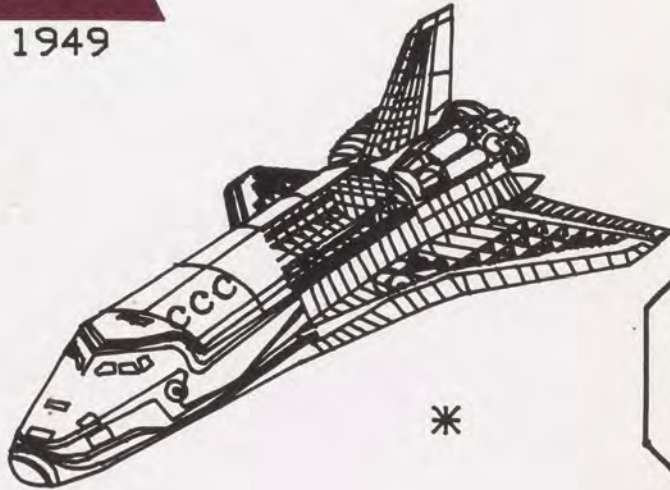




SINCE 1949



COAHOMA COMMUNITY COLLEGE

CLARKSDALE, MISSISSIPPI

1993-95 BULLETIN



**BULLETIN
OF
COAHOMA COMMUNITY COLLEGE**

**CLARKSDALE, MISSISSIPPI 38614
CATALOG EDITION
1993-95**

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The BULLETIN presents information which at the time of preparation for printing most accurately describes the course offerings, policies, procedures, regulations and requirements of the school. Coahoma Community College reserves the right to amend or change policies, procedures, regulations, requirements, and course offerings stated herein when necessary without prior notice.

COAHOMA COMMUNITY COLLEGE MAIN BUILDING CODES

AAB	Addison Administration Building
AITB	Agricultural Industry Technology Building
AB	Assembly Building
BA	Blackburn Annex
CH	Christine J. Curry Business & Commerce Hall
CMH	Consuella Carter Music Hall
DJL	Dickerson-Johnson Library
DML	Cleo Daughtery Merchandising Lab
FH	Friends Hall Men's Dormitory
GECE	Gambrell Early Childhood Center
GH	Gambrell Hall Women's Dormitory
GECC	George Ellis Computer Center
LF	Lee Flowers Vocational Building
MCLL	Martin Center for Life Long Learning
MH	McLaurin Hall Women's Dormitory
MVTC	B.F. McLaurin Vocational/Technical Center
PAC	Performing Arts Center
RG	Marion M. Reid Gymnasium
SB	Marvin F. Sigmon, Jr. Vocational/Technical Building
TCB	Technology-Cain Vocational Building
WH	Mary G. Whiteside Academic Hall
ZAB	Zee A. Barron Student Union

ACKNOWLEDGEMENT

Bulletin front and back covers were designed by the Drafting/Design & Printing Departments of the CCC Vocational/Technical Division.

NOTICE TO STUDENTS

Each student should become familiar with policies, regulations, and instructions as stated in this bulletin. Accordingly, each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this bulletin and its addenda. Counselors and advisors are available and are willing to assist students in planning programs of study and to aid them in other phases of college life. **HOWEVER, THE FINAL RESPONSIBILITY FOR MEETING REQUIREMENTS FOR GRADUATION AND ADHERING TO OTHER ACADEMIC REGULATIONS RESTS WITH THE STUDENT.**

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CHIEF EXECUTIVES OF COAHOMA COMMUNITY COLLEGE 1949-1993

Benjamin Franklin McLaurin.....	1949-1966
James Earl Miller.....	1966-1979
McKinley Charles Martin.....	1980-1992
Vivian Mathews Presley.....	1992-

INTRODUCTORY INFORMATION

Dear Students:

It is with sincere pleasure that I welcome each of you to a new year at Coahoma Community College. To those of you who are returning students, we are happy to have you back with us this year, and to those of you who are new, we are happy you chose Coahoma Community College as your educational choice. Always know that you, as students, are Coahoma's greatest resource. You have come to us so that we may provide you with a quality education--one that can benefit you whether you choose to matriculate to a four-year school or go into the world of work. And we, in turn, will meet that challenge.

The faculty, staff, and administrators are here to serve you, and we want you to know that we value you and value your trust in us to provide you with quality education. We want all your learning experiences at Coahoma to be exceptional ones, and we at Coahoma stand ready to fulfill that goal.

We are a college entering a new day with different expectations, different visions and dreams. We are a college that expects quality, excellence, and pride in everything we do.

We are going to try our best to live up to our end of the bargain and we challenge you to do the same by being the very best you can be.



Dr. Vivian Mathews Presley
President

COAHOMA COMMUNITY COLLEGE

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Community College; Additional Study, Lansing Community College

COAHOMA COMMUNITY COLLEGE
Clarksdale, Mississippi

1993-94 Academic Calendar

Fall Semester 1993

August	12-13	Thursday-Friday	Faculty Planning Conference & Workshops
August	15	Sunday	Dormitories and Cafeteria Open
August	16	Monday	Freshman Orientation, Testing, & Completion of Financial Aid Paperwork
			Academic Advising (Freshmen/Sophomores)
August	17	Tuesday	Freshman Orientation, Testing, & Completion of Financial Aid Paperwork
			Academic Advising (Freshmen/Sophomores) Continued
August	17	Tuesday	Freshman Registration
August	18	Wednesday	Sophomore Registration
August	19	Thursday	Classes and Late Registration Fee Begin
September	6	Monday	Labor Day Holiday
September	7	Tuesday	Regular Class Schedules Resume
September	17	Friday	Last Day to Register or Add Courses
			Students Attendance Reports Due
October	13-15	Wednesday-Friday	Mid-Term Examinations
October	15	Friday	Students Attendance Reports Due
October			Fall Student Enrollment Audit
November	1	Monday	Deadline by which students MUST pay fall semester bill
November	12	Friday	Students Attendance Reports Due
November	24	Wednesday	Thanksgiving Holidays Begin
November	24	Wednesday	All Dormitories & Cafeteria will close at 6 p.m.
			NOTE: Students who are unable to leave campus must make special living arrangements with the Housing Director (There will be a charge of \$7 per night per person to be paid to the Housing Director in ADVANCE--NON-REFUNDABLE)
November	29	Monday	Regular Class Schedules Resume
December	3	Friday	Last Day to Officially Drop a Course Without Receiving a Grade and to Remove Incompletes of previous semester
			Students Attendance Reports Due

1993-94 Academic Calender

December	3	Friday	Student Attendance Reports Due
December	10	Friday	Pre-Registration for Spring Semester
December	13-15	Monday-Wednesday	Final Examinations
December	16	Thursday	Final Grades due in Admissions and Records Office
December	17	Friday	Christmas Holidays Begin
December	17	Friday	All Dormitories will close at 6 p.m.

Spring Semester 1994

January	7	Friday	Faculty Orientation (Day & Evening Faculty)
January	9	Sunday	Dormitories and Cafeteria Open
January	10	Monday	Freshman Orientation, Testing, & Completion of Financial Aid Paperwork (All Students) Academic Advising (Freshmen/ Sophomores)
January	11	Tuesday	Freshman Registration
January	12	Wednesday	Sophomore Registration
January	13	Thursday	Classes and Late Registration Fee Begin
January	17	Monday	Martin Luther King's Birthday Holiday
January	18	Tuesday	Regular Class Schedules Resume
January	21	Friday	Last Day to Register or Add Courses
February	11	Friday	Students Attendance Reports Due
March	9-11	Wednesday-Friday	Mid-Term Examinations
March	11	Friday	Students Attendance Reports Due
March	11	Friday	All Dormitories will close at 6 p.m.
March	14-18	Monday-Friday	Professional Meetings & Spring Holidays
March	21	Monday	Regular Class Schedules Resume
March			Spring Student Enrollment Audit
March	31	Thursday	Deadline by which students MUST pay spring semester bill
March	31	Thursday	Easter Holidays Begin
March	31	Thursday	All Dormitories & Cafeteria will close at 6 p.m.

NOTE: Students who are unable to leave campus must make special living arrangements with the Housing Director (There will be a charge of \$7 per night per person to be paid to the Housing Director in **ADVANCE--NON-REFUNDABLE**)

1993-94 Academic Calendar

April	4	Monday	Regular Class Schedules Resume
April	8	Tuesday <i>Friday</i>	Students Attendance Reports Due
April	22	Friday	Last Day to Officially Drop a Course Without Receiving a Grade and to Students Attendance Reports Due
April	29	Friday	Remove Incompletes of Previous Semester
May	4-6	Wednesday-Friday	Students Attendance Reports Due
May	9	Friday <i>Monday</i>	Final Examinations for graduating students
May	9-11	Monday-Wednesday	Final Grades due in Admissions and Records Office for graduating students
May	13	Friday	Final Examinations for non-graduating students
May	14	Saturday	Final Grades due in Admissions and Records Office for non-graduating students
			Graduation Exercises 10 a.m.

1994 Summer Sessions

First Term

June	5	Sunday	Dormitories and Cafeteria Open
June	6	Monday	Registration
June	7	Tuesday	Classes and Late Registration Fee Begin
June	8	Wednesday	Last Day to Register or Add Courses
June	9	Thursday	Freshman Orientation, Testing, & Completion of Financial Aid Paperwork Academic Advising (Freshmen/Sophomores)
June	17	Friday	Deadline by which students MUST pay first summer session bill
June	18	Saturday	Classes Will Meet
June	27	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
July	2	Saturday	Final Examinations

Second Term

July	4	Monday	July 4th Holiday
July	5	Tuesday	Registration
July	6	Wednesday	Classes and Late Registration Fee Begin
July	7	Thursday	Last Day to Register or Add Courses
July	7	Thursday	Freshman Orientation, Testing, & Completion of Financial Aid Paperwork Academic Advising (Freshmen/Sophomores)
July	15	Friday	Deadline by which students MUST pay second summer session bill
July	16	Saturday	Classes Will Meet
July	25	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
July	30	Saturday	Final Examinations

Please have a good year!

COAHOMA COMMUNITY COLLEGE
Clarksdale, Mississippi

1994-95 Academic Calendar

Fall Semester 1994

August	11-12	Thursday-Friday	Faculty Planning Conference & Workshops
August	14	Sunday	Dormitories and Cafeteria Open
August	15	Monday	Freshman Orientation, Testing, & Completion of Financial Aid Paperwork
			Academic Advising (Freshmen/Sophomores)
August	16	Tuesday	Freshman Orientation, Testing, & Completion of Financial Aid Paperwork
			Academic Advising (Freshmen/Sophomores) Continued
August	16	Tuesday	Freshman Registration
August	17	Wednesday	Sophomore Registration
August	18	Thursday	Classes and Late Registration Fee Begin
September	5	Monday	Labor Day Holiday
September	16	Friday	Last Day to Register or Add Courses
			Students Attendance Reports Due
October	12-14	Wednesday-Friday	Mid-Term Examinations
October	14	Friday	Students Attendance Reports Due
October			Fall Student Enrollment Audit
November	1	Tuesday	Deadline by which students MUST pay fall semester bill
November	11	Friday	Students Attendance Reports Due
November	23	Wednesday	Thanksgiving Holidays Begin
November	23	Wednesday	All Dormitories & Cafeteria will close at 6 p.m.
			NOTE: Students who are unable to leave campus must make special living arrangements with the Housing Director (There will be a charge of \$7 per night per person to be paid to the Housing Director in ADVANCE--NON-REFUNDABLE)
November	28	Monday	Regular Class Schedules Resume
December	2	Friday	Last Day to Officially Drop a Course Without Receiving a Grade and to Remove Incompletes of previous semester
			Students Attendance Reports Due

1994-95 Academic Calendar

December	9	Friday	Pre-Registration for Spring Semester
December	12-14	Monday-Wednesday	Final Examinations
December	15	Thursday	Final Grades due in Admissions and Records Office
December	16	Friday	Christmas Holidays Begin
December	16	Friday	All Dormitories will close at 6 p.m.

Spring Semester 1995

January	6	Friday	Faculty Orientation (Day & Evening Faculty)
January	8	Sunday	Dormitories and Cafeteria Open
January	9	Monday	Freshman Orientation, Testing, & Completion of Financial Aid Paperwork (All Students) Academic Advising (Freshmen/Sophomores)
January	10	Tuesday	Freshman Registration
January	12	Thursday	Classes and Late Registration Fee Begin
January	16	Monday	Martin Luther King's Birthday Holiday
January	17	Tuesday	Regular Class Schedules Resume
January	20	Friday	Last Day to Register or Add Courses
February	10	Friday	Students Attendance Reports Due
March	8-10	Wednesday-Friday	Mid-Term Examinations
March	10	Friday	Students Attendance Reports Due
March	10	Friday	All Dormitories will close at 6 p.m.
March	13-17	Monday-Friday	Professional Meetings & Spring Holidays
March	20	Monday	Regular Class Schedules Resume
March			Spring Student Enrollment Audit
March	31	Friday	Deadline by which students MUST pay spring semester bill
April	7	Friday	Students Attendance Reports Due
April	13	Thursday	Easter Holidays Begin
April	13	Thursday	All Dormitories & Cafeteria will close at 6 p.m.

NOTE: Students who are unable to leave campus must make special living arrangements with the Housing Director (There will be a charge of \$7 per night per person to be paid to the Housing Director in **ADVANCE--NON-REFUNDABLE**)

1994-95 Academic Calendar

April	17	Monday	Regular Class Schedules Resume
April	21	Friday	Last Day to Officially Drop a Course Without Receiving a Grade and to Remove Incompletes of Previous Semester
			Students Attendance Reports Due
April	28	Friday	Students Attendance Reports Due
May	3-5	Wednesday-Friday	Final Examinations for graduating students
May	8	Monday	Final Grades due in Admissions and Records Office for graduating students
May	8-10	Monday-Wednesday	Final Examinations for non-graduating students
May	12	Friday	Final Grades due in Admissions and Records Office for non-graduating students
May	13	Saturday	Graduation Exercises 10 a.m.

1995 Summer Sessions

First Term

June	4	Sunday	Dormitories and Cafeteria Open
June	5	Monday	Registration
June	6	Tuesday	Classes and Late Registration Fee Begin
June	7	Wednesday	Last Day to Register or Add Courses
June	8	Thursday	Freshman Orientation, Testing, & Completion of Financial Aid Paperwork Academic Advising (Freshmen/Sophomores)
June	16	Friday	Deadline by which students MUST pay first summer session bill
June	17	Saturday	Classes Will Meet
June	26	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
July	1	Saturday	Final Examinations

Second Term

July	3	Monday	July 4th Holiday
July	4	Tuesday	Registration
July	5	Wednesday	Classes and Late Registration Fee Begin
July	6	Thursday	Last Day to Register or Add Courses
July	6	Thursday	Freshman Orientation, Testing, & Completion of Financial Aid Paperwork Academic Advising (Freshmen/Sophomores)
July	14	Friday	Deadline by which students MUST pay second summer session bill
July	15	Saturday	Classes Will Meet
July	24	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
July	29	Saturday	Final Examinations

Please have a good year!

SECTION II: INTRODUCTION TO THE COLLEGE

- Special Reminder
- History of Coahoma Community College
- Mission Statement of Coahoma Community College
- Goals of Coahoma Community College
- Location of School
- Coahoma Community College Policies
- Accreditation
- Terminal Functions
- High School and College
- Buildings
- Continuing Education and Community Services
- Alumni Association
- Public Relations

SPECIAL REMINDER

The College reserves the right to change any provision or requirement when such action becomes necessary. Students are advised to work closely with the advisors and counselors to verify the appropriateness of the courses for which they register. Therefore, each student is expected to familiarize himself/herself with all rules and regulations of the College, including any official announcements. Each student will be held responsible for the observance of all rules and regulations.

CANCELLATION OF COURSES AND/OR PROGRAMS

Coahoma Community College reserves the right to cancel courses and/or programs of study which do not meet its established criteria relating to:

1. Availability of certified instructors
2. Adequate facilities
3. Sufficient enrollment

HISTORY OF COAHOMA COMMUNITY COLLEGE

By establishing Coahoma County Agricultural High School in 1924, Coahoma County became the first county in Mississippi to provide an agricultural high school for Negroes under the then existing "separate but equal" doctrine of education. 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, the 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 the third year.

During the first year of operation, Coahoma Junior College was supported entirely by county funds. In the next year it 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. Counties, other than Coahoma, that now support the college are Bolivar, Quitman, and Sunflower.

Since 1965 the institution has been open to all students without regard to race, color, sex, national origin or disability.

During its history the institution has been headed by eight superintendents and four presidents: M.L. Strange, 1924-25; J.M. Mosley, 1925-29; 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 the incumbent Vivian M. Presley since 1992. She became interim superintendent/president January 6, 1992, and was appointed superintendent/president July 1, 1992. Dr. Presley is the first female to head the institution.

Increased support has made possible the expansion of physical facilities and instructional staff to provide improved educational service to a rapidly growing student body.

Upon 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.

MISSION STATEMENT OF COAHOMA COMMUNITY COLLEGE

Authorized under the status of the state of Mississippi and presently administered under the authority of the State Board for Community and Junior Colleges, Coahoma Community College was established in 1949. Coahoma Community College is a comprehensive community college offering a wide range of programs. The College serves students primarily from Coahoma, Bolivar, Quitman, and Sunflower counties but also attracts students from other counties and other states in the United States of America.

The College maintains two-year curricula leading to the Associate of Arts and the Associate in Applied Science degrees. The College also maintains programs of vocational and technical training leading to certificates as well as short-term training to upgrade job skills.

The College seeks to provide access to higher education to citizens within its primary services area Coahoma, Bolivar, Quitman, and Sunflower counties. It further seeks to meet community needs. The College, through its programs, encourages students to develop a general ability which includes the following attributes: effective communications, analytical capability, problem-solving ability, valuing in a decision-making context, effective social interaction, effective citizenship, aesthetic responsiveness, and responsibility for contributing to a global environment.

Consistent with its mission statement, the College has adopted the following goals:

1. To provide the first two years of university parallel programs for students who wish to earn a four year degree.
2. To work with colleges and universities in order to facilitate matriculation in university programs in general education, university parallel programs and 2 + 2 relations.
3. To provide vocational and technical training for students who wish to enter the job market upon completion of a training program.

4. To provide the hands-on opportunities for students in order that they may be better prepared to select a vocation and may be better prepared to enter a vocation.
5. To provide lifelong opportunities through credit and non-credit programs.
6. To foster career enhancement through short-term training programs.
7. To seek an active partnership with industry and business both locally and nationally.
8. To support economic development and entrepreneurship in the community.
9. To develop a student service program which will help students develop intellectually, socially, and personally.
10. To develop special programs which meet the needs of gifted students, non-traditional students, and academically disadvantaged students.
11. To serve as a center of cultural enrichment for the community.
12. To strengthen existing links between the College and secondary schools.
13. To provide adequate human, physical, and financial resources which enhance the education and community services programs.
14. To support planning and evaluation processes which strengthen the effectiveness of college programs.
15. To improve the level of education in the community through the support of literacy programs.

LOCATION OF SCHOOL

Coahoma Community College, located in Coahoma County, Mississippi, about four miles north of the city of Clarksdale, is easily accessible from four major highways: U.S. 61, U.S. 49, Miss. 6 and Miss. 1. The ninety-nine acre campus lies in an agrarian setting along with Clarksdale-Friars Point road near the Mississippi River which forms the western boundary of Coahoma County. Bordered on the east by a quiet and picturesque little lake, the school site is conducive to wholesome recreation as well as to serious study.

COAHOMA COMMUNITY COLLEGE POLICIES

Coahoma Community College shall not use any federal appropriated funds to pay persons for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with making any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement nor shall federal funds be used for any partisan political activity.

Coahoma Community College does not discriminate on the basis of sex, race, color, disability, age, religion or national origin.

Coahoma Community College shall comply with all conditions of the Davis-Bacon Act when federal funds are used for construction.

Coahoma Community College shall adhere to the federal rules and regulations relative to the handling of excess federal funds for each of the institution's federal programs to ensure that the College is in compliance with the cash management requirements of each federal program.

Coahoma Community College shall comply with applicable federal financial reporting as dictated by the rules and regulations of each specific federal program.

ACCREDITATION

Coahoma Community College is accredited by the Southern Association of Colleges and Schools to award associate degrees and the Accrediting Commission of the State of Mississippi. The College holds membership in the Southern Association of Junior Colleges, American Association of Junior Colleges, Association of Mississippi Colleges and Mississippi Junior College Association.

TERMINAL FUNCTIONS

The administration realizes that many students receive no further organized training beyond the junior college level. For this reason, several of the programs offered at Coahoma Community College are of direct vocational or technical nature. Upon completion of these programs, students are better able to earn a living.

HIGH SCHOOL AND COLLEGE

Coahoma Agricultural High School is located on the community college campus. It has its own facilities, instructional and administrative personnel, and program of student activities. It serves students in grades nine through twelve.

The community college provides educational opportunities in four areas: general studies, business and commerce, vocational-technical education, and adult and

continuing education. Transfer curricula in the academic programs parallel similar curricula at Mississippi's publicly-supported four-year colleges and universities. The students who desire to pursue degrees at such institutions may transfer without loss of credit.

BUILDINGS

J. W. ADDISON ADMINISTRATION BUILDING

Originally constructed in 1963 and enlarged in 1969, this building is the center for the administrative activities of the campus. It houses the president's office, business office, and other administrative offices.

ZEE A. BARRON STUDENT UNION

Named in honor of one of the former organizers of the school, Zee A. Barron, this modern air conditioned building houses facilities for various types of student activities such as bowling, billiards, ping pong, student government, student health care, bookstore, student affairs to include counseling, student publications and lounging, as well as food service. This building, which is the center of student activities, was constructed in 1975.

THE BLACKBURN ANNEX

This modern computer-equipped building which is named in honor of Samuel Blackburn houses a farm equipment shop, a shop for diesel mechanics, classroom space, and an agricultural industrial technical program.

ROSIE BROWN SANDY BAYOU BUILDING

Sandy Bayou was constructed on the campus as a county elementary school and was considered as 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.

L. L. BRYSON HALL

Named in honor of one of the early school board members, L. L. Bryson; this is a modern one-story men's dormitory. It was constructed in 1958.

CAIN VOCATIONAL BUILDING

Named in honor of Joseph & Hettie Cain, this facility was dedicated in 1985. The facility houses programs in high school building trades and printing. The building was renovated in 1991 to house the Print Shop that was initiated through Xerox, the U. S. Department of Interior and Coahoma Community College.

CONSUELLA CARTER MUSIC HALL

This building was named in honor of Consuella Carter, a former band director and music instructor at Coahoma Community College. This modern air conditioned facility houses the band, choir, and rooms for teaching music. It was constructed in 1966.

MARTIN CENTER FOR LIFE LONG LEARNING

This building was originally constructed in 1928 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 McKinley C. Martin, former president/superintendent of Coahoma Community College and Agricultural High School.

CHRISTINE J. CURRY BUSINESS AND COMMERCE HALL

This building was constructed in 1965 as a business building. An addition was made in 1969. It now houses the Business offerings and is named in honor of Christine J. Curry, a long time head of the Business Department.

DICKERSON-JOHNSON LIBRARY CENTER

The library was named in honor of the school's first librarian, Ethel Dickerson, and Lillian R. Johnson who served on some of the committees that helped to organize the College. The library located in the center of the academic cluster contains a well selected collection of books, bound periodicals, audio-visual materials.

The facility has over 28,000 square feet encloses a media center, seminar room, Delta Heritage room and various offices; the Admissions & Records Office, the Financial Aid Office, and a Computer Science Classroom located on the first floor. It has the capacity for housing more than 60,000 volumes.

The professional reading room is designed to be used by the faculty and the administration. Professional magazines, journals and newspapers are provided for their use. The room is also for small professional meetings. This building was constructed in 1973.

LEE FLOWERS VOCATIONAL BUILDING

This facility was named in honor of Lee Flowers, a deceased instructor in the building trades. The facility was originally constructed in 1962 to house classrooms, shops, and laboratories for brick masonry. After the building sustained heavy damages from a tornado in 1984, it was completely renovated in 1986 to a two-story structure. The first floor of this facility houses a hair and skin care center with programs in barbering and cosmetology. The second floor is designed for intensive business courses which includes laboratories for typewriting, accounting, and computer training.

FRIENDS HALL

This three-story air conditioned facility was constructed in 1983. It provides housing for 120 male students and includes lounging areas, lobbies, and kitchenettes.

FRANK W. GAMBRELL, JR. RESIDENTIAL CENTER

Named in honor of Frank W. Gambrell, a deceased faculty member and academic dean, this facility was constructed during the 1977-78 school year. This modern three-story air conditioned building provides for 120 female students. It also includes lounging areas, lobbies and kitchenettes.

MATRONS RESIDENCE HALL

This newly remodeled building contains a spacious lobby, a well equipped kitchen, and rooms large enough to accommodate a female student and her child. This building is being dedicated to the many courteous and worthy matrons who have helped to guide female students to finer womanhood.

Some of the matrons were E. Nichols, L. Lucas, A. B. Wilson, E. Oliver, N. Harris, D. Micou, E. Thomas, E. Fulcher, and L. Miller. From time to time, various faculty members served as matrons on a part-time basis.

B. F. MCLAURIN VOCATIONAL-TECHNICAL CENTER

Named in honor of the first president of the school, B. F. McLaurin, this modern air conditioned building houses facilities for drafting and design, electronics, auto mechanics, diesel mechanics, carpentry, machine shop, welding, and offices. It was constructed in 1969.

SEZZIE MCLAURIN RESIDENTIAL HALL

Named in honor of the deceased wife of the first president, this facility was constructed during the 1983-84 school year. This modern two-story air-conditioned building provides housing for 60 female students. It also includes lounging areas, lobbies and kitchenettes.

JAMES E. MILLER STADIUM

This athletic stadium which is the home of the "TIGERS" football team is named in honor of the second president, James E. Miller. The James E. Miller stadium was constructed in 1979 and has a seating capacity of 2,500.

MARION M. REID GYMNASIUM

Named in honor a deceased faculty member and registrar, Marion M. Reid; this facility is used for athletic activities, assemblies, and class instruction. It was constructed in 1960, and renovated in 1986 after the building sustained heavy damages from a tornado in 1984.

TRUSTEE CENTER FOR PHYSICAL OPERATIONS

This facility was named in honor of all present and past members of the Board of Trustees. It houses shipping and receiving, buildings and grounds, a general maintenance shop, a bus shop, and general warehouse for shipping and receiving.

MARY G. WHITESIDE ACADEMIC HALL

Named in honor of a deceased faculty member, Mary G. Whiteside, who was registrar and academic dean. This two-story building was originally constructed in 1958. Additions were made in 1961 and 1968. This building houses, in addition to general classrooms, office of the Vice President for Instruction and Community Service Programs, Dean of General Studies, Director of Federal Programs, and various other offices.

IRMA GAMBRELL CHILD CARE CENTER

This facility 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 BARRON-MILLER CENTER FOR FINE ARTS

The Barron-Miller Center for Fine Arts was originally constructed in 1965 as a small gymnasium to be used primarily by Coahoma Agricultural High School. The facility was used for physical education classes, small assemblies and basketball practice when originally constructed. The facility was renovated in 1990-91 to be used primarily by Coahoma Community College as a facility for art classes, performing arts and small assemblies. The attractive 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 Mirian Green Writer and Artist Laboratory.

THE MARVIN F. SIGMON JR. VOCATIONAL/TECHNICAL BUILDING

The Sigmon Vocational/Technical Building was constructed to house the Auto Body and Fender Repair Vocational Program and the Industrial Electricity Vocational Program. The building is constructed with metal framing and brick veneer.

The Auto Body and Fender Repair Shop and the Industrial Electricity Shop both consist of air conditioned classrooms and labs, equipped with the latest in modern furniture and tools. The classrooms also have view windows to the practice labs where the lecture/related (learning) can be observed during the after lab practices. This building is named in honor of Marvin Sigmon, Jr. who has served on the Board of Trustees for Coahoma Community College and Agricultural High for more than 30 years and as president of the Board for a number of years.

ASSEMBLY BUILDING

The Assembly Building was constructed in 1992-93. This modern air conditioned 38,000 square foot facility houses four classrooms, several offices, athlete dressing rooms, a permanent stage area, and an arena floor area for sporting events. The arena seats more than 4000, houses a press box that doubles as a control and sound booth located on the west side, and a video taping area located on the south side. The building is also used for cultural events for the College and then community.

CONTINUING EDUCATION AND COMMUNITY SERVICES

PHILOSOPHY

Coahoma Community College promotes the philosophy that lifelong learning is essential to individual growth and social well being. Thus, this division serves as the means by which the College enriches, expands, and extends its primary mission of teaching and service. The overall goal of this unit is to extend the resources of the College to a wide range of individuals, special interest groups, and target audiences not otherwise reached by on-going programs. Accordingly, these activities are designed with both the letter and spirit of the mission statement of the institution in mind: providing "...opportunities for individuals to engage in carefully planned experiences which aim to cultivate and develop their inherent capacities in order that they will achieve the finest development of which they are capable." Simultaneously each effort of the division is predicated on an identified need of an individual, group, or other agencies and institutions.

OBJECTIVES

The Division of Continuing Education and Community Services is charged with maintaining the following objectives:

1. To sponsor non-traditional, non-degree, CEU (Continuing Education Unit) short courses and to assist in offering traditional, degree-oriented programs of study when and wherever needed in response to student needs.
2. To assist in offering educational activities at locations and times most convenient to interested parties, whether they occur on campus, in centers, in residential areas or in places of business, industry and commerce.
3. To extend the educational resources of the College through-out the community, involving groups and agencies in meaningful problem-solving efforts.
4. To establish advisory groups representative of the general community relative to continuing education programs.
5. To implement public service programs.
6. To help meet the unique needs of special clientele.
7. To help ensure that all students, regardless of educational preparation, have the opportunity to participate in meaningful learning experiences.
8. To help individuals recognize the importance of education as a means of fulfilling personal needs and attaining goals through-out a lifetime of learning.
9. To help provide appropriate educational resources and guidance and to assist as many individuals as possible in registering for learning experiences.
10. To coordinate the various resources and services of the college in a conscientious effort to stimulate learning in socially deprived areas of the community.
11. To promote continuing education, community development and community involvement at every level of living throughout the College's service area.

TIMES AND PLACES

The Continuing Education and Community Services staff places a high priority on activities which involve all segments of the community, regardless of age, social, ethnic, or economic background. Learning opportunities can be arranged at times and places most convenient to all students. In this way, the College seeks to overcome traditional classroom schedules and limited systems of instruction. Classes and topics can be arranged to suit individual needs and purposes, and instruction can occur almost anywhere, anytime.

FLEXIBILITY OF PROGRAMMING

To fulfill its mission, the Division of Continuing Education and Community Services offers an extremely flexible program when making scheduling arrangements. Activities may take the form of formal classes in either regular, extended, concentrated or abbreviated format. Classes may be held day or night, as lecture courses or as seminars. Some activities may be treated as short-term learning experiences; wherein particular or special interests groups may wish to schedule such activities as workshops, institutes or conferences according to need. Individually designed training sessions can be planned also for organizations, and in-service training programs can be arranged for the benefit of industrial, business and medical practitioners. Recertification training projects are possible as well. Finally, some activities may be completely informal in nature, such as community service forums or luncheons which bring various groups and persons into dialogue. In short, personnel in the area of Continuing Education and Community Services stress innovation and creativity in organizing educational activities to suit the needs of area citizens.

GENERAL EDUCATION DEVELOPMENT TEST (GED)

The Division of Continuing Education and Community Services offers both a preparation course for the GED as well as the administering of the GED test. The course includes the study and review of English usage, literature, social studies, mathematics, and science as they appear on the GED test. Upon passing the GED test, a high school equivalency certificate is earned.

For further information regarding the GED or any of the above stated services provided by the Division of Continuing Education and Community Services, please call: (601) 627-2571, Ext. 139.

ALUMNI ASSOCIATION

The Alumni Association of Coahoma Community College is an organization of former students, both graduates and non-graduates. The purpose of the association is to serve and extend the programs of the College; to promote a spirit of fellowship and cooperation among its members; and to solicit their help in the future development of the College.

PUBLIC RELATIONS

The program of public relations at Coahoma Community College endeavors to foster and maintain public goodwill toward the institution by evaluating public attitudes, identifying the policies of the College with the public interest, and carrying out other activities to earn public understanding and acceptance. Specifically, the public relations office seeks to (1) interpret the College's philosophy and objectives; (2) advertise the public services of the College; (3) enlist the support of the public; (4) aid graduates of the College in transferring to the upper division of four-year institutions and/or in finding employment; (5) make contact with promising prospective students.

SECTION III: FINANCIAL INFORMATION

- Business Office Requirements**
- Schedule of Student Expenses**
- Other Costs**
- Summer School Fees**
- Graduation Fees**
- Refunds Policies (Tuition, Room, Board)**
- Delinquent Accounts**
- Books and Supplies**

BUSINESS OFFICE REQUIREMENTS

COAHOMA COMMUNITY COLLEGE POLICY FOR PAYMENT OF STUDENT FEES EFFECTIVE FALL SEMESTER, 1992

1. If you enroll at Coahoma Community College for the Fall Semester and still owe a bill from a prior period, you may register without any payment toward the old bill.

If all charges are not paid in full by the end of your final semester, you will not graduate, nor will an academic transcript be sent to other colleges or places of employment.

If you leave CCC with an outstanding balance and do not enroll again, the entire amount you owe will be turned over to a collection agency for collection.

2. If your financial aid has been approved, or if the Financial Aid Office determines that you will probably receive aid, you may register without payment of tuition and fees. The decision of the Financial Aid Office will be final.
3. If you do not clear the Financial Aid Office as described above, you must pay 1/2 (one-half) of the total of all tuition and fees in order to register. A cashier's check or money order is preferred. Personal checks will be allowed, but we will charge the student's account \$20.00 for each check returned for insufficient funds.
4. All dormitory students will be required to pay a \$100.00 room/key deposit in order to register. This is in addition to the 1/2 of all tuition and fees you must pay if not cleared by Financial Aid.
5. Your entire bill for the current semester must be cleared by aid or by payment by November 1 for Fall semester (April 1 for the Spring semester, and end of the second week of classes for each summer term).
6. If you still owe a bill from the current semester by November 1 for the Fall, you may be removed from all class rolls. Any exceptions will require approval from the Financial Aid Office and the Business Office.

The same policy will be enforced for Spring semester (April 1) and each summer term (end of second week of classes).

7. If you are removed from the rolls because of failure to clear your bill, you will still owe all tuition and fees.

SCHEDULE OF STUDENT EXPENSES

DISTRICT STUDENTS are those who live in counties that give financial support to Coahoma Community College. They are **COAHOMA, BOLIVAR, QUITMAN, AND SUNFLOWER.**

NON-DISTRICT STUDENTS are those whose homes are in the state of Mississippi, but in counties other than the supporting counties.

OUT-OF-STATE are those whose legal residence is outside the state of Mississippi.

	<u>DAY STUDENTS</u>		
	<u>District</u>	<u>Non-District</u>	<u>Out-of-State</u>
Matriculation Fee ¹	\$ 400.00	\$ 400.00	\$ 400.00
Publication Fee ² (once per year)	60.00	60.00	60.00
Activity Fee ²	25.00	25.00	25.00
Maintenance Fee ³		200.00	200.00
Out-of-State Fee ²			<u>750.00</u>
TOTAL FIRST SEMESTER	\$ 485.00	\$ 685.00	\$1,435.00
TOTAL SECOND SEMESTER	\$ 425.00	\$ 625.00	\$1,375.00

	<u>BOARDING STUDENTS</u>		
Matriculation Fee ¹	\$ 400.00	\$ 400.00	\$ 400.00
Publication Fee ² (once per year)	60.00	60.00	60.00
Activity Fee ²	25.00	25.00	25.00
Maintenance Fee ³		200.00	200.00
Out-of-State Fee ²			750.00
Board Fee	569.25	569.25	569.25
Room Fee	389.70	389.70	389.70
Laundry Fee	<u>59.40</u>	<u>59.40</u>	<u>59.40</u>
TOTAL FIRST SEMESTER	\$1,503.35	\$1,703.35	\$2,393.95
TOTAL SECOND SEMESTER	\$1,443.35	\$1,643.35	\$2,333.95

	<u>EVENING STUDENTS</u>	
	<u>On-Campus</u>	<u>Off-Campus</u>
Matriculation Fee	\$ 400.00 ¹	\$ 480.00 ⁴
Evening Registration Fee	25.00	25.00
Off-Campus Fee		35.00
Activity Fee ²	25.00	25.00
Publication Fee ² (once per year)	60.00	60.00
Maintenance Fee ³	200.00	200.00

	<u>OTHER COSTS</u>
Late Registration Fee	\$ 25.00
Room Deposit/Key Deposit	100.00
Schedule Change (per course)	5.00
Audit Fee	20.00 (per semester hour)
Transportation Fee (Bus)	100.00 (per semester)
Science Majors Lab Fees	25.00
Fees for Students enrolled in science courses	8.00

¹ \$40.00 per semester hour; \$400.00 for 12 hours or more

² 12 hours and above, Vocational and Technical Students add \$25.00 for VT Fees

³ \$17.00 per semester hour; \$200 for 12 or more hours

⁴ \$40.00 per semester hour

SUMMER SCHOOL FEES

Registration Fee, Per Summer Term	\$ 25.00
Fee, Per Semester Hour	40.00
Activity Fee, Per Summer Term	10.00
Off-Campus Fee, Per Term	35.00

GRADUATION FEES

A graduation fee of \$40 is charged to all students who are graduating. This includes the cost of the degree/certificate and cap/gown rental.

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

NOTE: All fees are subject to change.

REFUNDS POLICIES

If a class fails to develop or is terminated by order of the administration, all fees assessed and paid 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:

	<u>Regular Terms</u>	<u>Summer Terms</u>
First Week of Classes	100%	100%
Second Week of Classes	75%	0%
Third Week of Classes	50%	0%

Other Fees: Other fees paid during the registration process, such as registration fee, late registration fee where assessed, auto decal, yearbook, lab fees, etc., are not refundable.

Rooms: 75% before sixth day
50% before eleventh day
0 after eleventh day

Meals: A student withdrawing from a residence hall during the semester may be refunded all full weeks remaining in the meal ticket period if the meal ticket is surrendered to the Business Office.

DELINQUENT ACCOUNTS

The college reserves the right to withhold readmission of a student until all delinquent funds owed to the college have been paid. Transcripts of credit are not issued for students whose accounts are delinquent. Regular student account balances are collected by the Business Office, and if not paid when due, shall constitute a delinquent account.

BOOKS AND SUPPLIES

Textbooks for courses in the college division may be purchased from the college bookstore. The cost of books range from \$125 to \$200 and upwards per year. School supplies, paper, pencils, ink pens, and other supplies are available in the bookstore.

SECTION IV: FINANCIAL AID AND SCHOLARSHIP INFORMATION

- Student Financial Aid General Information**
- To Apply for Financial Aid**
- Priority Deadlines**
- Sources of Financial Aid**
 - Federal Pell Grant**
 - Federal Supplemental Educational Opportunity Grants**
 - State Student Incentive Grant**
 - Federal Work Study Program**
 - Job Location and Development**
 - Federal Perkins Loan Program**
 - Federal Stafford Student Loan**
 - Federal Parent Loan for Undergraduate Students**
- Satisfactory Progress for Financial Aid**
- Eligibility Time Frames**
- Standard of Satisfactory Progress**
- Financial Aid Probation**
- Conditional Financial Aid Probation**
- Financial Aid Suspension**
- Developmental Courses**
- Withdrawal, "N" and "F" Grades**
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- General Information**
- Financial Aid Requirements**
- What Is Financial Aid?**
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- Points To Remember**
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- Scholarships**
- Scholarship Policies**
- ACT Scholarships**
- Scholarship Requirements**
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STUDENT FINANCIAL AID

General Information

For many students, the cost of education beyond high school may be prohibitive. Coahoma Community College students are assisted through various types of financial aid, which may take the form of scholarships, grants, loans and/or part-time employment.

Financial assistance is provided to students who have met the admission requirements of the college. Aid recipients who have attended other colleges prior to attending Coahoma Community College must submit a financial aid transcript from those colleges.

TO APPLY FOR FINANCIAL AID

All financial assistance is awarded on an annual basis and no award implies automatic renewal from year to year. The Free Application for Federal Student Aid (FAFSA) and a new institutional financial aid application must be submitted each year.

PRIORITY DEADLINES

Academic Year (Fall and Spring)	April 1
Spring Only	November 1
Summer Only	April 15

Applications will continue to be accepted after these dates and will be considered according to the availability of funds. Coahoma Community College will also accept the College Scholarship Service(CSS), The American College Testing Program (ACT), and documents from all other federally approved MDE contractors.

SOURCES OF FINANCIAL AID

Federal Pell Grant--A federal student aid program designed to provide a foundation of gift aid to students who demonstrate financial need. All undergraduate students enrolled for their first undergraduate degree are eligible to apply for Pell Grant. The formula for determining need is developed by the Department of Education and approved by Congress. To be eligible for the Federal Pell Grant, students must be a U. S. citizen (or an eligible non-citizen), be enrolled in an eligible program. Pell Grant awards may range from \$400 to \$2,300 per year.

Federal Supplemental Educational Opportunity Grant (FSEOG)--A federally sponsored program to provide gift aid for those students with exceptional financial need, as determined by the financial aid administrator. These grants are renewable each year provided the students show satisfactory academic progress. SEOG awards may range from \$100 to \$4,000 per year.

State Student Incentive Grant (SSIG)--These grants are available to Mississippi residents only. Recipients must show a financial need, be enrolled at an eligible Mississippi institution and must make satisfactory academic progress. SSIG awards are based on availability of funds, as determined by the financial aid administrator. SSIG awards may range from \$100 to \$5,000 per year.

Federal Work Study Program--Part-time jobs are available on campus for students demonstrating financial need who must earn part of their educational expenses. Students will work in a variety of departments around the college. The amount of a student's FWS award depends upon available funds and the student's financial need.

Job Location and Development --The college maintains a program to assist students in finding part-time jobs in the local community. It is primarily intended to assist students who are unable to obtain the CWS jobs. Students will be paid by the businesses hiring them.

Federal Perkins Loan Program--The Perkins Loans (formerly NSDL) are reserved for the neediest students. Students may borrow up to \$3,000 for the first two years of undergraduate study with an aggregate limit of \$15,000. The interest rate on this loan is five (5%) percent. Repayment will begin nine months after a student ceases to be enrolled at least half-time.

Federal Stafford Student Loan--Banks, credit unions, savings and loan associations and similar agencies make loan funds available for educational purposes.

A student who has not yet successfully completed the first year of a program of study of undergraduate education as determined by the institution may borrow up to \$2,625 per academic year.

A student who has successfully completed the first year of a program of study of undergraduate education but who has not yet successfully completed the remainder of the program may borrow up to \$3,500 per academic year.

A student may borrow up to an aggregate loan amount of \$23,000 maximum if the student has not successfully completed a program of undergraduate education.

The interest rate on this loan is nine (9%) percent. Repayment will begin six months after a student ceases to be enrolled at least half-time. Applications are available at various lending institutions.

Federal Parent Loan for Undergraduate Students (PLUS)--The Federal PLUS loan program is non-need based source of loan funds for parents of dependent undergraduates. The interest rate on this loan is ten (10%) percent. Parents can borrow for each undergraduate dependent child, not to exceed the cost of attendance minus financial aid. PLUS borrowers, must begin repaying interest within 60 days after the loan is disbursed.

SATISFACTORY PROGRESS FOR FINANCIAL AID

All students must make satisfactory progress toward the completion of a chosen academic or vocational-technical program to remain eligible to receive any federal financial aid. Students must maintain a grade point average according to the formula below to be considered making satisfactory progress:

- a. minimum cumulative grade point average of 1.0 after one semester;
- b. minimum cumulative grade point average of 1.5 after two semesters;
- c. minimum cumulative grade point average of 2.0 after three semesters;
- d. minimum cumulative grade point average of 2.0 after for all remaining semesters.

Students must pass at least 12 hours of the total number of hours attempted. Courses may be repeated once. For computational purposes, the "N" and "I" grades count the same as an "F", zero quality points.

To receive financial aid from any Federal Aid Program, students must make satisfactory progress toward completion of their chosen academic or vocational-technical program.

Students must maintain the grade point average and program completion rates listed below to be considered making satisfactory progress:

<u>Credits Attempted</u>	<u>Minimum GPA</u>
6 - 18	1.0
19 - 36	1.5
37 - 54	2.0
55 - 72	2.0
73 - Above	2.0

ELIGIBILITY TIME FRAMES

Full-time students are expected to complete their educational program within six full semesters. Evening and part-time students are expected to complete their educational program within ten full semesters. Summer enrollment is not included in the time frame. Students will be allowed to earn a maximum of two degrees and/or certificates from the college and still be eligible for federal financial aid. The time frame may be extended to allow the student to earn the second degree or certificate. The cumulative grade point average and program completion rate requirements will still be in effect.

STANDARD OF SATISFACTORY PROGRESS

Satisfactory progress determination will be based on:

- * the number of credit hours attempted;
- * minimum cumulative grade point average for total credits attempted;
- * program completion within the specified time frame.

FINANCIAL AID PROBATION

A student will be placed on financial aid probation if the minimum grade point average or completion rate is not achieved; a warning letter will be mailed from the Director of Financial Aid. The student will also be considered on temporary academic probation and will receive a warning letter from the Vice President for Instruction and Community Service Programs.

CONDITIONAL FINANCIAL AID PROBATION (for ONE semester ONLY)

If the student's cumulative grade point average or completion rate does not meet the minimum by the end of the semester following placement on financial aid probation, he/she will be placed on conditional financial aid probation; a second warning letter will be mailed by the Director of Financial Aid. The Director may impose conditions for the student to continue receiving financial aid such as proof that the student is seeking counseling, tutorial help, or other forms of assistance from appropriate staff members. The Director will determine the conditions on a case-by-case basis.

The student will be considered on academic probation. A second warning letter will be sent by the Vice President for Instruction and Community Service Programs.

FINANCIAL AID SUSPENSION

If, after the semester on conditional financial aid probation, the cumulative grade point average or completion rate remains below the minimum standard, the student will be placed on financial aid suspension.

A student on financial aid suspension is not eligible to receive any federal Title IV financial aid.

DEVELOPMENTAL COURSES

If enrolled in at least twelve (12) hours of developmental courses, a student will be granted extra time on financial aid probation or conditional financial aid probation, up to two additional semesters.

WITHDRAWAL, "N" AND "F" GRADES

Students will be allowed an opportunity to withdraw from school without academic penalty. Students receiving "N" grades or all "N" and "F" grades will be treated the same as students receiving "W" grades. In both cases, the student will be placed on probation. If the student's academic performance on probation is comparable for two semesters (no overall improvement), financial aid suspension will result.

REINSTATEMENT AFTER FINANCIAL AID SUSPENSION

Students may re-establish their eligibility for financial aid if they are recommended for readmission by the Vice President for Instruction and Community Service Programs.

Students re-admitted must raise their cumulative grade point average and completion rate to the minimum level by the end of the semester of re-admittance. All time frame requirements will still apply.

APPEAL PROCESS

Students may appeal probation or suspension decisions by writing the Financial Aid Committee. The request should include all pertinent facts with proper documentation and should be submitted to the Director of Financial Aid. A hearing with the Financial Aid Committee may be scheduled at the discretion of the Director of Financial Aid.

GENERAL INFORMATION

Transfer students are considered in good academic standing at the time they enroll at the college. The time frames will begin once the student is enrolled.

Individual mitigating circumstances will be reviewed to determine if a student not meeting the satisfactory progress requirements may still be considered to be making satisfactory progress. This review may be undertaken without the formal appeal procedure, and may result in continuation of financial aid eligibility.

Students are allowed to change majors twice without affecting the time frame. The change may be across or within college divisions. Any probation or suspension determination will remain in effect during the change of major.

FINANCIAL AID REQUIREMENTS

What Is Financial Aid?

Financial aid is help, usually in the form of money, in meeting college costs. It can be in the form of grants, scholarships, loans, wages, benefits, stipends and deferments. It may pay for tuition and fees, and may also include assistance for room, board, books, transportation and personal expenses.

Grants--Are awards that you do not pay back.

Scholarships--Are awards based on academic excellence or special skills. Scholarships are not usually repaid.

Work Programs--Allow you to work and earn money to help pay for college.

Loans--Are borrowed money that you must repay with interest.

What Forms Must Students Complete?

1. Institutional Application--Institutional forms are the particular college's financial aid application. Since each institution has its own application for aid, it will be necessary to contact the college for the correct form.
2. Need analysis form--The need analysis form is used by the college to determine how much financial help a student needs. Each college has its own requirements and preferences regarding need analysis systems. The student should contact the school to determine which need analysis the school prefers. There are three forms that Mississippi colleges and universities use: the ACT, CSS and Application for Federal Student Aid. The forms are available from high school counselors and the financial aid office on campus.

How Eligibility Is Determined

Coahoma Community College uses the Application for Federal Student Aid to assess the financial condition of financial aid applicants. Information is

analyzed according to the requirements of the U.S. Congress and federal, state, and institutional guidelines. Such items as income, assets, family size, marital status, number of family members in college and family medical and dental expenses are used to determine eligibility.

Results of the needs analysis process indicate the amount the student and his or her family can contribute toward the student's education.

Students Eligibility Requirements

- * Generally, have financial need.
- * Have a high school diploma, a GED, or the **ability to benefit**.
- * Be enrolled as a **regular student** in an **eligible program**. Eligible program includes a degree or certificate program.
- * Be enrolled at least **half-time**--except for the campus based programs.
- * Be a **U.S. citizen** or **eligible non-citizen**.
- * Make **satisfactory academic progress** as outlined in this publication.
- * Not be in default on any **educational loan** nor owe a refund or repayment on an **educational grant**.
- * Sign a **statement of education purpose/certification statement on refunds and defaults**.
- * Sign an **Anti-Drug Abuse Act Certification**.
- * Sign a **statement of registration status with Selective Service**, if applicable.

Points To Remember

- YOU must initiate the Application for Financial Aid.
- YOU should be aware that applications are processed throughout the year.
- YOU must reapply for financial aid for each academic year. Aid for the summer is awarded separately.
- YOU should apply **BEFORE** April 1 and be guaranteed your share of available funds if eligible.

- YOU must apply for the Pell Grant to be considered for other aid.
- YOU must apply for financial aid in order to get College Work-Study.
- YOU must report changes in address or status promptly.
- YOU must respond to your award offer as soon as it is received.
- YOU must be at least a half-time student to receive and continue to receive financial aid.
- YOU must be an eligible student enrolled in an eligible program seeking a degree or certificate to receive aid. YOU must maintain satisfactory progress to continue eligibility.

SCHOLARSHIPS OPERATION GUIDELINES

Students will not receive two institutional scholarships during one academic year for any institutional program with the exception of the CCC Ambassador Scholarship program. 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.

Students must be enrolled full-time to be eligible for any institutional scholarship.

SCHOLARSHIPS

Scholarships are presented on the basis of availability and students' eligibility. Scholarships are made possible through the generosity of individuals, corporations, and organizations.

Information regarding scholarship applications may be secured from Financial Aid.

SCHOLARSHIP POLICIES

1. Any student on a scholarship who fails to maintain a full-time status (minimum of 12 semester hours) will be ineligible for an academic scholarship in the future.

2. Any student who drops out of school forfeits his/her chances for eligibility then and in the future. The student cannot resume the scholarship if he/she returns to Coahoma Community College.
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 will not be required to pay back his/her tuition but must leave any remaining portion of the money in the scholarship account. Official withdrawal papers must be submitted to the Financial Aid Office.
6. If a student officially withdraws, he/she may be granted special approval by the Scholarship Committee to receive the scholarship upon returning to Coahoma Community College (See policy #11).
7. A student's scholarship applies directly to institution fees only (tuition, room, educational supplies, and other related fees). Students do not receive cash refunds from scholarships.
8. A student may receive a scholarship for four semesters if he/she maintains full-time status (completing 12 or more hours).
9. If a student fails to attend school in consecutive fall/spring semesters (excluding summer school), he/she will forfeit his/her scholarship.
10. Any student receiving a scholarship should be contacted by the donor and must be present at the scholarship awards program. If the student is unable to attend because of extenuating circumstances, these reasons should be put in writing to the Scholarship Committee.
11. The Scholarship Committee will take under advisement a student's special set of circumstances. To process this review, a student must submit in writing and/or have an interview regarding his/her special request.
12. Only the Scholarship Committee, with the approval of the President of Coahoma Community College, can make any changes in these policies.

ACT SCHOLARSHIPS

An ACT scholarship is based on the student's ACT (American College Testing Program) score. (See Scholarship Requirements and Scholarship Policies)

COAHOMA COMMUNITY COLLEGE AWARDS AND SCHOLARSHIPS DESCRIPTIONS

THE ELIZABETH MAYNARD AWARD. Elizabeth Maynard, a resident of Flowers Manor, has been giving a cash award each year to CCC for the past 55 years, the longest established award in the school's history. Mrs. Maynard explained that the award began the year of her father's death in 1937. "I have always been interested in education, and I wanted to do something to benefit the college."

Although Coahoma Junior College was not established until 1949, Mrs. Maynard's award was given to Coahoma Agricultural High School students who would go on to enroll in other two- or four-year colleges. Once the college was established in 1949, the annual award was given to a CCC college student.

According to Maynard, the initial monetary gift was \$50 per year, but was soon increased to its present \$100 cash award each year.

THE DELTA SIGMA THETA SORORITY assists CCC in providing \$1,000 each year in two scholarship awards. The first award is the *Fannie Lue Hamer Memorial Scholarship* which is awarded by the Clarksdale-Marks Alumnae Chapter of the sorority. Each year the \$800 scholarship goes to a sophomore who possesses scholarship, good moral character, and an interest in the institution. *The Delta Sigma Theta Award* is \$200 and goes to a sophomore who exhibits scholastic achievement, good moral character, and versatility.

THE BEN-GLO SCHOLARSHIP is a \$1000 (\$500 to each of two students) annual gift given by a private foundation established by the Daugherty Family in honor of Benjamin Allen Daugherty and Gloria Daugherty Strange. The award is given to two students interested in Audiovisual Education or shows some promise in that field or an athlete in need of financial assistance. Need is the main criteria for selection as well as scholarship. The award can be given to entering students at CCC, continuing students at CCC, or graduating students furthering their college careers at a four-year educational institution.

THE MARION M. REID AWARD is a \$500 cash award given to a freshman from Coahoma County with good academic potential, leadership ability, and one who participates in civic activities and expresses a desire to continue his/her formal education beyond two years of college.

THE ALPHA PHI ALPHA FRATERNITY, INC. SCHOLARSHIP is a \$300 award given to a freshman with good academic potential, leadership ability, community involvement, and will be returning to CCC as a sophomore. The student must maintain a "B" average and desires to continue his/her formal education beyond two years of college.

THE FRANK W. GAMBRELL JR. MEMORIAL SCHOLARSHIP is named for a former CCC instructor and is awarded to a freshman Science major with the highest scholastic average above 3.0. The \$250 award is given to a student who desires to continue his/her education beyond the two-year college level.

THE EZRA TOWNER III MEMORIAL AWARD is an annual \$250 cash award given by Towner's family for a freshman or sophomore student from Quitman County who is interested in the field of Special Education.

THE LULA H. PENDLETON MEMORIAL SCHOLARSHIP is given by Miss Monteval Pendleton, daughter of Lula Pendleton, and is given through 21st Century Civic and Art Federated Club. The \$200 award goes to a freshman student majoring in Mathematics or Computer Science from Coahoma County.

THE FIRST NATIONAL BANK OF CLARKSDALE SCHOLARSHIP is a cash award of \$175 per semester given to each of two graduating high school seniors from the Coahoma County area majoring in business. The bank and college maintain the special criteria for this award which can be renewed by students who maintain a 3.0 or better average during the freshman year.

THE FRIARS POINT SCHOLARSHIP AWARD is a \$100 annual award given to a Coahoma Agricultural High School senior from Friars Point with the highest scholastic average.

THE MATTIE HENRY PETTIS MEMORIAL AWARD is a \$100 cash award given to a freshman student majoring in Political Science, maintains a "C" average, is 18 years of age and is a registered voter.

THE FRANKIE STUTTS-GRAY MEMORIAL AWARD given by Laura Hearn is a \$50 cash award given to a graduating sophomore who exhibits the most courteous conduct at all times.

Other scholarships and awards that vary each year in cash value (from \$50 to \$100) determined by investiture returns are as follows:

THE L. C. SCOTT MEMORIAL SCHOLARSHIP AWARD sponsored by the Coahoma County Sunday School and Baptist Training Union Congress through membership churches of that congress. Only seniors of associated churches are eligible. The award is determined by high scholastic achievement.

THE LAWRENCE H. AND JOEL DAVIS MEMORIAL AWARD given in memory of the late Lawrence and Joel Davis. The annual award is alternated each year between freshmen Social Science and Biological Science Majors. Criteria is academic potential and a need for additional financial assistance.

THE LILLIAN ROGERS-JOHNSON MEMORIAL AWARD is made on the basis of academic potential and Christian character among freshmen.

THE MABLE THOMPSON THOMAS AWARD is given to the graduating sophomore with the highest scholastic average.

THE DELTA WIRE SCHOLARSHIP is awarded annually to a Coahoma County student who has participated in the work-study program during high school or a summer work program and wishes to continue his/her education. The student must exhibit leadership abilities, possess good work ethics, demonstrate outstanding job skills, and maintains at least a "B" average (3.0). The award is a cash amount of \$500 per semester and is renewable.

The student who applies for the Delta Wire Scholarship must submit a letter of application, a resume, official copy of high school transcript, and copy/proof of high school diploma. The application process also includes completing a form and being interviewed by the Scholarship Committee.

SCHOLARSHIP REQUIREMENTS

	If you have:	You can receive:
Trustee Scholarship (MS Residents Only)	28+ ACT, 3.50-4.0 HS GPA 300 word essay, topic chosen by President or designee	Full Tuition & Fees Room & Board + \$400/yr. Book Allowance MUST maintain 3.50 GPA
Presidential Scholarship (MS Residents Only)	25-27 ACT, 3.25-3.49 HS GPA Recommendation from President	Full Tuition & Fees Room & Board MUST maintain 3.25 GPA
Academic Scholarship (MS Residents Only)	20-24 ACT 3.0 HS GPA Recommendation of Principal or Counselor	Full Tuition & Fees MUST maintain 3.0 GPA
	17-19 ACT 3.0 HS GPA Recommendation of Principal or Counselor	1/2 Tuition & Fees MUST maintain 3.0 GPA
Valedictorian & Salutatorian	Met one of the above requirements	
Superintendent's Scholarship (MS Residents Only)	Recommendation of Principal & Counselor	Full Tuition & Fees MUST maintain 2.5 GPA
CCC Ambassadors Scholarships	Selection by Sponsor	\$175 (one time for uniform) will be awarded CWS, 20 hrs/mo @ \$1.25 above minimum wage MUST maintain 2.5 GPA & Committee Approval

CCC Leadership Scholarships	Selection to the following offices and 3.0 GPA: Miss CCC, SGA President Yearbook Editor , Newspaper Editor	Full Tuition & Fees MUST maintain 3.0 GPA
CCC Citizenship Scholarships	Involvement in CCC community, 2.5 GPA & Approval by President or designee	Full Tuition & Fees MUST maintain 2.5 GPA
Band Scholarships	Approval of Director	\$1,500 (Boarders) 750 (Commuters) MUST maintain 2.0 GPA and Director Approval
Choir Scholarships	Approval of Director	\$1,500 (Boarders) 750 (Commuters) MUST maintain 2.0 GPA & Director Approval
Cheerleader Scholarships	Approval of Cheerleader Sponsor	1/2 Tuition & Fees MUST maintain 2.0 GPA & Sponsor Approval

SPECIAL NOTE: An application for Federal Student Financial Aid (Pell Grant) and a Coahoma Community College Financial Aid Application MUST be on file, **BEFORE** a student can be considered for any type of scholarship or financial assistance.

**SECTION V: INSTRUCTIONAL INFORMATION, REQUIREMENTS,
AND REGULATIONS**

Admissions
General Admissions Policies
Admissions Requirements for Academic and Technical Students
Admissions Requirements for Vocational Students
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Academic Probation and Suspension Policies
Class Attendance Policies and Procedures
 Academic and Technical Courses
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Evening Classes
Summer School
Transcripts
Compliance Policy
Family Educational Privacy Rights
Veterans
 Admissions Requirements
 Previous Education and Training Records
 Progress Records
Changing Enrollment Status
Attendance (veterans)
Reports to the Veterans Administration
Residency Requirements
Follow-up and Placement

ADMISSIONS

Inquiries about admission to Coahoma Community College should be addressed to the Office of Admissions and Records. The Dean of Admissions and Records receives and processes all routine applications, evaluates credentials and issues statements relative to admission to applicants. Academic, technical, and vocational students may enter at the beginning of either of the two semesters or at the beginning two of the summer school terms. Application forms may be secured from the Admissions and Records Office.

GENERAL ADMISSIONS POLICIES

Coahoma Community College does not discriminate on the admission of students because of race, color, sex, national origin or disability. The institution operates under the "open door" policy. However, admission to the college does not necessarily guarantee admission to a specific program desired by a student.

Coahoma Community College admits students whose American College Test (ACT) scores are on file in the Admissions and Records Office. Students seeking admission to the academic and technical programs are required to take the ACT and request that the results be sent to the Admissions and Records Office before credit is granted. Students 21 years of age or older are not required to take the American College Test unless they are planning to enter a specific program that requires it, such as the Computer Programming Technology Program. All admissions requirements must be met before a student is officially accepted by the institution.

Immunization Requirement: In cooperation with the Mississippi State Board of Health, Coahoma Community College requires certification of appropriate immunization against rubella and measles of all entering students whose birth dates are after December 13, 1956.

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.

ADMISSIONS REQUIREMENTS FOR ACADEMIC AND TECHNICAL STUDENTS

1. A student seeking admission to the college should provide a transcript with proper verification from the high school attended. Students who have completed a minimum of 17 acceptable high school units but have not graduated from high school may be accepted.

2. For mature students (above 17 years of age), a satisfactory score on the high school level General Education Development Test (GED) may be accepted in lieu of certification for graduation.
3. Students should request that their American College Test (ACT) scores be mailed to the Admissions and Records Office.
4. Transfer students: A student from a college of recognized standing may be admitted to the college on the basis of an official transcript of credits from the institution previously attended. However, transfer credit will be accepted in accordance with the following policy: a student whose transcript indicates an overall quality point average of C (2.0) or better will be allowed to transfer all courses in which he/she has a grade of D. If the transcript indicates an overall average of below C, only those courses bearing grades of C or better will be accepted. All transfer students should have their transcripts evaluated in the Office of Admissions and Records prior to enrolling. No transfer student is required to submit ACT scores if he/she has completed at least 15 semester hours of acceptable college level courses. Transfer students are denied admission if they are on academic suspension from the previous institution.
5. All applicants are required to submit completed applications that are supplied by the institution.
6. All applicants are notified of their admission status as completed applications and other required admission date are received in the Admissions and Records Office. When all required admission materials are on file in the Admissions and Records Office, each applicant will be sent a "Notice of Acceptance Form" which must be presented when the applicant begins registration.

ADMISSIONS REQUIREMENTS FOR VOCATIONAL STUDENTS

Students may be admitted to vocational programs at Coahoma Community College if they are interested in the trades. High school graduation or satisfactory scores on the General Education Development test are not required. However, a transcript or record of previous education and training is required. Students who enroll in barbering and cosmetology are required to have completed the tenth grade. Students who enroll in vocational courses must take the TABE test prior to registering.

Applicants may be admitted to vocational programs after they have provided the Office of Admissions and Records with a completed application form and an official transcript or record of previous education and training and have successfully passed the TABE or GED.

ADMISSIONS REQUIREMENTS FOR EVENING STUDENTS

Admissions requirements for evening students are the same as for regular day students.

ADMISSIONS REQUIREMENTS FOR VETERANS OR ELIGIBLE PERSONS

Admissions requirements for veterans or eligible persons are the same as for regular students. However, they must meet all admissions requirements and provide the Admissions and Records Office 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 G.I. benefits cannot be admitted to the college under provisional or special admission status and be eligible to receive financial benefits under the G.I. Bill.

TYPES OF ADMISSIONS

Admissions approval is one of three types:

1. Regular indicates that a student has satisfactorily fulfilled all admissions requirements.
2. Early Enrollment Coahoma Community College has an early enrollment program for high school students. Students may enroll as early as the summer following the eleventh grade and take freshmen courses other than English Composition for college credit. Students must meet the following six requirements for early enrollment
 - a. Have completed junior year in high school with 17 credits.
 - b. Have official high school transcript on file in the Admissions Office.
 - c. Complete application for admissions.
 - d. Have official ACT scores on file.
 - e. Have adult immunization on file bearing dates of Rubella/Measles inoculation.
 - f. Attend a counseling session prior to enrollment.
3. Special Admission is designed to meet the needs of special interest groups that seek admission for specifically designed programs without concern for credit transfer.

RE-ADMISSION 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 Re-Admission." A student in attendance the semester preceding the one for which he/she wishes to be enrolled does not need to submit an application for re-admission.

A student re-admitted 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 Admissions and Records Office with an official transcript from that college.

A student returning after academic suspension will be re-admitted on academic probation registering for 12 semester hours only.

A student who has dropped out of school for two consecutive semesters after having received financial aid each of these semesters will be required to pay all of his/her own tuition and fees for the third semester upon reinstatement as a student at the college.

GRADUATION REQUIREMENTS

Degree Programs

Coahoma Community College awards two degrees: the Associate in Arts and Associate in Applied Science. For either degree, the minimum requirements is 65 semester hours and 130 quality points (a "C" average) based upon all courses completed.

Any student who plans to transfer to one of Mississippi's eight public universities and who has not achieved the required ACT score for admission, must complete the following core requirements with at least a 2.0 average on a 4.0 scale:

- 6 semester hours of English Composition
- 3 semester hours of college algebra
- 6 semester hours of laboratory science
- 9 semester hours of humanities and fine arts

To receive the Associate in Arts degree in general education, a student must:

1. Earn a minimum of 65 semester hours which must include 6 semester hours of English Composition, 6 semester hours of literature, 3 semester hours of art or music appreciation, 6 semester hours of social science or history, 2 semester hours of physical education, 1 semester hour of orientation and 3 semester hours of speech.

2. Earn an average of two quality points for each semester hour completed.
3. Complete the last fifteen (15) semester hours at Coahoma Community College.
4. Satisfactorily meet his/her financial obligations at Coahoma Community College.

To receive the Associate in Arts or the Associate in Applied Science degree in a specific area, a student must:

1. Complete the course requirements of the appropriate curriculum outlined in the catalog.
2. Earn an average of two quality points for each semester hour completed.
3. Complete the last fifteen (15) semester hours at Coahoma Community College.
4. Satisfactorily meet his/her financial obligations at Coahoma Community College.

Exceptions:

1. 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 Dean 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.
2. A student who is physically unable 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.

Certificate Programs

To graduate from the college with a certification in a particular program, a student must:

1. Satisfactorily complete all courses in the chosen program as indicated in the catalog.
2. Complete the final semester as a full-time student at Coahoma Community College.

3. Satisfactorily meet his/her financial obligations at Coahoma Community College.

Exception:

A certificate is awarded those students who do not take any of the above options, but complete two years of general study at the institution.

LETTER OF APPLICATION FOR GRADUATION

Any student wishing to apply for a certificate or for one of the degrees conferred by Coahoma Community College must write a formal letter of application for a specific degree or certificate within the last four weeks of the semester and pay graduation fees at that time. No student will be graduated and have a degree or certificate awarded until all degree or certificate requirements have been met.

A student may graduate under the requirements of the published catalog for the current session or under the graduation requirements of the published catalog for the year the student entered Coahoma Community College provided those courses are still being offered by the College. Requirements, however, may not be divided between two catalogs.

The 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.

REGISTRATION

Registration for each semester will take place on the dates stated in the college calendar. Failure to register on the dates set aside for this purpose will result in a charge of late registration fee of \$25.00. All students are expected to register at the beginning of the semester and remain in classes until the end of the semester.

CHANGE OF SCHEDULE

An official change in schedule may be made only with special permission from the student's advisor and the appropriate instructional dean. This includes adding and dropping courses. All changes must be made not later than the dates designated in the college calendar. The student must file a change of schedule form with the Admissions and Records Office after the change has been approved by the appropriate instructional dean. No student will receive credit for a course in which he/she is not enrolled. Any student who unofficially drops a course will receive a grade of "N". A fee of \$5.00 must be paid for each change in schedule.

Official change of schedule--A change of schedule approved by the student's advisor and the appropriate instructional dean.

Unofficial change of schedule--A change of schedule not approved by the student's advisor and the appropriate instructional dean.

DIRECTED INDEPENDENT STUDY (DIS)

Students satisfying the following condition will be permitted to earn a maximum of 12 semester hours by directed independent study, but allowed to enroll in only one DIS course per semester if he/she:

1. Possesses an overall grade point average of 2.0;
2. Enters into a contractual agreement with the instructor of the courses desired;
3. Enrolls in scheduled course, but has to drop that course due to insufficient enrollment;
4. Shows where circumstances beyond his/her control would prevent him/her from enrolling in a course prescribed in his/her program.

A student who is desirous of pursuing a DIS course should first consult his/her advisor. Then and only if recommended by the advisor, the student should contact the instructor so that a contract can be drawn up. This contract should spell out exactly what is expected of the student. In order to be awarded credit for a DIS course, a student must satisfactorily complete the requirements of the course. Courses which carry labs--i.e., biology, physical science, vocational courses, etc.--will not be offered through DIS.

Final approval for a student to take a DIS course will be granted by the appropriate instructional dean and vice-president. No student entering as a first semester freshman or first-time student will be permitted to enroll in a DIS course.

STUDENT LOAD

The minimum number of semester hours which classifies one as a full-time student is twelve (12). The "normal student load" is fifteen (15) to nineteen (19) hours. In order for a student to carry a load in excess of the "normal student load," he/she must receive permission from his/her advisor and the approval of

the appropriate instructional dean. Students who have been placed on academic probation or who are taking remedial courses are advised to reduce the number of hours to twelve (12) and they may not take more than fourteen (14) hours without first securing the permission of their advisor and approval of the appropriate instructional dean.

CLASSIFICATION OF STUDENTS

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

Freshman--a student who has fewer than 28 semester hours hours.

Sophomore--a student who has earned at least 28 semester hours at Coahoma Community College and attended Coahoma Community College the previous semester.

Full-time student--a student who is enrolled in 12 or more semester hours of work in a given semester.

Part-time student or special student--a student who is enrolled in fewer than 12 semester hours of work in a given semester.

Student who needs to take the TABE--a student who has not completed high school or taken and passed the GED. This student must take and pass the TABE test before he/she registers in one of the vocational programs, if he/she receives financial aid.

Cleared student--a student who has met admissions and financial aid requirements.

Uncleared student--a student who has not met admissions and financial aid requirements.

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.

Transfer student--a student who has earned credit at another accredited college or university and plans to enroll at Coahoma Community College. This student will be unable to enroll at Coahoma Community College if he/she has been suspended or expelled from another college or university.

SEMESTER HOURS 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 three lecture/recitation hours per week or for two lecture/recitation hours and two laboratory hours per week or, for some, a combination of the above.

AUDITING COURSES

No credit is granted for courses on an auditing basis. Once a student has enrolled in a course or courses for audit, no future credit will be allowed for enrollment in a course on this basis. Special students may be admitted to the college to audit courses on the basis of a regular application and without being required to take the ACT.

EXAMINATIONS

Examinations are given periodically during the academic year. 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 five weeks in length. All students are required to take a written examination at the time designated on the schedule.

Make-up examinations are given to students who, because of unavoidable circumstances, have missed examinations during the school term. Examinations deficiencies must be removed the first semester following the semester in which the deficiency occurred. Permission for make-up examinations must be secured from the appropriate dean prior to the date for which the examination is rescheduled.

INCOMPLETE GRADES

The grade of "I" (Incomplete) indicates that the student has not completed 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 following the semester in which the "I" was received or not later than the next semester in which the course is taught. If the student fails to complete the course within the specific time, the grade of "F" will be recorder 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".

GRADING SCALE/GRADE DESCRIPTIONS AND CHANGE OF GRADES

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	QUALITY POINTS
A - Excellent	92 - 100	4
B - Good	83 - 91	3
C - Average	74 - 82	2
D - Poor	65 - 73	1
F - Failure	Below 65	0
I - Incomplete		
N - Non-Attendance		
W - Official Withdrawal		

Grade Descriptions

- I--This grade will be assigned when a student has missed classwork (including exams) which can be reasonably made up in the time specified in the college catalog.
- 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.
- N--This grade will be assigned when a student stops attending class and the unexcused absences exceed the number allowed under current policy. The instructor must assign the "N" at the point where the absences exceed the allowable number. The date of attendance should then be reported to the Admissions and Records and Financial Aid Offices through the department chairman, appropriate dean, and the Vice President for Instruction and Community Service Programs. In terms of determining academic progress, the "N" will be calculated in the total hours attempted and carry a point value of 0.

Change of Grades

A grade other than "I" (Incomplete), once reported, is subject to change only if it has been caused by a clerical 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 the department chairperson and the appropriate instructional dean.

QUALITY POINTS

Quality of work will be measured by "quality point." Quality points are acquired as follows: for each semester hour completed with a grade of "A", four quality points are given; for each semester hour completed with a grade of "B" three quality points are given; for each semester hour completed with a grade of "C", two quality points are given; for each semester hour completed with a grade of "D" one quality point is given. Thus, a three hour course completed with a grade of "A" gives twelve (12) quality points, "B" nine quality points, "C" six quality points, and "D" three quality points.

To be in good standing academically, students are required to earn a 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 his/her grade point average. The student should observe that the grade of "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 section on INCOMPLETE GRADE.) The grade of "W" will not affect the student's grade point average. The student should be reminded, however, that the unofficial withdrawal from any class will result in the recording of the grade of "N".

REPEATED COURSES

On any course which is repeated, the grade recorded last will be considered when computing the student's cumulative grade point average. A student may not repeat any course in which he/she already has a grade of "C" or better. A (/) sign will be recorded over the initial grade earned upon receipt of the new grade.

HONORS

At the end of each semester, the names of honor students are published and posted. A full-time student who earns a quality point average of 4.0 will be on the president's list; those who carry a full load and earn a minimum quality point average of 3.5 will be on the dean's list; those students who carry a full load and earn a minimum quality point average of 3.0 will be given honorable mention.

Students who earn an average of 3.0 for each semester hour will graduate with honor; those who earn an average of 3.5 for each semester hour will graduate with high honor and those who earn an average of 3.8 or more for each semester hour will graduate with highest honor. The two graduating

students with the highest averages that have completed their requirements in two consecutive years carrying a full load of 15 hours or more will be valedictorian and salutatorian, respectively. A minimum quality point average of 2.0 is required for graduation from the College.

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 student who fails to maintain 1.0 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. Students on probation will be provided academic counseling.

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

A 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-admitted in good 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 dean.

If a 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.

CLASS ATTENDANCE POLICIES AND PROCEDURES

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.

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 records, and these records will become part of the student's official record.

Approved absences may be permitted in the event of personal illness, death in the immediate family, or an official school function. The student is still responsible for all work missed regardless of the reason for his/her being absent.

Instructors are expected to encourage regular class attendance by organizing classes in such a manner that students will recognize the necessity for attending classes regularly in order to meet the established objectives of the courses.

Academic and Technical Courses

When a student's unexcused absences in an academic or technical course equal three times the number of times the course meets per week, not to exceed nine absences for three hour courses or twelve absences for four hour courses, the student will be dropped from the course and a grade of "N" will be recorded.

If a student has accumulated more than the total unexcused absences allowed because of justifiable causes, he/she may appeal to the attendance committee for an extension of allowed absences. To be considered for reinstatement, the student must appeal to the attendance committee in writing within three days from the dropped date. The request for an appeal must be made by the student to the appropriate dean. The student will be allowed to remain in class until the hearing is held and a decision has been made.

Tardies: Three will count as one absence. A student is counted tardy from class if he/she is later than fifteen (15) minutes arriving to class.

Vocational Programs

When a student enrolls in any of the vocational programs, he/she accepts the responsibility for attending all classes and doing the work prescribed by the instructor. When a student's unexcused absences in a vocational program exceed ten days, the student will be dropped from the program and a grade of "N" will be recorded. Once a student has been dropped by the institution, the student cannot re-enroll until the beginning of the next semester.

Should a student take more than the allowed number of unexcused absences and if there is just cause, the student may request a hearing with the attendance committee. The student must make a written request to the Dean of Vocational Technical Education. The same appeal procedure will be followed as that of academic and technical students.

Tardies: A student is counted tardy if he/she is later than fifteen (15) minutes arriving to class after any break in instruction. Tardies equaling sixty percent of a day will constitute one absence.

WITHDRAWAL PROCEDURES

Students officially withdrawing from school completely, or students who want to officially withdraw from only part of their classes, should initiate the process at the admissions office. The Admissions Office will issue the proper form and inform the student of the procedures to be followed.

I. Academic/Technical and Vocational Students

A. Obtain withdrawal slip from Admissions Office

B. Obtain Signature from:

1. Divisional Dean

Copies of official withdrawal will be disseminated to:

- (1) Registrar/Veteran's Coordinator
- (2) Business Office
- (3) Financial Aid Office
- (4) Student

C. Return withdrawal slip to Admissions Office after obtaining dean's signature. Withdrawal is not official until student returns withdrawal slip to Admissions Office.

EVENING CLASSES

Evening class students are expected to attend classes on a regular basis. After two unexcused absences, the instructor will submit each student's name to the Dean of Continuing Education. The dean will in turn notify the student that these absences are jeopardizing his/her grade point average and continued enrollment. After the third absence, the student will be notified that he/she has been dropped from the course and the grade of "N" will be recorded.

Should a student enrolled in evening classes take more than the allowed number of absences, he/she may request an appeal if there is just cause. The appeal must be made by the student in writing to the Dean of Continuing Education. The dean will present the request to the attendance committee for a decision. The student will remain in class until a decision has been made.

Tardies: A student is counted as tardy if he/she is later than thirty (30) minutes arriving to class. Three tardies shall constitute one absence.

The regular academic, technical, and vocational evening classes are an extension of the college program. They provide educational opportunities for

people who are unable to attend regular day classes. The courses offered are taught by the regular faculty members or instructors with equivalent qualifications. Classes are scheduled during the hours between 6 p.m. and 10 p.m. These requirements are the same as for regular day students.

SUMMER SCHOOL

Coahoma Community College offers summer school (1) to render services to the college community; (2) to give students an opportunity to accelerate their efforts in meeting academic requirements for graduation; and (3) to give students who are deficient in academic subjects an opportunity to remove the deficiencies.

Students desiring to attend summer school will comply with the regular requirements. An applicant must make application through the Office of Admissions and Records to do summer work for academic or nonacademic credit.

The summer session for day classes is approximately ten weeks, divided into five-week terms. The "normal student work load" is six semester hours per term. Detailed information concerning course offerings, admissions requirements, fees, and facilities will be available by May 1. Additional information may be obtained from the Office of Admissions and Records, Office of General Studies, Office of Continuing Education, and Office of Vice President for Instruction and Community Service Programs.

TRANSCRIPTS

Transcripts are released only upon written and signed requests by the students. A fee of three dollars (\$3) is charged for each copy.

COMPLIANCE POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Educational Amendments of 1972 of the Higher Education Act and Section 504 of the Rehabilitation Act of 1973, the Board of Trustees of Coahoma Community College has adopted a policy assuring that no one shall, on the grounds of race, color, national origin, sex, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination in any program, activity, or employment of the College.

FAMILY EDUCATIONAL PRIVACY RIGHTS ACT

Coahoma Community College complies with all provisions of the Federal law entitled "Privacy Rights of Parents and Students." Copies of a policy statement, indicating the records affected by this law and outlining the student's rights and obligations, may be obtained from the Office of Admissions and Records.

Students are entitled to have access to school records upon request. Coahoma Community College will release directory information about any student unless he/she has notified the Office of Admissions and Records in writing that he/she does not want such information released. This written request must be filed with non-college persons or organizations or such directory information will be refused.

Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, the most recent educational agency attended by the student and other similar information.

Upon receipt of a subpoena or judicial order requiring the Dean of Admissions and Records/Registrar to supply a student's records, the requested action will be taken.

The law, allows school officials including teachers, to have access to a student's records.

VETERANS

Coahoma Community College is an approved institution for providing educational training for veterans, spouse or dependents of veterans. The Dean 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.

Admissions Requirements

Any persons who anticipate enrolling at Coahoma Community College and receiving educational assistance from the Veterans Administration must meet all admissions requirements prior to being certified to the Veterans Administration. Documented evidence that all admissions requirements are met shall be a part of the veteran's or eligible person's permanent record. (See section on ADMISSIONS)

Previous Education and Training Records

Documented evidence of all previous education and training must be provided and filed in his/her permanent record. Proper credit will be given and submitted to the Veterans Administration. The recommendations of the American Council on Education in their handbook, GUIDE TO THE EVALUATION OF EDUCATION EXPERIENCES IN THE ARMED SERVICES, is used for evaluating military credit where possible.

Progress Records

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 re-enrollment in any course from which there was a withdrawal.

Changing Enrollment Status

Students receiving veterans benefits may not drop any course or stop attending any class without prior approval of the office of veterans affairs 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.

Attendance

A standard class record book 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 ATTENDANCE)

Reports to the Veterans Administration

Any change in status from the last certification will be reported promptly to the Veterans Administration. Reports of unsatisfactory progress, drop, 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.

RESIDENCY REQUIREMENTS

A legal resident of Mississippi is defined as a person who has lived within the boundary of the state for the past six consecutive months. An out-of-district resident is defined as a person who does **NOT** live within Bolivar, Coahoma, Quitman, and Sunflower counties, but does live in some other county in Mississippi. An out-of-state resident is defined as a person who has **NOT** lived in the state of Mississippi for the past six consecutive months. Accordingly, application for admission to Coahoma Community College falls into one of three categories: (1) "District" which includes Bolivar, Coahoma, Quitman, and Sunflower counties; (2) "Non-District" which includes other Mississippi counties, and (3) "Out-of-state." The student is responsible for identifying and enrolling under the appropriate residential status.

For specific details, refer to Sections 37-103-1 to 37-103-29, Mississippi Code of 1972 Annotated.

FOLLOW-UP AND PLACEMENT

The college attempts a follow-up of the Coahoma graduates through the Office of Alumni Affairs, through conferences with the administrators of senior colleges, superintendents of education and other agencies, and through conferences with graduates and former students.

Attendance

RESIDENCY REQUIREMENTS

SECTION VI: PROGRAMS OF STUDY

TWO-YEAR ACADEMIC PROGRAMS: Division of General Studies

Business Offerings

- Accounting**
- General Business**

Department of Education/Psychology and Social Science

- Early Childhood Education**
- Elementary Education**
- General Education**
- Criminal Justice**
- Pre-Law**
- Social Science**
- Social Science Education**
- Social Work**

Department of English and Foreign Language

- English**
- Radio & Television Broadcasting**

Department of Fine Arts

- Art**
- Printing/Graphic Management**

Department of Health, Physical Education and Recreation

- Athletic Administration & Coaching**
- Health, Physical Education & Recreation**
- Recreation**

Department of of Natural Science, Mathematics and Computer Science

- Biology**
- Chemistry**
- Computer Science**
- Mathematics**
- Mathematics Education**
- Medical Records**
- Medical Technology**
- Pre-Dental Hygiene**
- Pre-Medical**
- Pre-Nursing**
- Pre-Optometry**
- Pre-Pharmacy**
- Pre-Physical Therapy**

**Pre-Veterinary Science
Science Education**

**Special Programs
Upward Bound**

Business Offerings
Accounting
General Business

Department of Education, Psychology and Social Science
Early Childhood Education
Elementary Education
General Education
Criminal Justice
Pre-Law
Social Science
Social Science Education
Social Work

Department of English and Foreign Language
English
Radio & Television Broadcasting

Department of Fine Arts
Art

Printing/Graphic Management

Department of Health, Physical Education and Recreation
Athletic Administration & Coaching
Health, Physical Education & Recreation
Recreation

Department of Natural Science, Mathematics and
Computer Science
Biology
Chemistry
Computer Science
Mathematics
Mathematics Education
Medical Records
Medical Technology
Pre-Dental Hygiene
Pre-Medical
Pre-Nursing
Pre-Optometry
Pre-Pharmacy
Pre-Physical Therapy

ACCOUNTING

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisor: M. Hudson

Major Code: ACCT

This curriculum is designed to meet the first two-year requirements for students who plan to work in private, public, or governmental accounting, auditing, or similar positions.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
HIS 1113 Western Civilization.....	3	HIS 1123 Western Civilization.....	3
BIO 1132 General Biology I.....	2	CSC 1113 Intro. to Comp. Concepts.....	3
BIO 1131 General Biology. I Lab.....	1	SPT 1113 Oral Comm.....	3
MAT 1313 College Algebra.....	3	Math or Science Elective.....	3
MUS 1113 Music Apprec. or		HPR 1121 General Activities.....	<u>1</u>
ART 1113 Art Apprec.....	3		16
HPR 1111 General Activities.....	1		
EDU 1311 Orientation.....	<u>1</u>		
	17		

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 2223 American Literature or		ENG 2233 American Literature or	
ENG 2423 World Literature.....	3	ENG 2433 World Literature.....	3
BAD 2413 Legal Envir. of Bus.....	3	MKT 2123 Prin. of Mktg.....	3
ACC 1213 Prin. of Accounting.....	3	ACC 1223 Prin. of Accounting.....	3
PHY 2242 Physical Sci. I.....	2	SEC 2613 Bus. Comm. I.....	3
PHY 2241 Physical Sci. I Lab.....	1	ECO 2123 Prin. of Economics.....	3
ECO 2113 Principles of Eco.....	3	Elective.....	<u>3</u>
MAT 1814 Calc. I.....	<u>3</u>		18
	18		

GENERAL BUSINESS

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: M. Hudson & R. Skipper

Major Code: GBUS

This curriculum is designed for students who plan to transfer to a senior institution. It provides the first two years of study for students majoring in such fields as finance, management, marketing, business administration, etc.

See course descriptions for prerequisites.

Check senior college catalog for electives.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Comp.....	3
HIS 1113 Western Civilization.....	3
BIO 1132 General Biology I.....	2
BIO 1131 General Biology I Lab.....	1
SPT 1113 Oral Comm.....	3
MAT 1313 College Algebra.....	3
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	1
	17

Spring Semester	Credit Hours
ENG 1123 English Comp.....	3
HIS 1123 Western Civilization.....	3
BIO 1142 General. Biology. II.....	2
BIO 1141 General. Biology. II lab.....	1
BAD 2513 Prin. of Mgt.....	3
ART 1113 Art Apprec. or	
MUS 1113 Music Apprec.....	3
HPR 1121 General Activities.....	1
Math or Science Elective.....	3
	19

Sophomore Year

Fall Semester	Credit Hours
ENG 2223 American Literature or	
ENG 2423 World Literature.....	3
BAD 2413 Legal Envir. of Bus.....	3
ACC 1213 Prin. of Accounting.....	3
ECO 2113 Prin. of Economics.....	3
CSC 1113 Intro. to Comp. Concepts..	3
Elective	3
	18

Spring Semester	Credit Hours
ENG 2233 American Literature or	
ENG 2433 World Literature.....	3
SEC 2613 Bus. Comm. I.....	3
ACC 1223 Prin. of Accounting.....	3
ECO 2123 Prin. of Economics.....	3
MKT 2123 Prin. of Mktg.....	3
	15

EARLY CHILDHOOD EDUCATION

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: H. Ramsey & B. West

Major Code: ECED

This curriculum is designed to provide two years of basic education and special skills for persons interested in working with pre-school learners. It provides for those persons who desire immediate employment in a day care center, kindergarten, headstart or those who wish to transfer.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Comp.....	3
MAT 1313 College Algebra.....	3
BIO 1132 General Biology I.....	2
BIO 1131 General Biology I lab.....	1

Spring Semester	Credit Hours
ENG 1123 English Comp.....	3
Math Elective.....	3
SPT 1113 Oral Communications.....	3
PSY 1513 General Psychology.....	3

See course descriptions for prerequisites.

Check senior college catalog for electives.

HIS 1113 Western Civilization.....	3
HPR 1213 Per. & Comm. Health.....	3
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	1
	<u>17</u>

HIS 1123 Western Civilizationization...	3
HPR 1121 General Activities.....	1
Elective.....	3
	<u>19</u>

Sophomore Year

Fall Semester	Credit Hours
ENG 2223 American Literature or	
ENG 2423 World Literature.....	3
MUS 2513 Music for Children.....	3
CSC 1113 Intro. to Comp. Concepts...	3
EPY 2513 Child Psychology.....	3
SOC 2113 Intro to Sociology.....	3
PHY 2242 Physical Sci. I.....	2
PHY 2241 Physical Sci. I Lab.	1
	<u>18</u>

Spring Semester	Credit Hours
ENG 2233 American Literature or	
ENG 2433 World Literature.....	3
ART 1913 Art for Elem. Teachers.....	3
ENG 2703 Literature for Children.....	3
HPR 2213 First Aid.....	3
ART 1113 Art Appreciation.....	3
	<u>15</u>

ELEMENTARY EDUCATION

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisor: B. West

Major Code: EEDU

This curriculum is designed for students who plan to teach in elementary schools after having earned at least a four year college degree and obtained a teacher's certificate.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Composition.....	3
HIS 1113 Western Civilization.....	3
BIO 1132 General Biology I.....	2
BIO 1131 General Biology I lab.....	1
MAT 1313 College Algebra.....	3
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	1
PSY 1513 General Psychology.....	3
	<u>17</u>

Spring Semester	Credit Hours
ENG 1123 English Composition.....	3
HIS 1123 Western Civilization.....	3
BIO 1132 General Biology.....	2
BIO 1142 General Biology Lab.....	1
HPR 1223 Per. & Comm. Health.....	3
Math Elective.....	3
HPR 1121 General Activities.....	1
EDU 1613 Foundation in Education.....	3
	<u>19</u>

Sophomore Year

Fall Semester	Credit Hours
ENG 2423 World Literature or	
ENG 2223 American Literature.....	3
PHY 2242 Physical Sci.....	2

Spring Semester	Credit Hours
ENG 2433 World Literature or	
ENG 2233 American Literature.....	3
ART 1913 Art for Elem. Teachers.....	3

See course descriptions for prerequisites.

Check senior college catalog for electives.

PHY 2241 Physical Sci Lab.....	1
EPY 2513 Child Psychology.....	3
ART 1113 Art Appreciation or	
MUS 1113 Music Appreciation.....	3
SOC 2113 Sociology.....	3
	<u>15</u>

SPT 1113 Oral Communication.....	3
Social Science Elective.....	3
MUS 2513 Music for Children.....	3
Elective.....	3
	<u>18</u>

GENERAL EDUCATION

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: L. Barron and J. Wiley

Major Code: GEDU

This curriculum is suggested for students who have not chosen a major field of study but may or may not transfer to a four-year institution.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Comp.....	3
BIO 1132 General Biology.....	2
BIO 1131 General Biology Lab.....	1
HIS 1113 Western Civilization.....	3
MAT 1313 College Algebra.....	3
PSY 1513 General Psychology.....	3
EDU 1311 Orientation.....	1
HPR 1111 General Activities.....	1
	<u>17</u>

Spring Semester	Credit Hours
ENG 1123 English Comp.....	3
BIO 1142 General Biology.....	2
BIO 1141 General Biology Lab.....	1
HIS 1123 Western Civilization.....	3
Math Elective.....	3
EDU 1613 Found. in Education.....	3
HPR 1121 General Activities.....	1
	<u>16</u>

Sophomore Year

Fall Semester	Credit Hours
ENG 2223 American Literature or	
ENG 2423 World Literature.....	3
ART 1113 Art Appreciation.....	3
HPR 1213 Per. & Com. Health.....	3
SOC 2113 Intro. to Sociology.....	3
PHY 2242 Physical Sci I.....	2
PHY 2241 Physical Sci. Lab.....	1
Elective.....	3
	<u>18</u>

Spring Semester	Credit Hours
ENG 2233 American Literature or	
ENG 2433 World Literature.....	3
MUS 1113 Music Appreciation.....	3
SPT 1113 Oral Communication.....	3
Social Science Elective.....	3
CSC 1613 Computer Prog. I.....	3
Elective.....	3
	<u>18</u>

CRIMINAL JUSTICE

(Leading to B.A. degree)

Advising Division: General Studies

Program Advisors: B. Reid, C. Pitts, R. Wade, R. Skipper, J. Wiley

Major Code: CRIJ

The study of criminal justice can take a person into many careers. Some who go into the field may specialize in social policing. Those who choose social service may want to become a probation officer, a correctional officer, or a parole and after-care worker. Those interested in law enforcement and policing may want to consider policing, state and county law enforcement, or federal law enforcement. Still others may wish to consider teaching and research.

The suggested schedule of classes fits the basic requirements for the Bachelor of Arts degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
CRJ 1313 Intro. Crim. Justice.....	3	CRJ 1398 Criminology.....	3
PSC 1113 Amer. Government.....	3	BIO 1142 General Biology.....	2
BIO 1132 General. Biology I.....	2	BIO 1141 General Biology Lab.....	1
BIO 1131 General. Biology Lab.....	1	HPR 1121 General. Activities.....	1
HPR 1111 General. Activities.....	1	MFL 1223 Elem. Spanish.....	3
MFL 1213 Elem. Spanish.....	3	PSY 1513 General Psychology.....	3
EDU 1311 Orientation.....	1		16
	17		

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 2223 American Literature or		ENG 2233 American Literature or	
ENG 2423 World Literature.....	3	ENG 2433 World Literature.....	3
HIS 1113 Western Civilization.....	3	HIS 1123 Western Civilization.....	3
CRJ 2313 Police Oper.....	3	ART 1113 Art Appreciation or	
MAT 1313 College Algebra.....	3	MUS 1113 Music Appreciation.....	3
MFL 2213 Inter. Spanish.....	3	MFL 2223 Inter. Spanish.....	3
SOC 2113 Intro. to Sociology.....	3	CRJ 2323 Criminal Law.....	3
	18	CRJ 2513 Law Enf. & the Juv.....	3
			18

PRE-LAW

(Leading to B.A. degree)

Advising Division: General Studies

Program Advisors: B. Reid, C. Pitts, R. Wade, R. Skipper, J. Wiley

Major Code: PLAW

The pre-law curriculum is designed to provide those basic courses which will satisfy the lower-level course requirement of the four-year colleges and universities. Students who are interested in becoming lawyers, judges, etc. may want to consider this curriculum.

See course descriptions for prerequisites.

Check senior college catalog for electives.

The suggested schedule of classes fits the basic requirements for the Bachelor of Arts degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
MAT 1313 College Algebra.....	3	PSY 1513 General Psychology.....	3
HIS 1113 Western Civilizati.....	3	HIS 1123 Western Civilization.....	3
BIO 1132 General. Biology I	2	BIO 1142 General Biology II.....	2
BIO 1131 General Biology Lab.....	1	BIO 1141 General Biology Lab.....	1
MFL 1213 Elem. Spanish.....	3	MFL 1223 Elem. Spanish.....	3
EDU 1311 Orientation.....	1	HIS 1613 Surv. Afro. History.....	3
HPR 1111 General Activities.....	<u>1</u>	HPR 1121 General Activities.....	<u>1</u>
	17		19

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 2223 American Literature or		ENG 2233 American Literature or	
ENG 2423 World Literature.....	3	ENG 2433 World Literature.....	3
PSC 1113 Amer. Government.....	3	PSC 1123 Amer. State & Local Gov't.....	3
SOC 2113 Intro. to Sociology.....	3	SOC 2123 Intro. to Sociology.....	3
MFL 2213 Inter. Spanish.....	3	MFL 2223 Inter. Spanish.....	3
ART 1113 Art Appreciation or		HPR 2121 General Activities.....	<u>1</u>
MUS 1113 Music Appreciation.....	3		13
HPR 2111 General Activities.....	<u>1</u>		
	16		

SOCIAL SCIENCE

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: B. Reid, C. Pitts, R. Wade, R. Skipper, J. Wiley

Major Code: SOCS

The social science curriculum is designed to satisfy the first two years requirement of a variety of specialized careers within the broad area of the social sciences. One considering this curriculum may wish to become a sociologist, an economist, a politician, and anthropologist, or a social scientist per se.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
MFL 1213 Elem. Spanish.....	3	MFL 1223 Elem. Spanish.....	3
HIS 1113 Western Civilization.....	3	HIS 1123 Western Civilization.....	3

See course descriptions for prerequisites.

Check senior college catalog for electives.

MAT 1313 College Algebra.....	3
BIO 1132 General Biology I.....	2
BIO 1131 General Biology Lab.....	1
EDU 1311 Orientation.....	1
HPR 1111 General Activities.....	1
	<u>17</u>

ART 1113 Art Appreciation or	
MUS 1113 Music Appreciation.....	3
BIO 1142 General Biology II.....	2
BIO 1141 General Biology Lab.....	1
HPR 1121 General Activities.....	1
	<u>16</u>

Sophomore Year

Fall Semester	Credit Hours
ENG 2223 American Literature or	
ENG 2423 World Literature.....	3
MFL 2213 Inter. Spanish.....	3
SOC 2113 Intro. to Sociology.....	3
PHY 2242 Physical Sci I.....	2
PHY 2241 Physical Sci. I Lab.....	1
HIS 1613 Surv. of Afro. Hist.....	3
HPR 2111 General. Activities.....	1
	<u>16</u>

Spring Semester	Credit Hours
ENG 2233 American Literature or	
ENG 2433 World Literature.....	3
MFL 2223 Inter. Spanish.....	3
SOC 2123 Intro. to Sociology.....	3
PHY 2252 Physical Sci II.....	2
PHY 2251 Physical Sci. II Lab.....	1
SOC 2143 Marriage & Family.....	3
HPR 2121 General Activities.....	1
	<u>16</u>

SOCIAL SCIENCE EDUCATION

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: B. Reid, C. Pitts, R. Wade, R. Skipper, J. Wiley

Major Code: SOCE

The social science education curriculum is designed for those students who anticipate history as a major. These persons may want to consider history as a major to become teachers, research historians, specialists in international relations, directors of museums or keepers of archives.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Comp.....	3
HIS 1113 Western Civilization.....	3
BIO 1132 General Biology I.....	2
BIO 1131 General Biology Lab.....	1
HIS 1613 Surv. Afro. His.....	3
PSY 1513 General Psychology.....	3
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	1
	<u>17</u>

Spring Semester	Credit Hours
ENG 1123 English Comp.....	3
HIS 1113 Western Civilization.....	3
BIO 1142 General Biology II.....	2
BIO 1141 General Biology Lab.....	1
ART 1113 Art Appreciation or	
MUS 1113 Music Appreciation.....	3
MAT 1313 College Algebra.....	3
HPR 1121 General Activities.....	1
	<u>16</u>

See course descriptions for prerequisites.

Check senior college catalog for electives.

Sophomore Year

Fall Semester	Credit Hours
ENG 2423 World Literature or	
ENG 2223 American Literature.....	3
PHY 2242 Physical Sci. I.....	2
PHY 2241 Physical Sci. Lab.....	1
SOC 2113 Intro. to Sociology.....	3
Social Science Electives.....	6
HPR 2111 General Activities.....	<u>1</u>
	16

Spring Semester	Credit Hours
ENG 2433 World Literature or	
ENG 2233 American Literature.....	3
PHY 2252 Physical Sci. II.....	2
PHY 2251 Physical Sci. Lab.....	1
SOC 2123 Intro. to Sociology.....	3
Social Science Electives.....	6
HPR 2121 General Activities.....	<u>1</u>
	16

SOCIAL WORK

(Leading to B.A. degree)

Advising Division: General Studies

Program Advisors: B. Reid, C. Pitts, R. Wade, R Skipper, J. Wiley

Major Code: SOCW

The social work curriculum is primarily for those who will continue at the four-year college or university level in sociology and are interested in working in the area of human services.

The suggested schedule of classes fits the basic requirements for the Bachelor of Arts degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Comp.....	3
HIS 1113 Western Civilization.....	3
BIO 1132 General Biology I.....	2
BIO 1131 General Biology Lab.....	1
MFL 1213 Elem. Spanish.....	3
HIS 1613 Surv. Afro. His.....	3
EDU 1311 Orientation.....	1
HPR 1111 General Activities.....	<u>1</u>
	17

Spring Semester	Credit Hours
ENG 1123 English Comp.....	3
HIS 1123 Western Civilization.....	3
BIO 1142 General Biology II.....	2
BIO 1141 General Biology Lab.....	1
MFL 1223 Elem. Spanish.....	3
MAT 1313 College Algebra.....	3
HPR 1211 General Activities.....	<u>1</u>
	16

Sophomore Year

Fall Semester	Credit Hours
ENG 2423 World Literature or	
ENG 2223 American Literature.....	3
MFL 2213 Intem. Spanish I.....	3
SOC 2113 Intro. to Sociology.....	3
ART 1113 Art Appreciation or	
MUS 1113 Music Appreciation.....	3
HPR 2111 General Activities.....	1
PSC 1113 American Government.....	<u>3</u>
	16

Spring Semester	Credit Hours
ENG 2433 World Literature or	
ENG 2233 American Literature.....	3
MFL 2223 Intem. Spanish II.....	3
SOC 2123 Intro. to Sociology.....	3
PSY 1513 General Psychology.....	3
SOC 2143 Marriage & Family.....	3
HPR 2121 General Activities.....	<u>1</u>
	16

See course descriptions for prerequisites.

Check senior college catalog for electives.

ENGLISH

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisor: G. Lewis

Major Code: ENGL

The English program is designed to help students express themselves clearly, effectively, and correctly in speaking and in writing; thinking logically, with an appreciable degree of penetration; read critically and analytically, and develop an appreciation for literature in general. The program provides the first two years of university-parallel courses to those students who plan to earn a four year degree in English.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Composition.....	3
MFL 1113 Elem. French I or	
MFL 1213 Elem. Spanish	3
BIO 1132 General Biology I.....	2
BIO 1131 General Biology lab.....	1
HIS 1113 Western Civilization.....	3
JOU 1313 Prin. of Journ.....	3
ART 1113 Art Appreciation.....	3
EDU 1311 Orientation.....	<u>1</u>
	19

Spring Semester	Credit Hours
ENG 1123 English Composition.....	3
MFL 1123 Elem. French I or	
MFL 1223 Elem. Spanish	3
BIO 1142 General Biology II.....	2
BIO 1141 General Biology lab.....	1
HIS 1123 Western Civilization.....	3
JOU 1323 Prin. of Journ.....	3
PSY 1513 General Psychology.....	<u>3</u>
	18

Sophomore Year

Fall Semester	Credit Hours
ENG 2423 World Literature or	
ENG 2223 American Literature.....	3
MFL 2113 Intern. French or	
MFL 2213 Intern. Spanish.....	3
MAT 1313 College Algebra.....	3
SOC 2113 Intro. to Sociology.....	3
PHY 2242 Physical Science I.....	2
PHY 2241 Physical Science lab.....	1
HPR 1111 General Activities.....	<u>1</u>
	16

Spring Semester	Credit Hours
ENG 2433 World Literature or	
ENG 2233 American Literature.....	3
MFL 2123 Intern. French or	
MFL 2223 Intern. Spanish.....	3
SPT 1113 Oral Communication.....	3
SOC 2123 Intro. to Sociology.....	3
PHY 2252 Physical Science II.....	2
PHY 2251 Physical Science lab.....	1
HPR 1121 General Activities.....	<u>1</u>
	16

See course descriptions for prerequisites.

Check senior college catalog for electives.

RADIO & TELEVISION BROADCASTING

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisor: Georgia Lewis

Major Code: RTBC

The radio and television broadcasting curriculum is an interdisciplinary program designed to permit a student to specialize in course work with direct application to the broadcasting industry. Upon completion of this program, the student may continue in radio and television broadcasting at a four year institution.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
HIS 1113 Western Civilization.....	3	HIS 1123 Western Civilization.....	3
MFL 1113 Elem. French I or		MFL 1123 Elem. French II or	
MFL 1213 Elem. Spanish I.....	3	MFL 1223 Elem. Spanish II.....	3
BIO 1132 General Biology I.....	2	BIO 1142 General Biology II.....	2
BIO 1131 General Biology lab.....	1	BIO 1141 General Biology lab.....	1
SPT 1113 Oral Comm.....	3	SPT 1223 Intro. to Dram. Arts.....	3
HPR 1111 General Activities.....	1	HPR 1121 General Activities.....	1
EDU 1311 Orientation.....	<u>1</u>		16
	17		

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 2423 World Literature or		ENG 2433 World Literature or	
ENG 2223 American Literature.....	3	ENG 2233 American Literature.....	3
MAT 1313 College Algebra.....	3	MAT 1323 Trigonometry.....	3
MFL 2113 Inter. French or		MFL 2123 Inter. French or	
MFL 2213 Inter. Spanish.....	3	MFL 2223 Inter. Spanish.....	3
PSY 1513 General. Psychology.....	3	COM 1413 Fund. of Broad.....	3
ART 1113 Art Appreciation.....	3	SPT 1213 Fund of Theatre.....	<u>3</u>
SOC 2113 Intro. to Sociolog.....	<u>3</u>		16
	18		

NOTE: SPT 2223 Introduction to Dramatic Arts and SPT 1213 Fundamentals of the Theatre are offered alternate years beginning the Spring Semester of 1983 with SPT 1213 Fundamentals of the Theatre.

ART

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisor: H. Dorsey

Major Code: ARTE

See course descriptions for prerequisites.

Check senior college catalog for electives.

Some education in the arts is necessary for effective participation in today's society. The Fine Arts Department is committed to the goals of creating the aesthetic quality for all students. This curriculum is designed for students who plan to continue their study at a four-year institution in the area of art.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
HIS 1113 Western Civilization.....	3	HIS 1123 Western Civilization.....	3
HPR 1213 Per. & Com. Health.....	3	MAT 1313 College Algebra.....	3
ART 1213 Introductory Art.....	3	ART 1413 Design I.....	3
BIO 1132 General Biology I.....	2	BIO 1142 General Biology II.....	2
BIO 1131 General Biology I Lab.....	1	BIO 1141 General Biology II Lab.....	1
HPR 1111 General Activities.....	1	HPR 1121 General Activities.....	1
EDU 1311 Orientation.....	1		16
	17		

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 2423 World Literature or		ENG 2433 World Literature or	
ENG 2223 American Literature.....	3	ENG 2233 American Literature.....	3
PHY 2242 Physical Science I.....	2	PHY 2252 Physical Science II.....	2
PHY 2241 Physical Science I Lab.....	1	PHY 2251 Physical Science II Lab.....	1
ART 1313 Drawing I.....	3	ART 1323 Drawing II.....	3
PSY 1513 General Psychology.....	3	SPT 1113 Oral Communication.....	3
ART 2713 Art History I.....	3	ART 2723 Art History II.....	3
ART 1243 Inventive Crafts.....	3	ART 2513 Painting (Opt.).....	3
	18		18

PRINTING/GRAPHIC MANAGEMENT

(Leading to A.A. degree)

Advising Division: General Studies

Advisors: H. Dorsey, S. Mapp

This program is designed to prepare the students who are interested in Print and Graphic careers to enter employment positions as art directors, sales managers, marketing managers, etc.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
CHE 1211 General. Chem. Lab.....	1	PSY 1513 General Psychology.....	3
CHE 1213 General. Chem. Lect.....	3	MAT/ECO Elective.....	3

See course descriptions for prerequisites.

Check senior college catalog for electives.

MAT 1313 College Algebra.....	3
GPT 1113 Intro. Print/Grap. Tech.....	3
CSC 1613 Comp. Program.....	3
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	1
	<u>18</u>

MUS 1113 Music Appreciation or	
ART 1113 Art Appreciation.....	3
HPR 1131 Per. & Com. Health.....	3
HPR 1121 General Activities.....	1
GPT 2333 Binding/Fin. Tech.....	3
	<u>19</u>

Sophomore Year

Fall Semester	Credit Hours
ENG 2423 World Literature or	
ENG 2223 American Literature.....	3
Laboratory Science...3 or 4	
HIS 1113 Western Civilization.....	3
GPT 2123 Desk Top Pub.....	3
GPT 2023 Stat. Qua. Con/Man.....	3
GPT 2124 Press Oper. Tech.....	3
	<u>18/19</u>

Spring Semester	Credit Hours
ENG 2433 World Literature or	
ENG 2233 American Literature.....	3
SPT 1113 Oral Communication.....	3
GPT 2214 Film Asse/Plate. Tech.....	4
BAD 2513 Prin. of Management.....	3
GPT 2323 Planning & Estimating.....	3
	<u>16</u>

ATHLETIC ADMINISTRATION & COACHING

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: Ella Morris & James Washington

Major Code: HAAC

The Department of Health Physical Education, and Recreation has as its primary role to prepare prospective health educators, physical education, recreation leaders, athletic administrators, and coaches, who plan to continue their education beyond the two-year college level. This department offers this specification to prepare athletic directors and coaches. Sixty-six hours are needed for graduation.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Comp.....	3
PSY 1513 General Psychology.....	3
HIS 1113 Western Civilization.....	3
HPR 1313 Intro. to HPR.....	3
HPR 1511 Cond. & Wt. Train.....	1
BIO 2513 Hum. Anat. & Phy.....	3
BIO 2511 Hum. Anat. & Phy.....	1
HPR 1111 General. Activities.....	1
	<u>18</u>

Spring Semester	Credit Hours
ENG 1123 English Comp.....	3
MAT 1313 College Algebra.....	3
HPR 1213 Per. & Comm. Hlth.....	3
HIS 1123 Western Civilization.....	3
BIO 2523 Hum. Anat. & Phy.....	3
BIO 2521 Hum. Anat. & Phy.....	1
HPR 1121 General Activities.....	1
	<u>17</u>

See course descriptions for prerequisites.

Check senior college catalog for electives.

Sophomore Year

Fall Semester	Credit Hours
ENG 2223 American Literature or	
ENG 2423 World Literature.....	3
ART 1113 Art Appreciation or	
MUS 1113 Music Appreciation.....	3
SOC 2113 Intro. to Sociology.....	3
ECO 2113 Prin. of Economics.....	3
PSC 1113 American Govern.....	3
HPR 1121 General Activities.....	<u>1</u>
	16

Spring Semester	Credit Hours
ENG 2233 American Literature or	
ENG 2433 World Literature.....	3
SPT 1113 Oral Communication.....	3
SOC 2123 Intro. to Sociology.....	3
PHY 2242 Physical Sci.....	2
PHY 2241 Physical Sci. Lab.....	1
HPR 1711 Sports Apprec.....	3
HPR 2121 General Activities.....	<u>1</u>
	16

HEALTH, PHYSICAL EDUCATION, AND RECREATION

(Leading to B.S. degree)

Advising Division: General Studies

Advisors: J. Washington, E. Morris

Major Code: HPED

The Department of Health and Physical Education has as its primary role to prepare prospective health educators, physical educators, athletic coaches, and recreational leaders who plan to continue their education beyond the two-year level. Further, this department contributes to the general education of all students through its health classes and physical education activity classes. The teaching faculty consist of three dedicated members who believe that being physically educated is an important part of one's total education.

Besides providing specialization in this area, the Health, Physical Education and Recreation Department provides the institution with athletic teams which have throughout the years been recognized for their superb performances. To become a member of these teams, auditions are required and scholarships are available.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Comp.....	3
BIO 1132 General Biology I.....	2
BIO 1131 General Biology I lab.....	1
HPR 1313 Intro. HPR.....	3
HPR 1213 Per. & Com. Hlth.....	3
HIS 1113 Western Civilizati.....	3
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	<u>1</u>
	17

Spring Semester	Credit Hours
ENG 1123 English Comp.....	3
BIO 1142 General Biology II.....	2
BIO 1141 General Biology II lab.....	1
PSY 1513 General Psychology.....	3
HPR 1123 Per. & Com. Hlth.....	3
HIS 1123 Western Civilization.....	3
MAT 1313 College Algebra.....	3
HPR 1121 General Activities.....	<u>1</u>
	19

See course descriptions for prerequisites.

Check senior college catalog for electives.

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 2223 American Literature or		ENG 2233 American Literature or	
ENG 2423 World Literature.....	3	ENG 2433 World Literature.....	3
PHY 2242 Physical Sci.....	2	PHY 2252 Physical Sci.....	2
PHY 2241 Physical Sci. Lab.....	1	PHY 2251 Physical Sci. Lab.....	1
SOC 2113 Intro. to Sociology.....	3	*Elective.....	3
HPR 2213 First Aid.....	3	MUS 1113 Music Appreciation or	
HPR 2111 General Activities.....	1	ART 1113 Art Appreciation.....	3
*Elective.....	3	HPR 2413 Ind. Team Sports.....	3
16		HPR 2121 General Activities.....	1
		16	

*Note: Majors are advised to take Anatomy and Physiology as electives.

RECREATION

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: J. Washington, E. Morris

Major Code: HPER

The department of Health, Physical Education and Recreation has as its primary role, to prepare physical educators, health educators, athletic coaches, and recreational leaders who plan to continue their education beyond the two year college level.

Recreation has assumed an important place in modern life because of the ever-increasing amount of leisure time of the average individual will be greatly increased in years to come. This department offers this specification to prepare recreational directors. Sixty-seven hours are needed for graduation.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
BIO 1131 General Biology Lab.....	1	BIO 1141 General Biology Lab.....	1
BIO 1132 General Biology	2	BIO 1142 General Biology	2
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
HIS 1113 Western Civilization.....	3	HIS 1123 Western Civilization.....	3
HPR 1111 General Activities.....	1	HPR 1121 General Activities.....	1
EDU 1311 Orientation.....	1	ART 1113 Art Appreciation or	
HPR 1713 Sports Apprec.....	3	MUS 1113 Music Appreciation.....	3
HPR 1213 Per. & Com. Hlth.....	3	MAT 1313 College Algebra.....	3
17		16	

See course descriptions for prerequisites.

Check senior college catalog for electives.

Sophomore Year

Fall Semester	Credit Hours
ENG 2423 World Literature or	
ENG 2223 American Literature.....	3
PSY 1513 General Psychology.....	3
PHY 2241 Physical Sci. Lab.....	1
PHY 2242 Physical Sci. Lect.....	2
HPR 1313 Intro. to HPR.....	3
SOC 2113 Intro. to Sociology.....	3
HPR 2413 Ind. & Team Spo. Off.....	3
	<u>18</u>

Spring Semester	Credit Hours
ENG 2433 World Literature or	
ENG 2233 American Literature.....	3
HPR 2213 First Aid.....	3
SPT 1113 Oral Communication.....	3
HPR 2323 Rec. Leadership.....	3
EPY 2513 Child Psychology.....	3
HPR 2121 General Activities.....	1
	<u>16</u>

BIOLOGY

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: V. Towner, P. Furdge

Major Code: BIOL

The Biology program offered at Coahoma Community College is a two-year program that meets the requirements for transfer to four-year institutions.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Comp.....	3
CHE 1213 General Chemistry I.....	3
CHE 1211 General Chemistry I lab....	1
BIO 2413 General Zoology.....	3
BIO 2411 General Zoology lab.....	1
MAT 1313 College Algebra.....	3
MFL 1213 Elem. Spanish I.....	3
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	1
	<u>19</u>

Spring Semester	Credit Hours
ENG 1123 English Comp.....	3
CHE 1223 General Chemistry II.....	3
CHE 1221 General Chemistry II lab.....	1
BIO 2423 General Zoology.....	3
BIO 2421 General Zoology lab.....	1
MAT 1323 Trigonometry.....	3
MFL 1223 Elem. Spanish II.....	3
HPR 1121 General Activities.....	1
	<u>18</u>

Sophomore Year

Fall Semester	Credit Hours
ENG 2423 World Literature or	
ENG 2223 American Literature.....	3
CHE 2423 Organic Chem. I.....	3
CHE 2421 Organic Chem. I lab.....	1
BIO 1313 General Botany.....	3
BIO 1311 General Botany lab.....	1
HIS 1113 Western Civilization.....	3
Elective.....	3
	<u>17</u>

Spring Semester	Credit Hours
ENG 2433 World Literature or	
ENG 2233 American Literature.....	3
CHE 2433 Organic Chem. II.....	3
CHE 2431 Organic Chem. II lab.....	1
BIO 1323 General Botany.....	3
BIO 1321 General Botany lab.....	1
HIS 1123 Western Civilization.....	3
MUS 1113 Music Appreciation or	
ART 1113 Art Appreciation.....	3
	<u>17</u>

See course descriptions for prerequisites.

Check senior college catalog for electives.

CHEMISTRY

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisor: Clemontine Catchings

Major Code: CHEM

The Chemistry program offered at Coahoma Community College is a two-year program that meets the requirements for transfer to four-year institutions.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Comp.....	3
CHE 1213 General Chemistry I.....	3
CHE 1211 General Chemistry I lab.....	1
MAT 1313 College Algebra.....	3
BIO 1132 General Biology I.....	2
BIO 1131 General Biology I lab.....	1
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	1
MUS 1113 Music Appreciation or	
ART 1113 Art Appreciation.....	3

18

Spring Semester	Credit Hours
ENG 1123 English Comp.....	3
CHE 1223 General Chemistry II.....	3
CHE 1221 General Chemistry II lab.....	1
SPT 1113 Oral Communication.....	3
BIO 1142 General Biology II.....	2
BIO 1141 General Biology II lab.....	1
MAT 1323 Trigonometry.....	3
HPR 1121 General Activities.....	1

17

Sophomore Year

Fall Semester	Credit Hours
CHE 2423 Organic Chemistry I.....	3
CHE 2421 Organic Chem. I lab.....	1
PHY 2413 General Physics I.....	3
PHY 2411 General Physics I lab.....	1
HIS 1113 Western Civilization.....	3
MAT 1814 Calculus I.....	4
Elective.....	3

18

Spring Semester	Credit Hours
CHE 2433 Organic Chemistry II.....	3
CHE 2431 Organic Chem. II lab.....	1
PHY 2423 General Physics II.....	3
PHY 2421 General Physics II lab.....	1
HIS 1123 Western Civilization.....	3
MAT 1824 Calculus II.....	4
Elective.....	3

18

COMPUTER SCIENCE

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisor: Cederick Ellis

Major Code: CSCI

The Computer Science program offered at Coahoma Community College is a two-year program that meets the requirements for transfer to four-year universities.

See course descriptions for prerequisites.

Check senior college catalog for electives.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
HIS 1113 Western Civilization.....	3	HIS 1123 Western Civilization.....	3
EDU 1311 Orientation.....	1	ART 1113 Art Appreciation or	
CSC 1613 Computer Prog. I.....	3	MUS 1113 Music Appreciation.....	3
MAT 1313 College Algebra.....	3	CSC 2623 Computer Prog. II.....	3
HPR 1111 General Activities.....	1	HPR 1121 General Activities.....	1
SEC 1113 Elementary Typewriting or		MAT 1323 Trigonometry.....	3
Elective	3		16
	17		

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
PHY 2413 General Physics I.....	3	PHY 2423 General Physics II.....	3
PHY 2411 General Physics I lab.....	1	PHY 2421 General Physics II lab.....	1
CSC 2713 Intro. to File Proc.....	3	CSC 1313 FORTRAN Prog. or	
MAT 1814 Calculus I.....	4	CSC 2543 Adv. Comp. Prog.....	3
ENG 2423 World Literature or		MAT 1824 Calculus II.....	4
ENG 2223 American Literature.....	3	ENG 2433 World Literature or	
CSC 2413 COBOL Prog.....	3	ENG 2233 American Literature.....	3
	17	SPT 1113 Oral Communication.....	3
			17

MATHEMATICS

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: G. Green, V. Towner

Major Code: MATH

The Mathematics program offered at Coahoma Community College is designed to prepare the student for advanced study in the area of Mathematics at a four-year institutions.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
CHE 1213 General Chemistry I.....	3	CHE 1223 General Chemistry II.....	3
CHE 1211 General Chemistry I lab.....	1	CHE 1221 General Chemistry II lab.....	1
MAT 1313 College Algebra.....	3	MAT 1323 Trigonometry.....	3

See course descriptions for prerequisites.

Check senior college catalog for electives.

HIS 1113 Western Civilization.....	3
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	1
MUS 1113 Music Appreciation.....	<u>3</u>
	18

HIS 1123 Western Civilization.....	3
HPR 1121 General Activities.....	1
Elective.....	<u>3</u>
	17

Sophomore Year

Fall Semester	Credit Hours
ENG 2423 World Literature or	
ENG 2223 American Literature.....	3
CSC 1613 Comp. Prog. I.....	3
PHY 2413 General Physics I.....	3
PHY 2411 General Physics I lab.....	1
BIO 1132 General Biology I.....	2
BIO 1131 General Biology I lab.....	1
MAT 1814 Calculus I.....	<u>4</u>
	17

Spring Semester	Credit Hours
ENG 2433 World Literature or	
ENG 2233 American Literature.....	3
CSC 2623 Comp. Prog. II.....	3
PHY 2423 General Physics II.....	3
PHY 2421 General Physics II lab.....	1
BIO 1142 General Biology II.....	2
BIO 1141 General Biology II lab.....	1
MAT 1824 Calculus II.....	<u>4</u>
	17

MATHEMATICS EDUCATION

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: G. Green, V. Towner

Major Code: MATE

The Mathematics Education program offered at Coahoma Community College is designed to prepare the student for advanced study at a four-year institution to become a mathematics teacher.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Comp.....	3
MAT 1313 College Algebra.....	3
HIS 1113 Western Civilization.....	3
CHE 1213 General Chemistry I.....	3
CHE 1211 General Chemistry I lab.....	1
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	1
Elective.....	<u>3</u>
	18

Spring Semester	Credit Hours
ENG 1123 English Comp.....	3
MAT 1323 Trigonometry.....	3
HIS 1123 Western Civilization.....	3
CHE 1223 General Chemistry II.....	3
CHE 1221 General Chemistry II lab.....	1
MUS 1113 Music Appreciation.....	3
HPR 1121 General Activities.....	<u>1</u>
	17

Sophomore Year

Fall Semester	Credit Hours
ENG 2423 World Literature or	
ENG 2223 American Literature.....	3
BIO 1132 General Biology I.....	2
BIO 1131 General Biology I lab.....	1
See course descriptions for prerequisites.	

Spring Semester	Credit Hours
ENG 2433 World Literature or	
ENG 2233 American Literature.....	3
BIO 1142 General Biology II.....	2
BIO 1141 General Biology II lab.....	1
Check senior college catalog for electives.	

PHY 2413 General Physics I.....	3
PHY 2411 General Physics I lab.....	1
PSY 1513 General. Psychology.....	3
MAT 1814 Calculus I.....	4
	<u>17</u>

PHY 2423 General Physics II.....	3
PHY 2421 General Physics II lab.....	1
MAT 1824 Calculus II.....	4
Elective.....	3
	<u>17</u>

MEDICAL RECORDS

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: P. Furdge, J. Shaw

Major Code: MEDR

The Medical Records program offered at Coahoma Community College is a two-year program that meets the requirements for transfer to The Mississippi Medical Center or other professional schools. A medical record personnel is responsible for assuring that complete medical records are developed and preserved for patients treated in a facility. Employment opportunities include hospitals, clinics, rehabilitation centers, health departments, other agencies, and schools. The student should be aware that entrance to this program in Jackson or to other states is highly competitive, and high academic grade point averages should be maintained.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
BIO 2413 General Zoology.....	3
BIO 2411 General Zoology lab.....	1
CHE 1213 General Chemistry I.....	3
CHE 1211 General Chemistry I lab.....	1
ENG 1113 English Composition.....	3
MAT 1313 College Algebra.....	3
CSC 1113 Intro. to Comp. Conc.....	3
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	1
	<u>19</u>

Spring Semester	Credit Hours
BIO 2423 General Zoology.....	3
BIO 2421 General Zoology.....	1
CHE 1223 General Chemistry II.....	3
CHE 1221 General Chemistry II lab.....	1
ENG 1123 English Composition.....	3
MAT 1323 Trigonometry.....	3
HPR 1121 General Activities.....	1
Elective.....	3
	<u>18</u>

Sophomore Year

Fall Semester	Credit Hours
BIO 2513 Human Anat. & Phy.....	3
BIO 2511 Human Anat. & Phy lab.....	1
MFL 1213 Elementary Spanish I.....	3
HIS 1113 Western Civilization.....	3
ENG 2423 World Literature or	
ENG 2223 American Literature.....	3
ART 1113 Art Appreciation.....	3
	<u>16</u>

Spring Semester	Credit Hours
BIO 2523 Human Anat. & Phy.....	3
BIO 2521 Human Anat. & Phy. lab.....	1
MFL 1223 Elementary Spanish II.....	3
HIS 1123 Western Civilization.....	3
ENG 2433 World Literature or	
ENG 2233 American Literature.....	3
MUS 1113 Music Appreciation.....	3
	<u>16</u>

See course descriptions for prerequisites.

Check senior college catalog for electives.

MEDICAL TECHNOLOGY

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: P. Furdge, J. Shaw

Major Code: MEDT

The Medical Technology program offered at Coahoma Community College is a two-year program that meets the requirements for transfer to The Mississippi Medical Center or other professional schools. A medical technologist performs chemical, microscopic, microbiological, hematological, serological and isotope tests in the diagnosis and treatment of diseases. Employment opportunities include hospitals labs, clinics, physicians' offices and insurance companies. The student should be aware that entrance to this program in Jackson or other states is highly competitive, and high academic grade point average should be maintained.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Comp.....	3
BIO 2413 General Zoology.....	3
BIO 2411 General Zoology lab.....	1
MAT 1313 College Algebra.....	3
CHE 1213 General Chemistry I.....	3
CHE 1211 General Chemistry I lab.....	1
MFL 1213 Elementary Spanish I.....	3
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	<u>1</u>
	19

Spring Semester	Credit Hours
ENG 1123 English Comp.....	3
BIO 2423 General Zoology.....	3
BIO 2421 General Zoology Lab.....	1
MAT 1323 Trigonometry.....	3
CHE 1223 General Chemistry II.....	3
CHE 1221 General Chemistry II lab.....	1
MFL 1223 Elementary Spanish II.....	3
HPR 1121 General Activities.....	<u>1</u>
	18

Sophomore Year

Fall Semester	Credit Hours
ENG 2423 World Literature or	
ENG 2223 American Literature.....	3
CHE 2423 Organic Chem. I.....	3
CHE 2421 Organic Chem. I lab.....	1
ART 1113 Art Appreciation.....	3
BIO 2923 Microbiology.....	3
BIO 2921 Microbiology lab.....	1
PHY 2413 General Physics I.....	3
PHY 2411 General. Physics I lab.....	<u>1</u>
	18

Spring Semester	Credit Hours
ENG 2433 World Literature or	
ENG 2233 American Literature.....	3
CHE 2433 Organic Chem. II.....	3
CHE 2431 Organic Chem. II lab.....	1
PSY 1513 General Psychology.....	3
CSC 1613 Computer Prog. I.....	3
PHY 2423 General Physics II.....	3
PHY 2421 General Physics II lab.....	<u>1</u>
	17

See course descriptions for prerequisites.

Check senior college catalog for electives.

PRE-DENTAL HYGIENE

(Leading to B.S. degree)

Advising Division: General Studies
Program Advisors: P. Furdge, J. Shaw
Major Code: PDHY

The Pre-Dental Hygiene program offered at Coahoma Community College is a two-year program that meets the requirements for transfer to The Mississippi Medical Center or other professional schools. A dental hygienist assists the dentist in providing dental health care to patients. Employment opportunities include dental offices, public schools, clinics and hospitals. The student should be aware that entrance to this program in Jackson or other states is highly competitive, and high academic grade point average should be maintained.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
BIO 2413 General Zoology.....	3	BIO 2423 General Zoology.....	3
BIO 2411 General Zoology lab.....	1	BIO 2421 General Zoology lab.....	1
CHE 1213 General Chemistry I.....	3	CHE 1223 General Chemistry II.....	3
CHE 1211 General Chemistry I lab.....	1	CHE 1221 General Chemistry II lab.....	1
MAT 1313 College Algebra.....	3	MAT 1323 Trigonometry.....	3
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
ART 1113 Art Appreciation.....	3	MUS 1113 Music Appreciation.....	3
HPR 1111 General Activities.....	1	HPR 1121 General Activities.....	1
EDU 1311 Orientation.....	1		18
	19		

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
BIO 2513 Human Anat. & Phy.....	3	BIO 2523 Human Anat. & Phy.....	3
BIO 2511 Human Anat. & Phy. lab....	1	BIO 2521 Human Anat. & Phy. lab.....	1
CHE 2423 Organic Chem. I.....	3	CHE 2433 Organic Chem. II.....	3
CHE 2421 Organic Chem. I lab.....	1	CHE 2431 Organic Chem. II lab.....	1
PHY 2413 General Physics I.....	3	PHY 2423 General Physics II.....	3
PHY 2411 General Physics I lab.....	1	PHY 2421 General Physics II lab.....	1
HIS 1113 Western Civilization.....	3	HIS 1123 Western Civilization.....	3
PSY 1513 General Psychology.....	3	Elective.....	3
	18		18

PRE-MEDICAL

(Leading to B.S. degree)

Advising Division: General Studies
Program Advisor: B. Booker
Major Code: PMED

See course descriptions for prerequisites.

Check senior college catalog for electives.

The Pre-Medical program offered at Coahoma Community College is a two-year program that meets the requirements for transfer to any four-year institution. Students should apply to the medical school they plan to attend during their third year in college. The Medical College Admission Test (MCAT) should be taken during the junior year. The student must maintain a high quality of academic work at all time.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
CHE 1213 General Chemistry I.....	3	CHE 1223 General Chemistry II	3
CHE 1211 General Chemistry I lab.....	1	CHE 1221 General Chemistry II lab.....	1
MAT 1313 College Algebra.....	3	MAT 1323 Trigonometry.....	3
BIO 2413 General Zoology.....	3	BIO 2423 General Zoology.....	3
BIO 2411 General Zoology lab.....	1	BIO 2421 General Zoology lab.....	1
HIS 1113 Western Civilization.....	3	HIS 1123 Western Civilization.....	3
EDU 1311 Orientation.....	1	HPR 1121 General Activities.....	1
HPR 1111 General Activities.....	1		18
	19		

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
BIO 1313 General Botany.....	3	BIO 1323 General Botany.....	3
BIO 1311 General Botany lab.....	1	BIO 1321 General Botany lab.....	1
PHY 2413 General Physics I.....	3	PHY 2423 General Physics II.....	3
PHY 2411 General Physics I lab.....	1	PHY 2421 General Physics II lab.....	1
MUS 1113 Music Appreciation or		ENG 2423 World Literature or	
ART 1113 Art Appreciation.....	3	ENG 2233 American Literature.....	3
CHE 2423 Organic Chemistry.....	3	CHE 2433 Organic Chemistry II.....	3
CHE 2421 Organic Chemistry I lab.....	1	CHE 2431 Organic Chemistry II lab.....	1
ENG 2423 World Literature or		Elective.....	3
ENG 2223 American Literature.....	3		18
	18		

PRE-NURSING

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: C. Catchings, P. Furdge, J. Shaw

Major Code: PNUR

The Pre-Nursing program offered at Coahoma Community College is a two-year program which meets the admission requirements for transfer to The Mississippi Medical Center School of Nursing, four-year institutions or other nursing schools.

See course descriptions for prerequisites.

Check senior college catalog for electives.

A registered nurse provides health services which assist individuals in maintaining healthy living and recover from illnesses. Employment opportunities include hospitals, private duty, public health departments, schools, physicians' offices and nursing homes. The student should be aware that entrance to this program is highly competitive, and high quality academic work must be maintained. The student must have an ACT score of 20 or above.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
BIO 2413 General Zoology.....	3	BIO 2423 General Zoology.....	3
BIO 2411 General Zoology lab.....	1	BIO 2421 General Zoology lab.....	1
MAT 1313 College Algebra.....	3	PSY 1513 General Psychology.....	3
SOC 2113 Intro. to Sociology.....	3	ART 1113 Art Appreciation or	
HPR 1111 General Activities.....	1	MUS 1113 Music Appreciation.....	3
ENG 1113 English Composition.....	3	HPR 1121 General Activities.....	1
CHE 1213 General Chemistry I.....	3	CHE 1223 General Chemistry II.....	3
CHE 1211 General Chemistry I lab....	1	CHE 1221 General Chemistry II lab.....	1
EDU 1311 Orientation.....	<u>1</u>	ENG 1123 English Composition.....	<u>3</u>
	19		18

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
BIO 2513 Human Anat. & Phy.....	3	BIO 2523 Human Anat. & Phy.....	3
BIO 2511 Human Anat. & Phy. lab....	1	BIO 2521 Human Anat. & Phy. lab.....	1
CHE 2423 Organic Chemistry I.....	3	CHE 2433 Organic Chemistry II.....	3
CHE 2421 Organic Chemistry I lab....	1	CHE 2431 Organic Chemistry II lab.....	1
BIO 2923 Microbiology.....	3	HIS 1123 Western Civilization.....	3
BIO 2921 Microbiology lab.....	1	SOC 2143 Marriage and Family.....	3
SPT 1113 Oral Communication.....	3	Elective.....	<u>3</u>
HIS 1113 Western Civilization.....	<u>3</u>		17
	18		

PRE-OPTOMETRY

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: P. Furdge, J. Shaw

Major Code: POPT

The Pre-Optometry program offered at Coahoma Community College is designed to meet the requirements for transfer to any school of Optometry or four-year institutions. The student must maintain a high quality of academic work.

See course descriptions for prerequisites.

See senior college catalog for electives.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
BIO 2413 General Zoology.....	3	BIO 2423 General Zoology.....	3
BIO 2411 General Zoology lab.....	1	BIO 2421 General Zoology lab.....	1
CHE 1213 General Chemistry I.....	3	CHE 1223 General Chemistry II.....	3
CHE 1211 General Chemistry I lab.....	1	CHE 1221 General Chemistry II lab.....	1
ENG 1113 English Composition.....	3	ENG 1123 English Composition.....	3
MAT 1313 College Algebra.....	3	MAT 1323 Trigonometry.....	3
ART 1113 Art Appreciation.....	3	HPR 1121 General Activities.....	1
HPR 1111 General Activities.....	1	Elective.....	3
EDU 1311 Orientation.....	1		18
	19		

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
BIO 2513 Human Anat. & Phy.....	3	BIO 2523 Human Anat. & Phy.....	3
BIO 2511 Human Anat. & Phy. lab.....	1	BIO 2521 Human Anat. & Phy. lab.....	1
CHE 2423 Organic Chemistry I.....	3	CHE 2433 Organic Chemistry II.....	3
CHE 2421 Organic Chemistry I lab.....	1	CHE 2431 Organic Chemistry II lab.....	1
PHY 2413 General Physics I.....	3	PHY 2423 General Physics II.....	3
PHY 2411 General Physics I lab.....	1	PHY 2421 General Physics II lab.....	1
ENG 2423 World Literature or		ENG 2433 World Literature or	
ENG 2223 American Literature.....	3	ENG 2233 American Literature.....	3
Elective (Soc. Sci.).....	3	Elective (Soc. Sci.).....	3
	18		18

PRE-PHARMACY

(Leading to B.S. degree)
 Advising Division: General Studies
 Program Advisor: B. Booker

The Pre-Pharmacy program offered at Coahoma Community College is designed to meet the requirements for the first two-years for transfer to any School of Pharmacy or four-year institution. A pharmacist is responsible for dispensing medications ordered by physicians, dentists, or other authorized prescribers. Employment opportunities include pharmacies, hospitals, clinics, industry, education and research.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Composition.....	3
CHE 1213 General Chemistry I.....	3
CHE 1211 General Chemistry I lab....	1
MAT 1313 College Algebra.....	3
BIO 2413 General Zoology.....	3
BIO 2411 General Zoology lab.....	1
HIS 1113 Western Civilization.....	3
EDU 1311 Orientation.....	1
HPR 1111 General Activities.....	1
	19

Spring Semester	Credit Hours
ENG 1123 English Composition.....	3
CHE 1223 General Chemistry II.....	3
CHE 1221 General Chemistry II lab....	1
MAT 1323 Trigonometry.....	3
BIO 2423 General Zoology.....	3
BIO 2421 General Zoology lab.....	1
HIS 1123 Western Civilization.....	3
HPR 1121 General Activities.....	1
	18

Sophomore Year

Fall Semester	Credit Hours
ECO 2113 Prin. of Economics.....	3
CHE 2423 Organic Chemistry I.....	3
CHE 2421 Organic Chemistry I lab....	1
PHY 2413 General Physics I.....	3
PHY 2411 General Physics I lab.....	1
BIO 2923 Microbiology.....	3
BIO 2921 Microbiology lab.....	1
Elective.....	3
	18

Spring Semester	Credit Hours
ECO 2123 Prin. of Economics.....	3
CHE 2433 Organic Chemistry II.....	3
CHE 2431 Organic Chemistry II lab....	1
PHY 2423 General Physics II.....	3
PHY 2421 General Physics II lab.....	1
MUS 1113 Music Appreciation or	
ART 1113 Art Appreciation.....	3
Elective.....	3
	17

PRE-PHYSICAL THERAPY

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: P. Furdge, J. Shaw

Major Code: PPHT

The Pre-Physical Therapy program offered at Coahoma Community College is a two-year program that meets the requirements for transfer to The Mississippi Medical Center or other medical schools. A physical therapist is a health care professional who evaluates, plans and treats patients of all ages for neurological, musculo-skeletal and cardiopulmonary problems resulting from illness and accidents. Employment opportunities include hospitals, rehabilitation centers, nursing homes, home health agencies, public schools and sports. The student should be aware that entrance to this program in Jackson or other states is highly competitive, and high quality academic work must be maintained.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
BIO 2413 General Zoology.....	3
BIO 2411 General Zoology II.....	1
CHE 1213 General Chemistry I.....	3

Spring Semester	Credit Hours
BIO 2423 General Zoology.....	3
BIO 2421 General Zoology lab.....	1
CHE 1223 General Chemistry II.....	3

Check course descriptions for prerequisites.

Check senior college catalog for electives.

CHE 1211 General Chemistry I lab.....	1
MAT 1313 College Algebra.....	3
ENG 1113 English Composition.....	3
HIS 1113 Western Civilization.....	3
EDU 1311 Orientation.....	1
HPR 1111 General Activities.....	1

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CHE 1221 General Chemistry II lab.....	1
MAT 1323 Trigonometry.....	3
ENG 1123 English Composition.....	3
HIS 1123 Western Civilization.....	3
HPR 1121 General Activities.....	1

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Sophomore Year

Fall Semester	Credit Hours
BIO 2513 Human Anat. & Phy.....	3
BIO 2511 Human Anat. & Phy lab.....	1
PHY 2413 General Physics I.....	3
PHY 2411 General Physics I lab.....	1
MFL 1213 Elementary Spanish I.....	3
ENG 2423 World Literature or	
ENG 2223 American Literature.....	3
MUS 1113 Music Appreciation.....	3

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Spring Semester	Credit Hours
BIO 2523 Human Anat. & Phy.....	3
BIO 2521 Human Anat. & Phy. lab.....	1
PHY 2423 General Physics II.....	3
PHY 2421 General Physics II lab.....	1
MFL 1223 Elementary Spanish II.....	3
ENG 2433 World Literature or	
ENG 2233 American Literature.....	3
ART 1113 Art Appreciation.....	3

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PRE-VETERINARY SCIENCE

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: G. Green, V. Towner

Major Code: PVET

The Pre-Veterinary Science program offered at Coahoma Community College is designed to meet the requirements for the first two-years for transfer to any school veterinary science. A veterinarian diagnoses and treats diseases and injuries in animal patients; to prevent diseases, control the spread of animal diseases. Employment opportunities include private practice, public health departments, research, pharmaceutical and academic institutions.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours
ENG 1113 English Composition.....	3
MAT 1313 College Algebra.....	3
MFL 1213 Elementary Spanish I.....	3
CHE 1213 General Chemistry I.....	3
CHE 1211 General Chemistry I lab.....	1
BIO 2413 General Zoology.....	3
BIO 2411 General Zoology lab.....	1
HPR 1111 General Activities.....	1
EDU 1311 Orientation.....	1

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Spring Semester	Credit Hours
ENG 1123 English Composition.....	3
MAT 1323 Trigonometry.....	3
MFL 1223 Elementary Spanish II.....	3
CHE 1223 General Chemistry II.....	3
CHE 1221 General Chemistry II lab.....	1
BIO 2423 General Zoology.....	3
BIO 2421 General Zoology lab.....	1
HPR 1121 General Activities.....	1

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See course descriptions for prerequisites.

Check senior college catalog for electives.

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
PHY 2413 General Physics I.....	3	PHY 2423 General Physics II.....	3
PHY 2411 General Physics I lab.....	1	PHY 2421 General Physics II lab.....	1
CHE 2423 Organic Chemistry I.....	3	CHE 2433 Organic Chemistry II.....	3
CHE 2421 Organic Chem. I lab.....	1	CHE 2431 Organic Chemistry II lab.....	1
BIO 1313 General Botany.....	3	BIO 1323 General Botany.....	3
BIO 1311 General Botany lab.....	1	BIO 1321 General Botany lab.....	1
HIS 1113 Western Civilization.....	3	HIS 1123 Western Civilization.....	3
ART 1113 Art Appreciation or		Elective.....	<u>3</u>
MUS 1113 Music Appreciation.....	<u>3</u>		18
	18		

SCIENCE EDUCATION

(Leading to B.S. degree)

Advising Division: General Studies

Program Advisors: G. Green, V. Towner

Major Code: SCIE

The Science Education program offered at Coahoma Community College is designed to prepare the student for study at a four-year institution who may not opt to become a teacher of science or do research.

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions. Satisfactory completion of this curriculum entitles the student to receive the Associate in Arts degree from Coahoma Community College.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Composition.....	3	ENG 1123 English Composition.....	3
CHE 1213 General Chemistry I.....	3	CHE 1223 General Chemistry II.....	3
CHE 1211 General. Chemistry I lab...1		CHE 1221 General. Chemistry II lab.....	1
MAT 1313 College Algebra.....	3	MAT 1323 Trigonometry.....	3
HPR 1213 Per. & Com. Health.....	3	HPR 1223 Per. & Com. Health.....	3
BIO 2413 General Zoology.....	3	BIO 2423 General Zoology.....	3
BIO 2411 General Zoology lab.....	1	BIO 2421 General Zoology lab.....	1
HPR 1111 General Activities.....	1	HPR 1121 General Activities.....	<u>1</u>
EDU 1311 Orientation.....	<u>1</u>		18
	19		

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 2423 World Literature or		ENG 2433 World Literature or	
ENG 2223 American Literature.....	3	ENG 2233 American Literature.....	3
PHY 2413 General Physics I.....	3	PHY 2423 General Physics II.....	3
PHY 2411 General. Physics I lab.....	1	PHY 2421 General. Physics II lab.....	1
BIO 1313 General Botany.....	3	BIO 1323 General Botany.....	3
BIO 1311 General Botany lab.....	1	BIO 1321 General Botany lab.....	1
HIS 1113 Western Civilization.....	3	HIS 1123 Western Civilization.....	3
ART 1113 Art Appreciation.....	<u>3</u>	PSY 1513 General Psychology.....	<u>3</u>
	17		17

See course descriptions for prerequisites.

Check senior college catalog for electives.

SPECIAL PROGRAMS

UPWARD BOUND

The Upward Bound Program is authorized under Title II-A of the Economic Opportunity Act and funded by the Department of Education. The program is divided into two parts: (1) an academic year component consisting of fifteen Saturdays and (2) a six-week summer residential component.

The major aim of the program is to provide skills and motivation necessary to ensure success at the post-secondary level for the enrollees who come from low-income backgrounds. The enrollees must also show a need for upgrading secondary training.

PROGRAMS OF STUDY

TWO-YEAR TECHNICAL PROGRAMS: Division of Vocational/Technical Education

- Administrative Support Services
- Agricultural Business and Management Technology
- Computer Maintenance Technology
- Computer Programming Technology
- Drafting & Design Technology
- Electronics Technology
- Graphics and Print Technology

ADMINISTRATIVE SUPPORT SERVICES CURRICULUM

(Leading to A.A.S. degree from CCC)

Advising Division: Vocational/Technical Education

Program Advisor: L. Barnes

Major Code: TASS

The Administrative Support Services program is designed to offer a student the opportunity to become an administrative secretary or hold other positions requiring shorthand skills. The curriculum is designed to give students:

- *a broad overview of the entire office function, not only his/her individual position
- *an opportunity to investigate the integration of systems--people and technology
- *an exposure to career options available within the office which involves the management of people and equipment resources, as well as an opportunity to recognize the relationship between worker and supervisor

Emphasis is placed on the following skills and concepts: typewriting and shorthand; capturing, storing, and retrieving information manually and electronically; oral and written communications; time management and decision making.

Administrative Support Services is a two-year program and the student will receive an Associate in Applied Science degree upon successful completion of the required curriculum. This curriculum requires a minimum of 66 Credit Hours of courses. These minimum course requirements are 15 Credit Hours of general education and 51 Credit Hours of business courses.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Composition.....	3	ENG 1123 English Composition.....	3
HPR 1111 General Activities.....	1	HPR 1121 General Activities.....	1
EDU 1311 Orientation.....	1	MAT 1313 College Algebra.....	3
TBT 1113/1123 Typewriting.....	3	TBA 1313 Business Math.....	3
TBT 2813 Infor. Processing I.....	3	TBT 1313 Records Management.....	3
TBT 2723 Professional Dev.....	3	TBT 2533 Word Processing I.....	3
TAC 1213 Accounting I.....	3	TBT 2613 Bus. Comm. I.....	3
	17		19

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
SPT 1113 Oral Communication.....	3	TBT 2523 Office Machines.....	3
TBT 2543 Word Processing II.....	3	TBT 1223 Shorthand.....	3
TBT 1513 Machine Trans.....	3	TBT 3113 Elect. Spread. Appl.....	3
TBT 1123 Typewriting.....	3	TBT 2513 Supervised Work Exp.....	3
TBT 2623 Business Comm. II.....	3	PSY 1513 General Psychology.....	3
TBT 1213 Shorthand.....	3	TBT 1813 Data Base Manage.....	3
	18		18

See course descriptions for prerequisites.

AGRICULTURAL BUSINESS AND MANAGEMENT TECHNOLOGY

(Leading to A.A.S. degree from CCC)

Advising Division: Vocational/Technical Education

Program Advisors: C. Monty, T. Powell

Major Code: AGV/AGT

The Field Crops Concentration of the Agricultural Business and Management Technology program is designed to provide students with a common core of management skills and additional training related to the production of agricultural crops. Emphasis in the second year is placed on production of field crops and weed and insect control. Elective courses in the second year allow the students to tailor their educational program to their occupational objectives.

Students completing the first year of the program are eligible to receive a certificate in Agricultural Business and Management. The Associate of Applied Science degree is awarded upon successful completion of a minimum of 64 semester credit hours.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
TCT 1114 Intro. Computers.....	4	ENG 1123 English Comp.....	3
ENG 1113 English Comp.....	3	SPT 1113 Oral Communication.....	3
EDU 1311 Orientation.....	1	MAT 1313 College Algebra.....	3
HPR 1111 General Activities.....	1	AGT 1313 Ap. Pri. Plant. Prod.....	3
AGT 1214 Ap. Pri. An. Prod.....	4	AGT 1310 Ap. Pri. Plant. Prod. lab.....	0
AGT 1210 Ap. Pri. An. Prod. lab.....	0	AGT 1513 Pri. of Ag. Marketing.....	3
AGT 1413 Prin. to Ag. MGT.....	3	AGT 1714 App. Soils Con. Use.....	4
AGT 1111 Survey of Ag. Tech.....	<u>1</u>	AGT 1710 App Soils Con. Use lab.....	<u>0</u>
	17		19

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
AGT 2263 App. Ag. Econ.....	3	HIS 1113 Western Civilization.....	3
AGT 2413 Weed Control.....	3	AGR 1333 Veg. Prod.....	3
AGT 2410 Weed Control lab.....	0	AGR 1330 Veg. Prod. lab.....	0
AGT 2463 Insects & Control.....	3	AGT 1613 Ag. Records.....	3
AGT 2460 Insects & Control lab.....	0	AGT 2563 Ag. MCH/Sho. Mgt.....	3
AGT 2363 Crop Prod.....	3	AGT 2560 Ag. MCH/Sho Mgt lab.....	0
AGT 2360 Crop Prod. lab.....	0	AGT 2613 Forage & Past. Crops.....	3
AGT 2513 Fish Management.....	3	AGT 2610 For. & Past. Crops lab.....	0
AGT 2510 Fish Management lab.....	0	AGR 2613 Poultry Prod.....	3
AGT 2663 App. An. Nutrition.....	3	AGR 2610 Poultry Prod. lab.....	<u>0</u>
AGT 2660 App. An. Nutrition Lab.....	<u>0</u>		18
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COMPUTER MAINTENANCE TECHNOLOGY

(Leading to A.A.S. degree from CCC)

Advising Division: Vocational/Technical Education

Program Advisor: A. Toliver

Major Code: CMT

See course descriptions for prerequisites.

This two year terminal computer maintenance curriculum is designed to provide specialized training to students in the repair and service of computers so they can become competent computer technicians.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
CMT 1113 Intro. to D. C. Cir.....	3	CMT 1223 Intro. to Comp. Oper.....	3
CMT 1213 Draft. for Comp.....	3	CMT 1323 Intro. to Comp. Cir.....	3
EDU 1311 Orientation.....	1	MAT 1313 College Algebra.....	3
MAT 1233 Intermediate Algebra.....	3	TRS 1313 Industrial Psychology.....	3
ENG 1113 English Composition.....	3	CMT 1133 Intro. to Comp. Prog.....	3
CMT 1123 Computer Literacy.....	3		15
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Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
CMT 1313 Intro. to Comp. Solid State Circuits.....	3	CMT 2115 Digital Circuits.....	5
CMT 1233 Intro. to Comp. Int. Cir.....	3	CMT 2315 Digital Comp. Fund.....	5
TRS 2113 Technical Physics.....	3	TRS 2123 Technical Physics.....	3
CMT 1333 Comp. Maint. Serv.....	3	SPT 1113 Oral Communication.....	3
ECO 2113 Prin. of Economics.....	3		16
	15		

COMPUTER PROGRAMMING TECHNOLOGY

(Leading to A.A.S. degree from CCC)

Advising Division: Vocational/Technical Education

Program Advisor: W. West

Major Code: TCPP

The Computer Programming curriculum is a two-year program of study designed to prepare the student for employment and advancement in computer programming, systems analysis, and computer operations. This curriculum requires a minimum of 66 Credit Hours of courses. The minimum course requirements are 15 Credit Hours of general education (must include College Algebra), 39 Credit Hours of computer and business courses, and 12 Credit Hours of courses selected from general education, computer or business courses at the discretion of the local junior/community college.

Successful completion of the Computer Programming curriculum results in the students being awarded an Associate in Applied Science degree.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
HPR 1111 General Activities.....	1	TCT 1323 PASCAL.....	3
EDU 1311 Orientation.....	1	HPR 1121 General Activities.....	1
TBT 1113/1123 Typewriting.....	3	TAC 1223 Accounting II.....	3

See course descriptions for prerequisites.

TAC 1213 Accounting I.....	3
TBT 2813 Info. Processing I.....	3
TCT 1313 Basic Prog. I.....	3

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TBT 3113 Electronic Spr. Appl.....	3
TCT 1323 Basic Programming II.....	3

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Sophomore Year

Fall Semester	Credit Hours
SPT 1113 Oral Communication.....	3
TCT 2134 Intro. to RPG Prog.....	4
TCT 2123 Computer Operations.....	3
TBT 2613 Business Comm. I.....	3
TBT 2723 Professional Dev.....	3
MAT 1313 College Algebra.....	3

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Spring Semester	Credit Hours
TCT 1333 FORTRAN.....	3
TCT 2244 Systems Analysis and Design.....	4
TBT 2623 Business Comm. II.....	3
TBA 1113 Intro. to Business.....	3
PSC 1513 Amer. State & Local Gov'.....	3

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DRAFTING AND DESIGN TECHNOLOGY

(Leading to A.A.S. degree from CCC)

Advising Division: Vocational/Technical Education

Program Advisors: F. Caswell, J. Maxwell

Major Code: DDT

The Drafting and Design Technology program of study is designed to provide specialized occupational instruction in all phases of drafting technology in order to prepare students for positions in the drafting field. A combination of a minimum of 65 semester credit hours of coursework in a two-year program leads to an Associate in Applied Science degree.

Freshman Year

Fall Semester	Credit Hours
TDR 1114 Fund. of Drafting.....	4
MAT 1313 College Algebra.....	3
ECO 2113 Prin. of Economics.....	3
ENG 1113 English Comp.....	3
TRS 1613 Intro. to Computer Science & Graphics.....	3
EDU 1311 Orientation.....	1

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Spring Semester	Credit Hours
TDR 1313 Descriptive Geometry.....	3
MAT 1323 Trigonometry.....	3
ENG 1123 English Comp.....	3
TDR 1215 Machine Drafting.....	5
TRS 2113 Tech. Physics.....	3

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Sophomore Year

Fall Semester	Credit Hours
TDR 2415 Arch. Drafting.....	5
TDR 2314 Elect., Pip. & Sheet Metal Drafting.....	4
TDR 2113 Surv. & Topo. Draft.....	3
TRS 2123 Technical Physics.....	3
SPT 1113 Oral Communication.....	3

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Spring Semester	Credit Hours
TDR 2123 Surv. to Topo. Draft.....	3
TRS 2313 Statics & Strengths of Materials.....	3
TDR 2423 Arch. Design & Model Construction.....	3
TDR 2215 Structural Drafting.....	5
TRS 1313 Industrial Psych.....	3

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See course descriptions for prerequisites.

ELECTRONICS TECHNOLOGY CURRICULUM

(Leading to A.A.S. degree from CCC)

Advising Division: Vocational/Technical Education

Program Advisor: D. Albert

Major Code: TELT

This terminal curriculum is designed for those students who are interested in electronics, and desire to enter the world of work immediately upon completion of the specialized area of study.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
TEL 1113 Direct Cur. Circuits.....	3	TEL 1413 Alter. Cur. Circuits.....	3
TRS 1213 Drafting for Elect.....	3	TEL 1313 Digital Principles.....	3
MAT 1313 College Algebra.....	3	CSC 1613 Comp. Prog. I.....	3
ENG 1113 English Comp.....	3	MAT 1323 Trigonometry.....	3
ECO 2113 Prin. of Economics.....	3	TRS 1313 Industrial Psychology.....	3
EDU 1311 Orientation.....	1	ENG 1123 English Comp.....	3
	16		18

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
TEL 2115 Digital Circuits.....	5	TEL 2415 Industrial Ins./Cont.....	5
TEL 2215 Elect. Communication.....	5	TEL 2315 Microprocessor Fund.....	5
TRS 2113 Technical Physics.....	3	TRS 2123 Technical Physics.....	3
TEL 1215 Solid State Cir/Dev.....	5	SPT 1113 Oral Communication.....	3
	18		16

GRAPHICS AND PRINT TECHNOLOGY

(Leading to A.A.S. degree from CCC)

Advising Division: Vocational/Technical Education

Program Advisor: S. Porchia-Mapp

Major Code: GPT

This training program is designed to prepare students who are interested in print and graphic careers to enter the job market immediately after completion of the specialized course of study.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
TDR 1113 Intro. to Printing Tech.....	3	GPT 1314 Paste-up Layout Tech.....	4
TDR 1114 Fund. of Drafting.....	4	MAT 1313 College Algebra.....	3
ENG 1113 English Comp.....	3	GPT 2114 Process Camera & Darkroom Tech.....	4
GPT 1214 Paste-up/Layout Tech.....	4	ENG 1123 English Comp.....	3
ART 1213 Introductory Art.....	3	TCT 2123 Computer Operations.....	3
	17		17

See course descriptions for prerequisites.

Sophomore Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
GPT 2114 Process Camera & Darkroom Tech.....	4	HIS 1113 Western Civilization.....	3
GPT 2023 Stat. Process. Control/ Management.....	3	GPT 2223 Desktop Pub. Tech.....	3
GPT 2123 Desktop Pub. Tech.....	3	GPT 2333 Binding and Finishing Technology.....	3
GPT 2124 Press Operation Tech.....	4	GPT 2214 Film Assembly/Platemaking Technology.....	4
ART 1413 Design I.....	3	GPT 2224 Press Operation Tech.....	4
<u>17</u>		<u>17</u>	

See course descriptions for prerequisites.

PROGRAMS OF STUDY

ONE-YEAR TECHNICAL PROGRAMS: Division of Vocational/Technical Education

Computer Operations Technology Office Assistant

Freshman Year		Sophomore Year	
Fall Semester	Credit Hours	Fall Semester	Credit Hours
TOL 2112 Word Proc. Concepts	3	TOL 2112 Word Proc. Concepts	3
TOL 2113 Desktop File Syst.	3	TOL 2113 Desktop File Syst.	3
MAI 2113 Desktop Printing	1	MAI 2113 Desktop Printing	1
ENG 2112 English Skills	3	ENG 2112 English Skills	3
ECO 2112 Econ. & Economics	3	ECO 2112 Econ. & Economics	3
ART 2111 Orientation	1	ART 2111 Orientation	1
	14		16

Freshman Year		Sophomore Year	
Fall Semester	Credit Hours	Fall Semester	Credit Hours
TOL 2112 Word Proc. Concepts	3	TOL 2112 Word Proc. Concepts	3
TOL 2113 Desktop File Syst.	3	TOL 2113 Desktop File Syst.	3
MAI 2113 Desktop Printing	1	MAI 2113 Desktop Printing	1
ENG 2112 English Skills	3	ENG 2112 English Skills	3
ECO 2112 Econ. & Economics	3	ECO 2112 Econ. & Economics	3
ART 2111 Orientation	1	ART 2111 Orientation	1
	14		16

GRAPHICS AND PRINT TECHNOLOGY

Blending in A.A.S. Degree from DCC

Advised Division Vocational/Technical Education

Faculty Advisor: S. Frankel

Hour Code: 977

This training program is designed to prepare students who are interested in print and graphic design to enter the job market immediately after completion of the accelerated course of study.

Freshman Year		Sophomore Year	
Fall Semester	Credit Hours	Fall Semester	Credit Hours
TOL 1112 Word Proc. Concepts	3	TOL 1112 Word Proc. Concepts	3
TOL 1113 Desktop File Syst.	3	TOL 1113 Desktop File Syst.	3
ENG 1112 English Skills	3	ENG 1112 English Skills	3
ART 1234 Computer-Aided Design	4	ART 1234 Computer-Aided Design	4
ART 1235 Screenmaking	3	ART 1235 Screenmaking	3
	16		16

COMPUTER OPERATIONS

(Leading to Certificate from CCC)

Advising Division: Vocational/Technical Education

Program Advisor: W. West

Major Code: TCOT

The Computer Operations curriculum is a one-year program of study designed to prepare the student for employment and advancement in the data entry and computer operations field. The curriculum requires a minimum of 33 Credit Hours of courses. These minimum requirements are 27 Credit Hours of courses in business, computer, and general education and 6 Credit Hours of courses selected from general education or business courses at the discretion of the local junior/community college.

At the discretion of the local junior/community college, the successful completion of the Computer Operations curriculum may serve as the first year of the two-year Computer Programming curriculum.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
TBT 1113/1123 Typewriting.....	3	TBA 1313 Business Mathematics.....	3
TBT 2813 Info. Processing I.....	3	TCT 1313 Computer Operations.....	3
TAC 1213 Accounting I.....	3	TBT 3113 Elect. Spread. Appl.....	3
EDU 1311 Orientation.....	1	TBT 1813 Data Base Manage.....	3
TCT 1313 Basic Programming I.....	3	TBT 2533 Word Processing I.....	3
	16		18

OFFICE ASSISTANT CURRICULUM

(Leading to Certificate from CCC)

Advising Division: Vocational/Technical Education

Program Advisor: B. Steward

Major Code: TOAP

The Office Assistant program consists of two semesters of training in basic technical and interpersonal office skills. Satisfactory completion of the two-semester program earns a Certificate of Proficiency.

The Office Assistant program is designed to provide students with

- *incentives to enter business and office careers
- *opportunities to update knowledge and skills to reenter the marketplace
- *retraining in order to maintain a present position or obtain a promotion
- *employable skills to obtain a position where office technology and effective interpersonal relations are valued and used
- *realistic, relevant experiences to simulate office tasks and job functions required of entry-level workers
- *assistance in the development of a positive work attitude and techniques for continuing professional activities

See course descriptions for prerequisites.

Freshman Year

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
TBT 1113/1123 Typewriting.....	3	TBT 2523 Office Machines.....	3
TBT 2813 Info. Processing.....	3	TBA 1313 Business Math.....	3
TBT 2723 Professional Dev.....	3	TBT 2613 Bus. Comm. I.....	3
TAC 1213 Accounting I.....	3	TBT 1313 Records Management.....	3
EDU 1311 Orientation.....	1	TBT 2533 Word Processing I.....	3
TBT 1323 Clerical Procedures.....	3		18
	19		

Fall Semester	Credit Hours	Spring Semester	Credit Hours
ENG 1113 English Comp.....	3	ENG 1123 English Comp.....	3
TBT 1113/1123 Typewriting.....	3	TBT 2523 Office Machines.....	3
TBT 2813 Info. Processing.....	3	TBA 1313 Business Math.....	3
TBT 2723 Professional Dev.....	3	TBT 2613 Bus. Comm. I.....	3
TAC 1213 Accounting I.....	3	TBT 1313 Records Management.....	3
EDU 1311 Orientation.....	1	TBT 2533 Word Processing I.....	3
TBT 1323 Clerical Procedures.....	3		18
	19		

OFFICE ASSISTANT CURRICULUM
 Approved by Council for OGD
 Approved by Board of Trustees
 Professor Robert E. Emswiler
 Main Office 1017

The Office Assistant program consists of two semesters of study in both semesters and emphasizes office skills. Graduates will be prepared to enter the workforce as Office Assistants.

The Office Assistant program is designed to provide students with the necessary skills and knowledge to enter the workforce. The program includes instruction in office procedures, communication, and computer skills. Students will also receive training in customer service and problem-solving. The program is designed to be flexible and to accommodate the needs of individual students.

See course descriptions for prerequisites.

PROGRAMS OF STUDY

TWO-YEAR VOCATIONAL PROGRAMS: Division of Vocational/Technical Education

- Automotive Body & Fender Repair
- Automotive Mechanics
- Barbering
- Carpentry
- Cosmetology
- Diesel Mechanics
- Heat, Air Conditioning Refrigeration & Wiring
- Industrial Wiring
- Machine Shop

AUTOMOTIVE BODY & FENDER REPAIR
(Leading to Certificate from CCC)
Advising Division: Vocational/Technical Education
Program Advisors: M. Campbell, A. Ferguson
Major Code: VAB

This is a regular program for students above the high school age. It gives students the knowledge needed to estimate damages and develop skills needed by a body and fender repairman in the world of work. Related studies include mathematics, English, natural and social science, blueprint reading, shop safety and management, and contracts and specifications as they relate to the auto body and fender repair trade.

The instructor emphasizes theory and shop work in the straightening of bodies and fenders, the alignment of bodies, and the proper use and care of the tools and equipment used in the industry; installation of the various types of glasses make up and properly installing upholstery; disassembling and assembling auto bodies; learning the skill of painting; the theory of paints, and the mixing of colors; practicing the techniques of electric and gas welding; studying theory and skills of using the various materials on the market; operating and owning a shop, and the maintenance of shop tools and equipment. The program is designed to run 30 hours per week for four semesters. However, the time may vary in accordance with the ability, aptitude and interest of the individual.

Freshman Year

Fall Semester	Spring Semester
VAB 1119 Auto Body & Fender Shop Practice	VAB 1229 Auto Body & Fender Shop Practice
VAB 1115 Auto Body & Fender Related Studies	VAB 1225 Auto Body & Fender Related Studies

Sophomore Year

Fall Semester	Spring Semester
VAB 1339 Auto Body & Fender Shop Practice	VAB 1449 Auto Body & Fender Shop Practice
VAB 1335 Auto Body & Fender Related Studies	VAB 1445 Auto Body & Fender Related Studies

AUTOMOTIVE MECHANICS
(Leading to Certificate from CCC)
Advising Division: Vocational/Technical Education
Program Advisor: A. Weston
Major Code: VAM

A regular program of auto mechanics is offered for students above high school age. The course of study consists of the training of students in the various techniques of automotive tools and equipment. Related studies include mathematics, blueprint reading, natural and social science, English, contracts

and specifications, and shop safety and management as related to the auto mechanics trade.

Shop practice consists of overhauling engines, transmissions, clutches, and rear end; laboratory practice in brake repair, replacements, adjustments, electrical systems, carburetors, use of test equipment and other operations as are required of an auto mechanic. The program is designed to span over a period of 30 hours per week for four semesters. However, the time may vary in accordance with individual student's interest, aptitude, and ability, etc.

Freshman Year

Fall Semester	Spring Semester
VAM 1119 Auto Mechanics	VAM 1229 Auto Mechanics
Shop Practice	Shop Practice
VAM 1115 Auto Mechanics	VAM 1225 Auto Mechanics
Related Studies	Related Studies

Sophomore Year

Fall Semester	Spring Semester
VAM 1339 Auto Mechanics	VAM 1449 Auto Mechanics
Shop Practice	Shop Practice
VAM 1335 Auto Mechanics	VAM 1445 Auto Mechanics
Related Studies	Related Studies

BARBERING

(Leading to Certificate from CCC)
Advising: Vocational/Technical Education
Program Advisor: H. Bonney
Major Code: VBA

This is an instructional program that prepares students to cut, shampoo, style hair and shave; special attention is given to hygiene, skin and scalp diseases and equipment sterilization. A total of 1,500 hours are required for completion of the program. After completion of this program, students may choose to take an additional 500 clock hour in cosmetology and become certified in both areas.

Students are required to show proof of having completed the 10th grade or its equivalent for admission into the program.

Upon completion of the program, students will be issued a certificate which entitles them to write the state board for examination which is required for licenses as barbers.

Freshman Year

Fall Semester	Spring Semester
VBA 1119 Barbering Science	VBA 1229 Barbering Science
VBA 1115 Barbering Art	VBA 1225 Barbering Art

Sophomore Year

Fall Semester
VBA 1339 Barbering Science
VBA 1335 Barbering Art

CARPENTRY

(Leading to Certificate from CCC)
Advising Division: Vocational/Technical Education
Program Advisor: L. Barrett
Major Code: VCA

This four-semester, 30 hours per week program in carpentry is designed for regular students of college age whether they are high school graduates or not. It is a course of study consisting of training in various techniques and skills of the carpentry trade. Shop practices will span the entire trade as it relates to course construction including use and care of hand and machine tools, foundations, floors, wall and roof framing, and exterior and interior finishing. The time may vary for individuals depending on aptitudes, ability, and interest.

Related studies include such courses as mathematics, English, natural and social science, blueprint reading, shop safety and management, contracts and specifications, and materials and cost of construction.

Freshman Year

Fall Semester	Spring Semester
VCA 1119 Carpentry Shop Pract.	VCA 1229 Carpentry Shop Pract.
VCA 1115 Carpentry Rel. Studies	VCA 1225 Carpentry Rel. Studies

Sophomore Year

Fall Semester	Spring Semester
VCA 1339 Carpentry Shop Pract.	VCA 1449 Carpentry Shop Pract.
VCA 1335 Carpentry Rel. Studies	VCA 1445 Carpentry Rel. Studies

COSMETOLOGY

(Leading to Certificate from CCC)
Advising Division: Vocational/Technical Education
Program Advisors: L. Faulkner, W. Nicholson
Major Code: VCO

This program is designed to prepare the student to acquire skills and knowledge in cosmetology. A total of 1,500 hours is required for completion of the program. Each student must spend 230 hours in theory, 1,200 hours in skill training and the remaining 70 hours in any area where the student and teacher determine that the need exists. The program is "open entry" and "open exit" and continues during the summer. It operates six hours per day, five days per week.

Students who wish to enter this program must show proof of having completed the 10th grade or its equivalent; complete health form which is

provided by the state board; and be of such age that they will be at least sixteen (16) years and three months old upon entering the program.

Upon completion of the program, students will be issued a certificate which entitles them to write the state board for examination which is required for licenses as cosmetologists.

Freshman Year

Fall Semester

VCO 1119 Cosmetology Science

VCO 1115 Cosmetology Art

Spring Semester

VCO 1229 Cosmetology Science

VCO 1225 Cosmetology Art

Sophomore Year

Fall Semester

VCO 1339 Cosmetology Science

VCO 1335 Cosmetology Art

DIESEL MECHANICS

(Leading to Certificate from CCC)

Advising Division: Vocational/Technical Education

Program Advisor: J. Hamilton

Major Code: VDM

This program is designed to provide training in the field of diesel and truck mechanics. This includes a study of engine design, use, maintenance and repair techniques. The program covers internal combustion, electrical systems, hydraulics, power trains, air conditioning, refrigeration and other related areas.

Shop practice consists of repair and maintenance of diesel engines referred to above. Related studies include blueprint reading, natural and social science, English, contracts and specifications and shop safety and management as they relate to mechanics. The program is designed for two semesters, 30 hours per week, but the time may vary depending on the student's interest, aptitude, and ability.

Freshman Year

Fall Semester

VDM 1119 Diesel Mechanics

Shop Practice

VDM 1115 Diesel Mechanics

Related Studies

Spring Semester

VDM 1229 Diesel Mechanics

Shop Practice

VDM 1225 Diesel Mechanics

Related Studies

Sophomore Year

Fall Semester

VDM 1339 Diesel Mechanics

Shop Practice

VDM 1335 Diesel Mechanics

Related Studies

Spring Semester

VDM 1449 Diesel Mechanics

Shop Practice

VDM 1445 Diesel Mechanics

Related Studies

HEAT, AIR CONDITIONING REFRIGERATION & WIRING

(Leading to Certificate from CCC)

Advising Division: Vocational/Technical Education

Program Advisor: J. Furdge

Major Code: VAR

This program of study aims to prepare the student to understand the theory of heat, air conditioning, refrigeration and wiring; to know the different kinds of refrigerants and how and when to use them; to be able to read and interpret blueprint and/or schematic for heat, wiring and care for temperature and pressure instruments and charts; to understand the function of motors and motor controls; know how to provide preventive maintenance and repair of all component parts of a heat and refrigeration system.

This program also includes related studies such as: mathematics, blueprint reading, the sciences, English, contracts and specifications and shop safety and management as they relate to the heat, air conditioning, refrigeration and wiring trade.

A total of four semesters, 30 hours per week is suggested for completion; however, the time may vary in according with the individual student's interest, aptitude and ability, etc.

Freshman Year

Fall Semester

VAR 1119 Heat, Air Cond. & Ref.
Shop Practice

VAR 1115 Heat, Air Cond. & Ref.
Related Studies

Spring Semester

VAR 1229 Heat, Air Cond. & Ref.
Shop Practice

VAR 1225 Heat, Air Cond. & Ref.
Related Studies

Sophomore Year

Fall Semester

VAR 1339 Heat, Air Cond. & Ref.
Shop Practice

VAR 1335 Heat, Air Cond. & Ref.
Related Studies

Spring Semester

VAR 1449 Heat, Air Cond. & Ref.
Shop Practice

VAR 1445 Heat, Air Cond. & Ref.
Related Studies

INDUSTRIAL WIRING

(Leading to Certificate from CCC)

Advising Division: Vocational/Technical Education

Program Advisor: O. Brown

Major Code: VIE

This program includes classroom, shop and laboratory practical experiences as they relate to planning, functions, generating and transmitting electricity, and installing and maintaining industrial, electrical and communication systems.

Specific experience will be provided in the proper procedures for safe working in the proper use of test meters and tools in the industrial electrical trade; the wiring of various circuits; installing circuit and electrical devices; installation of motors, types of electrical voltage, AC, DC, single phase and three phase; preventive maintenance and repair of motors and various electrical equipment and devices.

Related studies will include blueprint, electrical codes, color codes for wires, science, English, mathematics, contract reading and specifications.

This program of four semesters, 30 hours per week is designed to help the student master the information and skills needed to be a successful electrician.

Freshman Year

Fall Semester

VIE 1119 Industrial Wiring Shop Pract.

VIE 1115 industrial Wiring Rel. Studies

Spring Semester

VIE 1229 Industrial Wiring Shop
Pract.

VIE 1225 Industrial Wiring Rel.
Studies

Sophomore Year

Fall Semester

VIE 1339 Industrial Wiring Shop Pract.

VIE 1335 Industrial Wiring Rel. Studies

Spring Semester

VIE 1449 Industrial Wiring Shop

VIE 1445 Industrial Wiring Rel.
Studies

MACHINE SHOP

(Leading to Certificate from CCC)

Advising Division: Vocational/Technical Education

Program Advisor: W. Hopson

Major Code: VMS

This program is designed to train students in the fundamental operations of machine tools and equipment to the extent that they will be able to enter the job market as entry level machine operators. They will be required to do actual shop practice as well as related studies. Laboratory work or shop practice include bench work; milling machine operations, metal planners, drill presses, lather work, dole saws, tool making, and instrument reading, etc.

The related studies include mathematics, English, natural and social science, blueprint reading, material estimating, contracts and specifications, and shop safety and management as they relate to the machine shop trade.

Freshman Year

Fall Semester

VMS 1119 Machine Shop Practice

VMS 1115 Machine Shop

Related Studies

Spring Semester

VMS 1229 Machine Shop Practice

VMS 1225 Machine Shop

Related Studies

Sophomore Year

Fall Semester

VMS 1339 Machine Shop Practice

VMS 1335 Machine Shop

Related Studies

Spring Semester

VMS 1449 Machine Shop Practice

VMS 1445 Machine Shop

Related Studies

PROGRAMS OF STUDY

ONE-YEAR VOCATIONAL PROGRAM: Division of Vocational/Technical Education

Clerk-Cashier Training Program

SPECIAL VOCATIONAL PROGRAMS/ACTIVITIES

- Vocational Related Studies
- Student Support Services
- Job Training Partnership Act (JTPA)
- Single Parent/Displaced Homemakers Program
- Completion of Vocational Program

CLERK-CASHIER TRAINING

(Leading to Certificate from CCC)

Advising Division: Vocational/Technical Education

Program Advisor: M. Edwards

Major Code: VCCT

This curriculum is designed to meet the nine-month, 1,080-hour, theory and practice requirements for students who want to be trained to become clerks, cashiers, or checkers for supermarkets, large chain stores and department stores.

Handling cash, cashing checks (payroll and personal), bagging groceries, serving customers, and identifying shoplifters are integral parts of the training. In addition, related studies include mathematics, English, natural and social science, human relations, filing, retailing, and shop management. Furthermore, personality, manners, loyalty, dependability, grooming, and dressing properly for the job are stressed and taught throughout the training period. Nine months, 1,080 clock hours.

The Vocational Clerk/Cashier Training Program is a one year, two semesters, open entry, open exit, thirty (30) clock hours per week, postsecondary program designed for those students who have limited or no experience in the occupational area of clerks/cashiers. Students who successfully complete the prescribe program will have acquired the necessary knowledge and skills to enter the labor force in the occupational area of clerks/cashiers. However, the time varies depending on the interests, aptitudes, and abilities of the students. Shop practice as well as theory will be stressed.

Satisfactory completion of this curriculum entitles the student to receive a certificate from Coahoma Community College.

Freshman Year

Fall Semester

VCCT 1115 Related Studies
VCCT 1119 Clerk-Cashier Practice
VCCT 1225 Related Studies
VCCT 1229 Clerk Cashier Practice

Spring Semester

VCCT 1115 Related Studies
VCCT 1119 Clerk-Cashier Practice
VCCT 1225 Related Studies
VCCT 1229 Clerk Cashier Practice

Objectives of Program

1. To provide an orientation on clerk/cashier safety and equipment.
2. To provide knowledge and demonstration in the use of various electronic and computerized cash registers.
3. To provide concepts relative to understanding and knowledge of the various types of clerk/cashier procedures.
4. To provide hands-on opportunities for students in order that they may be better prepared to enter a vocation.

5. To provide lifelong opportunities through credit and non-degree programs.
6. To foster career enhancement through short-term training programs.
7. To seek an active partnership with industry and business on local, state, and national levels.
8. To support economic development and entrepreneurship.

SPECIAL VOCATIONAL PROGRAMS/ACTIVITIES

Vocational Related Studies

The Vocational Individualized Development System (VIDS) is designed to aid students who are deficient in basic academic skills to the extent that they might have difficulty succeeding in their chosen vocational or technical program. This program is also available to help students who are non-high school graduates to obtain their GED.

Student Support Services

Student Support Services will be provided for students who qualify through federal guidelines as stated in the Carl Perkins Vocational Education and Applied Technology Education Act of 1990, as amended. The qualifications may include individuals with disabilities, educationally and economically disadvantaged persons (including foster children), individuals with limited English proficiency, individuals participating in programs designed to eliminate sex bias, and individuals in correctional institutions.

JOB TRAINING PARTNERSHIP ACT (JTPA)

JTPA programs at Coahoma Community College are federally funded training programs that prepare participants for entry level positions in various occupations.

SINGLE PARENT/DISPLACED HOME MAKERS PROGRAM

The community college district, the area in which the Single Parent/Displaced Homemakers Program serves, is classified as both depressed and economically disadvantaged; therefore, a majority of the participants are classified as educationally and economically disadvantaged, single parents/heads of households, unemployed or underemployed.

It is the philosophy of this program to take persons in adverse circumstances and provide them with various services and programs in order for them to become productive citizens of their communities.

COMPLETION OF VOCATIONAL PROGRAMS

Vocational programs at Coahoma Community College vary in the amount of time required or recommended for normal completion. A certificate of completion will be awarded each eligible person who completes a program as prescribed. A certificate of completion in specific areas may be issued to a student who completes component parts of a program which is less than the total program.

SECTION VII: COURSE DESCRIPTIONS

Two-Year Academic Programs:

Accounting and General Business

Early Childhood Education, Elementary Education, and General Education

Criminal Justice, Pre-Law, Social Science, Social Science Education, and Social Work

English & Foreign Language, Radio & Television Broadcasting

Art and Printing/Graphic Management

Athletic Administration & Coaching, Health/Physical Education/Recreation and Recreation

Biology, Chemistry, Computer Science, Mathematics, Mathematics Education, Medical Records, Medical Technology, Pre-Dental Hygiene, Pre-Medical, Pre-Nursing, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy, Pre-Veterinary Science, and Science Education

Students in Free Enterprise

Accounting and General Business

- BAD 2513 PRINCIPLES OF MANAGEMENT--This course is a study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communications in business enterprise. Three hours; 3 credits.
- BAD 2413 LEGAL ENVIRONMENT OF BUSINESS--This course is designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Social attention is given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three hours; 3 credits.
- ECO 2113 PRINCIPLES OF ECONOMICS--An introduction to economic principles. Emphasis is on demand and supply under competition, monopoly, and monopolistic competition. Three hours; 3 credits.
- ECO 2123 PRINCIPLES OF ECONOMICS--Major topics are national income, monetary-fiscal policies, investment, growth, consumption, money. Three hours; 3 credits.
- SEC/TBT 2613 BUSINESS COMMUNICATIONS I--Practice in the use of the eight parts of speech with emphasis on the application of grammar; speech and human relations skills. Prerequisite: ENG 1113. Three hours; 3 credits.
- ACC/TAC 1213 PRINCIPLES OF ACCOUNTING--A study of the elementary accounting principles as applied to various forms of business organizations and an introduction to specialized fields of accounting. Three hours; 3 credits.
- ACC/TAC 1223 PRINCIPLES OF ACCOUNTING--A continuation of ACC/TAC 1213. Includes a practice set. Prerequisite: ACC/TAC 1213. Three hours lecture, 1 hour lab; 3 credits.
- MKT 2123 PRINCIPLES OF MARKETING--Principles and strategies for effective distribution of goods and services from the site of production to the final user or consumer (market identification, product development, channels of distribution, promotion and pricing strategies incorporating ethical considerations). Prerequisite: ECO 2113. Three hours; 3 credits.
- CSC 1113 INTRODUCTION TO COMPUTER CONCEPTS--Introduction to the basic concepts, terminology, and structure of computers; introduction to program logic and BASIC programming; introduction to the use of an integrated application software package which includes word processing, spreadsheet and database. It is not designed for business, computer science, or engineering students. Three hours; 3 credits.

Early Childhood Education, Elementary Education, and General Education

- EDU 1311 ORIENTATION--This course is designed to help the freshman adjust to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. One hour; 1 credit.
- EDU 1613 FOUNDATION 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.
- EPY 2513 CHILD PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT I)--A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three hours; 3 credits.
- EPY 2523 ADOLESCENT PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT II)--A study of the individual during adolescent years. Three hours; 3 credits.
- EPY 2533 HUMAN GROWTH & DEVELOPMENT--A study of the growth and development of the human organism from conception through old age to death. Topics include changes in abilities, interests, social and emotional adjustments of each maturity level, and implications of growth and development to health professionals and others who work with people. Three hours; 3 credits.
- PSY 1513 GENERAL PSYCHOLOGY--An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three hours; 3 credits.
- REA 1103 DEVELOPMENTAL READING--A laboratory course designed to offer special reading instruction to students deficient in reading skills. Three hours; 3 credits.
- REA 1203 DEVELOPMENTAL READING--A continuation of REA 1103. Three hours; 3 credits.

Institutional Course

- ENG 2703 LITERATURE FOR CHILDREN--A course designed to acquaint students in Early Childhood Education with children's literature. Reading and telling stories to children are emphasized. Films of children's stories are observed and evaluated. Three hours; 3 credits.

Criminal Justice, Pre-Law, Social Science, Social Science Education, and Social Work

- 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 1383 CRIMINOLOGY I--The nature and significance of criminal behavior. Theories, statistics, trends and programs concerning criminal behaviors. Three hours; 3 credits.
- CRJ 2313 POLICE OPERATIONS--A study of the operation and administration of enforcement agencies. Particular emphasis is placed on the functions of the patrol division. Three hours; 3 credits.
- CRJ 2323 CRIMINAL LAW EVIDENCE--Criminal evidence for law enforcement office furnishing a practical insight into the rules of evidence; kinds of degrees; and consideration governing the admissibility of evidence in court. Three hours; 3 credits.
- CJR 2333 CRIMINAL INVESTIGATION--Fundamentals, search and recording, collection and preservation of evidence, for finger printing, photography, sources of information, interviews and interrogation. Follow up. Three hours; 3 credits.
- CRJ 2343 CRIMINAL INVESTIGATION II--Use of scientific techniques in investigation; investigate problems in major crimes; arrests, apprehensions, and raids; finger-printing; rules of evidence and testifying in courts. Three hours; 3 credits.
- CRJ 2513 LAW ENFORCEMENT AND THE JUVENILE--The role of police in juvenile delinquency and control/organizations, 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 ECONOMICS--An introduction to economic principles. Emphasis is on demand and supply under competition, monopoly, and monopolistic competition. Three hours; 3 credits.
- ECO 2123 PRINCIPLES OF ECONOMICS--Major topics are national income, monetary-fiscal policies, investment, growth consumption, money. Three hours; 3 credits.
- HIS 1113 WESTERN CIVILIZATION--A general study of European history from ancient times to 1600 A.D. Three hours; 3 credits.
- HIS 1123 WESTERN CIVILIZATION--A general study of European civilization since 1600 A.D. Three hours; 3 credits.
- HIS 1613 SURVEY OF AFRO-AMERICAN HISTORY--This is a survey of Afro-American history from the study of one or more African civilizations to the present day. Attention will be given to the activities of other minority groups. Three hours; 3 credits.
- HIS 2213 AMERICAN (U.S.) HISTORY--This course is a survey of the U.S. history from the period of discovery and exploration through Reconstruction. Three hours; 3 credits.

- HIS 2223 AMERICAN (U.S.) HISTORY--This course is a survey of the U.S. history from Reconstruction to the present. Three hours; 3 credits.
- PSC 1113 AMERICAN NATIONAL GOVERNMENT--Survey of the organizations and political structure of the basic operation of American government. Three hours; 3 credits.
- PSC 1123 AMERICAN STATE AND LOCAL GOVERNMENT--Relationship between state and federal government; and between states and their subdivisions; organizations, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three hours; 3 credits.
- SOC 2113 INTRODUCTION TO SOCIOLOGY--Deals with human relationships. Students will receive a synopsis of the whole field of sociology; including the social world, and the integration of these processes in relationship to the individual and group, and the institution. Three hours; 3 credits.
- SOC 2123 INTRODUCTION TO SOCIOLOGY--A continuation of SOC 2113 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.

English & Foreign Language, Radio & Television Broadcasting

- ENG 1103 DEVELOPMENTAL ENGLISH I--This course in writing stresses basic communication skills--writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading of ideas included. Three hours; 3 credits.
- ENG 1203 DEVELOPMENTAL ENGLISH II--A continuation of ENG 1103. Three hours; 3 credits. Prerequisite: ENG 1103 Developmental English I.
- ENG 1113 ENGLISH COMPOSITION I--A study of grammar and composition, with emphasis on the sentence, and the paragraph. Readings, frequent themes. Three hours; 3 credits
- ENG 1123 ENGLISH COMPOSITION II-- A continuation of ENG 1113 with emphasis on the whole composition. Readings, themes and research paper required . Prerequisite: ENG 1113. Three hours; 3 credits
- ENG 2423 WORLD LITERATURE--Selected writings of the Orient, Greece, Rome and Medieval Europe. Three hours; 3 credits
- ENG 2433 WORLD LITERATURE--A continuation of ENG 2423. Selected European writings from the Renaissance to the present. Prerequisite: ENG 2423. Three hours; 3 credits
- ENG 2223 AMERICAN LITERATURE--A survey of major American writers from the colonial era to the end of the nineteenth century. Three hours; 3 credits.

- ENG 2233 AMERICAN LITERATURE--A survey of major American writers from 1900 to the present. Prerequisite: ENG 2223. Three hours; 3 credits.
- MFL 1113 ELEMENTARY FRENCH I--This course is designed to develop basic language skills; speaking, reading, writing. Phonetic symbols are used to aid correct pronunciation, but the principal aid is to be found in the language laboratory. Three hours; 3 credits.
- MFL 1123 ELEMENTARY FRENCH II--A continuation of MFL 1113. Special drill on verb forms and uses, as well as idiomatic vocabulary, by means of oral and written exercises. Three hours; 3 credits.
- MFL 2113 INTERMEDIATE FRENCH I--A review of French grammar and continued development of basic language skills. Reading materials are used with the literacy and culture value. Three hours; 3 credits.
- MFL 2123 INTERMEDIATE FRENCH II--Literary and cultural appreciation of the language and the country is enhanced by the reading of a book which pictures life in a typical French village, with class conversation concerning the contents of this book. Prerequisite: MFL 2113. Three hours; 3 credits.
- MFL 1213 ELEMENTARY SPANISH I--This course is designed to develop basic language skills: reading, writing, and speaking. Drills on grammar through written and oral exercises are used in class work. Three hours; 3 credits.
- MFL 1223 ELEMENTARY SPANISH II--A continuation of MFL 1213. Special attention is given to irregular verbs and the subjunctive mood. Prerequisite: MFL 1213. Three hours; 3 credits.
- MFL 2213 INTERMEDIATE SPANISH I--A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. Prerequisite: MFL 1223. Three hours; 3 credits.
- MFL 2223 INTERMEDIATE SPANISH II--A continuation of MFL 2213. Special attention is given to rapid reading. Recording equipment permits the student to record and listen to his own and other students' use of the language. Prerequisite: MFL 2213. Three hours; 3 credits.
- SPT 1113 ORAL COMMUNICATION (PRINCIPLES OF SPEECH)--Correct and effective English; correct pronunciation and enunciation; breath control; study and practice in making speeches for all occasions; major emphasis on organization of material and practice in speaking before a group. Three hours; 3 credits.
- SPT 1213 FUNDAMENTALS OF THEATRE--A basic course in the theatre arts. An introduction to the cultural, historical, and social aspects of the drama; investigation of essential elements of play production. Three hours; 3 credits.

- SPT 2223 INTRODUCTION TO DRAMATIC ARTS--Stagecraft, lighting, make-up, acting, and production techniques. Students are required to participate in assigned plays. Three hours; 3 credits.
- COM 1413 FUNDAMENTALS OF BROADCASTING--A course designed to acquaint the student with the basic techniques of radio and television broadcasting with practice before a microphone and camera. Three hours; 3 credits.
- JOU 1313 PRINCIPLES OF JOURNALISM--Introductory journalism, news reporting, construction of news story, sources, construction of features and speciality news writing. Three hours; 3 credits.
- JOU 1323 PRINCIPLES OF JOURNALISM--The preparation of advertising copy and layouts of newspaper, magazines, agencies, retail advertising, and advertising in broadcast mediums of radio and television. Emphasis on research and survey methods of demographics, types of layouts, copy writing and proofreading. Prerequisite: JOU 1313. Three hours; 3 credits.

Art and Printing/Graphic Management

- ART 1113 ART APPRECIATION--A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics minor art, and industrial arts on a conceptual basis. Three hours; 3 credits.
- ART 1213 INTRODUCTORY ART--A studio course designed to familiarize the student with the fundamental elements of drawing and painting and to develop in the student a visually creative vocabulary. A study of the work of prominent artists will augment the student's own creative work in several different media and approaches. Four hours; 3 credits.
- ART 1243 INCENTIVE CRAFTS--A survey of art-craft ideas and production methods. Emphasis on creative invention. Six hours; 3 credits.
- ART 1313 DRAWING I--Study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white--media, pencil, charcoal. Required for art majors. Six hours; 3 credits.
- ART 1323 DRAWING II--Introduction to color dynamics and precision drawing as used in creative expression. Emphasis on composition. Required for art majors. Prerequisite ART 1313. Six hours; 3 credits.
- ART 1413 DESIGN I--Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Required for art majors. Prerequisite: ART 1313. Six hours; 3 credits.
- ART 1913 ART FOR ELEMENTARY TEACHERS--Designed for the needs of the elementary education student. Essentials of public school art; study of development of the children's art; experiences with major forms of two-dimensional art problems; experiences with a variety of media. Four hours; 3 credits.

- ART 2513 PAINTING I--Techniques used in painting water colors, oils, pastel or other media, in still life and landscape pictures. Six hours; 3 credits.
- ART 2713 ART HISTORY I--Survey course of historical background of art forms from prehistoric to renaissance. Emphasis placed on painting, architecture, and sculpture as related to history. Three hours; 3 credits.
- ART 2723 ART HISTORY II--Renaissance to Twentieth Century. Special emphasis on modern expressions in fields of art. Three hours; 3 credits.
- GPT 2323 PLANNING AND ESTIMATING--Preparation of budgets and the specification of materials and processes based on job descriptions. Relationships of quality control and standardization to cost effectiveness. Cost analysis of processes and materials with emphasis on estimating, forecasting and productivity. Prerequisite: Second year standing or consent of department. Three hours; 3 credits.

Athletic Administration & Coaching, Health/Physical Education/Recreation

- HPR 1111 GENERAL ACTIVITIES--This course is designed to give students a modern concept of physical education and recreation by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. Two hours; 1 credit.
- HPR 1121 GENERAL ACTIVITIES--A continuation of HPR 1111. Prerequisite: HPR 1111. Two hours; 1 credit.
- HPR 1131 VARSITY SPORTS--This course is designed to give students a modern concept of the fundamentals of basketball. The course is open to all students but it is especially designed for prospective basketball players. Two hours; 1 credit.
- HPR 1141 VARSITY SPORTS--This course is designed to give students a modern concept of the fundamentals of football. The course is open to all students but it is especially designed for prospective football players. Two hours; 1 credit.
- HPR 2141 VARSITY SPORTS--Participation in (name sport) varsity sport. Continuation of HPR 1141. Designed for Sophomore football athletes. 1 credit.
- HPR 1213 PERSONAL & COMMUNITY HEALTH--Application of principles and practices of healthful living to the individual and the community; major health problems and mutual responsibilities of home, school and health agencies. Three hours; 3 credits.
- HPR 1223 PERSONAL & COMMUNITY HEALTH--A continuation of HPR 1213. Prerequisite: HPR 1213. Three hours; 3 credits.

- HPR 2213 FIRST AID--Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. (Does not transfer to some schools as a physical education course.) Three hours; 3 credits.
- HPR 1313 INTRODUCTION HEALTH, PHYSICAL EDUCATION AND RECREATION--Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of students to opportunities in the field. Three hours; 3 credits.
- HPR 1551 CONDITIONING AND WEIGHT TRAINING--Lecture and practices in weight training. Two hours; 1 credit.
- HPR 2111 GENERAL ACTIVITIES--A second year continuance of HPR 1121. Prerequisite: HPR 1121. Two hours; 1 credit.
- HPR 2121 GENERAL ACTIVITIES--A continuance of HPR 2111. Prerequisite: HPR 2111. Two hours; 1 credit.
- HPR 2131 VARSITY SPORTS--A continuance of HPR 1131. Prerequisite: HPR 1131. Two hours; 1 credit.
- HPR 2323 RECREATIONAL LEADERSHIP--Planning and leadership techniques for conducting community recreation centers, playgrounds, parks and school recreation programs. Three hours; 3 credits.
- HPR 1713 SPORTS APPRECIATION--This course is designed to develop spectator awareness and appreciation of the major sports in our society. Material will include a brief history of sports, rules, equipment, and etiquette associated with sports. Three hours; 3 credits.
- HPR 2413 INDIVIDUAL & TEAM SPORTS OFFICIATING--Rules, interpretations, officiating techniques, and tournament organizations for individual and team sports for men and women. Open primarily to physical education majors. Three hours; 3 credits.
- HPR 2423 FOOTBALL THEORY--Theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules and team play. Three hours; 3 credits.

Biology, Chemistry, Computer Science, Mathematics, Mathematics Education, Medical Records, Medical Technology, Pre-Dental Hygiene, Pre-Medical, Pre-Nursing, Pre-Optometry, Pre-Pharmacy, Pre-Physical Therapy, Pre-Veterinary Science, and Science Education

- BIO 1131 GENERAL BIOLOGY LAB I--Must be taken concurrently in phase with BIO 1132 lecture. Selected experiments to illustrate the principles taught in BIO 1132. Two hours; 1 credit.

- BIO 1132 GENERAL BIOLOGY I--A lecture course in basic biological principles including chemical and cellular basis of life, anatomy and physiology, reproduction, genetics, organismal complexity, classification, biosocial problems and ecology. Two hours; 2 credits.
- BIO 1141 GENERAL BIOLOGY LAB II--Must be taken concurrently in phase with BIO 1142 lecture. Selected experiments to illustrate the principles taught in BIO 1142. Prerequisite: BIO 1131. Two hours; 1 credit.
- BIO 1142 GENERAL BIOLOGY II--A lecture course in basic biological principles listed but not covered in BIO 1132. Prerequisite: BIO 1132. Two hours; 2 credits.
- BIO 1311 GENERAL BOTANY LAB--Must be taken concurrently in phase with BIO 1313 lecture. Selected experiments to illustrate the principles taught in BIO 1313. Two hours; 1 credit.
- BIO 1313 GENERAL BOTANY--A lecture course dealing with application of biological principles to the study of plants including classification, anatomy and physiology, and function. Three hours; 3 credits.
- BIO 1321 GENERAL BOTANY LAB--Must be taken concurrently in phase with BIO 1323 lecture. Selected experiments to illustrate the principles taught in BIO 1323. Prerequisite: BIO 1311. Two hours; 1 credit.
- BIO 1323 GENERAL BOTANY--A lecture course of principles listed but not covered in BIO 1313. Prerequisite: BIO 1313. Three hours; 3 credits.
- BIO 2411 GENERAL ZOOLOGY LAB--Must be taken concurrently in phase with BIO 2413 lecture. Selected experiments with extensive use of the microscope to illustrate the principles taught in BIO 2413. Two hours; 1 credit.
- BIO 2413 GENERAL ZOOLOGY--A lecture course dealing with the application of biological principles to the study of animals including classifications, structure and function. Emphasis is on invertebrates. Three hours; 3 credits.
- BIO 2421 GENERAL ZOOLOGY LAB--Must be taken concurrently in phase with BIO 2423 lecture. Selected experiments which require dissection to illustrate the principles taught in BIO 2423. Prerequisite: BIO 2411. Two hours; 1 credit.
- BIO 2423 GENERAL ZOOLOGY--A continuation of BIO 2413 with emphasis on vertebrates. Prerequisite: BIO 2413. Three hours; 3 credits.
- BIO 2511 HUMAN ANATOMY AND PHYSIOLOGY LAB--Must be taken concurrently in phase with BIO 2513 lecture. Selected experiments to illustrate the principles taught in BIO 2513. Two hours; 1 credit.
- BIO 2513 HUMAN ANATOMY AND PHYSIOLOGY--A lecture course dealing with the physiology of the human body as an integrated

- whole with more detail studies of the skeletal, muscular, and nervous systems. (General Chemistry recommended) Prerequisites: BIO 2413 and 2423. Three hours; 3 credits.
- BIO 2521 HUMAN ANATOMY AND PHYSIOLOGY LAB--Must be taken concurrently in phase with BIO 2523 lecture. Selected experiments to illustrate the principles taught in BIO 2523. Prerequisite: BIO 2511. Two hours; 1 credit.
- BIO 2523 HUMAN ANATOMY AND PHYSIOLOGY--A continuation of BIO 2513 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Prerequisite: BIO 2513. Three hours; 3 credits.
- BIO 2921 MICROBIOLOGY LAB--Must be taken concurrently in phase with BIO 2923 lecture. Laboratory is devoted to basic techniques of microbial study, such as identification, control, morphology, physiology, life cycles, and culture techniques taught in Microbiology 2923. Three hours; 1 credit.
- BIO 2923 MICROBIOLOGY--A lecture course providing a survey of the microbes (microscopic organisms) with emphasis and detailed study being placed on those affecting other forms of life, especially man. Three hours; 3 credits.
- CHE 1211 GENERAL CHEMISTRY LAB--Must be taken concurrently in phase with the CHE 1213 lecture. Selected experiments to illustrate the principles taught in lecture. Three hours; 1 credit.
- CHE 1213 GENERAL CHEMISTRY I--Atomic and molecular structure, periodicity and atomic properties, stoichiometry, the mole concept, types of solutions, energy-enthalpy. Three hours; 3 credits.
- CHE 1221 GENERAL CHEMISTRY LAB II--Must be taken concurrently in phase with the CHE 1223 lecture. A continuance of CHE 1211. Prerequisite: CHE 1211. Three hours; 1 credit.
- CHE 1223 GENERAL CHEMISTRY II--Gases, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, coordination and compounds. Prerequisite: CHE 1213. Three hours; 3 credits.
- CHE 2421 ORGANIC CHEMISTRY LAB I--A laboratory course designed for the beginning student in organic chemistry. Acquaints students with important manipulations and procedures and the preparation and study of organic compounds. Three hours; 1 credit.
- CHE 2423 ORGANIC CHEMISTRY--A study of the basic principles of carbon chemistry, bonding structure, and behavior; aliphatic compounds; identification and preparation of compounds. Three hours; 3 credits.
- CHE 2431 ORGANIC CHEMISTRY LAB II--A continuation of CHE 2421. Prerequisite: CHE 2421. Three hours; 1 credit.
- CHE 2433 ORGANIC CHEMISTRY II--A continuation of CHE 2423. A study of Aromatic and complex compounds. Prerequisite: CHE 2423. Three hours; 3 credits.

- MAT 1103 DEVELOPMENTAL MATH--This is designed for the student who is lacking in fundamental arithmetic skills. This course includes fractions, decimals, percentages, and verbal problems. Three hours; 3 credits.
- MAT 1233 INTERMEDIATE ALGEBRA--Designed for students whose preparation in algebra is inadequate for regular college algebra. Materials covered include algebraic factoring, fractions, problem solving, exponents, radicals, and quadratics. Prerequisite: one year high school algebra. Three hours; 3 credits.
- MAT 1313 COLLEGE ALGEBRA--This course includes equations, inequalities, functions and graphs, circles, polynomial and rational functions, and systems of equations and inequalities. Prerequisite: At least two units of high school algebra or MAT 1233. Three hours; 3 credits.
- MAT 1323 TRIGONOMETRY--Trigonometric functions; of the composite angle; fundamental relations, trigonometric equations; logarithms; radian measure; solution of right and oblique triangles, inverse trigonometric functions; and vectors. Prerequisite: MAT 1313 or equivalent. Three hours; 3 credits.
- MAT 1814 CALCULUS I--This course includes basic theorems of analytic geometry; conics; functions; limits, continuity, and derivative; differentiation of algebraic functions; application of the derivative; the differential; indefinite integral; the definite integral. Prerequisites: MAT 1313 and MAT 1323, or permission of instructor. Four hours; 4 credits.
- MAT 1824 CALCULUS II--This course includes applications of the definite integral; exponential and logarithmic functions; trigonometric functions; hyperbolic functions; techniques of integration; indeterminate forms; improper integrals; Taylor's Formula. Four hours; 4 credits.
- PHY 2241 PHYSICAL SCIENCE LAB I--Must be taken concurrently in phase with the lecture PHY 2242. Selected experiments to illustrate the principles taught in lecture. Two hours; 1 credit.
- PHY 2242 PHYSICAL SCIENCE I--A lecture course designed for the non-technical student. A survey of laws of physics and astronomy. Two hours; 2 credits.
- PHY 2251 PHYSICAL SCIENCE LAB II--Must be taken concurrently in phase with the lecture PHY 2252. Selected experiments to illustrate the principles taught in lecture. Prerequisite: PHY 2241. Two hours; 1 credit.
- PHY 2252 PHYSICAL SCIENCE II--A survey of chemistry, meteorology, and geology. Prerequisite: PHY 2242. Two hours; 2 credits.
- PHY 2411 GENERAL PHYSICS LAB I--Must be taken concurrently in phase with the lecture PHY 2413. Selected experiments to illustrate the principles taught in lecture. Two hours; 1 credit.

- PHY 2413 GENERAL PHYSICS I--A lecture course that deals with laws of mechanics, heat and sound. Prerequisites: MAT 1313 and MAT 1323. Two hours; 3 credits.
- PHY 2421 GENERAL PHYSICS LAB II--Must be taken concurrently in phase with the lecture PHY 2423. Selected experiments to illustrate the principles taught in lecture. Prerequisite: PHY 2411. Two hours; 1 credit.
- PHY 2423 GENERAL PHYSICS II--A lecture course that deals with laws of electricity, magnetism, light, and modern physics. Prerequisite: PHY 2413. Three hours; 3 credits.
- CSC 1213 BASIC COMPUTER PROGRAMMING I--The writing of programs using that BASIC computer language. Three hours; 3 credits.
- CSC 1313 FORTRAN PROGRAMMING--Introduction to digital computers and computer programming using the FORTRAN language.
- CSC 1613 COMPUTER PROGRAMMING I--Introduction to problem-solving methods and algorithm development; designing, debugging, and documentation in a high-level programming language with a variety of applications. Three hours; 3 credits.
- CSC 2413 COBOL PROGRAMMING--Includes the structures, data bases, and operating systems. Applications place particular emphasis on business systems and operations. Three hours; 3 credits.
- CSC 2543 ADVANCED COMPUTER PROGRAMMING--An introduction to computer architecture, hardware, software, and programming in an assembly language. Prerequisite: CSC 1613. Three hours; 3 credits.
- CSC 2623 COMPUTER PROGRAMMING II--Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of large programs. Prerequisite: CSC 1613. Three hours; 3 credits.
- CSC 2713 INTRODUCTION TO FILE PROCESSING--To introduce concepts and characteristics of storage devices; file processing techniques; data structure; elementary data base concepts. Prerequisite: CSC 1613 or CSC 1313 or CSC 2413. Three hours; 3 credits.

Students in Free Enterprise

- ECO 1212 FREE ENTERPRISE ECONOMICS--A study of free enterprise economics to better understand how the American free enterprise system works to produce the economic lifestyle experienced in the U.S. today. Also includes promotion of the free enterprise system through projects designed to educate others in the community regarding free enterprise. Students taking this course will be members of Students In Free Enterprise, Inc., a national organization. Students completing this course are expected to enroll in ECO 1221. Two hours; 2 credits.

COURSE DESCRIPTIONS

Two-year Technical Programs:

Administrative Support Services

Agricultural Business and Management Technology

Computer Maintenance Technology

Computer Programming Technology

Drafting & Design Technology

Electronics Technology

Graphics and Print Technology

Administrative Support Services

- TBT 1113 ELEMENTARY TYPEWRITING I--Introduction to the keyboard with emphasis on developing correct typing techniques and applying this acquired skill to the typing of business letters, tables, outlines, and manuscripts. Five hours; 3 credits.
- TBT 1123 INTERMEDIATE TYPEWRITING--Prerequisite: Elementary Typewriting or equivalent. Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Three hours; 3 credits.
- TBT 1213 SHORTHAND I---Introduction to the theory and practice of symbolic or alphabetic shorthand with emphasis on the development of speed and accuracy in reading and writing. Five hours; 3 credits.
- TBT 1223 SHORTHAND II--Prerequisite: TBT 1213 and typewriting. A continuation of the theory and practice of symbolic or alphabetic shorthand with emphasis on speed and accuracy in dictation and transcription. Three hours; 3 credits.
- TBT 1313 RECORDS MANAGEMENT--Introduction to the major filing systems with emphasis on information retrieval, retention and disposal of records quickly and with 95% accuracy; and selection of supplies and equipment. Three hours; 3 credits.
- TBT 1323 CLERICAL PROCEDURES--Prerequisite: TBT 1113 Elementary Typewriting or equivalent. Study and application of modern office clerical procedures. Three hours; 3 credits.
- TBT 1513 MACHINE TRANSCRIPTION--Prerequisite: Keyboarding or typewriting. Instruction in the use of transcribing machines to prepare mailable business correspondence and other business correspondence. Three hours; 3 credits.
- TBT 1813 DATA BASE MANAGEMENT--Prerequisite: Basic typewriting skills. Introduction to data base management concepts using a data management program to create files, enter and update data, and retrieve information. Three hours; 3 credits.
- TBT 2513 SUPERVISED WORK EXPERIENCE--Prerequisite: Completed all requirements for graduation. Supervised practical applications of theory and skills in various job situations within an office. This course is designed for advanced secretarial related majors. One hour lecture and four hours lab exercise per week. Five hours; 3 credits.
- TBT 2523 OFFICE MACHINES--Instruction and practice in the operation of electronic calculators, with emphasis on the type of math students will likely encounter on the job. Includes the use of calculators to do fundamental mathematical processes, percent problems, simple and compound interest, discounts, and payroll problems. Three hours; 3 credits.
- TBT 2533 WORD PROCESSING I--Prerequisite: Basic typewriting skills. Designed to place emphasis on the mastery of word processing functions and proofreading skills to achieve excellence in document production. Three hours; 3 credits.

TBT 2543 WORD PROCESSING II--Prerequisite: Word Processing II. A continuing development of word processing skills. Production with accuracy is stressed and practice is given through a variety of documents. Three hours; 3 credits.

SEC/TBT 2613 BUSINESS COMMUNICATIONS I--Prerequisite English and Typewriting/keyboarding. Introduction to the composition of the eight parts of speech with emphasis on the application of grammar, typewriting, speech and human relation skills. Three hours; 3 credits.

SEC/TBT 2623 BUSINESS COMMUNICATIONS II--Prerequisite: Business Communications I. Introduction to the composition of business letters and reports. Emphasis on applying the mechanics of style. Three hours; 3 credits.

TBT 2723 PROFESSIONAL DEVELOPMENT--Study of personal development with emphasis on developing the techniques of working with others. Three hours; 3 credits.

TBT 2813 INFORMATION PROCESSING I--Prerequisite: Basic typewriting skills. Introduction to information processing concepts and applications including operating system, word processing, electronic spreadsheet, and database management. Three hours; 3 credits.

TBT 3113 ELECTRONIC SPREADSHEET APPLICATIONS--Introduction to the construction and use of electronic spreadsheet as an aid to management decision making. Four hours; 3 credits.

Agricultural Business and Management Technology

AGT 1111 SURVEY OF AGRICULTURAL TECHNOLOGY--A course to provide opportunities for students to gain knowledge, practice, and study in agricultural technology. Includes lectures and seminars on current agricultural topics including government programs and policies, current technological trends and practices, international agriculture, agricultural employment opportunities, etc. One hour, 1 credit.

AGT 1214 APPLIED PRINCIPLES OF ANIMAL PRODUCTION--A course to provide students with basic principles related to the production of farm animals. Includes instruction in the basic production cycle, breeding, nutrition, and health of beef and dairy cattle, hogs, poultry, and catfish. (Note: AGR 1214 should be substituted for this course if available) Five hours; 4 credits.

AGT 1413 PRINCIPLES OF AGRICULTURAL MANAGEMENT--A course which provides instruction in organization and structure of agricultural business, decision-making and the planning process for farming operations. Four hours; 3 credits.

AGT 1313 APPLIED PRINCIPLES OF PLANT PRODUCTION--A course to provide information related to the growth, nutrition, and general culture of agricultural and horticultural crops. Includes instruction in photosynthesis and transpiration, plant nutrition, pest control, and reproduction. (Note: AGR 1313 should be substituted for this course if available) Four hours; 3 credits.

- AGT 1513 PRINCIPLES OF AGRICULTURAL MARKETING--An introduction to general principles of marketing agricultural products. Includes instruction in general marketing practices and the use of futures contracts. Four hours; 3 credits.
- AGT 1613 AGRICULTURAL RECORDS--An introduction to agricultural recordkeeping techniques including single entry accounting methods, field and enterprise records, and budgeting. Four hours; 3 credits.
- AGT 1714 APPLIED SOILS-CONSERVATION AND USE--A course to introduce the student to the general principles of soil conservation and safe use. Includes instruction in the soil formation process, properties of soils, soil texture, and soil management for optimum safe use. Five hours; 4 credits.
- AGR 1333 VEGETABLE PRODUCTION--This course presents the principles and practices in the commercial production of vegetable crops. It will include the information relating to kinds, varieties, seeding rates, dates, and practices. Four hours; 3 credits
- AGT 2263 APPLIED AGRICULTURAL ECONOMICS-- Prerequisite: AGT 1413. A course to introduce the student to economic principles as applied to agribusiness operations. (Note: AGR 2713 shall be substituted for this course if available.) Four hours; 3 credits.
- AGT 2363 CROP PRODUCTION-- Prerequisite: AGT 1313. This course is a study of crop production techniques including tillage and planting, pest control, and marketing practices. Specific crops to be studied in the course to be determined by the local instructor. Four hours; 3 credits.
- AGT 2413 WEED CONTROL-- Prerequisite: AGT 1313. A course to provide students with information and skills for controlling plant pests in agricultural crops. Includes instruction in the use and application of chemicals for weed control. Four hours; 3 credits.
- AGT 2463 INSECTS AND CONTROLS-- Prerequisite: AGT 1313. A course to provide instruction and training in techniques of control of insect pests. Includes instruction in the safe and proper use of chemical and other control methods. Four hours; 3 credits.
- AGT 2613 FORAGE AND PASTURE CROPS-- Prerequisite: AGT 1313. A comprehensive course in the production and management of forage and pasture crops. Four hours; 3 credits.
- AGT 2563 AGRICULTURAL MACHINERY AND SHOP MANAGEMENT-- A comprehensive course studying operation and management of farm power machinery and shop repairs and maintenance. Four hours; 3 credits.
- AGT 2513 FISH MANAGEMENT-- Prerequisite: AGT 1314. Practical principles and application techniques in the production, harvesting and marketing of fish. Four hours; 3 credits.

AGT 2663 APPLIED ANIMAL NUTRITION-- Prerequisite: AGT 1314. A comprehensive course of study on the practical principles and applications of nutrition. Four hours; 3 credits.

AGR 2613 POULTRY PRODUCTION--General problems of poultry production; breed selection; management; breeding; feeding; culling; broiler production; egg production; marketing; disease; and sanitary practices.

Computer Maintenance Technology

CMT 1113 INTRODUCTION TO DIRECT CURRENT CIRCUITS--This course is designed to familiarize the student with the basic electrical fundamentals in voltage current resistance in D. C. circuits (series, parallel and combination); their calculations and measurements. Five hours; 3 credits.

CMT 1213 DRAFTING FOR COMPUTERS--An elementary course designed for computer maintenance technology students. The course will place emphasis on electrical circuit drawing, terms symbols and interpretation. Five hours; 3 credits.

CMT/TIE 1123 COMPUTER LITERACY--The student will be taught basic computer language. Three hours; 3 credits.

CMT 1133 INTRODUCTION TO COMPUTER PROGRAMMING-- Prerequisite: CMT 1123. The writing of programs using the BASIC computer language. Three hours; 3 credits.

CMT 1223 INTRODUCTION TO COMPUTER OPERATION--A basic course designed to introduce the students to the computer keyboard functions and appropriate hardware and software commonly used in business and industry. Three hours; 3 credits.

CMT 1233 INTRODUCTION TO COMPUTER INTEGRATED CIRCUITS--A course of study designed to provide the student with the essential knowledge of and experience with integrated circuits used in computers. Five hours ; 3 credits.

CMT 1313 INTRODUCTION COMPUTER SOLID STATE CIRCUITS--A study of semiconductor devices; including the construction, statics and dynamic characteristics, theory and operation of such devices and diodes, transistors and IC chips. Five hours; 3 credits.

CMT 1323 INTRODUCTION TO COMPUTER CIRCUITS--Emphasis on the development and design of computer circuits, trouble shooting, repair and servicing, procedures used in such circuits and systems. Five hours; 3 credits.

CMT 1333 COMPUTER MAINTENANCE SERVICES--A course designed to provide the student with prior knowledge of electronics and microcomputer fundamentals with the skills they need to function as competent computer technicians. Seven hours; 3 credits.

CMT 2115 DIGITAL CIRCUITS--The study of digital circuit construction and trouble-shooting procedures used in such circuits and systems as memory, counters, arithmetic circuits and digital systems. Seven hours; 5 credits.

CMT 2315 DIGITAL COMPUTER FUNDAMENTAL--This course is primarily designed to show how to use coded digits to solve problems by means of arithmetic. Seven hours; 5 credits.

Computer Programming

- TCT 1313 BASIC PROGRAMMING I--An indepth study of the writing debugging, testing, and documentation of the Beginners All-purpose Instructional Code language (BASIC). Four hours; 3 credits.
- TCT 1323 BASIC PROGRAMMING II--An indepth study of the writing, debugging, testing, and documentation of the file usage using the Beginners All-purpose Instructional Code language (BASIC). Five hours; 3 credits.
- TCT 1333 FORTRAN--Basic understanding of numerical solution of problems using the FORTRAN language. The emphasis is on carefully selected and highly practical methods for handling a variety of mathematical statistical and accounting problems. Four hours; 4 credits.
- TCT 2123 COMPUTER OPERATIONS--A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Three hours; 3 credits.
- TCT 2134 INTRODUCTION TO RPG--This course introduces the student to the RPG language and using the computer in business applications in an on-line environment. Five hours; 4 credits.
- TCT 2244 SYSTEMS ANALYSIS & DESIGN--Use of computer technology, equipment and management sciences meeting information needs of business. Development of systems analysis of present information flow, systems specifications, equipment selections and implementation of systems. Six hours; 4 credits.

Drafting & Design Technology

- TDR 1114 FUNDAMENTAL DRAFTING--This is a basic course for all drafting students. It includes the proper care of instruments, lettering, and the information of good drafting habits. Seven hours; 4 credits.
- TDR 1215 MACHINE DRAFTING--The presentation of nuts, bolts, screws, rivets, and other machine shop procedures, methods and techniques and working drawing. Eight hours; 5 credits.
- TDR 1313 DESCRIPTIVE GEOMETRY-- Prerequisite: DDT 1113. Theory and problems designed to develop the ability to visualize points, lines, and surfaces of spaces. Five hours; 3 credits.
- TDR 2113 SURVEYING AND TOPOGRAPHICAL DRAFTING--An introduction to the fields of surveying and mapping, emphasizing field and computational methods utilized in the preparation of maps and survey plots. Five hours; 3 credits.

- TDR 2123 SURVEYING AND TOPOGRAPHICAL DRAFTING--A continuation of TDR 2113 with emphasis on the development of sophisticated field methods, drafting techniques and application. Five hours; 3 credits.
- TDR 2215 STRUCTURAL DRAFTING--An advanced course in drafting consisting of the preparation of design and working drawings of buildings, tanks, bridges, towers, and structures. Eight hours; 5 credits.
- TDR 2314 PIPING, ELECTRICAL AND SHEET METAL DRAFTING--Advanced knowledge and techniques in planning, plumbing, electrical and mechanical objectives, the effective use of codes, handbooks and other references used in contemporary drafting. Seven hours; 4 credits.
- TDR 2415 ARCHITECTURAL DRAFTING--Presentation and application of standard construction, working drawings, and the production of prints. Designed to prepare students for architectural office work and the work of junior craftsmen. Eight hours; 5 credits.
- TDR 2423 ARCHITECTURAL DESIGN AND MODEL CONSTRUCTION--Applying available drafting standards through detailed delineation to complete a set of working drawings and a scale model with the intent of exceeding standards set in residential construction. Five hours; 3 credits.

Electronics Technology

- TEL 1113 DIRECT CURRENT CIRCUITS (BASIC ELECTRICITY PART I)--Voltage, current resistance in d. c. circuits (series, parallel and combination); their calculations and measurements. The course also includes applicable laws and theorems, circuit construction and trouble analysis, as well as designed considerations. Five hours; 3 credits.
- TRS 1213 DRAFTING FOR ELECTRONICS--An elementary course designed for electronic technology students. The course covers the use of templates, including lettering templates, fundamentals of drawing and drafting room practices; electrical circuit drawing, terms, symbols and standards. Emphasis is placed on construction and interpretation of typical electrical circuits. Five hours; 3 credits.
- TEL 1413 ALTERNATING CURRENT CIRCUITS (BASIC ELECTRICITY PART II)--A study of alternating current, capacitive and inductive reactance, resistive capacitive circuits, resistive-inductive circuits, resistive capacitive-inductive circuits, transformers, and resonant circuits designed to give the student a thorough knowledge of impedance and voltage current relationships in a. c. circuits. Five hours; 3 credits.
- TEL/TIE 1215 SOLID STATE CIRCUITS AND DEVICES--A study of semiconductor devices; including the construction, static and dynamic characteristic, theory of operation of such devices and diodes, transistors, integrated circuits, and other devices used in rectifiers, amplifiers, and switching circuits. Seven hours; 5 credits.

- TEL 1313 DIGITAL PRINCIPALS--An introduction to basic digital electronics, examining the principles of operation of number systems, logic gates, counters, registers, memory elements, control waveform generation and display devices. Five hours; 3 credits.
- TEL 2115 DIGITAL CIRCUITS--The study of digital circuit construction and trouble-shooting procedures used in such circuits and systems as memory, counters, arithmetic circuits, and digital systems. Eight hours; 5 credits.
- TEL 2315 MICROPROCESSOR FUNDAMENTALS--This course is an indepth study of microprocessors and microprocessor based systems that require the writing and implementation of machine language programs; including the operation and control of microprocessor hardware, its family of peripheral interface devices and the development of trouble-shooting techniques. Eight hours; 5 credits.
- TEL 2215 ELECTRONIC COMMUNICATIONS--A study of the most frequently used systems in electronics communications; including theories of operation, use, servicing techniques, and the rules and regulations set by the Federal Communications Commission which is the governing agency for these systems. Seven hours; 5 credits.
- TEL 2415 INDUSTRIAL INSTRUMENTATION AND CONTROLS--The study of devices circuits, and systems that are used in formal classroom activities as well as demonstrations and experimentations in the laboratory. Seven hours; 5 credits.

Graphics and Print Technology

- GPT 1113 INTRODUCTION TO PRINT AND GRAPHICS TECHNOLOGY--History and development of the printing and graphics fields. This course includes an overview of all phases of printing and graphics, from the first lithographic print to today's computerized printing and electronic publishing. Three hours; 3 credits.
- GPT 1214 PASTE-UP AND LAYOUT TECHNOLOGY--Beginning course on the basics of graphic arts technology. This course includes the study of design as well as the preparation of camera copy, including type composition and the creation of art work for use in the printing process. Four hours; 4 credits.
- GPT 2114 PROCESS CAMERA AND DARKROOM TECHNOLOGY--Beginning course in offset photography. This course discusses the basic theory of offset photography, from proper lighting for the exposure of film to the actual hand development of line film. Four hours; 4 credits.
- GPT 2214 FILM ASSEMBLY/PLATEMAKING TECHNOLOGY--Theory and laboratory tasks in film assembly stripping, such as drawling, folding, pagination, imposition, and preparation of flats for the printing process. This course involves the use of metal and paper plates in the printing process and the use of a vacuum frame and an automatic plate developer. Four hours; 4 credits.

- GPT 2023 STATISTICAL QUALITY CONTROL/MANAGEMENT TECHNOLOGY--A comprehensive course that integrates principles, concepts, theories, practices and procedures of statistical process control, quality assurance, productivity, and management principles, concepts, and practices into the production process. This course includes developing competencies in human relations in the work place environment. Three hours; 3 credits.
- GPT 2124 PRESS OPERATIONS TECHNOLOGY--Theory of offset press operation. This course includes the theory of ink on paper and the different methods of printing. Basic operation and maintenance of a small single page offset press are also included. Four hours; 4 credits.
- GPT 2224 PRESS OPERATIONS TECHNOLOGY--Advanced pressroom operation and maintenance. Emphasis will be placed on the use of larger more complicated pressroom equipment along with the introduction of color and close registration into press operation. Four hours; 4 credits.
- GPT 2333 BINDING AND FINISHING TECHNOLOGY--Basic study of pagination, cutting, multiple folding, drilling, stapling, gluing, and trimming of books, pamphlets, and other printing products. This course involves the use of folders, paper cutters, collators, and basic bindery equipment used in the finishing field. Three hours; 3 credits.
- GPT 2123 DESKTOP PUBLISHING--Introductory course to terminology, techniques, technology, and software used in the various states in computerized processes of designs, layouts, graphic illustrations and identifying each component of desktop publishing work station. Students are expected to develop an understanding of the effects of the word processor formats and to transfer files into desktop publishing program. Three hours; 3 credits.
- GPT 2223 DESKTOP PUBLISHING--An advanced course in desktop publishing principles and techniques. Students must demonstrate an understanding of these principles and techniques by creating word processed documents with formatting, developing knowledge and skills in creating multipage or tabloid-size documents with well balanced designs and applying type specifications that lead to kerning and hyphenation. Students will develop skills in the use of graphic tools in the desktop publishing program in order to add such things as boxes, rules, lines, and shading of documents. Three hours; 3 credits.

COURSE DESCRIPTIONS

One-Year Technical Programs:

Computer Operations Technology

Office Assistant

Computer Operations Technology

- TCT 1313 BASIC PROGRAMMING I--An indepth study of the writing debugging, testing, and documentation of the Beginners All-purpose Instructional Code language (BASIC). Four hours; 3 credits.
- TCT 1323 BASIC PROGRAMMING II--An indepth study of the writing, debugging, testing, and documentation of the file usage using the Beginners All-purpose Instructional Code language (BASIC). Five hours; 3 credits.
- TCT 1333 FORTRAN--Basic understanding of numerical solution of problems using the FORTRAN language. The emphasis is on carefully selected and highly practical methods for handling a variety of mathematical statistical and accounting problems. Four hours; 4 credits.
- TCT 2123 COMPUTER OPERATIONS--A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Three hours; 3 credits.
- TCT 2134 INTRODUCTION TO RPG--This course introduces the student to the RPG language and using the computer in business applications in an on-line environment. Five hours; 4 credits.
- TCT 2244 SYSTEMS ANALYSIS & DESIGN--Use of computer technology, equipment and management sciences meeting information needs of business. Development of systems analysis of present information flow, systems specifications, equipment selections and implementation of systems. Six hours; 4 credits.

Office Assistant

- TBT 1113 ELEMENTARY TYPEWRITING I--Introduction to the keyboard will emphasis on developing correct typing techniques and applying this acquired skill to the typing of business letters, tables, outlines, and manuscripts. Five hours; 3 credits.
- TBT 1123 INTERMEDIATE TYPEWRITING--Prerequisite: Elementary Typewriting or equivalent. Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Three hours; 3 credits.
- TBT 1213 SHORTHAND I---Introduction to the theory and practice of symbolic or alphabetic shorthand with emphasis on the development of speed and accuracy in reading and writing. Five hours; 3 credits.
- TBT 1223 SHORTHAND II--Prerequisite: TBT 1213 and typewriting. A continuation of the theory and practice of symbolic or alphabetic shorthand with emphasis on speed and accuracy in dictation and transcription. Three hours; 3 credits.
- TBT 1313 RECORDS MANAGEMENT--Introduction to the major filing systems with emphasis on information retrieval, retention and disposal of records quickly and with 95% accuracy; and selection of supplies and equipment. Three hours; 3 credits.

- TBT 1323 CLERICAL PROCEDURES--Prerequisite: TBT 1113 Elementary Typewriting or equivalent. Study and application of modern office clerical procedures. Three hours; 3 credits.
- TBT 1513 MACHINE TRANSCRIPTION--Prerequisite: Keyboarding or typewriting. Instruction in the use of transcribing machines to prepare mailable business correspondence and other business correspondence. Three hours; 3 credits.
- TBT 1813 DATA BASE MANAGEMENT--Prerequisite: Basic typewriting skills. Introduction to data base management concepts using a data management program to create files, enter and update data, and retrieve information. Three hours; 3 credits.
- TBT 2513 SUPERVISED WORK EXPERIENCE--Prerequisite: Completed all requirements for graduation. Supervised practical applications of theory and skills in various job situations within an office. This course is designed for advanced secretarial related majors. One hour lecture and four hours lab exercise per week. Five hours; 3 credits.
- TBT 2523 OFFICE MACHINES--Instruction and practice in the operation of electronic calculators, with emphasis on the type of math students will likely encounter on the job. Includes the use of calculators to do fundamental mathematical processes, percent problems, simple and compound interest, discounts, and payroll problems. Three hours; 3 credits.
- TBT 2533 WORD PROCESSING I--Prerequisite: Basic typewriting skills. Designed to place emphasis on the mastery of word processing functions and proofreading skills to achieve excellence in document production. Three hours; 3 credits.
- TBT 2543 WORD PROCESSING II--Prerequisite: Word Processing I. A continuing development of word processing skills. Production with accuracy is stressed and practice is given through a variety of documents. Three hours; 3 credits.
- SEC/TBT 2613 BUSINESS COMMUNICATIONS I--Prerequisite English and Typewriting/keyboarding. Introduction to the composition of the eight parts of speech with emphasis on the application of grammar, typewriting, speech and human relation skills. Three hours; 3 credits.
- SEC/TBT 2623 BUSINESS COMMUNICATIONS II--Prerequisite: Business Communications I. Introduction to the composition of business letters and reports. Emphasis on applying the mechanics of style. Three hours; 3 credits.
- TBT 2723 PROFESSIONAL DEVELOPMENT--Study of personal development with emphasis on developing the techniques of working with others. Three hours; 3 credits.
- TBT 2813 INFORMATION PROCESSING I--Prerequisite: Basic typewriting skills. Introduction to information processing concepts and applications including operating system, word processing, electronic spreadsheet, and database management. Three hours; 3 credits.

ELECTRONIC SPREADSHEET APPLICATIONS--Introduction to the construction and use of electronic spreadsheet as an aid to management decision making. Four hours; 3 credits.

TBT 3113	ELECTRONIC SPREADSHEET APPLICATIONS--Introduction to the construction and use of electronic spreadsheet as an aid to management decision making. Four hours; 3 credits.
TBT 3114	Automotive Body and Fender Repair
TBT 3115	Automotive Mechanics
TBT 3116	Barbering
TBT 3117	Carpentry
TBT 3118	Cosmetology
TBT 3119	Diesel Mechanics
TBT 3120	Heating, Air Conditioning, Refrigeration & Wiring
TBT 3121	Industrial Electricity
TBT 3122	Machine Shop
TBT 3123	Auto Detailing
TBT 3124	Auto Painting
TBT 3125	Auto Upholstery
TBT 3126	Automotive Mechanics II
TBT 3127	Automotive Mechanics III
TBT 3128	Automotive Mechanics IV
TBT 3129	Automotive Mechanics V
TBT 3130	Automotive Mechanics VI
TBT 3131	Automotive Mechanics VII
TBT 3132	Automotive Mechanics VIII
TBT 3133	Automotive Mechanics IX
TBT 3134	Automotive Mechanics X
TBT 3135	Automotive Mechanics XI
TBT 3136	Automotive Mechanics XII
TBT 3137	Automotive Mechanics XIII
TBT 3138	Automotive Mechanics XIV
TBT 3139	Automotive Mechanics XV
TBT 3140	Automotive Mechanics XVI
TBT 3141	Automotive Mechanics XVII
TBT 3142	Automotive Mechanics XVIII
TBT 3143	Automotive Mechanics XIX
TBT 3144	Automotive Mechanics XX
TBT 3145	Automotive Mechanics XXI
TBT 3146	Automotive Mechanics XXII
TBT 3147	Automotive Mechanics XXIII
TBT 3148	Automotive Mechanics XXIV
TBT 3149	Automotive Mechanics XXV
TBT 3150	Automotive Mechanics XXVI
TBT 3151	Automotive Mechanics XXVII
TBT 3152	Automotive Mechanics XXVIII
TBT 3153	Automotive Mechanics XXIX
TBT 3154	Automotive Mechanics XXX

COURSE DESCRIPTIONS

Two-Year Vocational Programs:

Automotive Body and Fender Repair

Automotive Mechanics

Barbering

Carpentry

Cosmetology

Diesel Mechanics

Heating, Air Conditioning, Refrigeration, & Wiring

Industrial Electricity

Machine Shop

Automotive Body & Fender Repair

- VAB 1119 AUTO BODY AND FENDER REPAIR SHOP PRACTICE--This course includes all phases of the body repairing, use of tools and equipment, shop safety, removing and replacing of damaged parts, such as doors, panels, fenders, bumpers, and hoods. 360 clock hours)
- VAB 1229 AUTO BODY AND FENDER REPAIR SHOP PRACTICE--Prerequisite: 1119. Use of hydraulic jacks; frame gauges and reading dimensions; straightening of utilized and conventional frames door and panel alignment; glass replacing, use of wax and silicone removers, and use of body fillers, fiber glass and sand papers. 360 clock hours.
- VAB 1339 AUTO BODY AND FENDER REPAIR SHOP PRACTICE--Prerequisite: 1229. Preparing metal for painting, sanding, masking techniques of automobile painting; use of acrylic lacquers, acrylic enamel, and polyurethane enamel. 360 clock hours.
- VAB 1449 AUTO BODY AND FENDER REPAIR SHOP PRACTICE--Prerequisite: 1339. A continuation of 1339. 360 clock hours.
- VAB 1115 AUTO BODY AND FENDER REPAIR RELATED STUDIES--This course is designed to provide the student with background information as related to the Automotive Body repairing industry, jobs, and shop safety.
- VAB 1225 AUTO BODY AND FENDER REPAIR RELATED STUDIES--Prerequisite: 1115. This course includes instruction in estimating, responsibilities of shop management, ordering materials and parts. 180 clock hours.
- VAB 1335 AUTO BODY AND FENDER REPAIR RELATED STUDIES--Prerequisite: 1225. This course includes the techniques and procedures used to solve problems that occurs in spot painting, color matching and determining the correct finish to be applied. 180 clock hours.
- VAB 1445 AUTO BODY AND FENDER REPAIR RELATED STUDIES--Prerequisite: 1335. A continuation of 1335. 180 clock hours.

Automotive Mechanics

- VAM 1119 AUTOMOTIVE MECHANICS SHOP PRACTICE--Servicing of the electrical system including charging and starting system, battery and wiring system. 360 clock hours.
- VAM 1229 AUTOMOTIVE MECHANICS SHOP PRACTICE--Suspension system including axles, springs and related parts, also power and manual steering systems, wheel alignment and balance. 360 clock hours.
- VAM 1339 AUTOMOTIVE MECHANICS SHOP PRACTICE--Repair of air conditioning and heating systems including trouble-shooting, servicing and repair of components. 360 clock hours.

- VAM 1449 AUTOMOTIVE MECHANICS SHOP PRACTICE--Three forward speed, four forward speed and five forward speed, clutch types repair and service. Drive-line service, including universal joint, service and replacement. Differential types and service procedures including gear, axle shaft and bearing service, parts identification and service technology. 360 clock hours.
- VAM 1115 AUTOMOTIVE MECHANICS RELATED STUDIES--A study of the internal combustion engine, parts and engine identification, cooling and lubrication system, water cooling, air and oil cooling systems. 180 clock hours.
- VAM 1225 AUTOMOTIVE MECHANICS RELATED STUDIES--Prerequisite: VAM 1115. A study of the electrical system; charging and starting system, battery and wiring system. 180 clock hours.
- VAM 1335 AUTOMOTIVE MECHANICS RELATED STUDIES--Prerequisite: VAM 1225. A study of ignition systems, carburation and fuel injection system, diagnostic procedures. 180 clock hours.
- VAM 1445 AUTOMOTIVE MECHANICS RELATED STUDIES--Prerequisite: VAM 1115, VAM 1335. Theory of Diagnosing problems, engine disassembly, parts measurements, parts ordering, reassembly of engine, testing and run after rebuild. 180 clock hours.

Barbering

- VBA 1119 BARBERING SCIENCE--This course is designed to give practices in styling, blow drying, perm rolling, and perm processing. 355 clock hours.
- VBA 1229 BARBERING SCIENCE--Practices in sanitation and sterilization, hygiene and good grooming, hair analysis, and styling chemically processed hair. Prerequisite: VBA 1119. 355 clock hours.
- VBA 1339 BARBERING SCIENCE--This course includes practices in colors and bleach, treatment of damaged hair function of the skin, common skin disorders, and scalp and hair disorders, facial massage, and rendering a plain facial. Prerequisite: VBA 1229. 355 clock hours.
- VBA 1115 BARBERING ART--This course is designed to include orientation, history, shop safety, and handling tools and equipment. 145 clock hours.
- VBA 1225 BARBERING ART--The study of business management, business law as it applies to shop management, basic first aid procedures and trimming a mustache and beard. Prerequisite: VBA 1115. 145 clock hours.
- VBA 1335 BARBERING ART--A continuation of VBA 1225. 145 clock hours.

Carpentry

- VCA 1119 CARPENTRY SHOP PRACTICE--This course is designed to give the student experience in framing including floor, wall and roof. 360 clock hours.

- VCA 1229 CARPENTRY SHOP PRACTICE-- Prerequisite: VCA 1119. This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. 360 clock hours.
- VCA 1339 CARPENTRY SHOP PRACTICE-- Prerequisite: VCA 1229. This course includes experience in all types of interior wall covering and trim work with emphasis placed on cabinet construction. 360 clock hours.
- VCA 1449 CARPENTRY SHOP PRACTICE--Prerequisite: VCA 1339. Types of roofs, truss systems, roof bracing, stress factors, roofing materials. Types of trims maldings, cornices, door and window trims, and wainscoating. 360 clock hours.
- VCA 1115 CARPENTRY RELATED STUDIES--This course includes site selection, site preparation, blueprint reading, building forms, floor and sill framings. 180 clock hours.
- VCA 1225 CARPENTRY RELATED STUDIES--Prerequisite: VCA 1115. A course designed to study the various types of foundations used in the building construction occupation. Applied laboratory techniques of constructing the foundations are included as an integral part of this course. 180 clock hours.
- VCA 1335 CARPENTRY RELATED STUDIES--Prerequisite: VCA 1225. A course designed to familiarize the student with the fundamentals of construction, principles involved in a typical structure, and their applications and solutions. 180 clock hours.
- VCA 1445 CARPENTRY RELATED STUDIES--Prerequisite: VCA 1335. This course is designed to give the student practical application in writing specifications and estimating carpentry work. 180 clock hours.

Cosmetology

- VCO 1119 COSMETOLOGY SCIENCE--Sterilization, shampooing, rinsing, scalp and care, hair shaping, finger waving, styling of wigs, permanent waving, chemical hair relaxing. 400 clock hours.
- VCO 1229 COSMETOLOGY SCIENCE--Prerequisite: VCO 1119. Facial treatment, facial makeup, hair coloring and superfluous hair, processing, thermal waving, and curling. 400 clock hours.
- VCO 1339 COSMETOLOGY SCIENCE--Prerequisite: VCO 1229: Dermatology, trichology, electricity, and chemistry as related to cosmetology. 400 clock hours.
- VCO 1115 COSMETOLOGY ART--An orientation of the program, sterilization, shampooing, rinsing, scalp and hair care, hygiene, hair shaping, finger waving, styling of wigs, permanent waving, chemical hair relaxings. 100 clock hours.
- VCO 1225 COSMETOLOGY ART--Prerequisite: VCO 1115. The science of facial treatment, facial makeup, hair coloring, superfluous hair, hair processing, thermal waving, and curling. 100 clock hours.

VCO 1335 COSMETOLOGY ART--Prerequisite: VCO 1225. The science of dermatology, trichology, electricity, and chemistry as related to cosmetology. 100 clock hours.

Diesel Mechanics

VDM 1119 DIESEL MECHANICS SHOP PRACTICE--A course designed to give the student experience in practical application in two-stroke and four-stroke cycle diesel engines, governor operation, fuel injection, and air induction practices. 360 clock hours.

VDM 1229 DIESEL MECHANICS SHOP PRACTICE--Prerequisite: VDM 1119. A continuation of VDM 1119. 360 clock hours.

VDM 1339 DIESEL MECHANICS SHOP PRACTICE--Prerequisite: VDM 1229. A course designed to give the student experiences in diesel engine rebuilding and tune-up procedures. 360 clock hours.

VDM 1115 DIESEL MECHANICS RELATED STUDIES--A study of shop safety, equipment maintenance, and component evaluation. 180 clock hours.

VDM 1225 DIESEL MECHANICS RELATED STUDIES--Prerequisite: VDM 1115. A study of electrical starting and charging systems, air compressors, and other related vehicle support systems. 180 clock hours.

VDM 1335 DIESEL MECHANICS RELATED STUDIES--Prerequisite: VDM 1225. A study of fluid power and its application to braking and handling system 180 clock hours.

VDM 1445 DIESEL MECHANICS RELATED STUDIES--Prerequisite: VDM 1335. A study of the theory and repair of refrigeration trailers and tractors air conditioning. 180 clock hours.

Heating, Air Conditioning, Refrigeration & Wiring

VAR 1119 HEAT, AIR CONDITIONING, REFRIGERATION AND WIRING SHOP PRACTICE--Controls and supplementary controls, nonmechanical refrigeration systems. Electrical devices used in refrigeration and automotive air conditioning. 360 clock hours.

VAR 1229 HEAT, AIR CONDITIONING, REFRIGERATION AND WIRING SHOP PRACTICE--Prerequisite: VAR 1119. Window units central systems, cooling tower, humidifiers, self-contained and built-up systems. 360 clock hours.

VAR 1339 HEAT, AIR CONDITIONING, REFRIGERATION AND WIRING SHOP PRACTICE--Prerequisite: VAR 1229. Load calculations for residential and light commercial. Air distribution and duct design; duct sizing, selection of grills and register, types of fans, air velocity and fan performance. Introduction to air testing instrument. 360 clock hours.

VAR 1449 HEATING, AIR, CONDITIONING, REFRIGERATION AND WIRING SHOP PRACTICE--Room air conditioners, self-contained water-cooled and air-cooled units, air-cooled condensers, electric heating, cooling towers and controls. Prerequisite: VAR 1119. 360 clock hours

- VAR 1115 HEATING, AIR, CONDITIONING, REFRIGERATION AND WIRING RELATED STUDIES--Introduction to refrigeration, theory and principles; systems, cycles and classifications, nature, and effect, heat energy. Temperature measurements and characteristics of refrigeration fittings, basic electricity, electrical test equipment, soldering, principle and procedures. 180 clock hours.
- VAR 1225 HEATING, AIR, CONDITIONING, REFRIGERATION AND WIRING RELATED STUDIES--Principles of charging. Methods of heat transfer. Compressor design and function, major metering devices, electrical components and leak detection, refrigeration oils, dehydration, vacuum pumps, filters and dryers, effect of pressure in evaporators condensers, electrical wiring diagrams, factors affecting heat transfer, and insulation valves, flow control, charging and testing procedure. Prerequisite: VAR 1115. 180 clock hours.
- VAR 1335 HEATING, AIR, CONDITIONING, REFRIGERATION AND WIRING RELATED STUDIES--Principles of comfort cooling, types of equipment. Psychometric process and application. Heat sources and methods of heat transfer. Introduction to estimating and calculations for heating and cooling. Prerequisite: VAR 1225. 180 clock hours.
- VAR 1445 HEATING, AIR, CONDITIONING, REFRIGERATION AND WIRING RELATED STUDIES--Heat pump course. History of heat pump design, early application and operating principles. Introduction to principles and applications. VAR 1335. 180 clock hours.

Industrial Electricity

- VIE 1119 INDUSTRIAL ELECTRICITY SHOP PRACTICE--This course will cover switching single-pole, 3-way, 4-way, low voltage remote control, NM cable installation. 360 clock hours.
- VIE 1229 INDUSTRIAL ELECTRICITY SHOP PRACTICE-- Prerequisite: VIE 1119. Planning the residential installation; conduit bending and installation; armored cable installation. 360 clock hours.
- VIE 1339 INDUSTRIAL ELECTRICITY SHOP PRACTICE-- Prerequisite: VIE 1229. Bending and installation of raceways conduits; pulling circuit wires; made up of panels and hook up of single and reversing motor controls; approved supervised work experience and special projects will be an integral part of this course. 360 clock hours.
- VIE 1449 INDUSTRIAL ELECTRICITY SHOP PRACTICE-- Prerequisite: VIE 1339. This course will consist of electrical circuits; 3-phase transformer installations; and a continuation of VIE 1339. 360 clock hours.
- VIE 1115 INDUSTRIAL ELECTRICITY RELATED STUDIES--Electrical theory; definition of terms; branch circuit calculations; safety and National Code Study. 180 clock hours.
- VIE 1225 INDUSTRIAL ELECTRICITY RELATED STUDIES-- Prerequisite: VIE 1115. Blueprint reading; planning and designing a residential structure; continuation of National Code. 180 clock hours.

- VIE 1335 INDUSTRIAL ELECTRICITY RELATED STUDIES--Calculation and estimating cost of the installation; and continuation of National Code. Prerequisite: VIE 1225. 180 clock hours.
- VIE 1445 INDUSTRIAL ELECTRICITY RELATED STUDIES-- Prerequisite: VIE 1335. Calculating feeder and branch circuit loads for industrial installations; continued study of the National Code. 180 clock hours.
- Machine Shop**
- VMS 1119 MACHINE SHOP PRACTICE--Shop safety, shop math, introduction to lathe, and shop projects. 360 clock hours.
- VMS 1229 MACHINE SHOP PRACTICE-- Prerequisite: VMS 1119. Safety, intermediate blueprint reading, lathe operations, horizontal milling operations, and shop projects. 360 clock hours.
- VMS 1339 MACHINE SHOP PRACTICE-- Prerequisite: VMS 1229. Safety, advanced blueprint reading, shapers and planners, and shop projects. 360 clock hours.
- VMS 1449 MACHINE SHOP PRACTICE-- Prerequisite: VMS 1339. Safety, materials identification, physical properties and heat treatment of metals, and shop projects. 360 clock hours.
- VMS 1115 MACHINE SHOP RELATED STUDIES--Mathematics, English, science, blueprint reading, material estimating, contracts and specifications, shop safety and management as they relates to the machine shop trade. 180 clock hours.
- VMS 1225 MACHINE SHOP RELATED STUDIES-- Prerequisite: VMS 1115. A continuation of VMS 1115. 180 clock hours.
- VMS 1335 MACHINE SHOP RELATED STUDIES-- Prerequisite: VMS 1225. Safety, measuring machines, numerical control machining, electrical discharge machining. 180 clock hours.
- VMS 1445 MACHINE SHOP RELATED STUDIES--Prerequisite: VMS 1335. A continuation of VMS 1335. 180 clock hours.

COURSE DESCRIPTION

One-Year Vocational Program:

Clerk-Cashier Training Program

- Residence Hall Visitation
- Campus Mail Service
- Laundry Service
- Residence Hall Visitation
- Religious Life
- Student Life
- The A. Warren School of Business
- Philosophy of the Student Union
- Services Provided
- Union Hours
- Cafeteria
- Lounge
- Book Store
- Counseling
- College Activities
- Bookstore
- Gift Shop
- Movie and Dance
- Procedure for Sponsoring Activities
- Who May Use the Union Facilities
- Leases and Deposits
- Fees for Activities
- Union Rules
- Union Telephone Directory (Extensional)
- Clubs and Organizations
- Publication Policy
- Campus Security
- Civil Defense
- Transportation

Clerk/Cashier Training

- VCCT 1119 CLERK/CASHIER TRAINING PRACTICE--Handling cash, cashing checks (payroll and personal), bagging groceries, serving customers, and identifying shoplifters, use of electric and computerized cash registers. 360 clock hours.
- VCCT 1229 CLERK/CASHIER TRAINING PRACTICE--Prerequisite: VCCT: 1119. A continuation of VCCT 1119. 360 clock hours.
- VCCT 1115 CLERK/CASHIER TRAINING RELATED STUDIES--Basic personality development, business etiquette and introductory job procedures involving job application and interview, employer-employee relations, customer relations, also experience in selling. 180 clock hours.
- VCCT 1225 CLERK/CASHIER TRAINING RELATED STUDIES--Prerequisite: VCCT: 1115. Mathematics, English, science, filing, retailing, shop management and clerk/cashier procedures. 180 clock hours.

SECTION VIII: STUDENT HANDBOOK INFORMATION

Student Development Services Objectives

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Testing

Student Counseling Center

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Zee A. Barron Student Union

Philosophy of the Student Union

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I. D. Cards

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Student Elections

Requirements for Elections

**Qualifications for Miss Coahoma Community College
and President of Student Government Association**

Homecoming Court

Sexual Harassment (Policy Statement)

Drug and Alcohol Policy

Health Risks

Firearms Policy

STUDENT DEVELOPMENT SERVICES OBJECTIVES

The Student Development Services constitute the non-teaching services provided for the students. These services complement the academic offerings and aid the student toward optimal development as a "whole person." Administrative officers, the instructional faculty, and personnel staff are involved in group guidance, student activities, campus organizations, and individual counseling.

The Student Development Program Objectives are:

- a. To provide multiple non-teaching services that aid the student in developing socially, academically, and professionally as he/she participates in the programs the school provides.
- b. 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.
- c. To assist students in setting attainable goals and making the beginning step toward those goals in the transfer program and becoming "job ready" through the terminal program.
- d. To provide developmental programs, to screen students and counsel them in areas of greatest benefit to each student predicated on his/her needs and desire for assistance.

The Student Development Services are:

- a. Orientation
- b. Counseling and Guidance Services
- c. Testing Services
- d. Health Services
- e. Housing Services
- f. Food Services
- g. Student Organizations
- h. Religious Life
- i. Career Planning, Placement and Follow-Up
- j. Extra-Class Activities
- k. Student Discipline
- l. Student Government

ORIENTATION

The orientation period is designed to help the entering freshmen become adjusted to life at Coahoma Community College. The orientation period begins when the freshmen arrive on the campus. During this period the Dean of Students and a committee made up of a selected group of sophomore college students and faculty representatives assist the new students in becoming acquainted with other students, faculty members, advisors, and sites on the campus and in the community. An envelop consisting of orientation materials is given to each freshman. Entrance examinations, campus tours, talent and social night, lecture-discussion meetings, and registration are some of the activities conducted during this period.

The orientation period is conducted as a part of the regular college curriculum for one semester. College rules, regulations, and policies are reviewed along with other activities designed to help freshmen adjust to college. Student handbooks and college catalogs are distributed.

TESTING

Testing is a requirement before registration. Therefore, all entering freshmen must take the Freshmen Entrance Test. For those students who score low, a curriculum of basic developmental courses in reading, mathematics and English will be advised.

STUDENT COUNSELING CENTER

The Counseling Center is located on the second floor of the Zee A. Barron Student Union Building. It offers a variety of services for students. These services include career development, academic advisement, personal counseling, testing, educational and career information, and drug information.

The Counseling Center is staffed with professional counselors who are dedicated to helping each individual reach his/her highest potential academically, vocationally, culturally, and socially. Students are welcome to visit the counseling center for assistance as needed.

STUDENT UNETHICAL PRACTICES

Student unethical practices, such as cheating on examinations, will not be tolerated. Any student found guilty of doing so will be dismissed from class. When unethical practices are confirmed, the instructor will discuss the problem with the student involved and file a disciplinary report with the appropriate

instructional dean. The dean shall review the report and make a decision either (1) to send the student involved a letter of reprimand or (2) to summon the student before the Judicial Council for a hearing and appropriate disciplinary action.

CODE OF STUDENT CONDUCT

Students who register at Coahoma Community College agree to conform to its rules, regulations and polices and are subject to disciplinary actions upon violation of these rules, regulations and policies. All rules, regulations, and policies governing student behavior and conduct on and off campus are established by a committee composed of administrators, faculty, staff, and students. The Judicial Council will act as the official agency for the disposition of all cases involving punitive measures.

Every student is expected to conduct himself or herself as a young adult. Extremes in social behavior and dress are considered inappropriate. It is necessary to observe and adhere to rules, regulations, and policies in order to avoid confusion, respect the rights of others, and to promote a wholesome environment for student living.

One of the purposes of Coahoma Community College is to assist each student in developing his/her potential as a mature person and to enhance his/her ability to contribute to society. You, the student of this Institution, are in a position of social responsibility for your own success in college as well as success in other endeavors.

All students are subject to local, state, and national laws, as well as to regulations of the College. Students who are penalized for violations of public laws are not exempt from further action by the College. The College reserves the right to request at any time a student's withdrawal if the student's academic or social conduct is judged to be injurious to the Institution's reputation or detrimental to the character of self, other students, faculty, staff, and administration.

The following are violations of the Code of Student Conduct of infractions that will result in reprimands, demerits, fines, and/or other disciplinary action, withdrawal, suspension or expulsion.

Fines may range from \$10 to \$100.

1. Cutting lines on the campus (cafeteria, registration, etc.)
2. Permitting visitors to visit or spend the night in residence hall without special permission (same or opposite sex).

3. Producing noise and loud music that disrupts study or the teaching-learning processes on campus.
4. Moving or exchanging furniture (anywhere on the campus) without special permission or abusing and destroying college property.
5. Using profane or vulgar language in routine expression.
6. Carrying food or utensils from the cafeteria without permission.
7. Inappropriateness or extremes in dress.
8. Entering academic or other buildings after the school day without permission.
9. Loitering in the High School and College Buildings.
10. Littering the campus and buildings and grounds or trespassing.
11. Displaying unbecoming behavior during school-sponsored activities.
12. Smoking in classrooms and non-smoking areas where not permitted.
13. Using I.D. cards and meal tickets of other students.
14. Permitting others to use your I.D. cards or meal tickets.
15. Using Profanity or vulgarity in mental attacks on other persons.
16. Fighting.
17. Stealing from an individual on the College's property or stealing College property.
18. Gambling in any form.
19. Possessing, selling or using alcoholic beverages and/or drugs.
20. Possessing instruments, devices, weapons which endanger the safety of others.
21. Using instruments, devices or weapons which endanger the safety of others.

22. Breaking and entering (dormitory rooms or buildings).
23. Obstruction of free flow of traffic (pedestrian and vehicular) on College owned property.
24. Participation in a riot, raid, or unauthorized demonstration or gathering or refusing to leave the scene of such when ordered to do so by an authorized official.
25. Forgery, cheating, falsification or plagiarizing.
26. Unauthorized dormitory visitations (opposite sex or same sex). Both parties may be offenders.
27. Unauthorized possession or use of a key to any College facility or property.
28. Failure to comply with direction of college official and/or campus police acting in performance of their duties and to identify one's self to these officials when requested to do so.
29. Falsification of records, willfully, and knowingly giving false information is prohibited. This includes oral or written statements to college officials, faculty, or staff.
30. Forgery--(alteration or misuse of college documents, records, or identification cards is prohibited).
31. Traffic violations.
32. Public display of affection which is not in keeping with good taste and proper behavior for college students.
33. Disregarding financial obligation to Coahoma Community College.

An accumulation of 10 demerits in one semester, 15 demerits in two semesters, or 20 demerits during a two-year period, will result in suspension from Coahoma Community College.

NOTE: Suspension varies in length.

It is impossible to write down all rules, regulations and policies for proper conduct. Therefore, students are encouraged to conduct themselves in a manner which exhibits good conduct both on and off campus.

DUE PROCESS

The following "due process procedures" are given students at Coahoma Community College who are involved in cases which may result in suspension, expulsion, or dismissal:

1. The student affected shall be notified in writing of the charges made against him/her and of the time and place where the hearing will be held. The letter of notification shall be dated at least three (3) days prior to the time designated for the student to appear before the Faculty-Student Judicial Council. In cases requiring immediate action, notification shall be at once.
2. The aforesaid letter of notification will specifically inform the student that he/she may bring witnesses to the arranged meeting to testify in his/her behalf. Said letter will further inform the student that he/she has the right to be accompanied by an advisor during any appearance he/she makes before the committee.
3. The student shall be permitted to face and question his/her accuser(s) and witnesses testifying against him/her at the hearing.
4. A record of the hearing before the Faculty-Student Judicial Council shall be made by the secretary of the council and filed with the Dean of Students.
5. After due consideration, the Faculty-Student Judicial Council shall render to the Dean of Students a written decision relative to the charges made.
6. The student affected has the right to appeal the decision of the Dean of Students and the Faculty-Student Judicial Council. A request for appeal shall be written and submitted to the Dean of Students for referral to the President no more than three days after the student has been notified of the committee's recommendations.
7. The right to appeal shall be based on:
 - a. new evidence
 - b. new witnesses
8. In cases of extreme emergencies, the Dean of Students may temporarily suspend a student for breaking a civil law or violating a college regulation.

ADMINISTRATIVE HEARING

Students admitting guilt to school infractions will be given an administrative hearing. Reprimands and other penalties may be given, including suspension.

STUDENT HEALTH SERVICES

The college provides health services for students by utilizing the services and facilities of the Northwest Mississippi Regional Medical Center and local medical and dental personnel. This service includes making provisions for physical examinations and for emergencies.

Community College students participate in the Mississippi Hospital and Medical Service Plan which provides certain hospital, surgical, and medical benefits as specified in the master contract of the plan that is issued to the college. Students requiring medical or other health services not covered by the plan are responsible for their own bills. These medical or dental bills are to be paid directly to the agency rendering the services.

RESIDENCE HALLS

Coahoma Community College provides supervised residence halls for men and women who take a full academic load. The Department of Housing is committed to offering a maturing experience of growth and excellence for students living in the Residence Halls. The department exposes the belief that students learn and grow in many ways during their college years, therefore, the department seeks to facilitate the personal and academic growth of its residents by fostering:

facilities which satisfy students' basic needs and allow them to live in safe, comfortable surroundings which are conducive to the pursuit of academic excellence;

programs which address students' intellectual, social, emotional, spiritual, physical and life planning needs;

learning that integrates residence life with students' academic experiences and self awareness;

opportunities that permit students' to interact with residents of different lifestyles and cultural backgrounds. These opportunities will generate an awareness of responsible community living, and allow residents to realize the impact of their behavior on others.

Housing Admissions Requirements

- a. Complete an application for housing.
- b. Pay a \$100.00 room and key deposit.
- c. Complete admissions requirements.
- d. Present admission approval card at check-in time.

Procedure to Obtain a Key

1. Complete an application for housing and make sure it is on file in the Housing Director's Office.
2. Fill out check-in and personal data forms.
3. Register as a full-time student.

Room Assignments

- a. Female students are housed in Gambrell Hall and McLaurin Hall.
- b. Male students are housed in Friends Hall.

Care of Rooms

1. Residents may decorate rooms. Painting and nail holes in the walls and doors will result in damage charges assessed against the resident.
2. Rooms are to be kept clean at all times and will be inspected periodically by the Resident Hall Director.
3. Unauthorized entry into another's room is subject to disciplinary action.
4. All residents are expected to assist the Hall Director in making certain areas of the residence hall a comfortable and attractive place to study and relax.
5. Residents may bring a small refrigerator for his/her room.
6. Pictures are permitted, however, permission must be secured from the Dormitory Director prior to hanging any item on the wall.

Check-Out Procedures

When students are checking out of residence halls, the following procedures must be followed:

1. Room should be cleaned of all dirt, garbage and unwanted personal effects.
2. All dirt should be removed from floors, windows, air conditioning units, beds, drawers and closets.
3. Remove all items from walls.
4. Remove personal curtains and other items.
5. Contact hall director for room inspection.
6. Return room key to director and sign refund statement.

All damages will be noted on the room inspection form and will be added to the individual's account and deducted from his/her breakage fee. Persons who clear room inspection without any damage assessment levied against them will receive their breakage deposit in the mail.

RESIDENCE HALL VISITATIONS

In-house visitation is extended to members of the same sex only, and allowed with permission in advance from the Residence Hall Director.

Visitors of the opposite sex are not permitted in the residence hall beyond the lobby area. Students of the opposite sex having business in the residence hall should inquire at the office. Violation of this regulation will result in disciplinary action. Residence hall lobbies close at 10:00 p.m. daily.

CAMPUS MAIL SERVICE

Students living in residence halls may have their mail forwarded to the following address: Coahoma Community College, 3420 Friars Point Road, Clarksdale, Mississippi 38614. Please make sure the name of your residence hall is included on any correspondence forwarded to you to ensure proper delivery at Coahoma Community College. Mail is distributed on a daily basis in the residence halls.

LAUNDRY SERVICES

Laundry service is provided for students living in residence halls. Clothing and linen should be taken to the laundry between 7:30 a.m. and 3:00 p.m., Monday-Friday. Laundry brought in during the morning hours is generally ready for pick-up by the afternoon. A fee of \$52.80 per semester is charged to each resident student using this service.

RESIDENCE HALL VIOLATIONS

1. Possession or use of fireworks, explosive, dangerous chemicals, ammunition, firearms, air guns, bows and arrows, switchblade knives or other deadly weapons.
2. Damaging fire protection equipment, initiation of a false fire alarm, negligently discharging a fire extinguisher, or setting or aiding a fire in the residence hall.
3. Failure to comply with the directions of College officials acting in the performance of their duties.
4. Use and/or possession, or sale of narcotics and dangerous drugs as defined by local, state and federal laws.
5. Use and/or possession of alcoholic beverages.
6. Participation in unauthorized group activities (riots and raids) or illegal entry.
7. Disorderly, vicious, or immoral conduct in or near the residence halls.
8. Possession of or harboring pets or animals.
9. Cooking in rooms or other unauthorized areas of the residence hall.
10. Misuse, abuse, theft, or destruction of residence hall property;
11. The unauthorized possession, use, duplication, sale, or transfer of keys to College facilities.
12. Visitation by members of the opposite sex in restricted areas.
13. Behavior in the residence halls over a period of time indicating that the resident is not able to or is unwilling to adjust to the requirements of group living.

14. Violation of quiet hours.
15. Failure to check in over night guest with the residence hall office.
16. Failure to comply with College or Student Housing disciplinary sanctions.
17. Any other type of behavior which is not defined in College publications but is disruptive or contrary to established procedures.

These violations may result in probation, reprimands, demerits, fines, and/or other disciplinary actions, dismissal, suspension or expulsion.

Fines may range from \$10 to \$100.

RELIGIOUS LIFE

Coahoma Community College recognizes the importance of religious life and lends encouragement to students seeking guidance in this direction. The religious life of Coahoma may be enriched through the following channels: the Baptist Student Union, Gospel Choir and the Wesley Foundation. Local churches welcome Coahoma's students and faculty, and participation in the religious activities of the local churches is encouraged by the College.

STUDENT LIFE

Life on the Coahoma Community College campus offers students an excellent academic program, opportunities for personal growth and friendships.

Student clubs and organizations representing athletics, honoraries, interest groups, publications, religious and service clubs meet regularly and offer all students a chance for participation, leadership and fun.

Intramural sports are held for both men and women. Publications include the student newspaper, The Coahoma Tribute and the annual publication of the The Coahoman Yearbook.

The Student Government Association sponsors a series of speakers, movies, and other special events throughout the year.

ZEE A. BARRON STUDENT UNION

The Zee A. Barron Student Union is the community of the College, for all members for the College family, students, faculty, staff, administration, alumni,

and guests. It is not just a building, it is also an organization and a program. Together they represent a well-considered plan for the community life of the college. The union houses the cafeteria, snack bar, bookstore, counseling center, recreational area, health services, alumni affairs, college athletics, Housing Department, Dean of Students, and Student Government Association.

PHILOSOPHY OF THE STUDENT UNION

1. As the living room of the hearthstone of the College, the Union provides for the services, conveniences, and amenities the members of the college family need in their daily life on the campus and for getting to know and understand one another through informal association outside the classroom.
2. The Union is part of the educational program of the College. As the center of College community life, it serves as a laboratory of citizenship, training students in social responsibility and for leadership in a democratic society.

Through its various boards, committees, and staff, it provides a cultural, social, and recreational program, aiming to make free time activity a cooperative factor with study in education.

In all its processes it encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness. Its goal is the development of persons as well as intellects.

3. The Union serves as a unifying force in the life of the College, cultivating enduring regards for and loyalty to the College.
4. The Union promoted the personal and societal maturation of the students in development for the world of work.

SERVICES PROVIDED

The Union is prepared to provide the following:

1. Food Services
 - a. Student cafeteria
 - b. Faculty cafeteria
 - c. Snack bar annex

2. Recreational Activities

- a. Bowling
 - b. Billiards (pool)
 - c. Table Tennis
 - d. Table Games
 - e. Intramural Sports
 - f. Classes in desired games
 - g. Live entertainment
 - h. Movies
 - i. Video games
 - j. Guest lecturers
3. Bookstore
 4. Student Government Association
 5. Student Publication
 6. Counseling
 7. Conferences and Meetings
 8. Lounging
 9. Student Life
 10. Director's Office
 11. Union Advisory Board
 12. Student Affairs Office

UNION HOURS

CAFETERIA

Breakfast:	7:00 - 8:00 Monday-Saturday	8:00 - 8:30 Sunday
Lunch:	11:15 - 1:15 Monday-Friday	
Brunch:	10:30 - 12:00 Saturday-Sunday	
Dinner:	5:00 - 6:00 Monday-Friday	4:45-5:30 Saturday-Sunday

LOUNGE

8:00 a.m. - 9:00 p.m. Monday-Friday	
Weekends: Fall & Spring Semesters	Schedule is modified
Summer	

SNACK BAR

8:00 a.m. - 3:00 p.m. Monday- Friday
CLOSED WEEKENDS (Unless Otherwise Specified)

COUNSELING

8:00 a.m. - 4:00 p.m. Monday-Friday

COLLEGE ATHLETICS

BOOKSTORE

8:00 - 4:00 Monday-Friday (Regular hours)

Times may vary based on need to open. Check with Manager for evening schedule.

GAMES AREA

10:00 a.m. - 9:00 p.m. Monday-Friday (Fall & Spring Semesters)

Weekends -- Schedule is modified

MOVIES AND DANCES

Movies and Dances will be provided on a regular schedule. Check notices for time and place.

PROCEDURE FOR SPONSORING ACTIVITIES

Applications for use of Union facilities may be obtained in Union Director's Office. They are to be filled out with complete details of activities. Applicant should contact the Union Director's Office to make certain the date requested is available.

WHO MAY USE THE UNION FACILITIES?

The Union and its facilities may be used by any member of the College family.

For special occasions, guests and visitors will be permitted with proper and prior approval with the Union Director's Office.

LESSON AND CLASSES

Lessons in bowling, billiards, table tennis and other games will be provided for those who are interested. Make inquires in the Union Director's Office.

FEES FOR ACTIVITIES

- | | | |
|----|------------|------------------------------|
| 1. | Billiards | .50 per game (coin operated) |
| 2. | Backgammon | FREE with college ID |
| 3. | Chess | FREE with college ID |

- | | | |
|----|--|----------------------|
| 4. | Bingo | FREE with college ID |
| 5. | Checkers and Dominoes | FREE with college ID |
| 6. | Video games | .25 per game |
| 7. | Horseshoes, Volleyball, Basketball, Softball, Tennis and Intramural Activities are free. | |

UNION RULES

1. Absolutely no alcoholic beverages and drugs in the union.
2. Food or drink allowed only in the cafeteria and snack bar. Dancing is not permitted in lounges, snack bar or other unauthorized areas.
3. Smoke only in areas designed for smoking.
4. Sitting on pool, card, and ping pong tables is prohibited.
5. Cigarettes on pool, card, ping pong tables are not allowed.
6. Absolutely no cigarette ashes or butts on floor or carpet.
7. Loud and boisterous conduct will not be tolerated.
8. Gambling or betting is forbidden.
9. Stealing is a no no.
10. Profanity is in poor taste.
11. No cheating.
12. No loitering.
13. Play cards only in designated areas.
14. Please do not lie on benches in the lounges.
15. Do not deface property or abuse furniture.
16. No hat wearing in the union.
17. Play music only in snack bar & gameroom.
18. Students are not allowed to gather in bathrooms.
19. I. D. is required to enter union (when checked).

20. New students: if you have any problems, check with the union director's office personnel.

UNION TELEPHONE DIRECTORY (EXTENSIONS)

Student Affairs Office	153 & 155
Student Union Director	157
College Bookstore	172
Counselors	142 & 153
College Nurse	142
Athletic Director	171
Alumni Affairs	149
Housing	151
Public Telephones	627-9977 or 627-9951

The composition of the Union arrangement by floors;

FIRST FLOOR

Recreational Area
Bowling Alley
Bookstore
Snack Bar
College Cafeteria & Office
Main Lounge
Director's Office
Game Room
Director of Student Life
Student Government Office

SECOND FLOOR

Magnolia Room (Ballroom)
Ebony Rooms
Upper Lounge Area
Faculty Dining and Lounge
College Counselors
Health Services
Housing
Student Affairs Office

CLUBS AND ORGANIZATIONS

Coahoma Community College encourages college approved clubs and organizations. Clubs and organizations provide opportunities for students to develop leadership qualities necessary to be contributing members of society.

EDUCATION CLUB: This club is designed to alert the awareness of its members of the current and innovative issues in education. It further (purports) fosters experiences in leadership and group activities and acquaints the students with the opportunities and responsibilities of the teacher. Membership is opened primarily to General, Early Childhood, and Elementary Education majors, or any students who endorse 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 welcome to join.

CLASS ORGANIZATIONS: The students in the college are organized into class clubs. In their meetings throughout the year, they and their sponsors plan and carry out social and other class programs.

PHI BETA LAMBDA: Phi Beta Lambda, a national collegiate business organization, is an integral part of the business department. The purpose of the organization is to provide students a chance to learn, first-hand, about the business community. Organizational goals include (1) to develop leadership experience that will enable students to participate effectively in business, professional, and community life; (2) to offer an insight into and provide an opportunity for participating in the decision-making process, (3) to aid in the selection of a field of vocational specialization, (4) to engage in projects that will strengthen students' background in the area of business, (5) to develop loyalty to the school and for the democratic way of life, (6) to broaden students' understanding of business and its complexities, and (7) to promote scholarship.

STUDENTS IN FREE ENTERPRISE (SIFE): Students in Free Enterprise (SIFE) is an organization of students interested in studying the free enterprise system and then educating others regarding free enterprise. The chapter operates as part of a national organization. Objectives of SIFE are (1) to involve students in an organization whereby they can provide a worthwhile service to the community, (2) to focus attention on the free enterprise goals, (3) to educate persons in the community regarding free enterprise values, and (4) to instill in students a desire to preserve the free enterprise system.

SCIENCE & MATH SYMPOSIUM: This organization is composed of science, computer science and mathematics majors and other students who are interested in the objectives of the club.

The objectives of this club are:

1. To help each member develop a sense of responsibility and a more cooperative attitude through group participation.
2. To help each member learn to interpret and analyze the issue of science and mathematics.
3. To help each member learn to do critical thinking.
4. To encourage research in the sciences and mathematics and present seminars.

5. To have members meet famous/outstanding personalities in the fields of science and mathematics.

ATHLETICS: The school provides opportunities for students to participate in both interscholastic and intramural athletics. Varsity sports are provided in basketball, football, baseball, and track. Physical fitness, good sportsmanship and teamwork are stressed. Letters are awarded to players who prove themselves worthy.

THE CHOIR: This is a volunteer organization designed to give students an opportunity to participate in group singing. This organization introduces students to the best in classical and church music. Upon the permission of the director, students of any classification may join. The choir participates in state meetings and festivals, and gives concerts on and off campus.

THE BAND: The institution's band is composed of junior college and high school students. It has achieved acclaim for its proficiency and is very popular. The band, which is an essential part of campus activities, participates regularly in off-campus activities.

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 relationship, affords training in citizenship, and insures a sincere respect for the aims and objectives of Coahoma Community College.

THE SOCIAL SCIENCE FORUM: 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.

THE BLACK LITERARY SOCIETY: This is an informal organization open to all students, especially English majors, who are interested in the works of Black authors. The society sponsors presentations which emphasize oral interpretation of Black poetry. The society also has a speech choir which takes part in the presentations.

PEMS: The Physical Education Majors Club affords the opportunity for physical education majors and other interested students to participate in many phases of physical education athletics. The club is responsible for those ordinary activities associated with the PEMS club. Members are taught to officiate and render this service to the school's intramural program. Awards are presented yearly.

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA (VICA): VICA 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 vocational and technical students are expected to be "active" and "supportive" in club activities.

RESIDENCE HALL COUNCIL: Student Housing sponsors the Residence Hall Council for the purpose of having residents to participate in fostering a living environment which is supportive in providing maturing experiences of growth for students living in the Residence Hall.

DELTA EPSILON CHI: Delta Epsilon Chi is the college division of the Distributive Education Clubs of America (DECA). Delta Epsilon Chi is a program of student activity related to marketing, management and merchandising and designed to develop future leaders in marketing, management, merchandising and distribution.

The purpose of the Delta Epsilon Chi Division is to help develop competent professionals in marketing, management and merchandising specifically. Delta Epsilon Chi contributes to occupational competence by promoting greater understanding and appreciation for the responsibilities of citizenship in our private free enterprise system.

It is for the student who is preparing for careers in middle to upper-level management. Examples include sales, advertising, finance, retailing, wholesaling, insurance, real estate, fashion merchandising and many other marketing, merchandising and management-oriented occupations.

PHI THETA KAPPA (ALPHA OMICRON PI CHAPTER): A national junior college honorary society promoting scholarship, leadership and the development of character. Eligibility for membership includes a grade-point average (GPA) of 3.50 or better, evidence of good character and membership in extra-curricula activities. In addition, students desirous of joining 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/she is elected to the society. The present (changes periodically) initiation fee of \$30.00 is a one-time assessment. Students who become members are eligible for academic scholarships set up specifically for them at numerous colleges and universities throughout the United States.

THE COAHOMA TRIBUNE: The COAHOMA TRIBUNE is the official newspaper published by the students under the direction of a faculty member. The newspaper is published three times during the fall semester and twice during the spring semester. The COAHOMA TRIBUNE places emphasis on news of interest to students, faculty and alumni.

THE COAHOMAN: The Coahoman, a schoolwide project which is published through the Public Relations office, is representative of the student body and presents a cross section of the life of students and faculty on the Coahoma Community College campus. It strives to present a pictorial history of the events, lives and times of the many members, friends, alumni, parents, students, and visitors who have endeavored to enter the grounds of Coahoma Community College.

FRATERNITIES AND SORORITIES

Mississippi Code 37-29-239--Junior College fraternity, sorority or secret society; prohibited as to membership or participation in activities, states; "It shall be unlawful for any pupil attending the public junior colleges of this state to become a member of or to belong to or to participate in the activities of any junior college fraternity, sorority, or secret society as defined in Section 37-29-239.

PUBLICATION POLICY

Coahoma Community College has established a policy on student publications consistent with its mission and goals. Focusing on the desire to promote and develop leadership skills within the student body, the College provides opportunities for students to engage in management and production activities required in the production of a quality newspaper and yearbook.

The **COAHOMA TRIBUNE** is the official newspaper published by the students of Coahoma Community College, and is published every six weeks during the school year under the guidance and training of a faculty advisor. The Tribune places emphasis on news of interest to students, faculty, and alumni.

Articles submitted for publication will be reviewed by an editorial Committee of faculty advisors which reserves the right to disapprove for publication any article submitted which is considered inaccurate or which may be detrimental to the image of the College.

The College yearbook, the **COAHOMAN**, is published as an historical account of the student experience during a given academic year. It is a primarily focused on student activities and the successes students experience in the areas of academics, athletics and social events. Broad-based representation of the student body is sought in the design and layout of the document; the faculty Advisor serves as the primary College Official in ensuring that the purpose of the publication is safeguarded. The Advisor works with the student editor and chief of the yearbook (and any support staff), providing leadership and training for students in publishing, and in planning schedules and deadlines. The yearbook is published annually and distributed to students enrolled at the College.

CAMPUS SECURITY

The campus security force is responsible for the general safety, protection, and security of students, faculty, and property of the College. In this regard, it is particularly concerned with the following responsibilities:

1. The enforcement of campus traffic regulations.
2. The maintenance of sound security measures regarding the properties belonging to the College.
3. The performance of other duties regarding social conduct as stated in the student handbook.
4. The enforcement of all laws of the state, county, city, and college will fall under its jurisdiction.

The campus police officers are charged with the duties and vested with all the powers of police officers. They may eject trespassers from the College buildings and grounds and may, without warrant, arrest any person guilty of disorderly conduct, trespassing on the property of the College, or for any public offense committed in their presence. The campus police should be contacted for assistance on any questions of security, auto ownership, parking and traffic.

CIVIL DEFENSE

The Civil Defense Committee is responsible for the formulation of instructions to be followed in case of fire or severe weather. Information is posted throughout buildings on campus as to the course of action to be taken in any emergency. Students are to follow the directions as posted in each building.

TRANSPORTATION

The College provides daily transportation for commuter students. A schedule of bus routes and departure and return times are provided at registration. Students desiring a schedule earlier should contact the Transportation Department. Students are charged a fee of \$100 per semester for transportation services. Students living in the residence halls can obtain a day or weekend pass for \$2.00 per round trip.

Students are provided a five-day grace period to decide to ride the bus at the beginning of each semester. At the end of the grace period, persons without a valid college identification card will be denied transportation. Students who

use the College transportation system must adhere to the following rules:

1. Student must present a valid identification card when requested to do so by the bus driver.
2. Abusive language is prohibited while using college transportation.
3. Harassment of other riders is prohibited.
4. Use of controlled substances (drugs) is not permitted.
5. Weapons are not permitted on any college vehicle or transportation system vehicle.
6. Students found guilty of violating any of the above rules will be subject to suspension from riding the bus and also possible suspension from the college (depending on the ruling by the appropriate College judicial body).

I.D. CARDS

The Student Identification Card required of all students to certify their official enrollment as a matriculating student at the College. The identification will be issued to a matriculating student by the first day of class each semester. Students must be able to establish their identity through the use of the identification card when requested to do so by an official of the College.

In order to use College facilities and to participate in activities sponsored by the College, the student is required to present an identification validated for the semester during which participation is desired.

If a student loses his/her identification card, a new card will be issued upon request and verification of enrollment in College. Replacement cards are available in the Media Center, third floor, Dickerson-Johnson Library for a \$5.00 fee made payable to the business office.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association serves as a means of communication for all students to the faculty and administration of Coahoma Community College. The Students Government Association has scheduled meetings each month. During the meetings, recommendations and suggestions from students, faculty, staff and administration are discussed.

The elected officers of the Student Government Association are president, vice president, secretary and assistant secretary.

STUDENT ELECTIONS

Requirements for Elections

Any Student seeking an elected position at Coahoma Community College must have the grade point average that is stipulated for that specific position and be in good standing with the College. Freshmen must have a 2.0 or above grade point average from high school. A student is in good standing if he/she is not on probation, social or academic, and not in default in payment of fees. You must be a full-time student.

Qualifications for Miss Coahoma Community College and President of Student Government Association

Miss Coahoma Community College

- 3.0 Grade Point Average or Above
- Exhibits and Maintains High Moral and Social Standards
- Possesses Pleasing Personality
- Exhibits Common Sense
- Cooperates with the Institution's Ideals for Student Life
- Renders Service to the College and Community
- Is a Female
- Completed Admissions Requirements for Coahoma Community College
- Is a Full-Time Student

Student Government Association President

- Maintains 3.0 Grade Point Average or Above
- Exhibits Good Character and Citizenship
- Exhibits Common Sense
- Is Cooperative
- Maintains High Morals and Social Standards
- Renders Service to the College and Community
- Completed Admissions Requirements for Coahoma Community College
- Is a Full-Time Student

All other Student Government Association officers must maintain a 2.0 average at Coahoma Community College.

HOMECOMING COURT

The homecoming queen and homecoming court are elected at least two weeks before homecoming. The Student Government Association is responsible for the election and carrying out the balloting. The homecoming court will consist of the homecoming queen, two sophomore maids and two freshman maids. The queen may be a freshman or sophomore.

The sophomore class shall select five qualified female students to run for homecoming queen. The freshman class shall select five qualified female students to run for homecoming queen. The student receiving the highest number of votes will be the queen (freshman or sophomore). The freshman and sophomore maids will be two freshmen and the two sophomores with the next highest number of votes.

SEXUAL HARASSMENT

Policy Statement

Coahoma Community College's sexual harassment policy is to insure that the college community remains free from sexual harassment. Sexual harassment is illegal under both state and federal law.

Any student who violates the College's policy is subject to disciplinary action. Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.

DRUG AND ALCOHOL POLICY

The 1989 Drug Free School and Communities Act-Amendment, signed by President Bush requires Coahoma Community College to certify that it has adopted and implemented a program that cautions students and employees about the dangerous aspects of alcohol and drug abuse.

Coahoma prohibits the manufacture, distribution, dispensing, possession or use of alcoholic beverages and controlled substances on campus and at all school sponsored functions.

The possession or consumption of alcoholic beverages or controlled substances or the possession of alcoholic beverages, substance abuse containers, or paraphernalia (regardless of age) is prohibited.

Students found in violation of the alcoholic and controlled substance policy or guilty of unbecoming behavior resulting from the consumption of alcoholic beverages or drugs will be subjected to strong disciplinary action. Penalties and/or sanctions may include any one or a combination of the following:

1. Fine \$25.00 up to \$100.00.
2. Probation for a minimum of four months.
3. Work load of 10 hours up to 50 hours for Coahoma Community College.
4. Specified number of hours for counseling.
5. Mandatory participation in an organized drug treatment program.
6. Suspension from Residence Hall and/or school.
7. Denial or termination of financial aid or scholarships.

A combination of the above penalties or other forms of disciplinary actions may be imposed.

HEALTH RISKS

The abuse of illegal drugs and alcohol, and the misuse of any legal drug are both wrong and harmful. Research reveals that abusive behavior is a causative factor in organ damage; impairment of brain activity, digestion and blood circulation malfunctions, increased likelihood of accidents, increased risks of contracting hepatitis, AIDS and other infections. The use of alcohol can lead to: loss of muscle control, poor coordination, slurred speech, fatigue, nausea, headaches, impaired judgment, personality disorders, ulcers, heart disease, heart attack, cancer, and death. The abuse of alcohol and other drugs is not only destructive to the physical health, but also to self-discipline and motivation necessary for learning and working.

Coahoma makes available to its students and employees the services of the Counseling Center for those experiencing problems with alcohol or substance abuse. The Counseling Center provides personal counseling, referral services and educational information related to drugs and alcohol.

COAHOMA COMMUNITY COLLEGE FIREARM POLICY

The possession of any firearm including handguns, rifles, shotguns, or other weapons is prohibited on Coahoma Community College's campus. Concealed firearms are prohibited by state law within a two mile radius of any university or college campus.

Any student found with a concealed firearm will be arrested and prosecuted in the courts. The student will also be disciplined by Coahoma Community College in its Judicial Council hearing proceedings. If apprehended and proven guilty of violating Coahoma Community College's firearm policy, the maximum penalty of expulsion from the College may be given.

SECTION IX: WHOM TO SEE AT CCC (601) 627-2571

<u>AREA/SUBJECT</u>	<u>PERSON</u>	<u>LOCATION</u>	<u>PHONE EXTS.</u>
Admissions	Rita S. Hanfor	Dickerson-Johnsn Library	111,176
Readmissions	Rita S. Hanfor	Dickerson-Johnson Library	111,176
Student Affairs	Claudia M. Gooden Wanda Holmes	Barron Student Union Barron Student Union	153 153
Financial Aid, Grants, Loans, Scholarships	Patricia Brooks	Dickerson-Johnson Library	200
Business Office (Fees & Bills)	Frank Aderholdt Jo Louise Shanks	Addison Admin. Bldg. Addison Admin. Bldg.	107 107
Workstudy	Brian O. James	Dickerson-Johnson Library	168
Veterans' Affairs/Benefits	Rita S. Hanfor	Dickerson-Johnson Library	111, 205
Identification Cards	Laura Adams	Dickerson-Johnson Library	165
Student Housing	Claudia M. Gooden	Barron Student Union	153
Counseling Services	Claudia M. Gooden	Barron Student Union	153
Health Services	Claudia M. Gooden	Barron Student Union	153
Athletic Information	George A. Green	Barron Student Union	171
Testing (ACT, TABE, Entrance Exam, other)	Claudia M. Gooden	Barron Student Union	153
Change of Schedule	Rita S. Hanfor	Dickerson-Johnson Library	111,176
Drop/Add Courses	Rita S. Hanfor	Dickerson-Johnson Library	111,176
Withdrawal from class/school	Rita S. Hanfor	Dickerson-Johnson Library	111,176
Change of Name and/or Address	Veera Vasamsetti Maxine Pointer	Ellis Computer Center Ellis Computer Center	152 207
Printout of Class Schedule	Maxine Pointer	Ellis Computer Center	207
Campus Security	William Houston	Trustee Building	177
Campus Auto Decals	William Houston	Trustee Building	177

Child Care Services	Estella Young Ethel Thomas	Tiny Tiger Gambrell	113 201
Alumni Affairs	E. C. Smith	Barron Student Union	149, 151
Single Parent Program	Delores Robinson	Sigmon Bldg.	219

Instructional Divisions:

General Studies	Earl L. Gooden	Whiteside Hall	126, 156
Continuing Education	Jimmy L. Wiley	Martin Center	136
Vocational/Technical Education	Jessie M. James	McLaurin Vo/Tech Bldg.	187, 185
Office of Instruction/ Community Service Programs	Patricia Burt Brown	Whiteside Hall	127, 110

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SECTION XI: YEARLY CALENDAR

CALENDAR 1993

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	28	29	30	31	28	29	30	31	25	26	27	28	29	30						
31																											

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30	31							
30	31																										

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER											
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5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11					
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18					
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25					
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30	26	27	28	29	30	31												
							31																									

CALENDAR 1994

JANUARY							FEBRUARY							MARCH							APRIL									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
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16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23			
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30	31																													

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
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29	30	31	26	27	28	29	30	31	28	29	30	31	28	29	30	31											

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER											
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S					
					1	2	3	4						1	2	3	4	5	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10					
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17					
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24					
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							30	31																								

CALENDAR 1995

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
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29	30	31	26	27	28	26	27	28	29	30	31	23	24	25	26	27	28	29									

MAY							JUNE							JULY							AUGUST						
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						1	1	2	3	4						1	2	3	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
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28	29	30	31	25	26	27	28	29	30	30	31	27	28	29	30	31											

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	24	25	26	27	28	29	30						
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