Science

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation course in order to graduate from the College.

DIVISION OF CAREER
AND
TECHNICAL EDUCATION

TECHNICAL
AND
CAREER CERTIFICATE
PROGRAMS

AUTOMOTIVE TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: M. Taylor
CODE: AMT

Program Description: **Program Description**: Automotive Technology program 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 of all eight areas of ASE/NATEF certification (Engine Repair, Electrical and Electronic Systems, Engine Performance, Brakes, Steering and Suspension Systems, Manual Drive Trains and Axles, Automatic Transmissions and Transaxles, Heating and Air Conditioning).

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER			
ATT	1811	Introduction, Safety, and Employability Skills	1	ATT	2334	Steering and Suspension	4
ATT	1715	Engine Repair	5	ATT	1124	Basic Elect. & Electro.	4
ATT	1214	Brakes	4	ATT	2434	Engine Perform. II	4
ATT	1424	Engine Perform. I	4	ATT	1134	Advance Electrical & Electro. System	4
CTE	1511	Comp. Math & Read. Comp	1				
		TOTAL HOURS	**15**			**TOTAL HOURS**	**16**

SOPHOMORE YEAR

FALL SEMESTER			
ATT	2614	Heating and Air Conditioning	4
ATT	2444	Engine Performance III	4
ATT	2324	Automatic Transmissions and Transaxle	4
ATT	1313	Manual Drive Transmission and Transaxle	**3**
		TOTAL HOURS	**15**

TOTAL PROGRAM: 46
COMPLETION AWARD: Technical Certificate

AUTOMOTIVE TECHNOLOGY
(Leading to a Career Certificate)
Advisor: M. Taylor
CODE: ATC

Program Description: **Program Description**: Automotive Technology program 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 of all eight areas of ASE/NATEF certification (Engine Repair, Electrical and Electronic Systems, Engine Performance, Brakes, Steering and Suspension Systems, Manual Drive Trains and Axles, Automatic Transmissions and Transaxles, Heating and Air Conditioning).

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER			
ATT	1811	Introduction, Safety, and		ATT	2334	Steering and	
		Employability Skills	1			Suspension	4
ATT	1715	Engine Repair	5	ATT	1124	Basic Elect. & Electro.	4
ATT	1214	Brakes	4	ATT	2434	Engine Perform. II	4
ATT	1424	Engine Perform. I	4	ATT	1134	Advance Electrical	
CTE	1511	Comp. Math & Read. Comp	1			& Electro. System	4
		TOTAL HOURS	**15**			**TOTAL HOURS**	**16**

TOTAL PROGRAM: 31
COMPLETION AWARD: Career Certificate

BARBER/STYLIST TECHNOLOGY
(Leading to Technical Certificate)
Advisors: J. Nunley, Jr. and R. Thomas
CODE: BAT

Program Description: The Barber/Stylist postsecondary instructional program prepares individuals to cut, color, perm, shampoo, and style hair. Students are also instructed on the proper techniques for facial massaging and shaving. Special attention is given to hygiene, safety, skin, scalp diseases, and equipment sterilization. Included is the study of sales, business management, laws governing the profession of barbering, and customer relationships. Instruction qualifies students for the Mississippi State Board of Barber Examiners certification examination**.**

FRESHMEN YEAR

FALL SEMESTER

BAV	1118	Basic Practices in Barbering	8
BAV	1218	Fundamental Practices in Barbering I	**8**
		TOTAL HOURS	**16**

SPRING SEMESTER

BAV	1318	Fundamental Practices in Barbering II	8
BAV	1418	Intermediate Practices in Barbering II	**8**
		TOTAL HOURS	**16**

SOPHOMORE YEAR

FALL SEMESTER

BAV	1518	Intermediate Practices in Barbering II	8
BAV	1618	Advanced Practices In Barbering	**8**
		TOTAL HOURS	**16**

TOTAL PROGRAM: 48
COMPLETION AWARD: Technical Certificate

BARBER/STYLIST TECHNOLOGY
(Leading to an Instructor Training Certificate)
Advisors: J. Nunley, Jr. and R. Thomas
CODE: BAI

Program Description: The instructional program prepares individuals to teach others to cut, perm, and color, relax, and style hair. Student instructors will also learn to teach proper administration of facials, straight razor shaves, as well as, the significance of hygiene, sanitation, safety, skin and scalp diseases, and equipment sterilization. Finally, this program prepares individuals to teach others in the completion of the course qualifies students for the Mississippi State Board of Barber Examiners instructor licensing examination**.**

This curriculum is designed for students who currently hold a valid Mississippi Barber License. Student instructors who do not have two years active experience must complete a minimum of 1000 hours of the instructor training program, while those who have two or more active years of experience must complete a minimum of 600 hours of the program. The curriculum complies with the standards of the Mississippi State Board of Barber Examiners, and successful completion of the program qualifies students for the State Licensing examination for barber instructors.

An instructor Training Certificate will be awarded upon completion of all required Technical Certificate courses and the required instructor courses in the Barber/Stylist program.

FALL SEMESTER				**SPRING SEMESTER**			
BAV	2217	Barber Instructor Training Training I	7	BAV	2237	Barber Instructor Training III	7
BAV	2227	Barber Instructor Training II	**7**	BAV	2247	Barber Instructor Training IV	**7**
		TOTAL HOURS 14	**14**			**TOTAL**	**HOURS**

TOTAL PROGRAM: 28
COMPLETION AWARD: Instructor Training Certificate

BUSINESS & OFFICE TECHNOLOGY
ACCOUNTING TECHNOLOGY OPTION
(Leading to a Technical Certificate)
Advisor: K Hollins
CODE: AAT

Program Description: 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 as well as enhance the skills of persons currently employed in accounting who wish to advance.
Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accountant firms.

FRESHMEN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Office	3
BOT	1233	Microsoft Word I	3
BOT	1213	Personal & Professional Development	3
BOT	1433	Business Accounting **or**	3
ACC	1213	Principles of Accounting I	
BOT	1713	Mechanics of Communication	**3**
		TOTAL HOURS	15

SPRING SEMESTER

BOT	2433	Quickbooks	3
BOT	1243	Microsoft Word II	3
BOT	1313	Applied Business Math	3
BOT	1823	Microsoft Excel I	3
BOT	2813	Business Communication	**3**
		TOTAL HOURS	15

SOPHOMORE YEAR

FALL SEMESTER

BOT	1443	Advanced Business Accounting (or)	
ACC	2223	Principles of Accounting II	3
BOT	2333	Microsoft Access	3
BOT	2463	Payroll Accounting	3
BOT	2473	Cost Accounting	3
BOT	2833	Integrated Computer Applications	**3**
		TOTAL HOURS	15

TOTAL PROGRAM: 45
COMPLETION AWARD: Technical Certificate

BUSINESS & OFFICE TECHNOLOGY
ACCOUNTING TECHNOLOGY OPTION
(Leading to a Career Certificate)
Advisor: K Hollins
CODE: ACV

Program Description: 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 as well as enhance the skills of persons currently employed in accounting who wish to advance.

Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accountant firms.

FRESHMEN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Office	3
BOT	1233	Microsoft Word I	3
BOT	1213	Personal & Professional Development	3
BOT	1433	Business Accounting **or**	3
ACC	1213	Principles of Accounting I	
BOT	1713	Mechanics of Communication	**3**
		TOTAL HOURS	**15**

SPRING SEMESTER

BOT	2433	Quickbooks	3
BOT	1243	Microsoft Word II	3
BOT	1313	Applied Business Math	3
BOT	1823	Microsoft Excel I	3
BOT	2813	Business Communication	**3**
		TOTAL HOURS	**15**

TOTAL PROGRAM: 30
COMPLETION AWARD: Career Certificate

BUSINESS & OFFICE TECHNOLOGY
ADMINISTRATIVE OFFICE TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: K. Hollins
CODE: BCT

Program Description: The Administrative Office Technology program is an instructional program designed to prepare and train students for entry level training in administrative office procedures, integrated computer applications, business financial systems, communication, accounting clerks, records clerks, transcriptionists, word processing specialist and to fill other positions requiring computer skills such as database management, Web design and desktop publishing.

FRESHMEN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Office	3
BOT	1233	Microsoft Word I	**3**
BOT	1213	Personal and Professional Development	3
BOT	1433	Business Accounting (or)	
ACC	2213	Principles of Accounting I	**3**
BOT	1713	Mechanics of Communication	3
		TOTAL HOURS	
		15	

SPRING SEMESTER

BOT	1243	Microsoft Word II	3
BOT	1313	Applied Business Math	3
BOT	1823	Microsoft Excel I	3
BOT	1413	Records Management	3
BOT	2813	Business Communication	**3**
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

BOT	2433	Quickbooks	3
BOT	1513	Machine Transcription	3
BOT	2333	Microsoft Access	3
BOT	2833	Integrated Computer Applications	3
BOT	1853	Microsoft Excel II	**3**
		TOTAL HOURS	**15**

TOTAL PROGRAM: 45
COMPLETION AWARD: Technical Certificate

BUSINESS & OFFICE TECHNOLOGY
ADMINISTRATIVE OFFICE TECHNOLOGY
(Leading to a Career Certificate)
Advisor: K. Hollins
CODE: BOV

Program Description: The Administrative Office Technology program is an instructional program designed to prepare and train students for entry level training in administrative office procedures, integrated computer applications, business financial systems, communication, accounting clerks, records clerks, transcriptionists, word processing specialist and to fill other positions requiring computer skills such as database management, Web design and desktop publishing.

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER		
BOT	1273	Introduction to Microsoft Office	3	BOT	1243	Microsoft Word II	3
				BOT	1313	Applied Business Math	3
BOT	1233	Microsoft Word I	**3**	BOT	1823	Microsoft Excel I	3
BOT	1213	Personal and Professional Development	3	BOT	1413	Records Management	3
BOT	1433	Business Accounting (or)		BOT	2813	Business Communication	**3**
ACC	2213	Principles of Accounting I	**3**				
BOT	1713	Mechanics of Communication	3				
		TOTAL HOURS		**15**		**TOTAL HOURS**	
		15					

TOTAL PROGRAM: 30
Completion Award: Career Certificate

BRICK, BLOCK, AND STONE MASONRY
(Leading to a Technical Certificate)
Advisor: N. Mitchell, Sr.
CODE: BBT

Program Description: The Brick, Block Stone and Masonry program is an instructional program that prepares individual to lay brick, block, and/or stone. Included is instruction in laying out and/or spacing bonds; determining vertical and horizontal alignment of courses using gauges, plumb-bobs, and levels; and cutting, notching, and shaping blocks, bricks, and stone to construct or repair walls, partitions, arches, and fireplaces.

FRESHMEN YEAR

FALL SEMESTER

BBV	1313	Tools, Equipment, and Safety	3
BBV	1114	Brick and Block Laying	4
BBV	1214	Masonry Construction	4
BBV	1223	Masonry Math, Estimating and	**3**
		Blueprint Reading	
		TOTAL HOURS	

16

SPRING SEMESTER

CAV	1113	Foundations	3
CAV	1133	Blueprint Reading	3
BBV	1524	Advanced Brick Laying	4
BBV	1425	Advanced Block Laying	5
CTE	1511	Related Studies	
		Computational Math, Reading Comprehension, Sentence and Employability Skills	1
		TOTAL HOURS	
		14	

SOPHOMORE YEAR

FALL SEMESER

BBV	1623	Chimney and Fireplace Construction	3
BBV	1723	Arch Construction	3
BBV	1823	Steps, Patios, and Brick Floors	3
DDT	1213	Construction Materials	3
DDT	2243	Cost Estimation	**3**
		TOTAL HOURS	15

TOTAL PROGRAM: 45
COMPLETION AWARD: Technical Certificate

BRICK, BLOCK, AND STONE MASONRY
(Leading to a Career Certificate)
Advisor: N. Mitchell, Sr.
CODE: BBC

Program Description: The Brick, Block Stone and Masonry program is an instructional program that prepares individual to lay brick, block, and/or stone. Included is instruction in laying out and/or spacing bonds; determining vertical and horizontal alignment of courses using gauges, plumb-bobs, and levels; and cutting, notching, and shaping blocks, bricks, and stone to construct or repair walls, partitions, arches, and fireplaces.

FRESHMEN YEAR

FALL SEMESTER

BBV	1313	Tools, Equipment, and Safety	3
BBV	1114	Brick and Block Laying	4
BBV	1214	Masonry Construction	4
BBV	1223	Masonry Math, Estimating and	**3**
		Blueprint Reading	
		TOTAL HOURS	

16

SPRING SEMESTER

CAV	1113	Foundations	3
CAV	1133	Blueprint Reading	3
BBV	1524	Advanced Brick Laying	4
BBV	1425	Advanced Block Laying	5
CTE	1511	Related Studies	
14		Computational Math, Reading Comprehension, Sentence and Employability Skills	1
		TOTAL HOURS	

TOTAL PROGRAM: 30
COMPLETION AWARD: Career Certificate

CARPENTRY TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: L. Barrett
CODE: CCT

Program Description: Carpentry Technology is an instructional program designed to prepare students for entry level into the carpentry trade. The carpentry program offers learning experiences in blueprint reading, estimating, building, installing, and repairing structural units.

FRESHMAN YEAR

FALL SEMESTER

CCT	1116	Foundations	6
CCT	1133	Blueprint Reading	3
CCT	1236	Floor Wall Framing	6
		TOTAL HOURS	**15**

SPRING SEMESTER

CCT	1163	Construction Math.	3
CCT	1315	Int. /Ext. Finishing and Cabinet Installation	5
CCT	1245	Ceiling and Roofing Framing	
CTE	1511	Related Studies, Computational Math, Reading Comprehension, Sentence and Employability Skills	1
CCT	2911	Special Problems In Carpentry	1
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

CCT	2133	Millwork	3
CCT	1113	Fundamentals of Drafting	3
CCT	2113	Principles of Multi-Family and Light Commercial Construction	3
CCT	2243	Cost Estimating	3
WBL	1913	Work-Based Learning	**3**
		TOTAL HOURS	**15**

TOTAL PROGRAM: 45
COMPLETION AWARD: Technical Award

CARPENTRY TECHNOLOGY
(Leading to a Career Certificate)
Advisor: L. Barrett
Code: CCC

Program Description: Carpentry Technology is an instructional program designed to prepare students for entry level into the carpentry trade. The carpentry program offers learning experiences in blueprint reading, estimating, building, installing, and repairing structural units.

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER		
CCT	1116	Foundations	6	CCT	1163	Construction Math.	3
CCT	1133	Blueprint Reading	3	CCT	1315	Int. /Ext. Finishing and Cabinet Installation	5
CCT	1236	Floor Wall Framing	6				
		TOTAL HOURS	**15**	CCT	1245	Ceiling and Roofing Framing	5
				CTE	1511	Related Studies, Computational Math, Reading Comprehension, Sentence and Employability Skills	1
				CCT	2911	Special Problems In Carpentry	1
							15

TOTAL PROGRAM: 30
COMPLETION AWARD: Career Certificate

COLLISION REPAIR TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: J. Giles
CODE: ABT

Program Description: Collision Repair Technology is an instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the students will be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetics repairs, and structural repairs.

FRESHMEN YEAR

FALL SEMESTER

ABT	1143	Structural Analysis and Damage Repair I	3
ABT	1223	Non-Structure Analysis and Damage Repair I	3
ABT	1443	Mechanical and Electrical Components I	3
ABT	1314	Refinishing I	4
ABT	1213	Collision Welding and Cutting	**3**
		TOTAL HOURS	**15**

SPRING SEMESTER

ABT	1233	Non-Structure Analysis and Damage Repair II	3
ABT	1453	Mechanical and Electrical Components II	3
ABT	1323	Refinishing II	3
ABT	1153	Structure Analysis and Damage Repair II	3
ABT	2243	Non-Structure Analysis and Damage Repair III	**3**
		TOTAL HOURS	**16**

SOPHOMORE YEAR

FALL SEMESTER

ABT	2333	Refinishing III	3
ABT	2173	Structural Analysis and Damage Repair IV	3
ABT	2253	Non-Structure Analysis and Damage Repair IV	3
ABT	2343	Refinishing IV	3
WBL	2913	Work Based Learning **or**	**3**
BOT	1013	Introduction Keyboarding	
		TOTAL HOURS	**15**

TOTAL PROGRAM: 46
COMPLETION AWARD: Technical Certificate

COLLISION REPAIR TECHNOLOGY
(Leading to a Career Certificate)
Advisor: J. Giles
CODE: CRC

Program Description: Collision Repair Technology is an instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the students will be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetics repairs, and structural repairs.

FRESHMEN YEAR

FALL SEMESTER

ABT	1143	Structural Analysis and Damage Repair I	3
ABT	1223	Non-Structure Analysis and Damage Repair I	3
ABT	1443	Mechanical and Electrical Components I	3
ABT	1314	Refinishing I	4
ABT	1213	Collision Welding and Cutting	**3**
		TOTAL HOURS	15

SPRING SEMESTER

ABT	1233	Non-Structure Analysis and Damage Repair II	3
ABT	1453	Mechanical and Electrical Components II	3
ABT	1323	Refinishing II	3
ABT	1153	Structure Analysis and Damage Repair II	3
ABT	2243	Non-Structure Analysis and Damage Repair III	**3**
16		TOTAL HOURS	

TOTAL PROGRAM: 31
COMPLETION AWARD: Career Certificate

COSMETOLOGY
(Leading to a Technical Certificate)
Advisor: S. Hicks
CODE: COT

Program Description: The Instructional program prepare individuals to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the MS State Board of Cosmetology Certification Examination.

FRESHMEN

FALL SEMESTER				SPRING SEMESTER			
COV	1122	Cosmetology Orientation	2	COV	1255	Cosmetology Sciences II	5
COV	1245	Cosmetology Science I	5				
COV	1426	Hair Care I	6	COV	1436	Hair Care II	6
COV	1522	Nail Care I	2	COV	1532	Nail Care II	2
COV	1622	Skin Care I	2	COV	1632	Skin Care II	2
				COV	1722	Salon Business I	
	2						
		TOTAL HOURS		**17**			**TOTAL**
HOURS	**17**						

SOPHOMORE YEAR

FALL SEMESTER

COV	1263	Cosmetology Sciences III	3
COV	1443	Hair Care III	3
COV	1542	Nail Care III	2
COV	1642	Skin Care III	2
COV	1732	Salon Business II	**2**
		TOTAL HOURS	**12**

PROGRAM TOTAL: 46
COMPLETION AWARD: Technical Certificate

COSMETOLOGY
(Leading to a Teacher Training)
Advisor: S. Hicks
CODE: COI

Program Description: This instructional program prepares individuals to teach others to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the Mississippi State Board of Cosmetology Instructor Licensing examination.

PROGRAM REQUIREMENTS

It is recommended that students complete 12 semester hours of college level education as approved by the Mississippi State Board of Cosmetology before enrolling in the Cosmetology Teacher Training Option. These hours must be completed before a student will be allowed to take the cosmetology instructor licensing examination. More information concerning these hours can be obtained from the Mississippi State Board of Cosmetology. The curriculum is designed for students who have at least two years active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license. The curriculum complies with the standards of the Mississippi State Board of Cosmetology and the requirement for 750 contact hours for students.

FALL SEMESTER

COV	2816	Teacher Training I	6
COV	2826	Teacher Training II	6
		TOTAL HOURS	**12**

SPRING SEMESTER

COV	2836	Teacher Training III	6
COV	2846	Teacher Training IV	6
		TOTAL HOURS	**12**

ENG	1113	English Composition I	3
		Humanities/Fine Arts Elective	3
		Behavioral Social Science Elective	3
		Math/Natural Science Elective	3
			12

TOTAL PROGRAM: 36
COMPLETION AWARD: Instructional Certificate

**It is recommended that students complete twelve semester hours of college level education as approved by the Mississippi State Board of Cosmetology before enrolling in the Cosmetology Teacher Training Option.

EARLY CHILDHOOD EDUCATION TECHNOLOGY
(Leading to a Technical Certificate)
Advisors: A. Landfair and T. Taylor
CODE: EDT

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

FRESHMEN YEAR

FALL SEMESTER

CDT	1214	Infant and Toddler Develop.	4
CDT	1113	Early Childhood Profession	3
CDT	1343	Child Health, Safety & Nutri.	3
CDT	1313	Creative Arts for Young Children	3
CDT	2233	Guiding Social and Emotional Behavior	3
		TOTAL HOURS	**16**

SPRING SEMESTER

CDT	1713	Language and Literacy Development for Young Children	3
CDT	2714	Social Studies, Math & Science for Y/Children	4
CDT	2944	Advanced Practicum	4
CDT	1224	Preschool & Primary	4
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

CDT	2413	Development of the Exceptional Child	3
CDT	2934	Preschool Practicum	4
CDT	2813	Administration of Programs	3
CDT	2513	Family Dynamics and Community Involvement	3
CDT	2613	Methods & Materials And Measurement	3
		TOTAL HOURS	**16**

PROGRAM TOTAL: 47
COMPLETION AWARD: Technical Certificate

EARLY CHILDHOOD EDUCATION TECHNOLOGY
(Leading to a Career Certificate)
Advisors: A. Landfair and T. Taylor
CODE: EDC

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

FALL SEMESTER

CDT	1214	Infant and Toddler Develop.	4
CDT	1113	Early Childhood Profession	3
CDT	1343	Child Health, Safety & Nutri.	3
CDT	1313	Creative Arts for Young Children	3
CDT	2233	Guiding Social and Emotional Behavior	3
		TOTAL HOURS	**16**

SPRING SEMESTER

CDT	1713	Language and Literacy Development for Young Children	3
CDT	2714	Social Studies, Math & Science for Y/Children	4
CDT	2944	Advanced Practicum	4
CDT	1224	Preschool & Primary	4
		TOTAL HOURS	**15**

TOTAL PROGRAM: 31
COMPLETION AWARD: Career Certificate

ELECTRONICS & RELATED ENGINEERING TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION
(Leading to a Technical Certificate)
Advisor: T. Newson
CODE: CNT

Program Description: The Computer Servicing Technology curriculum is an instructional program that prepares individuals to install, operate, maintain, service, and diagnose operational problems in computer systems arising from mechanical or electrical malfunctions in computer units or systems. Courses in the Computer Servicing Technology program describe the electrical circuits and mechanical devices used in computer construction and their combination into a total computer system.

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
CST	1213	Networking I	3	CST	1123	Basic IT Hardware	3
CST	1713	Server Administration I	3	CST	1333	Operating Systems	3
CST	1913	Mobile Device Support I	3	CST	1813	Server Administration II	3
CST	2113	IT Servicing Lab I	3	CST	2123	IT Servicing Lab II	3
CST	2413	Cloud Computing	3	CST	2223	Networking II	3
		Total Hours	**15**			**TOTAL HOURS**	**15**

SOPHOMORE YEAR

FALL SEMESTER			
CST	1613	Security Fundamentals	3
CST	1923	Mobile Device Support II	3
CST	2423	Cloud Computing II	3
CST	2913	Special Projects	3
WBL	2913	Work Based Learning	3
		TOTAL HOURS	**15**

PROGRAM TOTAL: 45
COMPLETION AWARD: Technical Certificate

ELECTRONICS & RELATED ENGINEERING TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION
(Leading to a Career Certificate)
Advisor: T. Newson
CODE: CSC

Program Description: The Computer Servicing Technology curriculum is an instructional program that prepares individuals to install, operate, maintain, service, and diagnose operational problems in computer systems arising from mechanical or electrical malfunctions in computer units or systems. Courses in the Computer Servicing Technology program describe the electrical circuits and mechanical devices used in computer construction and their combination into a total computer system.

FRESHMEN YEAR

FALL SEMESTER					SPRING SEMESTER		
CST	1213	Networking I	3	CST	1123	Basic IT Hardware	3
CST	1713	Server Administration I	3	CST	1333	Operating Systems	3
CST	1913	Mobile Device Support I	3	CST	1813	Server Administration II	3
CST	2113	IT Servicing Lab I	3	CST	2123	IT Servicing Lab II	3
CST	2413	Cloud Computing	3	CST	2223	Networking II	3
		Total Hours	**15**			**TOTAL HOURS**	**15**

PROGRAM TOTAL: 30
AWARD COMPLETION: Career Certificate

HEALTH-care DATA TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: E. Furdge
CODE: HDT

Program Description: The Health-care Data Technology program of study is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health related organizations. The student will develop skills using medical terminology, accounting, transcription, coding and computer software applications.

FRESHMAN YEAR

FALL SEMESTER

BOT	1313	Applied Business Mathematics	3 (or)
BOT	1713	Mechanics of Communication	
	1763	Communication Essentials (or)	3
BOT	1113	Document Formatting and Production (or)	
BOT	1133	Micro. Applications	3
BOT	2743	Medical Office Concepts	3
BOT	1613	Medical Office Terminology I	**3**
		TOTAL HOURS	**15**

SPRING SEMESTER

BOT	1643	Pathophysiology	3
BOT	1623	Medical Terminology II	3
BOT	1433	Business Accounting **or**	
ACC	1213	Principles of Account.	3
BOT	2523	Medical Mac. Trans. I	3
BOT	2763	Electronic Records	**3**
		Total Hours	**15**

SOPHOMORE YEAR

FALL SEMESTER

BOT	2183	Career Readiness	3
BOT	2643	CPT Coding	3
BOT	2653	ICD Coding	3
BOT	2663	Advanced Coding	3
BOT	2673	Medical Insurance Billing	**3**
		TOTAL HOURS	**15**

PROGRAM TOTAL: 45
COMPLETION AWARD: Technical Certificate

HEALTH-care DATA TECHNOLOGY
(Leading to a Career Certificate)
Advisor: E. Furdge
CODE: HDC

Program Description: The Health-care Data Technology program of study is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health related organizations. The student will develop skills using medical terminology, accounting, transcription, coding and computer software applications.

FRESHMAN YEAR

FALL SEMESTER

BOT	1313	Applied Business Mathematics	3 (or)
BOT	1713	Mechanics of Communication	
	1763	Communication Essentials (or)	3
BOT	1113	Document Formatting and Production (or)	
BOT	1133	Micro. Applications	3
BOT	2743	Medical Office Concepts	3
BOT	1613	Medical Office Terminology I	**3**
		TOTAL HOURS	**15**

SPRING SEMESTER

BOT	1643	Pathophysiology	3
BOT	1623	Medical Terminology II	3
BOT	1433	Business Accounting **or**	
ACC	1213	Principles of Account.	3
BOT	2523	Medical Mac. Trans. I	3
BOT	2763	Electronic Records	**3**
		Total Hours	**15**

PROGRAM TOTAL: 30
COMPLETION AWARD: Career Certificate

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION
(Leading to a Technical Certificate)
Advisor: B. Warr
CODE: CTT

Program Description: The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all the lab classes. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FRESHMEN YEAR

FALL SEMESTER

CUT	1153	Introduction to Culinary Arts	3
HRT	1214	Sanitation and Safety	4
CUT	1115	Culinary Principles I	5
HRT	1223	Restaurant and Catering Operations	**3**
		TOTAL HOURS	**15**

SPRING SEMESTER

CUT	1125	Culinary Principles II	5
CUT	1134	Principles of Baking	4
CUT	1513	Garde Manger	3
CUT	2223	Menu Planning	**3**
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

CUT	2314	American Regional Cuisine	4
CUT	2244	Dining Room Management	4
CUT	2424	International Cuisine	4
HRT	2613	Hospitality Supervision	**3**
		TOTAL HOURS	**15**

TOTAL PROGRAM: 45
COMPLETION AWARD: Technical Certificate

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION
(Leading to a Career Certificate)
Advisor: B. Warr
CODE: CUC

Program Description: The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all the lab classes. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
CUT	1153	Introduction to Culinary Arts	3	CUT	1125	Culinary Principles II	5
HRT	1214	Sanitation and Safety	4	CUT	1134	Principles of Baking	4
CUT	1115	Culinary Principles I	5	CUT	1513	Garde Manger	3
HRT	1223	Restaurant and Catering Operations	**3**	CUT	2223	Menu Planning	**3**
		TOTAL HOURS	**15**			**TOTAL HOURS**	**15**

TOTAL PROGRAM: 30
COMPLETITION PROGRAM: Career Certificate

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION
(Leading to a Technical Certificate)
Advisor: B. Warr
CODE: HMT

Program Description: The Hotel and Restaurant Management Technology concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers and supervisors in the hospitality and tourism industry. Completion of the two year program leads to an associate of Applied Science degree. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain Manage First Certification from the National Restaurant Association Educational Foundation or certification from the Educational Institute of American Hotel and Lodging Association in Specialized Food and Beverage Management and/or Hospitality Operations. In Addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FRESHMEN YEAR

FALL SEMESTER

HRT	1123	Introduction to the Hospitality & Tourism Industry	3
HRT	1214	Sanitation and Safety	4
HRT	1115	Culinary Principles I	5
BOT	1313	Applied Business	3
		TOTAL HOURS	**15**

SPRING SEMESTER

CUT	1125	Culinary Principles II	5
HRT	2713	Mar. Hos. Services	3
HRT	1224	Restaurant & Catering Operations	4
CUT	2223	Menu Planning	3
		Total Hours	**15**

SOPHOMORE YEAR

FALL SEMESTER

HRT	2613	Hospitality Supervision	3
HRT	2623	Hos. Human Resource Manage.	3
BOT	1233	Microsoft Word I	3
HRT	2233	Food & Beverage Control	3
HRT	2913	Supervised Work Experience In Hotel Restaurant Manage.	3
		TOTAL HOURS	**15**

TOTAL PROGRAM: 45
COMPLETION AWARD: Technical Certificate

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION
(Leading to a Career Certificate)
Advisor: B. Warr
CODE: HRC

Program Description: The Hotel and Restaurant Management Technology concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers and supervisors in the hospitality and tourism industry. Completion of the two year program leads to an associate of Applied Science degree. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain Manage First Certification from the National Restaurant Association Educational Foundation or certification from the Educational Institute of American Hotel and Lodging Association in Specialized Food and Beverage Management and/or Hospitality Operations. In Addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FRESHMEN YEAR

FALL SEMESTER

HRT	1123	Introduction to the Hospitality & Tourism Industry	3
HRT	1214	Sanitation and Safety	4
HRT	1115	Culinary Principles I	5
BOT	1313	Applied Business	3
		TOTAL HOURS	**15**

SPRING SEMESTER

CUT	1125	Culinary Principles II	5
HRT	2713	Mar. Hos. Services	3
HRT	1224	Restaurant & Catering Operations	4
CUT	2223	Menu Planning	3
		Total Hours	**15**

TOTAL PROGRAM: 30
COMPLETION AWARD: Career Certificate

INDUSTRIAL MAINTENANCE TECHNOLOGY
(Leading to a Technical Certificate)
Advisors: E. Walker, Jr. & E. Bell
CODE: ITT

Program Description: This program is designed to prepare students for entry-level employment as multi-craft maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining and repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and troubleshooting/service, blueprint reading, basic machining operations, fundamentals of piping and hydrotesting, and fundamentals of industrial electricity. Elective courses were added in an effort to allow colleges to customize the state-wide curriculum framework to meet the needs of the local economy.

FRESHMEN YEAR

FALL SEMESTER

IMM	1113	Industrial Maintenance Safety	3
IMM	1243	Mechanical Industrial Maintenance I	3
IMM	1214	Introduction to Industrial Maintenance	4
IMM	1814	Industrial Electricity Level I	4
BOT	1013	Intro to Keyboarding **(or)**	3
WBL	2913	Work Based Learning	
		TOTAL HOURS	**17**

SPRING SEMESTER

IMM	1734	Maintenance Welding and Metal	4
IMM	1173	Motor Maintenance Troubleshooting	3
IMM	1163	Electrical Industrial Maintenance II	3
IMM	1323	Motor Control Systems	3
IMM	1253	Mechanical Industrial Maintenance II	3
		TOTAL HOURS	**16**

SOPHOMORE YEAR

FALL SEMESTER

IMM	2613	Programmable Login Controllers	3
IMM	2214	Advanced Electrical Industrial Maintenance	4
IMM	2424	Solid State Motor Control	4
IMM	2224	Advanced Mechanical Industrial Maintenance	**4**
CTE	1511	**Related Studies**	1
		TOTAL HOURS	**16**

PROGRAM TOTAL: 49
COMPLETION AWARD: Technical Award

INDUSTRIAL MAINTENANCE TECHNOLOGY
(Leading to a Career Certificate)
Advisors: E. Walker, Jr. & E. Bell
CODE: IMC

Program Description: This program is designed to prepare students for entry-level employment as multi-craft maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining and repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and troubleshooting/service, blueprint reading, basic machining operations, fundamentals of piping and hydrotesting, and fundamentals of industrial electricity. Elective courses were added in an effort to allow colleges to customize the state-wide curriculum framework to meet the needs of the local economy.

FRESHMEN YEAR

FALL SEMESTER

IMM	1113	Industrial Maintenance Safety	3
IMM	1243	Mechanical Industrial Maintenance I	3
IMM	1214	Introduction to Industrial Maintenance	4
IMM	1814	Electricity Level I	4
BOT	1013	Intro to Keyboarding	3
		TOTAL HOURS	**17**

SPRING SEMESTER

IMM	1734	Maintenance Welding and Metal	4
IMM	1173	Motor Maintenance Troubleshooting	3
IMM	1163	Electrical Industrial Maintenance II	3
IMM	1323	Motor Control Systems	3
IMM	1253	Mechanical Industrial Maintenance II	3
		TOTAL HOURS	**16**

PROGRAM TOTAL: 33
COMPLETION AWARD: Career Certificate

WELDING AND CUTTING TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: H. Striplin, Jr.
Code: WLT

Program Description: The Welding and Cutting Technology program prepares students for entry level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Are Cutting (PAC), Carbon Arc Cutting, Oxy fuel Cutting, and Gas Tungsten Arc Welding (GTAW).

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER			
WLT	1115	Shielded Arc Welding I	5	WLT	1135	Gas Tungsten Arc Welding	5
WLT	1225	Shielded Arc Welding II	5				
WLT	1173	Welding Safety, Inspection & Testing Principles	3	WLT	1124	Gas Metal Arc Welding	4
				WLT	1143	Fluxed Cored Arc Weld	3
WLT	1232	Drawing & Welding Symbol Interpretation	**2**	WLT	1313	Cutting Processes	**3**
TOTAL HOURS			**15**				**15**

SOPHOMORE YEAR

FALL SEMESTER			
WLT	1155	Pipe Welding	5
WLT	1252	Advanced Pipe Welding	2
WLT	1162	Gas Metal Arc Aluminum Welding	2
WLT	1913	Special Problem in Welding & Cutting	3
WBL	2913	Work-Based Learning	**3**
		TOTAL HOURS	**15**

TOTAL PROGRAM: 45
COMPLETION AWARD: Technical Certificate

WELDING AND CUTTING TECHNOLOGY
(Leading to Career Certificate)
Advisor: H. Striplin, Jr.
Code: WLC

Program Description: The Welding and Cutting Technology program prepares students for entry level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Are Cutting (PAC), Carbon Arc Cutting, Oxy fuel Cutting, and Gas Tungsten Arc Welding (GTAW).

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER		
WLT	1115	Shielded Arc Welding I	5	WLT	1135	Gas Tungsten Arc	5
WLT	1225	Shielded Arc Welding II	5			Welding	
WLT	1173	Welding Safety, Inspection		WLT	1124	Gas Metal Arc Welding	4
		& Testing Principles	3	WLT	1143	Fluxed Cored Arc Weld	3
WLT	1232	Drawing & Welding	2	WLT	1313	Cutting Processes	**3**
		Symbol Interpretation					
TOTAL HOURS			**15**				**15**

TOTAL PROGRAM: 30
COMPLETION AWARD: Career Certificate

CAREER AND TECHNICAL
SHORT-TERM CERTIFICATE PROGRAM

COMMERCIAL TRUCK DRIVING
(Leading to a Commercial Driver's License (CDL)
Advisor: S. Gray
Short Term Program

Program Description: This instructional program prepares individuals to drive trucks and other commercial vehicles. It includes instruction in operating diesel powered vehicles, loading and unloading cargo, reporting delays or accidents on the road, verifying loads against shipping records, and keeping necessary records. CCC's Commercial Truck Driving Program is an eight week program that prepares students to drive tractor trailers and other commercial vehicles. The program is a combination of classroom and actual road driving that includes Department of Transportation rules and regulations, safety, proper, shifting, log books, preparation of paperwork, map reading, and handling of cargo.

Each student logs a minimum of 20 contact hours of driving time with various loads, road and driving conditions. Students are required to pass the DOT Commercial Driver Written Examination and obtain a Commercial Driver's License (CDL).

Commercial Truck Driving Class I   140 Clock hours

Commercial Truck Driving Class II   140 Clock hours

COMPLETION AWARD: Certificate in Commercial Truck Driving

HEALTH SCIENCE PROGRAMS OF STUDY

DIVISION OF HEALTH SCIENCES

Coahoma Community College offers Associate of Applied Science degrees in Nursing, Polysomnography, and Respiratory Care. These programs are designed to educate the student to become licensed health care professionals.

These programs are composed of a balance of general academic courses and specialized health care course. Upon successful completion of these programs, the student is awarded an Associate of Applied Science degree. In order to practice in the field, graduates from these programs must pass professional qualifying exams.

The general education core for the Polysomnography and Respiratory Care programs is as follows:

Associate of Applied Science Degree Polysomnography / Respiratory Care GENERAL EDUCATION CORE REQUIREMENTS	
English Composition I	3 credit hours
Humanities (Literature, Art, Music, or History)	3 credit hours**
Public Speaking I	3 credit hours
History/Social Science Elective	3 credit hours*
College Algebra or Higher/Natural Sciences	3 credit hours***
TOTAL:	**15 credit hours**
* The three (3) credit hours elective in social sciences meets the accreditation requirement for the general core to include at least one course from the social/behavioral sciences. ** The three (3) credit hours in humanities/fine arts meet the accreditation requirement for the general core to include at least one course from the humanities/fine arts. *** The three (3) credit hours of College Algebra meet the accreditation requirement to include at least one course from the natural sciences/mathematics.	

The general education core for the Associate of Applied Science degree in Nursing is as follows:

Associate of Applied Science Degree Nursing GENERAL EDUCATION CORE REQUIREMENTS	
English Composition I	3 credit hours
Art/Music Appreciation	3 credit hours**
General Psychology	3 credit hours*
Human Growth and Development	3 credit hours*
Anatomy and Physiology I and II (lecture and lab)	8 credit hours***
TOTAL:	**20 credit hours**

* The six (6) credit hours in General Psychology and Human Growth and Development meet the accreditation requirement for the general core to include at least one course from the social sciences.
** The three (3) credit hours of Art or Music Appreciation meet the accreditation requirement for the general core to include at least one course from the humanities/fine arts.
*** The eight (8) credit hours of Anatomy and Physiology I and II (lecture and lab) meet the accreditation requirement to include at least one course from the natural sciences/mathematics.

Associate of Applied Science Degree Paramedic GENERAL EDUCATION CORE REQUIREMENTS	
English Composition I	3 credit hours
Humanities/Fine Arts (Literature, Art, Music)	3 credit hours**
Public Speaking I	3 credit hours
Social/Behavioral Science Elective	3 credit hours*
College Algebra or Higher/Natural Sciences	3 credit hours***
TOTAL:	**15 credit hours**

* The three (3) credit hours elective in social/behavioral sciences meets the accreditation requirement for the general core to include at least one course from the social/behavioral sciences.
** The three (3) credit hours in humanities/fine arts meet the accreditation requirement for the general core to include at least one course from the humanities/fine arts.
*** The three (3) credit hours of College Algebra meet the accreditation requirement to include at least one course from the natural sciences/mathematics.
   A and P II also satisfies this requirement at 4 credit hours.

Coahoma Community College offers a one-year certificate program in Practical Nursing. This specialized program is designed to train the student to become a Licensed Practical Nurse.

Coahoma Community College also offers short-term certificate programs in Phlebotomy/EKG, Emergency Medical Technology (EMT) and Nursing Assistant.

For program specific information, refer to the College Admissions section of this Catalog for admission criteria for Health Science programs.

ASSOCIATE DEGREE NURSING
(LPN TO ADN TRACK)

Advisors: J. Brown, C. Smith, L. Willingham, K. White

Major Code: ADN

FIRST YEAR

FALL			SPRING		
BIO 2513	Anat and Phys I Lect	3	BIO 2523	Anatomy & Physiology II Lecture	3
BIO 2511	Anat and Phys I Lab	1	BIO2521	Anatomy & Physiology II Lab	1
ENG 1113	English Composition I	3	BIO 2923	Microbiology Lecture	3
PSY1513	General Psychology	3	BIO 2921	Microbiology Lab	1
BIO 1613	Nutrition	3	MAT 1313	College Algebra	3
EPY 2533	Hum Growth and Dev	3	MUS 1113 or ART 1113 Music or Art Appreciation		3
		16			**14**

THIRD SEMESTER

NUR 2013 Nursing Transition (Summer Session I)   **3**
Students will be officially admitted to the Associate Degree Nursing program upon successful completion of NUR 2013.

                                                                    17

SECOND YEAR

FALL			SPRING		
NUR 2124	Mental Health Nursing	4	NUR 2227	Medical Surgical Nursing	7
NUR 2128	Maternal Child Nursing	8	NUR 2223	Management of Client Care	3
			NUR 2232	NCLEX Review	2
		12			12

Student will receive 14 credit hours of transcript credit upon successful completion of second year of Associate Degree Nursing Program based on the Advanced Placement Policy for Licensed Practical Nurses.   14

ADVANCED PLACEMENT POLICY FOR LICENSED PRACTICAL NURSES

Licensed Practical Nurses (LPN) who meet specific admission requirements may be eligible for admission to the Associate Degree Nursing program. An LPN admitted must enroll in NUR 2013 Nursing Transition (3 credit hours) during Summer Session I. Upon successful completion of NUR 2013 Nursing Transition, student is awarded advanced placement to the second year of the Associate Degree Nursing program. This student is also eligible to receive 14 hours of transcript credit based on possession of an unencumbered practical nursing license at the time of admission to the program, therefore providing the LPN to RN student with the equivalent number of credit hours required in the Associate Degree Nursing program. The 14 hours of transcript credit is only awarded upon the successful completion of the second year of the Associate Degree Nursing program.

PARAMEDIC

(Associate Degree)
Advisors: R. Nelson
Major Code: EMS

This program combines general education as well technical and clinical training in Paramedicine to prepare the successful graduate to work as a Paramedic, by; performing emergent, pre-hospital, advanced life support care on scene and en route to a hospital.

Program Pre-requisites (4 credit hours):
BIO 2511/2513 Anatomy and Physiology I Lab/Lecture (4 credit hours)
Be a nationally registered emergency medical technician (NREMT)

Program Co-requisites (4 credit hours):
BIO 2523/2521 Anatomy and Physiology II Lab/Lecture (4 credits hours)

FRESHMAN YEAR

FALL			SPRING		
EMS 1122	Introduction to EM Systems	2	EMS 1825	Cardiology	5
EMS 1314	Airway Management	4	EMS 2855	Medical Patients	5
EMS 1414	Patient Assessment	4	EMS 1525	Practicum II	5
EMS 1513	Practicum I	3	EMS 2714	Trauma Patients	4
EMS 1614	Pharmacology	4			
		17			**19**

SOPHOMORE YEAR

FALL			SPRING		
EMS 2414	Maternal/ Pediatric Emergencies	4	**ART 1113/ MUS 1113**		**3**
EMS 2565	Practicum III	5	Art or Music Appreciation		
EMS 2912	EMS Operations	2	**PSY 1513/ SOC 2113**		**3**
EMS 1422	Special Patient Populations	2	General Psychology or		
			Intro to Sociology I		
			SPT 1113	Public Speaking	3
			Math or Science Elective		4
			Written Communication		3
		13			**16**

Total program hours 73 (includes 8 hours of pre-requisite / co-requisites courses)

PARAMEDIC
(Technical Certificate)
Advisors: R. Nelson
Major Code: EMC

This program combines general education as well technical and clinical training in Paramedicine to prepare the successful graduate to work as a Paramedic, by; performing emergent, pre-hospital, advanced life support care on scene and en route to a hospital.

Program Pre-requisites (4 credit hours):
BIO 2511/2513 Anatomy and Physiology I Lab/Lecture (4 credit hours)
Be a nationally registered emergency medical technician (NREMT)

Program Co-requisites (4 credit hours):
BIO 2523/2521 Anatomy and Physiology II Lab/Lecture (4 credits hours)

FRESHMAN YEAR

FALL

EMS 1122	Introduction to EM Systems	2
EMS 1314	Airway Management	4
EMS 1414	Patient Assessment	4
EMS 1513	Practicum I	3
EMS 1614	Pharmacology	4
		17

SPRING

EMS 1825	Cardiology	5
EMS 2855	Medical Patients	5
EMS 1525	Practicum II	5
EMS 2714	Trauma Patients	4
		19

SOPHOMORE YEAR

FALL

EMS 2414	Maternal/ Pediatric Emergencies	4
EMS 2565	Practicum III	5
EMS 2912	EMS Operations	2
EMS 1422	Special Patient Populations	2
Total		**13**

Total program hours for the Technical Certificate 57 hors (includes 8 hours of pre-requisite/co-requisites courses)

POLYSOMNOGRAPHY

(Associate Degree)
FALL Admission (2019, 2022, 2025)
Advisor: K. Davis, R.W. Seymore
Major Code: PSG

Prerequisites: (must be completed prior to admission to the Polysomnography Technology Program)
BIO 2513 Anatomy & Physiology I
BIO 2511 Anatomy & Physiology Lab I
BIO 2523 Anatomy & Physiology II
BIO 2521 Anatomy & Physiology Lab II

FRESHMAN YEAR

FALL			**SPRING**		
PSG 1116	Introduction of Polysom	6	PSG 2214	PSG Scoring & Analysis	4
PSG 1113	Polysom Pathophysiology	3	PSG 2218	Clinical Applications I	8
PSG 1123	Polysom Technology	3			**12**
		12			

SOPHOMORE YEAR

FALL			**SPRING**	
			Humanities/Fine Arts Elective**	3
PSG 2132	Professional Transition	2	Social/Behavior Science Elective***	3
PSG 2227	Clinical Applications II	7	SPT 1113 Oral Communication	3
PSG 2224	PSG Capstone	4	MAT 1113 College Algebra*	3
		13	CSC 1113 Intro to Computers	3
			ENG 1113 English Comp I	3
				18

*College Algebra or higher

**Music Appreciation, Art Appreciation, Drawing, Painting

***Sociology, Psychology, Western Civilization

POLYSOMNOGRAPHY

(Technology Certificate)
FALL Admission (2019, 2022, 2025)
Advisor: K. Davis, R.W. Seymore
Major Code: PSV

Prerequisites: (must be completed prior to admission to the Polysomnography Technology Program)
BIO 2513 Anatomy & Physiology I
BIO 2511 Anatomy & Physiology Lab I
BIO 2523 Anatomy & Physiology II
BIO 2521 Anatomy & Physiology Lab II

FRESHMAN YEAR

FALL

PSG 1116	Introduction of Polysom	6
PSG 1113	Polysom Pathophysiology	3
PSG 1123	Polysom Technology	3
		12

SPRING

PSG 2214	PSG Scoring & Analysis	4
PSG 2218	Clinical Applications I	8
		12

SOPHOMORE YEAR

FALL

PSG 2132	Professional Transition	2
PSG 2227	Clinical Applications II	7
PSG 2224	PSG Capstone	4
		13

POLYSOMNOGRAPHY

(Associate Degree)
SPRING Admission (2018, 2021, 2024, 2027)
Advisor: K. Davis, R.W. Seymore
Major Code: PSG

Prerequisites: (must be completed prior to admission to the Polysomnography Technology Program)

BIO 2513 Anatomy & Physiology I

BIO 2511 Anatomy & Physiology Lab I

BIO 2523 Anatomy & Physiology II

BIO 2521 Anatomy & Physiology Lab II

FRESHMAN YEAR

SPRING

PSG 1116	Introduction of Polysom	6
PSG 1113	Polysom Pathophysiology	3
PSG 1123	Polysom Technology	3
		12

FALL

PSG 2214	PSG Scoring & Analysis	4
PSG 2218	Clinical Applications I	8
		12

SOPHOMORE YEAR

SPRING

PSG 2132	Professional Transition	2
PSG 2227	Clinical Applications II	7
PSG 2224	PSG Capstone	4
		13

FALL

Humanities/Fine Arts Elective**	3
Social/Behavior Science Elective***	3
SPT 1113 Oral Communication	3
MAT 1113 College Algebra*	3
CSC 1113 Intro to Computers	3
ENG 1113 English Comp I	3
	18

*College Algebra or higher

**Music Appreciation, Art Appreciation, Drawing, Painting

***Sociology, Psychology, Western Civilization

POLYSOMNOGRAPHY

(Technology Certificate)
SPRING Admission (Years, 2018, 2021, 2024, 2027)
Advisor: K. Davis, R.W. Seymore
Major Code: PSV

Prerequisites: (must be completed prior to admission to the Polysomnography Technology Program)

BIO 2513 Anatomy & Physiology I

BIO 2511 Anatomy & Physiology Lab I

BIO 2523 Anatomy & Physiology II

BIO 2521 Anatomy & Physiology Lab II

FRESHMAN YEAR

SPRING			**FALL**		
PSG 1116	Introduction of Polysom	6	PSG 2214	PSG Scoring & Analysis	4
PSG 1113	Polysom Pathophysiology	3	PSG 2218	Clinical Applications I	8
PSG 1123	Polysom Technology	3			**12**
		12			

SOPHOMORE YEAR

SPRING		
PSG 2132	Professional Transition	2
PSG 2227	Clinical Applications II	7
PSG 2224	PSG Capstone	4
		13

PRACTICAL NURSING

Advisors: C. Dixon, E. Gordon, A. Hankins

Major Code: PNV

Practical Nursing is a twelve-month certificate program. The Practical Nursing Program prepares students to assist in providing general nursing care under direction of a registered nurse, physician, or dentist. Graduates of the Practical Nursing program will be awarded the Certificate of Practical Nursing and my apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination (NCLEX-PN®)

FRESHMAN YEAR

FALL			SPRING		
PNV 1213	Body Structure/ Functions	3	PNV 1682	Adult Health Nursing Concepts and Clinical	12
PNV 1443	Nursing Fundamentals Clinical	13	PNV 1524	IV Therapy & Pharmacology	4
		16			**16**

SUMMER

PNV 1728	Specialty Areas in Nursing	8
PNV 1914	Nursing Transition	4
		12

TOTAL PROGRAM 44

RESPIRATORY CARE

Advisors: A. Brooks, W. Lockett, D. Treanor
Major Code: RES

This program of study combines training in the technical and clinical aspects of respiratory and general education courses necessary to provide the student with the knowledge necessary to give direct care to patients with respiratory/cardiac health problems. Upon completion of this program, the student is awarded the Associate of Applied Science degree.

Prerequisites:	Hours:
Human Anatomy and Physiology I Lecture (BIO 2513)	3
Human Anatomy and Physiology I Lab (BIO 2511)	1
Human Anatomy and Physiology II Lecture (BIO 2523)	3
Human Anatomy and Physiology II Lab (BIO 2521)	1
Total	**8**

FRESHMAN YEAR

FALL			**SPRING**	
ENG 1113	English Composition I	3	Elective Humanities/Fine Arts *	3
SPT 1113	Public Speaking	3	Math/Natural Science Elective**	3
CSC 1113	Computer Concepts	3	Elective Social/Behavioral Science***	3
RCT 1223	Patient Assess/Planning	3	RCT 2333 Cardiopulmonary Pathology	3
RCT 1214	Respiratory Care Science	4	RCT 1416 Respiratory Care I	6
RCT 1313	Cardiopulmonary A&P	3		
Total		**19**		**18**

SUMMER

RCT 1424	Respiratory Care II	4	RCT 2613 Neonatal/Pediatrics	3
RCT 1322	Pulmonary Function Test	2	RCT 1613 Respiratory Pharm	3
Total		**6**		**6**

SOPHOMORE YEAR

FALL			**SPRING**	
RCT 1516	Clinical Practice I	6	RCT 2534 Clinical Practice III	4
RCT 1524	Clinical Practice II	4	RCT 2546 Clinical Practice IV	6
RCT 2434	Respiratory Care III	4	RCT 2713 Respiratory Care Seminar	3
Total		**14**		**13**

TOTAL PROGRAM 84 (includes 8 hours of pre-requisites courses)

*   Music or Art Appreciation
**   College Algebra or higher/Natural Science
*** Intro to Sociology, Psychology, Marriage and Family

HEALTH SCIENCE
SHORT-TERM CERTIFICATE PROGRAMS

Students must complete the application process for all Health Science Short-Term Certificate programs PRIOR to being admitted to any of the programs below. Students must apply and meet additional requirements in order to be eligible for admission.

ADULT LONG-TERM CARE NURSE AIDE   NAV
Certificate
Advisor: B. Overton

The Long-Term Care Nurse Aide Program is a short term certificate course that prepares the student to assist in providing care as a member of the health care team in a skilled nursing facility under the direction of health care professionals. Graduates of this 90-clock hour program are eligible for certification as a nurse aide by passing the State Department of Health approved competency examination National Nurse Aide Assessment (NNAAP) which is developed by the National Council of State Boards of Nursing (NCSBN).

Course Offered On-Demand
NAV 1116 Adult Long-Term Care Nurse Aide

CARDIOGRAPHY - BASIC   ECV
Certificate
Advisors: A. Brooks

The Electrocardiography Certificate Program is an eight week short term certificate course designed to prepare the successful graduate for practice in non-invasive cardiography by a combination of didactic (34 clock hours), laboratory (15 clock hours), and clinical practicum (15 clock hours). The graduate will be prepared for and may qualify to challenge the credentialing examinations for the Cardiovascular Credentialing International (CCI).

Course Offered On-Demand
ECV 1114 Cardiography Basic

EMERGENCY MEDICAL TECHNOLOGY - BASIC   EMS

Certificate
Advisors: A. Brooks

Emergency Medical Technology - Basic is a one semester instructional program that prepares individuals to function in the pre-hospital environment. The EMT-Basic program provides instruction in basic life support care of sick and injured persons. This includes airway assessment, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. Emergency Medical Technicians – Basic are certified by the Mississippi State Department of Health Emergency Medical Services. Students who complete the program are eligible to take the National Registry of Emergency Medical Technicians – Basic Level. (Adapted from the MS RCU)

Course Offered On-Demand
EMT 1118   EMT

PHLEBOTOMY - BASIC   PEV

Certificate
Advisors: A. Brooks

The Phlebotomy Certificate Program is a one semester short term certificate course designed to prepare the successful graduate to practice as a phlebotomist, by a combination of didactic instruction, laboratory, and clinical practicum. The graduate will be prepared for and may be qualified to challenge the credentialing examinations for The American Society for Clinical Pathology (ASCP).

Course Offered On-Demand
PEV 1116 Phlebotomy Basic

PHELBOTOMY
The Phlebotomy Fast Track Course is an eight week short term certificate course designed for students who have worked in the medical field with on-the-job training and desire to earn a certificate of completion in Phlebotomy.

Course Offered On-Demand
PEV1115 Phlebotomy

COURSE DESCRIPTIONS

ACADEMIC COURSE DESCRIPTIONS

ACC 2213 PRINCIPLES OF ACCOUNTING I - A study of the financial accounting principles that relate to business. The topics to be covered include the accounting cycle, accounting systems for service and merchandising businesses, assets, liabilities, and equity. Three hours, 3 credits.

ACC 2223 PRINCIPLES OF ACCOUNTING II - A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Prerequisite: Accounting 2213. Three hours, 3 credits.

ART 1113 ART APPRECIATION - A course designed to provide an understanding and appreciation of the visual arts. Three hours, 3 credits.

ART 1313 DRAWING I – Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation and synthesis of these components to create an organized visual expression. Black and white media will be stressed. Three hours, 3 credits.

ART 1323 DRAWING II – Continuation of rendering skills introduced in Drawing I with emphasis on color, composition and creative expression. Three hours, 3 credits.

ART 1433 DESIGN I - To provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/ methodology involving black and white design problems which apply principles and elements of visual design. Six hours, 3 credits. Offered fall semester only.

ART 1443 DESIGN II - To provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Six hours, 3 credits. Offered spring semester only.

ART 1453 THREE DIMENSIONAL DESIGN - To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media. Six hours, 3 credits.

ART 1913 ART FOR ELEMENTARY TEACHERS – Development of essential concepts of children's art education in compliance with the National Standards for Arts Education. Three hours, 3 credits.

ART 2713 ART HISTORY I - Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Three hours, 3 credits. Offered fall semesters only.

ART 2723 ART HISTORY II – Survey courses of historical background of art forms from Renaissance to present with special emphasis on contemporary expression. Three hours, 3 credits. Offered spring semesters only.

BAD 1121 BUSINESS SEMINAR I - This course is designed to coordinate the various business-related student activities to the local level. It promotes leadership and professionalism in civic and social functions which includes student participation and guest speakers.

BAD 1113 INTRODUCTION TO BUSINESS - This course is designed to introduce students to the basic concepts of business. Students receive instruction regarding the current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers. Three hours, 3 credits.

BAD 1121 BUSINESS SEMINAR I - This course is designed to coordinate the various business-related student activities to the local level. It promotes leadership and professionalism in civic and social functions which includes student participation and guest speakers. (Course description change effective Fall 2015)

BAD 2323 BUSINESS STATISTICS – Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Topics include: central tendency and dispersion; probability; binomial, Poisson, and normal distributions; estimation and hypothesis testing. Prerequisite: MAT 1313. Three hours, 3 credits.

BAD 2413 LEGAL ENVIRONMENT OF BUSINESS – An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment. Three hours, 3 credits.

BIO 1131 GENERAL BIOLOGY I, Laboratory – A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I, lecture. Co-requisite: BIO 1133. Two hours, 1 credit.

BIO 1133 GENERAL BIOLOGY I, Lecture – A lecture course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and physiology, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Co-requisite: BIO 1131. Three hours, 3 credits.

BIO 1141 GENERAL BIOLOGY II, Laboratory – A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143 General Biology II, Lecture. Pre-requisite: BIO 1131. Co-requisite: BIO 1143. Two hours, 1 credit.

BIO 1143 GENERAL BIOLOGY II, Lecture – A lecture course for the science majors that reinforces concepts introduced in BIO 1133 General Biology I, Lecture, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Pre-requisite: BIO 1133. Co-requisite: BIO 1141. Three hours, 3 credits.

BIO 1311 BOTANY I, Laboratory - A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313 Botany I, Lecture.

BIO 1313 BOTANY I, Lecture - A lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance.

BIO 1321 BOTANY II, Laboratory – A laboratory course that contains experiments and exercises

that reinforce the principles introduced in BIO 1323 Botany II, Lecture.

BIO 1323 BOTANY II, Lecture – A lecture course that emphasizes classification and identification of plants.

BIO 1613 NUTRITION - A lecture course covering the nutrients required for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and their applications for healthcare providers. Three hours, 3 credits.

BIO 2511 ANATOMY AND PHYSIOLOGY I, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513 Anatomy and Physiology I, Lecture. Co-requisite: BIO 2513. Two hours, 1 credit.

BIO 2513 ANATOMY AND PHYSIOLOGY I, Lecture - A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Co-requisite: BIO 2511. Three hours, 3 credits.

BIO 2521 ANATOMY AND PHYSIOLOGY II, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 Anatomy and Physiology II, Lecture. Pre-requisite: BIO 2511. Co-requisite: BIO 2523. Two hours, 1 credit.

BIO 2523 ANATOMY AND PHYSIOLOGY II, Lecture - A lecture course that includes detailed studies of the anatomy and physiology of the human endocrine, cardiovascular, lymphatic, respiratory, digestive, and urinary systems, as well as reproduction and development. Pre-requisite: BIO 2513. Co-requisite: BIO 2521. Three hours, 3 credits.

BIO 2921 MICROBIOLOGY, Laboratory – A laboratory course which provides experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Co-requisite: BIO 2923. Two hours, 1 credit.

BIO 2923 MICROBIOLOGY, Lecture – A lecture course providing a comprehensive study of microorganisms to include microbial taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity and other selected applied areas. Co-requisite: BIO 2921. Three hours, 3 credits.

CHE 1211 GENERAL CHEMISTRY I, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Lecture. Pre-requisite: minimum ACT Math subscore of 17 or CHE 1321. Co-requisite: CHE 1213. Two hours, 1 credit.

CHE 1213 GENERAL CHEMISTRY I, Lecture – A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Pre-requisite: minimum ACT Math subscore of 17 or CHE 1323. Co-requisite: CHE 1211. Three hours, 3 credits.

CHE 1221 GENERAL CHEMISTRY II, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II, Lecture. Pre-requisite: CHE 1211. Co-requisite: CHE 1223. Two hours, 1 credit.

CHE 1223 GENERAL CHEMISTRY II, Lecture – A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Pre-requisite: CHE 1213. Co-requisite: CHE 1221. Three hours, 3 credits.

CHE 1311 PRINCIPLES OF CHEMISTRY I, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313 Principles of Chemistry I, Lecture. Co-requisite: CHE 1313. Two hours, 1 credit.

CHE 1313 PRINCIPLES OF CHEMISTRY I, Lecture – A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter. Co-requisite: CHE 1311. Three hours, 3 credits.

CHE 1321 PRINCIPLES OF CHEMISTRY II, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1323 Principles of Chemistry II, Lecture. Pre-requisite: CHE 1311. Co-requisite: CHE 1323. Two hours, 1 credit.

CHE 1323 PRINCIPLES OF CHEMISTRY II, Lecture – A lecture course that emphasizes chemical stoichiometry, gases, solutions, acids/bases, and an introduction to organic chemistry. Pre-requisite: CHE 1313. Co-requisite: CHE 1321. Three hours, 3 credits.

CHE 2421 ORGANIC CHEMISTRY I, Laboratory - A laboratory course that acquaints students with important manipulations and procedures, and the preparation and study of organic compounds being introduced in CHE 2423 Organic Chemistry I, Lecture. Co-requisite: CHE 2423. Two hours, 1 credit.

CHE 2423 ORGANIC CHEMISTRY I, Lecture – A lecture course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms spectroscopy. Co-requisite: CHE 2421. Three hours, 3 credits.

CHE 2431 ORGANIC CHEMISTRY II, Laboratory - A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II, Lecture. Pre-requisite: CHE 2421. Co-requisite: CHE 2433. Two hours, 1 credit.

CHE 2433 ORGANIC CHEMISTRY II, Lecture – A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions and their mechanisms. Pre-requisite: CHE 2423. Co-requisite: CHE 2431. Three hours, 3 credits.

CSC 1113 COMPUTER CONCEPTS - A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three hours lecture/lab, 3 credits.

CSC 1123 COMPUTER APPLICATIONS I - This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation

design, and electronic communications with integration of these applications Three hours lecture/lab, 3 credits.

CSC 1133 COMPUTER APPLICATIONS II - This course is a continuation of CSC 1123 with concentration on advanced computer applications to include: Web design, OLE, Macros, and emerging technology. Pre-requisites: CSC 1113 or CSC 1123. Three hours lecture/lab, 3 credits.

CSC 1613 COMPUTER PROGRAMMING I - Introduction to problem-solving methods and algorithm development which emphasizes the imperative first approach; designing, debugging, looping, scope rules, functions, and a variety of applications in an object-oriented programming language. Three hours lecture/lab, 3 credits.

CRJ 1313 INTRODUCTION TO CRIMINAL JUSTICE - History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three hours, 3 credits.

CRJ 1323 POLICE ADMINISTRATION AND ORGANIZATION –Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three hours, 3 credits.

CRJ 1363 INTRODUCTION TO CORRECTIONS - An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three hours, 3 credits.

CRJ 2513 JUVENILE JUSTICE- The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three hours, 3 credits.

ECO 2113 PRINCIPLES OF MACROECONOMICS – The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economies and international trade. Three hours, 3 credits.

ECO 2123 PRINCIPLES OF MICROECONOMICS – The study of firms, industries, and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures. Three hours, 3 credits.

EDU 1613 FOUNDATIONS IN EDUCATION - Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Three hours, 3 credits.

ENG 0113 BEGINNING ENGLISH – ENG 0113 is designed to meet the needs of students whose skills in written communication require some standardization. Emphasis is on Basic English grammar through varied writing assignments with a review of mechanics, sentence patterns, and correct usage. Three hours, 3 credits. Non-transferable Credit.

ENG 1113 ENGLISH COMPOSITION I – English 1113 is designed to prepare the student for writings required in college and the workplace with an emphasis on effective paragraph and essay development. Three hours, 3 credits.

ENG 1123 ENGLISH COMPOSITION II – ENG 1123 is a continuation of ENG 1113 with emphasis on research and composition. Readings, essays, and a research paper are required. Prerequisite: ENG 1113. Three hours, 3 credits.

ENG 2223 AMERICAN LITERATURE I – ENG 2223 surveys representative prose and poetry of the United States from its beginnings to the Civil War. Three hours, 3 credits.

ENG 2233 AMERICAN LITERATURE II – ENG 2233 surveys representative prose and poetry of the United States from Civil War to the present. Three hours, 3 credits.

ENG 2423 WORLD LITERATURE I – ENG 2423 surveys literature from the ancient world through the Renaissance. Three hours, 3 credits.

ENG 2433 WORLD LITERATURE II – ENG 2433 surveys literature from the Neoclassical Period through the Twentieth Century. Three hours, 3 credits.

ENG 2513 SURVEY OF AFRICAN-AMERICAN LITERATURE – ENG 2513 surveys African-American literature from its beginnings to the present. Three hours, 3 credits.

EPY 2513 CHILD PSYCHOLOGY - A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial and cognitive development from conception into emerging adolescence. Three hours, 3 credits.

EPY 2523 ADOLESCENT PSYCHOLOGY - A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development. Three hours, 3 credits.

EPY 2533 HUMAN GROWTH AND DEVELOPMENT - A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development with implications for health professions and others who work with people. Three hours, 3 credits.

HPR 1111 GENERAL PHYSICAL EDUCATION ACTIVITIES I – This course is designed to give students a modern concept of physical education and recreation by developing body skills. 1 hour, 1 credit.

HPR 1121 GENERAL PHYSICAL EDUCATION ACTIVITIES II – This course is designed to give students a modern concept of physical education and recreation by developing body skills. 1 hour, 1 credit.

HPR 1131 VARSITY SPORTS- Participation in _____ sport.

HPR 1213 PERSONAL AND COMMUNITY HEALTH - Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three hours, 3 credits.

HPR 1313 INTRODUCTION TO HEALTH, PHYSICAL EDUCATION & RECREATION - Introduction to the objective, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of

professional personnel. Orientation of student to opportunities in the field. Three hours, 3 credits.

HPR 2111 GENERAL PHYSICAL EDUCATION ACTIVITIES III – This course is designed to give students a modern concept of physical education and recreation by developing body skills. 1 hour, 1 credit.

HPR 2121 GENERAL PHYSICAL EDUCATION ACTIVITIES IV – This course is designed to give students a modern concept of physical education and recreation by developing body skills. 1 hour, 1 credit.

HPR 2213 FIRST AID & CPR - Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. Three hours, 3 credits.

HPR 2323 RECREATIONAL LEADERSHIP - Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three hours, 3 credits.

HPR 2723 PREVENTION AND CARE OF ATHLETIC INJURIES – Theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. Three hours, 3 credits.

HIS 1113 WESTERN CIVILIZATION I - A general survey of European History from ancient times to mid Seventeenth Century. Three hours, 3 credits.

HIS 1123 WESTERN CIVILIZATION II - A general survey of European History since the Seventeenth Century. Three hours, 3 credits.

HIS 1613 SURVEY OF AFRICAN-AMERICAN HISTORY – This is a survey of African-American History from the study of one or more African civilizations. Three hours, 3 credits.

HIS 2213 AMERICAN (U.S.) HISTORY I - This is a survey of American (U.S.) History from pre-history through Reconstruction. Three hours, 3 credits.

HIS 2223 AMERICAN (U.S.) HISTORY II - This course is a survey of U.S. History from Reconstruction to the present. Three hours, 3 credits.

LLS 0113 ESSENTIAL COLLEGE SKILLS I - This course is designed to aid in the development of student potentials in the following fundamental areas; improving student confidence, setting life goals, developing effective study skills and habits and developing classroom learning skills. The course emphasizes reasoning skills, interpersonal skills, personal and social adjustment. Three hours, 3 credits. Non-transferable Credit.

LLS 0123 ESSENTIAL COLLEGE SKILLS II – This course is designed to support the student in the successful completion of his or her college courses by teaching the application of specific study skills and learning strategies. Three hours, 3 credits. Non-transferable Credit.

LLS 1311 ORIENTATION - This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments, and gives the student guidance in collegiate life. One hour, 1 credit.

MAT 0123 BEGINNING ALGEBRA - A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, exponents, operations with polynomials, and factoring. Three hours, 3 credits. Non-transferable Credit

MAT 1233 INTERMEDIATE ALGEBRA – The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; exponents; radicals; polynomials. Three hours, 3 credits. Non-transferable Credit

MAT 1313 COLLEGE ALGEBRA – This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Three hours, 3 credits.

MAT 1323 TRIGONOMETRY – This course includes trigonometric functions and their graphs; functions of composite angles; fundamental relations; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Three hours, 3 credits.

MAT 1513 BUSINESS CALCULUS I – A study of functions, limits, continuity, derivatives, and their applications to business and economics. Three hours, 3 credits.

MAT 1613 CALCULUS I - This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; applications; antiderivatives. Three hours, 3 credits.

MAT 1623 CALCULUS II- This course includes the following topics: the definite integral; differentiation and integration of transcendental functions, techniques of integration; applications. Prerequisite: MAT 1613. Three hours, 3 credits.

MAT 1723 REAL NUMBER SYSTEM – Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Three hours, 3 credits.

MAT 2113 INTRODUCTION TO LINEAR ALGEBRA - This course includes the following topics: systems of linear equations; matrices; vector spaces; determinantes; linear transformation; Eigenvalues and Eigenvectors.

MAT 2613 CALCULUS III - This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite series. Prerequisite: MAT 1623. Three hours, 3 credits.

MAT 2623 CALCULUS IV –This course includes the following topics: partial differentiation; multiple integration; vector calculus; quadric surfaces. Prerequisite: MAT 2613. Three hours, 3 credits.

MFL 1213 SPANISH I – MFL 1213, an oral-aural approach stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on the practical aspects of the language. Three hours, 3 credits.

MFL 1223 SPANISH II – MFL 1223 continues MFL 1213 with wider vocabulary and more complex structures and functions. Prerequisite: MFL 1213. Three hours, 3 credits.

MFL 2213 SPANISH III – MFL 2213 continues MFL 1223 with additional materials of literary and cultural value. Prerequisites: MFL 1213 and 1223. Three hours, 3 credits.

MFL 2223 SPANISH IV – MFL 2223 continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. MFL 1213, 1223, and 2213. Three hours, 3 credits.

MFL 2513 OCCUPATIONAL SPANISH – This course is designed to teach basic oral communication skills for interaction in Spanish in an occupational setting. Specialized variations of this course include: Law Enforcement, Medical and Business. Three hours, 3 credits.

MUS 1113 MUSIC APPRECIATION - Listening course designed to give the student, thorough aural perception, understanding and appreciation of music as a moving force in Western Culture. Three hours, 3 credits.

MUS 1123 MUSIC SURVEY – Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present.

MUS 1133 FUNDAMENTALS OF MUSIC - Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions.

MUS 1214 MUSIC THEORY I Lecture/Lab- Study of functional harmony through analysis, part-writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation

MUS 1224 MUSIC THEORY II Lecture/Lab – Continued study of functional harmony through analysis, part-writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation.

MUS 1911, 1921, 2911, 2921   RECITAL CLASS I, II, III, & IV - Required performance of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required.

MUS 1413   BASIC COMPUTER SKILLS FOR MUSICIANS – Designed to introduce students to the Macintosh Operating System. Students begin to work with MIDI, sequencing, software instruments, notation, CD creation, and basic editing tools in GarBnd.

MUA 1511, 1521, 2511, 2521 CLASS PIANO FOR MUSIC MAJORS I, II, III, & IV – Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to university.

MUA 1572, 1582, 2572, 2582 PIANO FOR KEYBOARD MAJORS (MUSIC EDUCTION) I, II, III, & IV – Individual piano instruction including technique, appropriate repertoire, and memorization. (Title and course description change effective Fall 2013)

MUA 1772, 1782, 2772, 2782 VOICE FOR VOCAL MUSIC EDUCATION MAJORS I, II, III, & IV – Voice for vocal music majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's vocal ability.

MUA 1172, 1182, 2172, 2182 BRASS FOR MUSIC EDUCATION MAJORS I, II, III, & IV – Brass instruction for music education majors with and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

MUA 1472, 1482, 2472, 2482 PERCUSSION FOR MUSIC EDUCATION I, II, III, & IV – Percussion instruction for music majors, with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing.

MUA 1872, 1882, 2872, 2882 WOODWINDS FOR MUSIC EDUCATION MAJORS I, II, III, & IV – Woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability.

MUS 2513 MUSIC FOR ELEMENTARY TEACHERS – Designed for the needs of the elementary education student. Essentials of public school music; study of the fundamentals of music. Reading music notations and terminology. Three hours, 3 credits.

MUO 1111 BAND I – Designed to teach the fundamental principles of playing musical instruments explore varied levels of literature and develop the student's knowledge of performance techniques. Prerequisite: Instructor Approval. 1 credit hour.

MUO 1121 BAND II – Designed to teach the fundamental principles of playing musical instruments explore varied levels of literature and develop the student's knowledge of performance techniques. Prerequisite: Instructor Approval. 1 credit hour.

MUO 1211 CHOIR I– A course for music majors and non-majors focused on performing choral music from a variety of style periods. Prerequisite: Instructor Approval. 1 credit hour.

MUO 1221 CHOIR II – A course for music majors and non-majors focused on performing choral music from a variety of style periods. Prerequisite: Instructor Approval. 1 credit hour.

MUO 2111 BAND III – Designed to teach the fundamental principles of playing musical instruments explore varied levels of literature and develop the student's knowledge of performance techniques. Prerequisite: Instructor Approval. 1 credit hour.

MUO 2121 BAND IV – Designed to teach the fundamental principles of playing musical instruments explore varied levels of literature and develop the student's knowledge of performance techniques. Prerequisite: Instructor Approval. 1 credit hour.

MUO 2211 CHOIR III – A course for music majors and non-majors focused on performing choral music from a variety of style periods. Prerequisite: Instructor Approval. 1 credit hour.

MUO 2221 CHOIR IV – A course for music majors and non-majors focused on performing choral music from a variety of style periods. Prerequisite: Instructor Approval. 1 credit hour.

PHY 2241 PHYSICAL SCIENCE I, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243 Physical Science Survey I, Lecture. Co-requisite: PHY 2243. Two hours, 1 credit.

PHY 2243 PHYSICAL SCIENCE I, Lecture – A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Co-requisite: PHY 2241. Three hours, 3 credits.

PHY 2251 PHYSICAL SCIENCE II, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253 Physical Science Survey II, Lecture. Co-requisite: PHY 2253. Two hours, 1 credit.

PHY 2253 PHYSICAL SCIENCE II, Lecture – A lecture course that includes studies of chemistry, geology, and meteorology. Co-requisite: PHY 2251. Three hours, 3 credits.

PHY 2511 GENERAL PHYSICS I-A, Laboratory - A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2513 General Physics I-A, Lecture. Co-requisite: PHY 2513. Two hours, 1 credit.

PHY 2513 GENERAL PHYSICS I-A, Lecture - A lecture course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Co-requisite: PHY 2511. Three hours, 3 credits.

PHY 2521 GENERAL PHYSICS II-A, Laboratory - A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2523 General Physics II-A, Lecture. Co-requisite: PHY 2523. Two hours, 1 credit.

PHY 2523 GENERAL PHYSICS II-A, Lecture– A lecture course covering electricity, magnetism, optics, and modern physics. This is a calculus based course primarily for student of engineering, science, and mathematics. Co-requisite: PHY 2521. Three hours, 3 credits.

PSC 1113 AMERICAN NATIONAL GOVERNMENT - Survey of the organizations, political aspects, and basis of national government. Three hours, 3 credits.

PSC 1123 AMERICAN STATE AND LOCAL GOVERNMENT – The relationship among states, national and local governments. The organization, function, and operation of the three branches with emphasis on the state of Mississippi. Three hours, 3 credits.

PSY 1513 GENERAL PSYCHOLOGY - An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours, 3 credits.

REA 0113 BEGINNING READING - A course designed to offer reading instruction to students demonstrating a need for proficiency in reading skills at the college level. Three hours, 3 credits. Non-transferable Credit

REA 0123 INTERMEDIATE READING - A continuation of REA 0113. Three hours, 3 credits. Non-transferable Credit

SOC 1113 INTRODUCTION TO SOCIAL SCIENCE – This course gives students insights into people's behavior by examining ideas from various social sciences. Three hours, 3 credits.

SOC 2113 INTRODUCTION TO SOCIOLOGY I – This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined. Three hours, 3 credits.

SOC 2123 INTRODUCTION TO SOCIOLOGY II - A continuation of SOC 2113. Pre-requisite: SOC 2113. Three hours, 3 credits.

SOC 2133 SOCIAL PROBLEMS - A study of the nature, scope, and effects of major social problems of today and the theoretical preventive measures to alleviate them. Three hours, 3 credits.

SOC 2143 MARRIAGE AND FAMILY - A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three hours, 3 credits.

SPT 1113 PUBLIC SPEAKING I – Study and practice in making speeches for a variety of public forums. Major emphasis is placed on speech preparation and delivery. Three hours, 3 credits.

CAREER TECHNICAL COURSE DESCRIPTION

Automotive Technology

ATT 1124 – BASIC ELECTRICAL/ELECTRONIC SYSTEMS -This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. (4 sch: 2 hr. lecture, 4-hr lab)

ATT 1134- ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS - 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/washer systems, and accessories. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 1214 – BRAKES - 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. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 1313 – MANUAL DRIVE TRANSMISSION/TRANSAXLES - This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. It includes instruction in the diagnosis of drive train problems, and the repair and maintenance of transmissions, transaxles, clutches, CV Joints, differentials, and other components. (3 sch: 1hr. lecture, 4 hr. lab)

ATT 1424 – ENGINE PERFORMANCE I- This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction, diagnosis, and correction of problems associated within these areas. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 1715 – ENGINE REPAIR- This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. It includes instruction and practice in the diagnosis and repair of engine components including vale trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. (5 sch: 2 hr. lecture, 6 hr. lab)

ATT 1811 – INTRODUCTION, SAFETY, AND EMPLOYABILITY SKILLS - 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. (1 sch: 1 hr. lecture)

ATT 2324 – AUTOMATIC TRANSMISSIONS/TRANSAXLES -This is a course designed to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Including instruction and practice of testing, inspecting, and repair of these devices. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 2334 – STEERING AND SUSPENSION SYSTEMS - This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems of automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering components. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 2434 – ENGINE PERFORMANCE II -This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust system. It includes instruction, diagnosis, and correction of problems associated within these areas. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 2444 – ENGINE PERFORMANCE III-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. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 2614 – HEATING AND AIR CONDITIONING - This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. (4 sch: 2 hr. lecture, 4 hr.lab)

BARBER/STYLIST TECHNOLOGY

BAV 1118 BASIC PRACTICES IN BARBERING--A course which includes basic practices including orientation, safety, and practical experiences in handling tools and hair cutting. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab) **Prerequisites:** None

BAV 1218-FUNDAMENTAL PRACTICES IN BARBERING I--A course which includes fundamental practices in styling, shampooing, blow drying, perm rolling, and perm processing. Practices are done independently with supervision. (8 sch: 2 hr. lecture 18 hr. lab) **Prerequisites:** None

BAV 1318--FUNDAMENTAL PRACTICES IN BARBERING II--A course which includes sanitization, sterilization, prevention and control of contamination and decontamination in the workplace, hygiene and good grooming, hair analysis, and the application of a chemical hair relaxer and style. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab) **Prerequisites:** None

BAV 1418 INTERMEDIATE PRACTICES IN BARBERING I--A course which includes theory of colors, classifications of hair color, color preparation and applications, and treatment of damaged hair. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab) **Prerequisites**: None

BAV 1518 INTERMEDIATE PRACTICES IN BARBERING II--A course which includes additional study of the structure and function of the skin, common skin disorders, and scalp and hair disorders. Practices are included in providing facial massages, rendering plain facials, and barbering services previously introduced. (8 sch: 2 hr. lecture, 12 hr. lab) **Prerequisites:** Basic Practices in Barbering (BAV 1118) and Fundamental Practices in Barbering I (BAV 1218)

BAV 1618 ADVANCED PRACTICES IN BARBERING--A course which includes the study of business management and business law applicable to barber shop management. Practices included are mustache and beard trimming. (8 sch: 2 hr. lecture, 18 hr. lab) **Prerequisites:** Fundamental Practices in Barbering II (BAV 1318) and Intermediate Practices in Barbering I (BAV 1418)

BAV 2217 BARBER INSTRUCTOR TRAINING I--Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. (7 sch: 21 hr lab) **Prerequisites:** Completion of (BAV 1118-1618), consent of instructor, and a current and valid barber license.

BAV 2227 BARBER INSTRUCTOR TRAINING II—Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. (7 sch: 21 hr. lab). **Prerequisities:** Barber Instructor Training I (BAV 2217), consent of instructor, and a current and valid Barber license

BAV 2237 Barber Instructor Training III—Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the

company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. (7 sch: 21 lab hrs.) **Prerequisities:** Barber Instructor Training I (BAV2217) Barber Instructor Training II (BAV 2227), consent of instructor, and a current and valid barber license.

BAV 2247 Barbering Instructor Training IV - Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. (7 sch: 2 hr. lecture, 15 hr. clinical lab) **Prerequisites:** Completion of BAV 2217, BAV 2227, and BAV 2237, consent of instructor, and a current and valid barber license

BRICK, BLOCK AND MASONRY

BBV 1313 – TOOLS, EQUIPMENT, AND SAFETY - This course is designed to give the student experience in the use and care of tools and equipment along with the safety procedures used in the masonry trade.
(3 sch: 2 hr. lecture, 2 hr. lab)

BBV 1114 BRICK AND BLOCK LAYING - This course is designed to give the student experience in laying brick and block. (4 sch: 2 hr. lecture, 4 hr. lab)

BBV 1214 MASONRY CONSTRUCTION - This course is designed to give the student experience in various types of walls, finishing, and masonry construction techniques**.** (4 sch: 2 hr. lecture, 4-hr. lab)

BBV 1223 MASONRY MATH, ESTIMATING AND BLUEPRINT READING - This course is designed to give the student experience in calculations, estimating, and blueprint reading. (3 sch: 2 hr. lecture, 2 hr. lab)

CAV 1113—FOUNDATIONS --This course includes site selection, site preparation, site layout, building forms, and construction of foundations. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

CAV 1133--BLUEPRINT READING--A course which includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

BBV 1425 ADVANCED BLOCK LAYING - This course is designed to give the student experience in laying block columns, piers, and various walls. (5 sch. 1 hr. lecture, 8 hr. lab)

BBV 1524 ADVANCED BRICK LAYING - This course is designed to give the student advanced experience in brick columns, piers, and various walls. (4 sch. 2 hr. lectures, 4 hr. lab)

BBV 1623 CHIMNEY AND FIREPLACE CONSTRUCTION - The student will gain advanced experiences in layout and construction of chimneys, fireplaces, and refractory masonry piers, and various walls.
(3 sch. 1 hr. lecture, 4 hr. lab)

BBV 1723ARCH CONSTRUCTION--Students will gain advanced experiences in layout and construction of steps, arches, and brick floors. (3 sch: 2-hr lecture, 2-hr lab)

BBV 1823 STEPS, PATIOS, AND BRICK FLOORS—Students will gain advanced experiences in layout and construction of steps, patios, and brick floors, (3 sch: 2-hr. lecture, 2-hr. lab)

DDT 1213--CONSTRUCTION MATERIALS--A course designed to familiarize the student

with the physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. (3 sch: 2 hr. lecture, 2 hr. lab)

DDT 2243—COST ESTIMATING-- Preparation of material and labor quantity surveys from actual working drawings and specifications (3 sch: 2-hr lecture, 2-hr lab)

Business & Office Technology (Accounting Technology Option)
Business & Office Technology (Business & Administrative Option)

BOT 1113 DOCUMENT FORMATTING AND PRODUCTION - This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** Prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute OR successfully complete Introduction to Keyboarding (BOT 1013).

BOT 1213 PERSONAL & PROFESSIONAL DEVELOPMENT - This course emphasizes an awareness of interpersonal skills essential for job success. (3 sch: 3 hr. lecture)

BOT 1233 MICROSOFT WORD I- This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions. (3 sch: 3 hr. lecture)

BOT 1243 MICROSOFT WORD II -This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skill building. (3 sch: 3 hr. lecture)

BOT 1273 INTRODUCTION TO MICROSOFT OFFICE- This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite. (3 sch: 3 hr. lecture)

BOT 1313 APPLIED B U S I N E S S M A T H E M A T I C S - A c o u r s e that is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculators is stressed. (3 sch: 3 hr. lecture) Prerequisite: None

BOT 1413 RECORDS MANAGEMENT--This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall--paper, image, and digital--and the treatment of these categories in proper management, storage, and retrieval. (3 sch: 3 hr. lecture) Prerequisite: None

BOT 1433 BUSINESS ACCOUNTING – This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business (3 sch: 3 hr. lecture) Prerequisite: None.

BOT 1443 ADVANCED BUSINESS ACCOUNTING – This course is a continuation of Business Accounting with emphasis in accounting for corporations. (3 sch: 3 hr. lecture) **Prerequisite:** Business Accounting (BOT 1433) or Accounting Principles I 9ACC 1213)

BOT 1510 MACHINE TRANSCRIPTON LAB – This lab is a co-requisite to BOT 1513, which requires a two hour lab. **Co-requisite**: BOT 1513

BOT 1513 MACHINE TRANSCRIPTION--A course designed to teach transcription of a wide variety of business communications from machine dictation. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** Word

Processing (BOT 1143) **Co-requisite**: BOT 1510

BOT 1713 MECHANICS OF COMMUNICATION--A course designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. (3 sch: 3 hr. lecture) Prerequisite: None

BOT 1823 MICROSOFT EXCEL I- This course focuses on application Microsoft® Excel® as an aid to management decision making.

BOT 1853 MICROSOFT EXCEL II- This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software.

BOT 2333 MICROSOFT ACCESS- This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft® Access®.

BOT 2433 QUICKBOOKS -This course applies basic accounting principles using QuickBooks®.

BOT 2463 – PAYROLL ACCOUNTING – This course provides an in-depth study of payroll accounting. (3 sch: 2 hr. lecture, 2 hr. lab). BOT 2460 – Payroll Accounting Lab. **Prerequisite:** Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213).

BOT 2470 – COST ACCOUNTING LAB - This lab is a co-requisite to BOT 2473, which requires a two hour lab. **Co-requisite**: BOT 2473

BOT 2473 – COST ACCOUNTING – This course provides an in-depth study of cost Coahoma Community College • 2015-2017 College Catalog accounting for manufacturing business. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisite**: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213). **Co-requisite**: BOT 2470

BOT 2813--BUSINESS COMMUNICATION--A course that develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logically written presentation. (3 sch: 3 hr. lecture) **Prerequisite:** Mechanics of Communication (BOT 1713) or by consent of instructor.

BOT 2830 – INTEGRATED COMPUTER APPLICATIONS LAB - This lab is a corequisite to BOT 2833, which requires a two hour lab. **Co-requisite**: BOT 2833

BOT 2833--INTEGRATED COMPUTER APPLICATIONS--A course that integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** Word Processing (BOT 1143), Business Communication (BOT 2813), Database Management (BOT 2323), and Electronic Spreadsheet (BOT 1813), or by consent of instructor. **Co-requisite**: BOT 2830

CARPENTRY TECHNOLOGY

CCT 1116 FOUNDATIONS --This course includes site selection, site preparation, site layout, building forms, and construction of foundations. (6 sch: 2 hr. lecture, 8 hr. lab) Prerequisite: None

CCT 1133 BLUEPRINT READING--A course which includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (3 sch: 2 hr. lecture, 2 hr. lab)

CCT 1236 FLOOR AND WALL FRAMING—This course is designed to give the student experience in floor and wall framing. (6 sch: 2 hr. lecture, 8 hr. lab) Prerequisite: None

CCT 1163 CONSTRUCTION MATHEMATICS - This course includes the fundamental principles of practical problems in mathematics that carpenters may encounter in the workforce. (3 sch: 1 hr. lecture, 4 hr. lab) Prerequisite: None

CCT 1315 INTERIOR/EXTERIOR FINISHING AND CABINET INSTALLATION - This course includes thermal and sound protection types of interior ceilings wall coverings floor coverings, trim work and cabinet installation. It also includes the installation and finishing of wall coverings, cornices and exterior trim. (5 sch: 2 hr. lecture, 6 hr. lab) Prerequisite: None

CCT 1245 CEILING AND ROOFING FRAMING - This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. (5 sch: 1 hr. lecture, 8 hr. lab) Prerequisite: None

CCT 2133 MILLWORK –This course includes principles of building and installation of cabinet drawers and shelves. (3 sch: 1 hr. lecture, 4 hr. lab) Prerequisite: None

CCT 1113 FUNDAMENTALS OF DRAFTING –Fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. (3 sch: 2 hr. lecture, 2 hr. lab)

CCT 2113 PRINCIPLES OF MULTI-FAMILY AND LIGHT COMMERCIAL CONSTRUCTION- A course examining the fundamentals of multi-family and light commercial construction. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

CCT 2243 COST ESTIMATING - Preparation of material and labor quantity surveys from actual working drawings and specifications. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

CCT 2911 Special Problem in Carpentry Technology - This course is designed to provide students with an opportunity to utilize skills and knowledge gained in other courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (1 sch: 2 hr. lab) Prerequisite: None

Collision Repair Technology

ABT 1143 STRUCTURAL ANALYSIS AND DAMAGE REPAIR I–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 nonstructural analysis of damage 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. (3sch: 2 hr. lecture, 2 hr. lab)

ABT 1153 STRUCTURAL ANALYSIS AND DAMAGE REPAIR II–This is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and installation of glass. (3sch: 2hr. lecture, 2 hr. lab)

ABT 1213 COLLISION WELDING AND CUTTING - 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 nonstructural 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. (3 sch: 2-hr lecture, 2-hr lab)

ABT 1223 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR I-A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (3sch: 2hr. lecture, 2 hr. lab)

ABT 1233 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR II-This course is a continuation of Non-Structural Analysis and Damage Repair I. This course provides instruction for preparation principles and practices. (3 sch. 1 hr. lecture, 4 hr. lab)

ABT 1314 REFINISHING I -- A course designed 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. (4 sch. 2 hr. lecture, 4hr. lab)

ABT 1323 REFINISHING II –Continuation of Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures. (3sch: 1 hr. lecture, 4 hr. lab)

ABT 1443 MECHANICAL AND ELECTRICAL COMPONENTS I - 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, ship layout, inventory, and employee-employer relations (3 sch. 3 hr.)

ABT 1453 MECHANICAL AND ELECTRICAL COMPONENTS II --A continuation. A course designed to provide theory and practice in the areas of brakes and electrical (3sch: 3 hr. lecture, 3 hr. lab)

ABT 2173 STRUCTURAL ANALYSIS AND DAMAGE REPAIR IV – This course is a continuation of Structural Analysis and Damage Repair III. This course provides the procedures and practices for frame inspection and repair. (3sch: 2hr. lecture, 2 hr. lab)

ABT 2243 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR III – This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practice. (3sch: 2hr. lecture, 2 hr. lab)

ABT 2253 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR IV—This course is a continuation of Non-Structural Analysis and Damage Repair III. This course provides instruction and practice for the following areas: Moveable glass, hardware associated with glass, plastics and adhesive. (3sch: 2 hr. lecture, 2 hr. lab)

ABT 2333 REFINISHING III – A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying. (3sch: 1 hr. lecture, 4 hr. lab)

ABT 2343 REFINISHING IV – A continuation of Refinishing III, with emphasis on advanced techniques of painting, including detailing. (3sch: 1 hr. lecture, 4 hr. lab)

Cosmetology

COV 1122—COSMETOLOGY ORIENTATION—This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as

governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 2 hr. lecture) Prerequisite: None

COV 1245—COSMETOLOGY SCIENCES I – (Cosmetology and Nail Technician)—This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab). Prerequisite: None

COV 1255—COSMETOLOGY SCIENCES II (Cosmetology)—This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab) Pre/co-requisite: Cosmetology Sciences I (COV 1245)

COV 1263—COSMETOLOGY SCIENCES III (Cosmetology)—This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (3 sch: 2 hr. lecture, 3 hr. lab) Prerequisites: Cosmetology Sciences II (COV 1255)

COV 1426—HAIR CARE I - This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services Coahoma Community College • 2015-2017 College Catalog and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions with each. (6 sch: 2 hr. lecture, 12 hr. lab) Pre/Co-requisite: None

COV 1436 HAIR CARE II- This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each (6 sch: 2 hr. lecture, 12 hr. lab) Pre/Co-requisite: Hair Care I (COV 1426)

COV 1443 HAIR CARE III—This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; hair enhancements; chemical texture services and hair coloring. Included are classroom theory and lab practices and safety precautions associated with each. (3 sch: 9 hr. lab) Pre/Co-requisite: Hair Care II (COV 1436)

COV 1522—NAIL CARE I—This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/Co-requisites: None

COV 1532 – NAIL CARE II –This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr lecture, 3 hr. lab) Pre/Co-requisite: Nail Care I (COV 1522)

COV 1542 – NAIL CARE III –This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab

practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hr. lab) Pre/Co-requisites: Nail Care II (COV 1532)

COV 1622 – SKIN CARE I –This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/Co-requisites: None

COV 1632 – SKIN CARE II—This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab). Pre/Co-requisite: Skin Care I (COV 1622)

COV 1642 – SKIN CARE III- This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hr. lab) Pre/Co-requisites: Skin Care II (COV 1632).

COV 1722—SALON BUSINESS I –This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/Co-requisite: None

COV 1732 – SALON BUSINESS II –This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each (2sch: 1 hr. lecture, 3 hr. lab) Pre/Co-requisite: Salon Business I (COV 1722)

COV 2816-- COSMETOLOGY TEACHER TRAINEE I—Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/Co-requisites: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license**.**

COV 2826--COSMETOLOGY TEACHER TRAINEE II—Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/Co-requisites: Cosmetology Teacher Training I (COV 2816)

COV 2836--COSMETOLOGY TEACHER TRAINEE III--A course which instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/Co-requisites: Cosmetology Teacher Training II (COV 2826)

COV 2846--COSMETOLOGY TEACHER TRAINEE IV - A course which instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction (6 sch: 3 hr. lecture, 9 hr. lab) Pre/Corequisites: Cosmetology Teacher Training III (COV 2836)

Early Childhood Education Technology

CDT 1214 Infant and Toddler Development
This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs. Practice of infant and toddler care giving skills (birth to 36 months) in group settings is given in laboratory classroom or collaborative centers. (4 sch: 3-hr lecture, 2-hr lab)

CDT 1113 Early Childhood Profession
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. (3 sch: 2-hr lecture, 2-hr lab)

CDT 1343 Child Health, Safety, and Nutrition
This course provides knowledge of general health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R). (3 sch: 3-hr lecture)

CDT 1313 Creative Arts for Young Children
This course provides knowledge of the creative arts and strategies for developing and implementing creative art experiences, both as a means of creative expression and as a part of integrated learning with children birth to age eight. Experiences will be implemented during Practicum. (3 sch: 3-hr lecture)

CDT 2233 Guiding Social and Emotional Behavior
This course provides knowledge of the typical behaviors of young children at each stage of development, environmental influences affecting their behavior, and the practice of positive guidance principles by adult caregivers. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Standards, the Infant Toddler Standards, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Lab activities will be implemented during Practicum I and II. (3 sch: 3-hr lecture)

CDT 1713 Language and Literacy Development for Young Children
This course provides knowledge of oral and written language development of young children and the strategies for the development and implementation of developmentally appropriate language and literacy experiences throughout the curriculum. The Mississippi Early Learning Standards, Infant Toddler Standards, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are utilized. Activities will be implemented during Practicum. (3 sch: 3-hr lecture)

CDT 2714 Social Studies, Math, and Science for Young Children
This course provides knowledge of strategies for developing and implementing developmentally appropriate experiences in social studies, math, and science for young children. Lab activities with the children are implemented during Practicum. (4 sch: 4-hr lecture)

CDT 2944 Advanced Practicum
This course is a supervised practicum which includes a minimum of 120 clock hours of supervised teaching in an approved early childhood setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program. (4 sch: 8-hr lab) **Prerequisite:** Instructor Approved

CDT 1224 Preschool and Primary Development
This course provides knowledge concerning the care, development, and education of the preschool child in group settings and school age children in afterschool and summer programming. Practice is given in

preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3–8) (4 sch: 3-hr lecture, 2-hr lab) **Prerequisite:** Instructor Approved

CDT 2413 Development of the Exceptional Child

This course provides knowledge of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). (3 sch: 2-hr lecture, 2-hr lab) **Prerequisite:** Instructor Approved

CDT 2934 Preschool Practicum Experience

This course is a supervised practicum which includes a minimum of 120 clock hours of supervised teaching in an approved preschool setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program. (4 sch: 8-hr lab) **Prerequisite:** Instructor Approved

CDT 2813 Administration of Programs for Young Children

This course provides knowledge of the development and administration of early childhood education programs. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the quality measures through state agencies. (3 sch: 3-hr lecture) **Prerequisite:** Instructor Approved

CDT 2513 Family Dynamics and Community Involvement

This course provides knowledge for establishing successful partnerships with children's families and communities by creating respectful, reciprocal relationships that support and empower families while involving families in their children's development and learning. (ages birth to 8 years). (3 sch: 3-hr lecture) **Prerequisite:** Instructor Approved

CDT 2613 Methods, Materials, and Measurements

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 experiences will be implemented during Practicum. (3 sch: 3-hr lecture)

Electronics & Related Engineering Technology (Computer Servicing Technology Option)

CST 1123--BASIC IT HARDWARE--A survey of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisites:** Instructor approval.

CST 1213—NETWORKING I--Concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisites:** None

CST 2223 – NETWORKING II -Continuation of Networking I. Topics include further analysis of WAN technologies, in-depth TCP/IP terminology, virtual private and remote access concepts, overview of network security, integrity, and management concepts are also introduced. (3 sch: 2-hr-lecture, 2-hr lab)

CST 1333--OPERATING SYSTEMS--Study of operating platforms. Emphasis will be placed on support

personnel interaction with the platform to assist users in business environments. (3 sch: 2-hr. lecture, 2- hr. lab). **Prerequisites**: None

CST 1613- SECURITY FUNDAMENTALS -Fundamentals of IT security. Topics include identifying risks and participating in risk mitigation activities; providing infrastructure, application, operational, and information security; applying security controls to maintain confidentiality, integrity, and availability; identifying appropriate technologies and products; troubleshooting security events and incidents; and operating with an awareness of applicable policies, laws, and regulations. (3 sch: 2-hr. lecture, 2-hr.lab)

CST 2113—IT SERVICING LAB I--Fundamentals of computer servicing. includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. (3 sch: 6 hr. lab). **Pre/Co-requisites**: Basic Computer Systems (CST 1123) or Basic Electronics (CST 1114).

CST 2123—IT SERVICING LAB II--Continuation of Computer Servicing Lab I (CST 2113) with increased emphasis on system analysis and diagnosis of board and component failures. Emphasis on laboratory experience with computer repair. (3 sch: 6 hr. lab). **Prerequisites:** Instructor Approval.

CST 1713 SERVER ADMINISTRATION I -Fundamentals of server support. Topics include support of server hardware, installation and configuration server operating systems, and asset management. (3 sch: 2 h. lecture, 2 hr.lab)-

CST 1813 SERVER ADMINISTRATION II - Fundamentals of server support. Topics include support of server hardware, installation and configuration server operating systems, and asset management. (3 sch: 2 h. lecture, 2 hr.lab)

CST 1913 MOBILE DEVICE SUPPORT I - Fundamentals of mobile device support. Topics include an overview of mobile computing history, modern mobile operating systems and related software, types of devices and accessories, common networking protocols, standards-based wireless networking, cellular technology, and wireless network planning design concepts. (3 sch: 2 h. lecture, 2 hr.lab)

CST 1923 MOBILE SUPPORT II - Continuation of Mobile Device Support I. Topics include mobile device management concepts, application deployment, security, data protection best practices and utilizing the troubleshooting methodology to proper diagnose various mobile device technology concerns. (3 sch: 2 h. lecture, 2 hr.lab)

CST 2413 CLOUD COMPUTING I - Fundamentals of Cloud computing. Topics include an understanding of terms and characteristics associated with Cloud technologies, an overview of history, virtualization and scalability, and foundational knowledge of the Cloud computing industry. (3 sch: 2 h. lecture, 2 hr.lab)

CST 2423 CLOUD COMPUTING II - Continuation of Cloud Computing I. Emphasis is placed on the installation, configuration, and management of Cloud-based systems. (3 sch: 2 h. lecture, 2 hr.lab)

CST 291(1-3)—SPECIAL PROJECT--Practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (1-3 sch: 2-6 hr. lab). **Prerequisites:** Consent of instructor.

Healthcare Data Technology (Medical Billing & Coding)

BOT 1273 INTRODUCTION TO MICROSOFT OFFICE- This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite.

BOT 1313 APPLIED BUSINESS MATHEMATICS – A course that is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculators is stressed. (3 sch: 3 hr. lecture) **Prerequisite:** None

BOT 1433 BUSINESS ACCOUNTING – This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business (3 sch: 3 hr. lecture) **Prerequisite**: None.

BOT 1613 MEDICAL OFFICE TERMINOLOGY I – This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. (3 sch: 3 hr. lecture) **Prerequisite:** None

BOT 1623 MEDICAL OFFICE TERMINOLOGY II – This course presents medical terminology pertaining to human anatomy in the context of body systems. Emphasis is directed toward medical terminology as it relates to the medical office. (3sch: 3 hr. lecture). **Prerequisite:** None

BOT 1643 PATHOPHYSIOLOGY- This course will provide an in-depth study of common disease processes and disorders with emphasis placed on etiology, symptoms, diagnoses, treatments, and disease prevention. (3sch: 3 hr. lecture).

BOT 1763 COMMUNICATION ESSENTIALS -This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT 2183 CAREER READINESS -This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. (3 sch: 3 hr. lecture)

BOT 2520 – MEDICAL OFFICE TRANSCRIPTION I LAB – This lab is a corequisite to BOT 2523, which requires a two hour lab. **Co-requisite**: BOT 2523

BOT 2523 – MEDICAL OFFICE TRANSCRIPTION I – This course is designed to teach transcription of various medical documents. Prerequisites: Document Formatting and Production (BOT 1113), Medical Office Terminology I (BOT 1613), and Medical Office Terminology II (BOT 1623) **Co- requisite**: BOT 2520

BOT 2640 – CPT CODING LAB – This lab is a co-requisite to BOT 2643, which requires a two hour lab. **Co-requisite:** BOT 2643

BOT 2643 – CPT CODING – This course is an introduction to the field of outpatient procedural coding and requirements for insurance reimbursement. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisite**: Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor. **Co-requisite:** BOT 2640

BOT 2650 – ICD CODING LAB – This lab is a co-requisite to BOT 2653, which requires a two hour lab. **Co-requisite:** BOT 2653

BOT 2653 – ICD CODING – This course is an introduction to the field of diagnostic and inpatient procedural coding. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisites:** Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor. **Co-requisite**: BOT 2650

BOT 2660 ADVANCED CODING LAB – This lab is a co-requisite to BOT 2663, which requires a two hour lab. **Co-requisite**: BOT 2663

BOT 2663 – ADVANCED CODING - This course includes advanced analysis of diagnostic and procedural coding systems. (3 sch: 2 hr. lecture, 2 hr.) **Prerequisite:** CPT Coding (BOT 2643 and ICD Coding (BOT 2653). **Co-requisite**: BOT 2660

BOT 2670 – MEDICAL INSURANCE BILLING LAB – This lab is a co-requisite to BOT 2673, which requires a two hour lab. **Co-requisite**: BOT 2673

BOT 2673 – MEDICAL INSURANCE BILLING – This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** CPT Coding (BOT 2643 and ICD Coding (BOT 2653) **Co-requisite**: BOT 2670

BOT 2740 – MEDICAL OFFICE CONCEPTS LAB. This lab is a co-requisite to BOT 2743, which requires a two hour lab. **Co-requisite**: BOT 2743

BOT 2743 – MEDICAL OFFICE CONCEPTS – This course will provide coverage and integration of medical office skills. Problem solving will be emphasized. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisites:** Document Formatting and Production (BOT 1113**). Co-requisite:** BOT 2740

BOT 2763 ELECTRONIC HEALTH RECORDS-This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. (3sch: 3 hr. lecture)

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
(CULINARY ARTS TECHNOLOGY & HOTEL & RESTAURANT MANAGEMENT TECHNOLOGY OPTION)

CUT 1153/HRT 1123 INTRODUCTION TO CULINARY ARTS/HOSPITALITY & TOURISM INDUSTRY - This course is designed as an introduction to the culinary, hospitality and tourism industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. (3 sch: 3-hr lecture) **Prerequisite:** None

HRT 1213/4 SANITATION & SAFETY- Basic principles of microbiology, sanitation, and safety procedures for a foodservice 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 or equivalent is offered as a part of this course. (3–4 sch: 3- to4-hr lec. or 2-hr lecture, 2-hr lab or 3-hr lecture, 2-hr lab. **Prerequisite**: None

CUT/HRT 1114-5 CULINARY PRINCIPLES I -This course is a study of the fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4 sch: 2-hr lecture, 4-hr lab or 3-hr lecture, 4-hr lab) **Co-requisites**: Sanitation and Safety (HRT 1213) or by permission of instructor

HRT 1223/1224 RESTAURANT AND CATERING OPERATIONS - This course focuses on principles of organizing and managing food and beverage facilities and catering operations. (3–4 sch: 3- to 4-hr lecture or 2-hr lecture, 2-hr lab or 2-hr lecture, 4-hr lab**) Prerequisite:** None

CUT 1124-5 CULINARY PRINCIPLES II - This course offers advanced study and application of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for food preparation. (4 sch: 2-hr lecture, 4-hr lab or 3-hr lecture, 4-hr lab) **Prerequisites:** Culinary Principles I (HRT/CUT 1114-5)

CUT 1134-5 PRINCIPLES OF BAKING - This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads and use and care for equipment. (4 sch: 2-hr lecture, 4-hr lab or 3-hr lecture, 4-hr lab) **Prerequisites:** Culinary Principles I (HRT/CUT 1114-5)

CUT 1513-4 GARDE MANGER - This course provides orientation to garnishing, preparation of charcuterue items, cold foods, and buffet presentation. It explores the various duties of the modern garde manger. (3 sch: 1-hr lecture, 4-hr lab or 2-hr lecture, 4-hr lab) **Prerequisites:** Culinary Principles I (HRT/CUT 1114-5)

CUT 2233 MENU PLANNING-This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. (3 sch: 3-hr lecture**) Prerequisites**: None

CUT 2314 AMERICAN REGIONAL CUISINE - This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. It is a thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. (4sch: 2-hr lecture, 4-hr lab) **Prerequisites:** Culinary Principles I (HRT/CUT 1114-5), Culinary Principles II (CUT 1124-5), or by permission of instructor

CUT 2243-4 DINING ROOM MANAGEMENT -This course focuses on management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. It covers French, Russian, American, and English waited table service, limited service, counter, tray, service, and catering. Emphasis will be placed on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. (3 sch: 1-hr lecture, 4-hr lab or 2-hr lecture, 2-hr lab or 3-hr lecture, 2-hr lab) **Prerequisites**: None

CUT 2424 INTERNATIONAL CUISINE - This course is a study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology. (4 sch: 2-hr lecture, 4-hr lab) **Prerequisites:** Culinary Principles I (HRT/CUT 1114-5), Culinary Principles II (CUT 1124-5), or by permission of instructor

HRT 2613 HOSPITALITY SUPERVISION - This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab) **Prerequisite:** None

HRT 2713 MARKETING HOSPITALITY SERVICES - 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. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab) **Prerequisite:** None

HRT 2623 HOSPITALITY HUMAN RESOURCE MANAGEMENT- This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab) **Prerequisite**: None

HRT 2233 FOOD & BEVERAGE CONTROL - This course focuses on principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab) **Prerequisite:** None

HRT 2913 SUPERVISED WORK EXPERIENCE IN HOTEL RESTAURANT MANAGEMENT - This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (3 sch: 3 hr externship) **Prerequisite:** Consent of instructor

INDUSTRIAL MAINTENANCE TECHNOLOGY
IMM 1113 INDUSTRIAL MAINTENANCE CORE AND SAFETY - This course includes basic safety, introduction to construction math, introduction to hand and power tools, blueprint drawings, and employability and communications. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (3sch. 2-hr lecture, 2-hr lab)

IMM 1243 MECHANICAL AND INDUSTRIAL MAINTENANCE I - This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (3 sch. 1-hr lecture, 4-hr lab)

IMM 1214 INTRODUCTION TO INDUSTRIAL MAINTENANCE - This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, craft-related mathematics, construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (4 sch. 2-hr lecture, 4-hr lab)

IMM 1814 ELECTRICAL INDUSTRIAL MAINTENANCE I - Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (4 sch. 2-hr lecture, 4-hr lab) **Prerequisite:** IMM 1113 Industrial Maintenance Core & Safety or CTE 1143 Fundamental of Construction and Manufacturing

IMM 2613 PROGRAMMABLE LOGIC CONTROLLERS - This course includes of programmable logic controllers (PLCs) in modern industrial settings. This course also includes the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. (3 sch. 2-hr lecture, 2-hr lab)

IMM 2214 ADVANCED ELECTRICAL INDUSTRIAL MAINTENANCE - This course includes hazardous locations, electronic components, E & I drawings, motor controls, distribution equipment, transformer applications, and conductor selection and calculation. Instructors for this course must be certified as an NCCER Instructor if administering the certification. **Prerequisite:** IMM 1113 Industrial Maintenance Core & Safety or CTE 1143 Fundamental of Construction and Manufacturing. (4 sch. 2-hr lecture, 4-hr lab)

IMM 2424 SOLID STATE MOTOR CONTROL - This course includes principles and operation of solid

state motor control. Additionally, the course includes the design, installation, and maintenance of different solid state devices for motor control. **Prerequisite:** IMM 1323 Motor Control Systems or IMM 1484 Industrial Control Systems and IMM 2613 Programmable Logic Controllers or Instructor Approved. (4 sch. 2-hr lecture, 4-hr lab)

IMM 2224 ADVANCED MECHANICAL INDUSTRIAL MAINTENANCE - This course includes temporary grounding, layout and installation of tubing and piping systems, machine bending of conduit, hydraulic controls, pneumatic controls, and motor-operated valves. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (4 sch. 2-hr lecture, 4-hr lab **Prerequisite:** IMM 1113 Industrial Maintenance Core & Safety or CTE 1143 Fundamental of Construction and Manufacturing

IMM 1733 MAINTENANCE WELDING AND METAL - This course includes different metals and their properties and in basic SMAW welding and oxy-fuel cutting and brazing. Components of this course are adopted from the NCCER Welding Level 1 Certification. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (4 sch. 1-hr lecture, 6-hr lab) **Prerequisite:** None

IMM 1173 MOTOR MAINTENANCE TROUBLESHOOTING - This course includes the principles and practice of electrical motor repair. Topics on the disassembly/assembly and preventive maintenance of common electrical motors are discussed. (3sch. 2-hr lecture, 2-hr lab**) Prerequisite**: Instructor Approved

IMM 1163 ELECTRICAL INDUSTRIAL MAINTENANCE II - This course includes process mathematics, hand bending, tubing, clean purge, and test tubing and piping systems, instrument drawings and documents (part one), conductors and cables, and conductors terminations and splices. Instructors for this course must be certified as an NCCER Instruct if administering the certification. (3 sch. 1-hr lecture, 4-hr lab) **Prerequisite:** IMM 1113 Industrial Maintenance Core & Safety or CTE 1143 Fundamental of Construction and Manufacturing

IMM 1323 MOTOR CONTROL SYSTEMS - This course includes the Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. (3 sch. 2-hr lecture, 2-hr lab) **Prerequisite:** IMM 1153 Electrical Industrial Maintenance I and 1163 Electrical Industrial Maintenance II or Instructor Approved

IMM 1153 ELECTRICAL AND INSTRUMENTATION LEVEL I - This course includes Industrial Safety, Introduction to the National Electric Code®, Electrical Theory, Alternating Current, E&I Test Equipment, and Flow, Pressure, Level, and Temperature. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (3 sch. 1-hr lecture, 4-hr lab) **Prerequisite**: IMM 1113 Industrial Maintenance Core & Safety or CTE 1143 Fundamental of Construction and Manufacturing

WELDING TECHNOLOGY
WLT 1115 Shielded Metal Arc Welding I
This course is designed to teach students introductory welding techniques using the SMAW process. (5 sch: 1-hr lecture, 8-hr lab)

WLT 1225 Shielded Metal Arc Welding II
This course is designed to teach students advanced welding techniques using the SMAW process. (5 sch: 1-hr lecture, 8-hr lab)

WLT 1173 Introduction to Welding and Safety
This course is designed to give student an introduction to the welding profession and experience in safety

procedures related to welding. (3 sch: 2-hr lecture, 2-hr lab)

WLT 1232 Blueprint Reading, Welding Symbols, and Metallurgy
This course is designed to give the student experience in blueprint reading, welding symbols, and metallurgy. (2 sch: 1-hr lecture, 2-hr lab)

WLT 1135 Gas Tungsten Arc Welding (GTAW)
This course is designed to give the student experience in various welding applications using the GTAW process. (5 sch: 1-hr lecture, 8-hr lab)

WLT 1124 Gas Metal Arc Welding (GMAW)
This course is designed to give the student experience in various welding applications with the GMAW process using various modes of transfer. (4 sch: 1-hr lecture, 6-hr lab)

WLT 1143 Flux Cored Arc Welding (FCAW)
This course is designed to give the student experience using FCAW process. (3 sch: 1-hr lecture, 4-hr lab)

WLT 1313 Cutting Processes
This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. (3 sch: 1-hr lecture, 4-hr lab)

WLT 1155 Pipe Welding
This course is designed to give the student experience in pipe welding procedures. (5 sch: 1-hr lecture, 8-hr lab)

WLT 1252 Advanced Pipe Welding
This course is designed to give the student advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes. (2 sch: 1-hr lecture, 2-hr lab)

WLT 1162 Gas Metal Arc Aluminum Welding
This course is designed to give the student experience in Gas Metal Aluminum Welding. (2 sch: 1-hr lecture, 2-hr lab)

WLT 1912 Special Problem in Welding and Cutting Technology
A course to provide students with an opportunity to utilize skills and knowledge gained in other Welding and Cutting Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (2 sch: 4-hr lab)

COMMERCIAL TRUCK DRIVING

DTV 1114-6 Commercial Truck Driving I - Fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. (4 sch: 1 lecture, 6-10 hr. lab) Prerequisite: None

DTV 1124-6 Commercial Truck Driving II - Description: Continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. (4 sch: 1 lecture, 6-10 hr. lab) **Prerequisite:** Commercial Truck Driving I (DTV 1114-6)

HEALTH SCIENCE COURSE DESCRIPTIONS

ECV 1114 ELECTROCARDIOGRAPHY BASIC - This eight week 64 clock hour course is designed to provide the necessary information to correctly understand and perform the twelve lead EKG by didactic instruction (34 contact hours), laboratory (15 contact hours), and clinical practicum (15 contact hours). This course includes hospital and health clinic rotations. (4 sch: 2 lecture, 1 lab, 1 clinical).

EMT 1118 - This one-semester course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patient. (8sch: 3hr.)

NAV 1116 ADULT LONG-TERM CARE NURSE AIDE - This 90 clock hour course is designed to prepare the student to assist in providing care as a member of the health care team in a skilled nursing facility under the direction of health care providers through didactic instruction (42 clock hours), lab (28 clock hours) and clinical (20 clock hours). The components of this course include: Fundamentals of Long-Term Care Assisting; Long-Term Care concepts and Skills, Human Needs, and Special Care Procedures. (6 sch: 3 lecture, 2 lab, 1 clinical.)

EMS 1122 INTRODUCTION TO EMS SYSTEMS: This course introduces the student to the Emergency Medical Services (EMS) systems, roles, and responsibilities of the paramedic, well-being of the paramedic, illness and injury prevention, medical/legal issues, ethical issues, therapeutic communications, and life span development. This course was formerly taught as Fundamentals of Pre-hospital Care (EMT 1122). (2 sch: 1-hr lecture, 2-hr lab)

EMS 1314 AIRWAY, VENTILATION, OXYGENATION: Prepares paramedic students in managing a patient's airway using advanced life support techniques. Also provides instruction on troubleshooting and quickly identifying airway management problems; providing adequate respirations and oxygentation, and introduces the student to the importance of proper ventilation. (4 sch.)

EMS 1414 PATIENT ASSESSMENT: This course will teach comprehensive history taking and physical exam techniques. (4 sch: 1-hr lecture, 6-hr lab)

EMS 1513 PRACTICUM I: This course will introduce the paramedic students to clinical rotations in the hospital setting. Students will perform patient assessments to include a history and vital signs and limited medication administration with preceptor supervision. Each student must successfully perform a minimum of **10** intubations this semester whether they be live in a clinical setting, high-fidelity simulation or low-fidelity simulation. The student may have the opportunity to practice on cadaveric specimens when time and availability allows (3 sch.)

EMS 1614 PHARMACOLOGY: This course introduces the paramedic student to the many different types of medications both encountered and used by the paramedic on a day-to-day basis. The student is taken through how the medications alter cell function, and they are introduced to the biological ramifications of the use of multiple medications, and how these medications can either work together, or against each other when a patient takes them. The student is introduced to the many medications that are carried on an advanced life support ambulance, and how these medications are used based on specific patient conditions. The " 6 Rights" of medication administration are addressed and the student will learn to employ this mode of accountability prior

to giving any medication to any patient. (4 sch.)

EMS 1825 CARDIOLOGY: This class will teach a comprehensive approach to the care of patients with acute and complex cardiovascular compromise. This course was previously named Pre-hospital Cardiology (EMT 1825). (5 sch: 2-hr lecture, 6-hr lab)

EMS 2855 MEDICAL PATIENTS: This course will provide a detailed understanding of the anatomic structures,physiology, and pathophysiology encountered when providing care in medical emergenciesinvolving pulmonary, allergy and anaphylaxis, gastroenterology, renal urology, and hematology.This course was previously called Pre-hospital Medical Care (EMT 2855). (5 sch: 2-hr lecture, 6-hr lab)

EMS 1525 PRACTICUM II: : This course will provide clinical and field training on the skills and knowledge obtained in classroom. This will be a supervised activity carried out in the clinical and field setting at approved site. This course was previously taught as EMS Clinical Internship II and now incorporates EMS Field Internship I (EMT 2552). (5 sch: 9-hr clinical, 6-hr field clinical)

EMS 2714 TRAUMA PATIENTS: This course will provide advanced instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression andimplement a treatment plan for a suspected trauma patient. This course was previously called Pre-hospital Trauma (EMT 2714). (4 sch: 2-hr lecture, 4-hr lab)

EMS 2414 MATERNAL/CHILD PATIENTS: This course will provide a detailed understanding of the anatomic structures,physiology, and pathophysiology encountered when providing care in gynecological andobstetrical emergencies as well as pediatric emergencies. The course was previously divided intoPre-hospital OB/GYN (EMT 2412) and Pre-hospital Pediatrics (EMT 2423). (4 sch: 3-hr lecture,2-hr lab)

EMS 2565 PRACTICUM III: This course will provide advanced clinical and field experiences in the skills and knowledge obtained in the classroom with an emphasis on leadership skills. These will be supervised activities carried out in the clinical and out-of-hospital field setting at approved sites with an approved preceptor. This course was previously called EMS Field Internship II (EMT 2564). (5 sch)

EMS 2912 EMS OPERATIONS: This course teaches the leadership skills necessary to manage complex situations including patient care, management of the hazardous and crime scene, supervision, mentoring, and leading other personnel. (2 sch: 1-hr lecture, 2-hr lab)

EMS 1422 SPECIAL PATIENT POPULATIONS: This course will provide a comprehensive overview of providing care for the patient with special needs. This course was previously taught as Special Considerations (EMT 1423). (2 sch: 1-hr lecture, 2-hr lab)

NUR 2013 NURSING TRANSITION FOR LPN/RN - This course is designed to facilitate the student's transition from practical nursing to the role of registered nurse. Content in this course is meant to supplement and augment content learned in a practical nurse program. Topics include Nursing Process, Therapeutic Communication, Role Transition, Pharmacology, Expanded Assessment Skills, Computer Skills Orientation and Dosage Calculation. Upon successful

completion, the student will progress to the second year of the Associate Degree Nursing program. Pre-requisites: Completion of prerequisites for Associate Degree Nursing program. Credit: 3 credit hours (3 theory clock hours per week with 1 lab hour ratio of 1 to 3; 45 total theory clock hours and 45 total lab clock hours)

NUR 2124 MENTAL HEALTH NURSING – This course focuses on the application of the nursing process and development of therapeutic communication skills while implementing nursing interventions with clients experiencing a variety of mental health disorders. Clinical practice settings include acute and chronic in- patient settings with adolescent and adult clients. Hospitals and ambulatory care facilities serve as practice settings. Effective and therapeutic communication skills and clinical decision making are integrated. Pre-requisites: NUR 2013. Credit: 4 credit hours/3 theory and 1 Clinical. (3 theory clock hours per week and 3 clinical clock hours per week with lab hour ratio 1 to 3; 45 total theory clock hours/ 45 total clinical clock hours).

NUR 2128 FAMILY HEALTH NURSING – This course focuses on prenatal, labor and delivery, post-partum, immediate delivery and evaluation of the mother, newborn and the impact of the family unit. This course also focuses on children from birth through adolescence (age 18) who may be experiencing an acute or chronic illness, born with a congenital defect/disease or experiencing a problem with normal development and maturation. Normal growth and development, physical assessment, nutrition, parenting skills and scheduled immunizations for well and ill children are addressed. In addition, the course includes specific medical-surgical health disorders covered across the life span. Medication administration, communication skills, and clinical reasoning are emphasized throughout the course. Pre-requisites: NUR 2013, NUR 2124. Credits: 8 credit hours/6 theory and 2 clinical. (6 theory clock hours per week and 6 clinical clock hours per week with lab hour ratio 1 to 3; 90 total theory clock hours total/90 total clinical clock hours total

NUR 2227 MEDICAL-SURGICAL NURSING- This course emphasizes the nursing process to provide safe effective nursing care to the adult client in an acute care environment to include mastery of skills in system specific assessment, clinical decision making, communication, and technology. Clinical emphasis is placed on caring for adult clients with acute complex health care needs with a focus on medication administration, communication skills, and clinical reasoning. Prerequisites: NUR 2013, NUR 2124, NUR 2128. Credits: 7 credits hours/4 theory and 3 clinical (4 theory clock hours per week and 9clincial clock hours per week with lab ratio 1 to 3: 60 total theory clock hours/135 total clinical clock hours).

NUR 2223 MANAGEMENT OF CLIENT CARE – This course is all inclusive of previously taught courses with emphasis on patient rights, employer responsibilities, legal/ethical implications of nursing practice, effective use of the nursing process, delegation, prioritizing care, clinical supervision and management styles. Prerequisites: NUR 2013, NUR 2124, NUR 2128. Co-Requisite NUR 2227. Credit: 3 credit hours (2 hours theory-30 theory clocks hours and 1 hour clinical – 45 clock hours).

NUR 2232 NCLEX REVIEW - Computer based multiple choice testing is administered for reinforcement and to promote mastery of content. Students take an online NCLEX review course and complete a comprehensive content mastery program. Prerequisites: NUR 2013, NUR 2124, NUR 2128. Co-requisites: NUR 2227, NUR 2223. Credit: 2 credit hours- 30hours. Offered in spring of year two.

PEV 1116 PHLEBOTOMY BASIC - This is a one semester 240 clock hour certificate course designed to prepare students to practice as a phlebotomist by a combination of didactic instruction (60 clock hours), laboratory (60 clock hours), and clinical practicum (120 clock hours). This course includes 4 sch of lecture, 4 sch of procedures and practices and 8 hours of clinical practicum. (6 sch: 4 lecture, 4 lab, 8 clinical)

PEV 1115 PHLEBOTOMY FAST TRACK- This course is an eight week course designed for students who have been working in the medical field with on the job training and desire a certificate of completion in Phlebotomy. This course is a total of 80 clock hours and is taught over 8 weeks to include 20 clock hours of lecture, 20 clock hours of lab and 40 clock hours of clinical. (5 sch: 1 lecture, 1 lab, 3 clinical)

PNV 1213--BODY STRUCTURE AND FUNCTION- This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. (3 semester credit hours, 3 hour lecture)

PNV 1443--NURSING FUNDAMENTALS AND CLINICAL- This course provides the student with the basic knowledge and skills necessary to care for individual in wellness and illness and is applicable across the life span, as well as demonstration and supervised practice of the fundamentals skills related to practical nursing. (13 sch: 6 hr. lecture, 10 hr. lab, 6 hr. clinical) (Total instructional hours for the courses: 90 hr. lecture, 150 hr. lab, 90 hr. clinical)

PNV 1524—IV THERAPY AND PHARMACOLOGY – This course provides the student with Principles of IV Therapy and pharmacology. Principles covered in the course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. The extended role of IV Therapy included in this course is in accordance with the Mississippi Nursing Practice Law and Administrative Code (4 sch: 3 hr. lecture, 2 hr. lab)

PNV 1682---ADULT HEALTH CONCEPTS AND CLINICAL- This course is designed to provide the student with the basic theory and clinical experiences needed to provide safe, effective care to the adult client experiencing, acute, chronic or life-threatening physical health conditions in all body systems and the knowledge to prepare for the role transition from student to practical nurse. (12 sch: 8 hr lecture, 4 hr clinical) (Total instructional hours for the course: 120 lecture, 180 clinical).

PNV 1728---SPECIALITY AREAS IN NURSING- This course provides the student with the basic knowledge and skills to promote and/ or provide safe and effective care for clients and families during antepartum, 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. (8 sch: 7.33 hr. lecture, 2 hr. clinical) (Total instructional hours for the course: 110 hr. lecture, 30 clinical)

PNV 1914--- NURSING TRANSTION- This course prepares student for the role transition and the National Council Licensure Examination (NCLEX-PN). (4 sch: 3 hr. lecture, 3 hr. clinical)

PSG 1113 – POLYSOMNOGRAPHY PATHOPHYSIOLOGY. This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations form homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. (3 semester credit hours: 3 lecture hours)

PSG 1116 – INTRODUCTION TO POLYSOMNOGRAPHY. This course introduces the polysomnography profession. Topics include the history of the profession and role of the polysomnographic technologist, communication, time management, infection control, basic patient assessment, and medical gas therapy. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations. (6 semester credit hours: 4 lecture hours, 6 lab hours)

PSG 1123–POLYSOM TECHNOLOGY. This course introduces the fundamental concepts of electricity and test equipment in the field of polysomnography. Topics include basic DC/AC principles (voltage, resistance, current, impedance), components (resistors, inductors, capacitors), power and operation of test equipment. (3 semester credit hours: 3 lecture hours)

PSG 2214 - PSG SCORING AND ANALYSIS. This course provides an immediate level of scoring and data analysis for polysomnographic testing. Students will learn the procedures necessary to generate and validate a report of the scoring of objectives and subjective data obtained in a polysomnographic study. (4sch. 4 hr. lecture)

PSG 2224 - POLYSOMNOGRAPHY CAPSTONE. This course is designed to apply the essential elements of polysomnography through the use of case students. Students develop an analytical approach to problem solving. Review of curriculum, test taking skills, and prepare the student for the registry exam. (4 semester credit hours: 4 lecture hours)

PSG 2218 – CLINICAL APPLICATION I. This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation. (8 semester credit hours: 24 clinical hours)

PSG 2227 – CLINICAL APPLICATION II. This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation. (7 semester credit hours: 21 clinical hours)

PSG 2132 – PROFESSIONAL TRANSITION. This course builds on previous knowledge and skills applicable to the practice of professional polysomnography. This course provides an overview of professional concepts basic to the development of professionalism in polysomnography. Emphasis is placed on changes in the health care environment and the impact on the professional polysomnographer's role. Accountability and responsibility issues as they relate to professional polysomnography are discussed. The students will begin the development of a professional portfolio for use throughout the curriculum and in the professional practice settings. (2 semester credit hours: 2 lecture hours)

RCT 1214--RESPIRATORY CARE SCIENCE--Designed to introduce the student practitioner

to fundamental elements important to the delivery of health care in a safe, efficient and professional manner. (4 semester credit hours: 3 lecture hours, 2 lab hours). Prerequisites: BIO 1514 and BIO 1524; program admission; or program director's approval.

RCT 1223--PATIENT ASSESSMENT AND PLANNING--This course is a fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. It is an introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. (3 semester credit hours: 2 lecture hours, 2 lab hours).

RCT 1313--CARDIOPULMONARY ANATOMY AND PHYSIOLOGY--This course is a study of cardiopulmonary anatomy and physiology in relation to the practice of respiratory care. (3 semester credit hours: 3 lecture hours)

RCT 1322--PULMONARY FUNCTION TESTING--This course is an introduction to pulmonary function techniques and testing equipment with patient data evaluation and recommendation based on pulmonary function results. (2 semester credit hours: 1 lecture hour, 2 lab hours) Prerequisites: RCT 1313, or instructor's approval

RCT 1416--RESPIRATORY CARE TECHNOLOGY I--This course is a study of respiratory treatments, equipment design and operation related to acute care procedures. (6 semester credit hours: 3 lecture hours, 6 lab hours)

RCT 1424--RESPIRATORY CARE TECHNOLOGY II - This course is a continuation of Respiratory Care Technology I. It is a study of the management of respiratory failure, including mechanical ventilation, pulmonary rehabilitation, and home care. (4 semester credit hours: 3 lecture hours, 2 lab hours)

RCT 1516--CLINICAL PRACTICE I--Patient assessment, performance of respiratory care procedures, and care plan formation are practiced in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. (6 semester credit hours: 18 clinical hours) Prerequisites: BIO 1514, BIO 1524, RCT 1214, RCT 1223, and RCT 1313

RCT 1524--CLINICAL PRACTICE II- This course is a continuation of Clinical Practice 1. Students rotate through various respiratory care subspecialty areas for evaluation of competency and performance of respiratory care procedures. (4 semester credit hours: 9 clinical hours).

RCT 1613--RESPIRATORY CARE PHARMACOLOGY--This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. (3 semester credit hours: 3 lecture hours) Prerequisites: RCT 1214, RCT 1313, and RCT 1223

RCT 2333--CARDIOPULMONARY PATHOLOGY--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. (3 semester credit hours: 3 lecture hours) Prerequisites: RCT 1313

RCT 2434--RESPIRATORY CARE TECHNOLOGY III--This course is an advanced study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. (4 semester credit hours: 3 lecture hours, 2 lab hours) Prerequisites: RCT 1523

RCT 2534--CLINICAL PRACTICE III-- This course is a continuation of Clinical Practice I and II. Students will rotate through various clinical areas for evaluation of competency, performance and/or observation of respiratory care procedures. (4 semester credit hours: 12 clinical hours) Prerequisites: RCT 1516 and RCT 1523

RCT 2546--CLINICAL PRACTICE IV--This a continuation of Clinical Practice III. Students rotate through respiratory care areas. A procedural guide is utilized to evaluate student competency and performance. (6 semester credit hours: 18 clinical hours) Prerequisites: RCT 1516, RCT 1523, and RCT 2534

RCT 2613--NEONATAL/PEDIATRICS MANAGEMENT--This course is a study of fetal development and the transition to extra uterine environment. It includes the most common cardiopulmonary disorders, neonatal and pediatric disease processes, and the modes of treatment. (3 semester credit hours: 3 lecture hours) Prerequisite: RCT 2434

RCT 2713--RESPIRATORY CARE SEMINAR--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 will develop an analytical approach to problem solving. Critical thinking is emphasized. (Delivery techniques may include traditional face-to face or online) 3 semester credit hours: 2 lecture hour, 2 lab hours) Prerequisites: RCT 1523

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