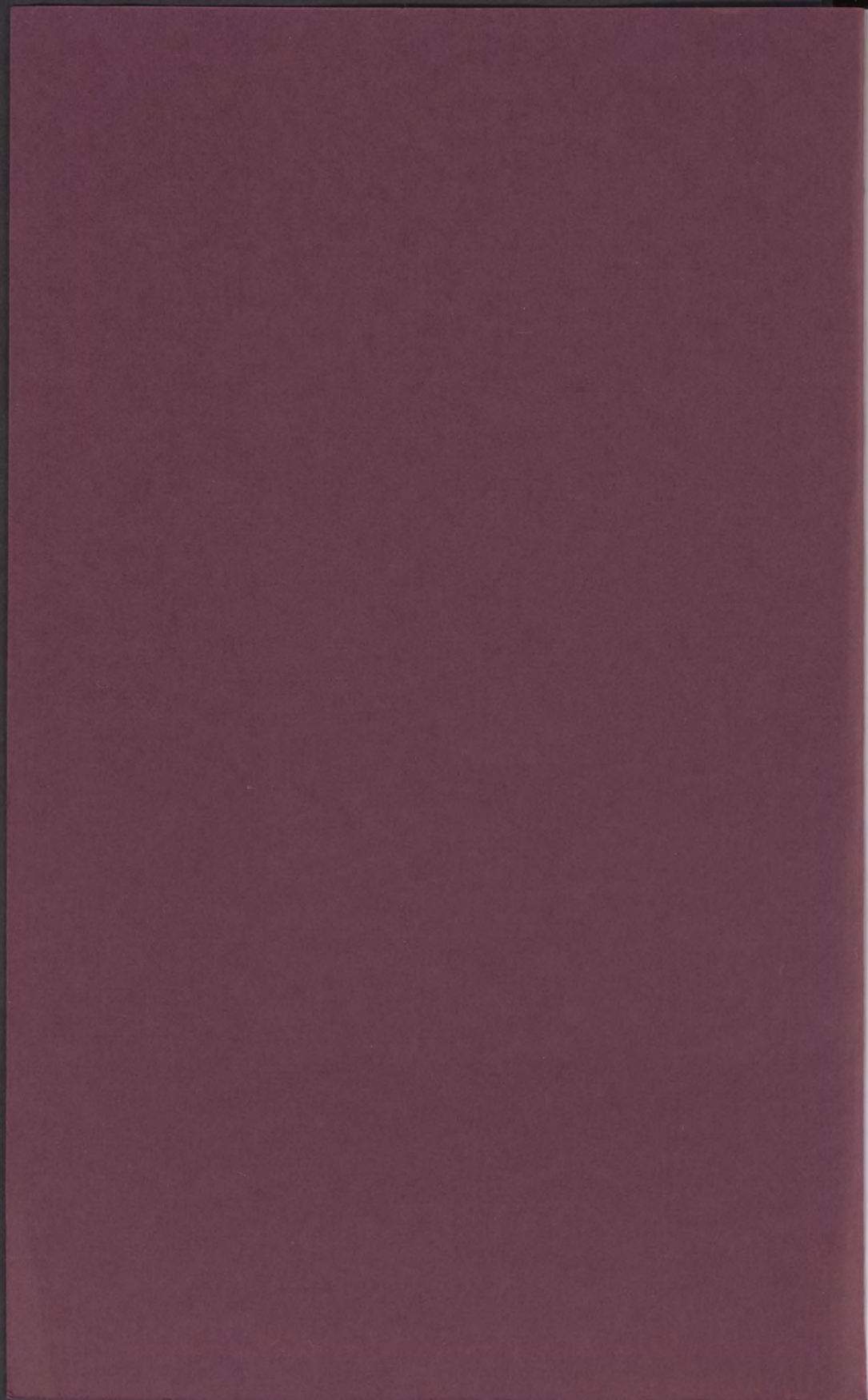




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# COAHOMA

COMMUNITY COLLEGE  
2005-2007 CATALOG



## COAHOMA

### COMMUNITY COLLEGE

3240 Friars Point Road  
Clarksdale, MS 38614

662-627-2571  
[www.coahomacc.edu](http://www.coahomacc.edu)

### ACCREDITATION

Coahoma Community College  
is accredited by the Commission on Colleges of the Southern Association of  
Colleges and Schools (1866 Southern Lane, Decatur, Georgia  
30033-4097: Telephone number 404-679-4501)  
to award the associate degree.

### MEMBERSHIP

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

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The College Reserves the Right to Amend or  
Change Policies and Procedures  
Herein When Necessary

Volume XXXI  
Number I

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I.

**GENERAL INFORMATION**

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## HISTORY OF COAHOMA COMMUNITY COLLEGE

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

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

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

During its history Coahoma Community College and Agricultural High School has been headed by eight superintendents and four presidents: M. L. Strange, 1924-25; J. M. Mosley, 1924-29; J. W. Addison, 1929-37; J. B. Wright, 1937-45; B. F. McLaurin, 1945-66; J. E. Miller, 1966-79; McKinley C. Martin, 1980-92; and the incumbent Vivian M. Presley, 1992 to present. With her appointment as superintendent/president January 6, 1992, Dr. Vivian Presley became the first female to head Coahoma Community College and Agricultural High School and the first woman to head a community/junior college in the state of Mississippi.

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

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

## MISSION STATEMENT OF COAHOMA COMMUNITY COLLEGE

Coahoma Community College is a publicly supported comprehensive community college located in the northwest corner of the Mississippi Delta serving Bolivar, Coahoma, Quitman, Tallahatchie, and Tunica Counties. The institution provides accessible, accredited, affordable, diverse, and quality learning opportunities for the development of intellectual skills, job skills, personal growth and/or transfer to a baccalaureate program. Coahoma Community College serves as a catalyst for economic and community development and supports aggressive and creative efforts to increase access to education in rural communities. To accomplish this mission, the college will do the following:

1. Provide the first two years of college/university parallel programs.
2. Provide career and technical education that prepares the student to enter the job market successfully.
3. Provide a comprehensive program of enrichment courses for lifelong learning.
4. Provide customized workforce training programs to meet the needs of area businesses and industries.
5. Provide a network of services that allows the student to maximize his potential.
6. Provide innovative learning opportunities utilizing emerging instructional technology.
7. Provide opportunities for developing partnerships with public and private agencies to address community and economic development needs within the service area.
8. Provide institutional advancement capabilities embodying sponsored programs.
9. Plan, assess, and evaluate all activities and programs in order to ensure institutional effectiveness.
10. Provide opportunities for community-wide cultural enrichment activities.

**COAHOMA COMMUNITY COLLEGE**  
Clarksdale, Mississippi

**2005-2006 College Calendar**

**Fall Semester 2005**

July	7	Thursday	Admission Applications and Supporting Documents Due in the Admissions and Records Office
August	7	Sunday	Dormitories and Cafeteria Open
August	10	Wednesday	Professional Development
August	11-24	Thursday-Wednesday	<b>REGISTRATION</b>
August	15	Monday	Classes and Late Registration Fee Begin
August	24	Wednesday	<b>LAST DAY TO REGISTER OR CHANGE CLASS SCHEDULE</b>
September	5	Monday	Labor Day Holiday
September	6	Tuesday	Regular Class Schedule Resumes
October	5-7	Wednesday-Friday	Mid-term Examinations
October	17	Monday	Last Day to Officially Drop a Course Without Receiving a Grade and to Remove Incompletes of Previous Semester
November	21-25	Monday-Friday	<b>FALL BREAK AND THANKSGIVING HOLIDAYS</b>
November	28	Monday	Regular Class Schedule Resumes and Last Day to Officially Withdraw from the Institution (receiving "W" grade)
December	7-9	Wednesday-Friday	<b>FINAL EXAMINATIONS</b>
December	9	Friday	Final Grades Due in Admissions and Records Office
December	12	Monday	<b>CHRISTMAS HOLIDAYS BEGIN</b>

**Spring Semester 2006**

January	3	Tuesday	Dormitories and Cafeteria Open
January	3	Tuesday	Professional Development
January	4-13	Wednesday-Friday	<b>REGISTRATION</b>
January	9	Monday	Classes and Late Registration Fee Begin
January	13	Friday	<b>LAST DAY TO REGISTER OR CHANGE CLASS SCHEDULE</b>
January	16	Monday	Martin Luther King Holiday
January	17	Tuesday	Regular Class Schedule Resumes
March	8-10	Wednesday-Friday	Mid-term Examinations
March	13-17	Monday-Friday	<b>SPRING BREAK</b>
March	20	Monday	Regular Class Schedule Resumes and Last Day to Officially Drop a Course Without Receiving a Grade and to Remove Incompletes of Previous Semester
April	14	Friday	<b>GOOD FRIDAY</b>
April	17	Monday	Regular Class Schedule Resumes
April	21	Friday	Last Day to Officially Withdraw from the Institution (receiving "W" grade)
May	3-5	Wednesday-Friday	<b>FINAL EXAMINATIONS</b>
May	5	Friday	Final Grades Due in Admissions and Records Office
May	13	Saturday	<b>GRADUATION EXERCISES</b>



**COAHOMA COMMUNITY COLLEGE**  
**Clarksdale, Mississippi**

**Summer Session 2006**

**First Term**

May	30	Tuesday	<b>REGISTRATION</b>
May	31	Wednesday	Classes and Late Registration Fee Begin
June	1	Thursday	<b>LAST DAY TO REGISTER OR ADD COURSES</b>
June	3	Saturday	Classes Will Meet
June	10	Saturday	Mid-term Examinations
June	13	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
June	24	Saturday	<b>FINAL EXAMINATIONS</b>

**Second Term**

June	26	Monday	<b>REGISTRATION</b>
June	27	Tuesday	Classes and Late Registration Fee Begin
June	28	Wednesday	<b>LAST DAY TO REGISTER OR ADD COURSES &amp;</b>
			First Summer Session Final Grades Due in Admissions and Records Office
July	4	Tuesday	July 4 <sup>th</sup> Holiday
July	8	Saturday	Mid-term Examinations
July	15	Saturday	Classes Will Meet
July	17	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
July	22	Saturday	<b>FINAL EXAMINATIONS</b>
July	26	Wednesday	Second Summer Session Final Grades Due in Admissions and Records Office

**COAHOMA COMMUNITY COLLEGE**  
Clarksdale, Mississippi

**2006-2007 College Calendar**

**Fall Semester 2006**

July	7	Friday	Admission Applications and Supporting Documents Due in the Admissions and Records Office
August	6	Sunday	Dormitories and Cafeteria Open
August	9	Wednesday	Professional Development
August	10-21	Thursday-Monday	<b>REGISTRATION</b>
August	14	Monday	Classes and Late Registration Fee Begin
August	21	Monday	<b>LAST DAY TO REGISTER OR CHANGE CLASS SCHEDULE</b>
September	4	Monday	Labor Day Holiday
September	5	Tuesday	Regular Class Schedule Resumes
October	11-13	Wednesday-Friday	Mid-term Examinations
October	16	Monday	Last Day to Officially Drop a Course Without Receiving a Grade and to Remove Incompletes of Previous Semester
November	20-24	Monday-Friday	<b>FALL BREAK AND THANKSGIVING HOLIDAYS</b>
November	27	Monday	Regular Class Schedule Resumes and Last Day to Officially Withdraw from the Institution (receiving "W" grade)
December	6-8	Wednesday-Friday	<b>FINAL EXAMINATIONS</b>
December	8	Friday	Final Grades Due in Admissions and Records Office
December	11	Monday	<b>CHRISTMAS HOLIDAYS BEGIN</b>

**Spring Semester 2007**

January	3	Wednesday	Dormitories and Cafeteria Open
January	3	Wednesday	Professional Development
January	4-12	Thursday-Friday	<b>REGISTRATION</b>
January	8	Monday	Classes and Late Registration Fee Begin
January	12	Monday	<b>LAST DAY TO REGISTER OR CHANGE CLASS SCHEDULE</b>
January	15	Monday	Martin Luther King Holiday
January	16	Tuesday	Regular Class Schedule Resumes
March	7-9	Wednesday-Friday	Mid-term Examinations
March	12-16	Monday-Friday	<b>SPRING BREAK</b>
March	19	Monday	Regular Class Schedule Resumes and Last Day to Officially Drop a Course Without Receiving a Grade and to Remove Incompletes of Previous Semester
April	6	Friday	<b>GOOD FRIDAY</b>
April	9	Monday	Regular Class Schedule Resumes
April	20	Friday	Last Day to Officially Withdraw from the Institution (receiving "W" grade)
May	2-4	Wednesday-Friday	<b>FINAL EXAMINATIONS</b>
May	4	Friday	Final Grades Due in Admissions and Records Office
May	12	Saturday	<b>GRADUATION EXERCISES</b>

**COAHOMA COMMUNITY COLLEGE**  
**Clarksdale, Mississippi**

**Summer Session 2007**

**First Term**

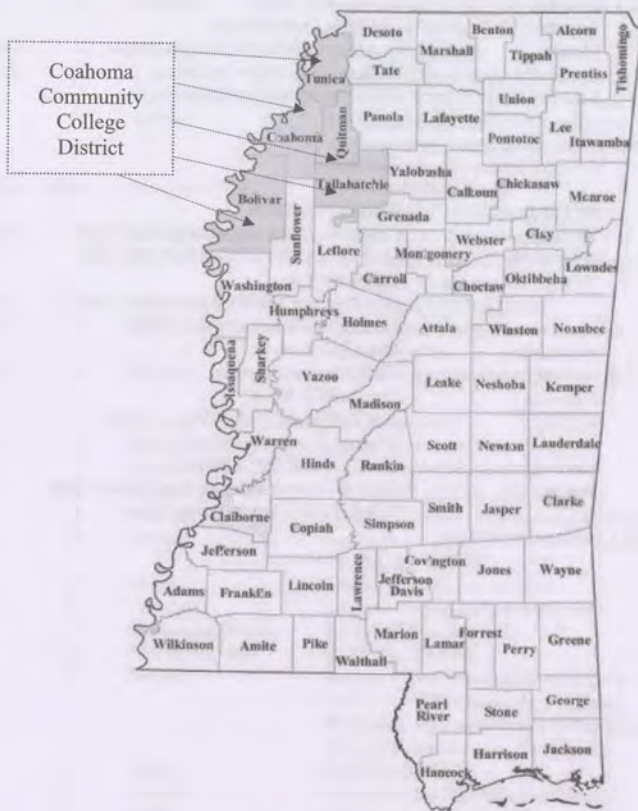
May	29	Tuesday	<b>REGISTRATION</b>
May	30	Wednesday	Classes and Late Registration Fee Begin
May	31	Thursday	<b>LAST DAY TO REGISTER OR ADD COURSES</b>
June	2	Saturday	Classes Will Meet
June	9	Saturday	Mid-term Examinations
June	11	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
June	23	Saturday	<b>FINAL EXAMINATIONS</b>

**Second Term**

June	25	Monday	<b>REGISTRATION</b>
June	26	Tuesday	Classes and Late Registration Fee Begin
June	27	Wednesday	<b>LAST DAY TO REGISTER OR ADD COURSES &amp;</b>
			First Summer Session Final Grades Due in Admissions and Records Office
July	4	Wednesday	July 4 <sup>th</sup> Holiday
July	7	Saturday	Mid-term Examinations
July	14	Saturday	Classes Will Meet
July	16	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
July	21	Saturday	<b>FINAL EXAMINATIONS</b>
July	25	Wednesday	Second Summer Session Final Grades Due in Admissions and Records Office

## 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 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 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 federally 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 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 Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the associate degree.

## **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 the following areas: general studies, vocational-technical education, and lifelong learning. The institution also offers short-term training for business and industry at the Workforce Development Center. Transfer curricula in the academic programs parallel 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.

## PHYSICAL PLANT

**THE J. W. ADDISON ADMINISTRATION BUILDING** was 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. It is named in honor of J. W. Addison, a former superintendent of Coahoma Agricultural High School.

**THE ZEE A. BARRON STUDENT UNION** was constructed in 1975. It is named in honor of one of the school's former organizers, Zee A. Barron. This building houses facilities for various types of activities such as bowling, billiards, ping pong, and student government. It also houses the bookstore, lounges, Office of Student Affairs, which includes counseling, student publications, and food service.

**THE BLACKBURN ANNEX** is named in honor of Samuel Blackburn. It houses shops for college vocational programs. It also houses secondary automotive mechanics.

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

**THE CAIN VOCATIONAL BUILDING** was dedicated in honor of Joseph and Hettie Cain in 1985. The facility houses the high school building trades. The building was renovated in 1991.

**THE CONSUELLA CARTER MUSIC HALL**, constructed in 1966, is named in honor of Consuella Carter, a former band director and music instructor at Coahoma Community College. This facility houses the band, choir, and rooms for teaching music.

**THE MARTIN CENTER FOR LIFELONG LEARNING** 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 Dr. McKinley C. Martin, former president/superintendent of Coahoma Community College and Agricultural High School.

**THE CHRISTINE J. CURRY HALL** was constructed in 1965 as a business building. An addition was made in 1969. It now houses the School of Business and Technology and the Respiratory Care Program. It is named in honor of Christine J. Curry, a long-time department head of the Business Department.

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

**THE LEE FLOWERS VOCATIONAL BUILDING**, originally constructed in 1962, is named in honor of Lee Flowers, a deceased instructor in the building trades. It originally housed classrooms, shops, and laboratories for brick masonry. After the building sustained heavy damages from a tornado in 1984, it was completely renovated in 1986 to a two-story structure. The first floor currently houses the Barbering & Cosmetology Vocational Programs. The second floor houses Business and Office Systems Technology and Child Care Technology Programs.

**THE FRIENDS RESIDENCE HALL**, a three-story facility, was constructed in 1983. It provides housing for 120 male students and includes lounging areas, lobbies, and kitchenettes.

**THE FRANK W. GAMBRELL JR. RESIDENCE HALL**, constructed during 1977-78 school year, is named in honor of Frank W. Gambrell, a deceased faculty member and academic dean. This three-story building accommodates 120 female students. It also includes lounging areas, lobbies, and kitchenettes.

**THE B. F. MCLAURIN VOCATIONAL-TECHNICAL CENTER**, constructed in 1969, is named in honor of the school's first president, B. F. McLaurin. This building houses facilities for Hotel Restaurant Management Technology, Basic Related Studies, Industrial Maintenance Technology, Residential Carpentry, Welding Technology, and various offices.

**THE SEZZIE MCLAURIN RESIDENCE HALL**, constructed during the 1983-84 school year, was named in honor of the deceased wife of the first president. This two-story building provides housing for 60 male students. It also includes lounging areas, lobbies, and kitchenettes.

**THE JAMES E. MILLER STADIUM**, constructed in 1979, is named in honor of the second president, James E. Miller. This stadium, which is home for the Tigers, has a seating capacity of 2,500. The James E. Miller Stadium was completely renovated during the 1997-98 academic school year with the addition of a new 1678 square feet entrance building which provides space for ticket sales, concession, and bathroom facilities.

**THE MARION M. REID GYMNASIUM**, constructed in 1960, is named in honor of a deceased faculty member and registrar, Marion M. Reid. This facility is used for athletic activities, assemblies, and class instruction. It was renovated in 1986 after the building sustained heavy damages from a tornado in 1984.

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

**THE MARY G. WHITESIDE ACADEMIC HALL**, constructed in 1958, is named in honor of Mary G. Whiteside, a deceased faculty member who was also a registrar and academic dean. Additions were made in 1961 and 1968. This building houses classrooms and various offices.

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

**THE BARRON-MILLER CENTER FOR FINE ARTS**, originally constructed in 1965 as a small gymnasium for the high school, was named in honor of the school's first full-time music director and the second president. When originally constructed, the facility was used for physical education classes, small assemblies, and basketball practice. The facility was renovated in 1990-91 to be used primarily by Coahoma Community College as a facility for art classes, performing arts, and small assemblies. The two-story building houses the Henry Dorsey Studio, the Thomas A. Richardson Studio, the Georgia A. Lewis Theater, the Eddie Mac Jackson Drama Laboratory, and the Mirian Green Writer and Artist Laboratory.

**THE MARVIN F. SIGMON JR. VOCATIONAL/TECHNICAL BUILDING**, constructed in 1978, was named in honor of Marvin Sigmon, Jr., who served on the Board of Trustees for Coahoma Community College and Agricultural High School for more than 30 years and as president of the Board for a number of years. The facility houses the Office of Vocational-Technical Education, Collision Repair Technology, Computer Service Maintenance Technology, and the Tech Prep Office.

**THE COAHOMA COMMUNITY COLLEGE WORKFORCE DEVELOPMENT CENTER** was originally built in 1992 and expanded in 1997. The facility is located in the Coahoma County Industrial Park on Highway 49. The Center houses ABE/GED, Customized Training, Industrial and Workforce Development Training, Coahoma County Literacy Council, and the JASON Expedition.

**THE PINNACLE** was constructed in 1992-93. This modern 38,000 square foot facility houses four classrooms, several offices, athletic dressing rooms, a permanent stage area, and an arena floor area for sporting events. The arena seats more than 4,000, houses a press box that doubles as a control and sound booth, and a video taping area. The building is also used for cultural events for the College and the community.

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

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



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

**THE STUDENT AFFAIRS MULTI-COMPLEX BUILDING**, constructed in 2003, is a state-of-the-art facility that houses campus police, student health services, student laundry, student mail, and the Fitness and Wellness Center.

## **COMPLIANCE POLICY**

Coahoma Community College ascribes as an "open admissions" policy consistent with all appertaining laws.

Coahoma Community College embraces the philosophy that students be provided the opportunities for learning experiences such as developmental courses, counseling, and tutorial assistance that will help individual students to succeed in achieving their educational goals.

Coahoma Community College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assure the selection of the most appropriate program options to assure student success.

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.

## **AMERICAN WITH DISABILITIES ACT OF 1990 AND REHABILITATION ACT OF 1973 DISADVANTAGED STUDENTS SERVICES**

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

Any student with a disability who requests special accommodation, enrolling in Coahoma Community College, must first provide a current evaluation of the disability from a professional. This documentation, which is required by federal guidelines, will remain on file in the Admissions and Records Office.

## **EDUCATIONAL OUTREACH**

Coahoma Community College offers traditional academic degree-oriented courses and nontraditional educational activities designed to meet public and community service demands. These activities include off-campus classes, Internet classes, conferences, workshops, and special interest non-credit classes. Continuing Education units may be awarded for participation in non-credit courses.

## **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 assistance 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; and (5) make contact with promising prospective students

## **SPONSORED PROGRAMS**

The college provides an array of special projects to enhance existing academic and vocational/technical programs. Special projects also provide for administrative improvement and community development.

The Board of Trustees of Atlanta University College has approved the following plan for the development of a new school of public relations. The plan is to create a new school of public relations which will be a part of the College of Business Administration. The school will be a part of the College of Business Administration and will be a part of the College of Business Administration. The school will be a part of the College of Business Administration and will be a part of the College of Business Administration.

## II. STUDENT SERVICES

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## STUDENT DEVELOPMENT SERVICES OBJECTIVES

Student 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." Administrators, faculty, and staff are involved in group guidance, student activities, campus organizations, and individual counseling.

The Student Service Program objectives are as follows:

- To provide multiple non-teaching services that aid the student in developing socially, academically, and professionally as he participates in the programs the school provides.
- To develop good citizens by providing a democratic setting and an atmosphere of learning in which students may develop individually and collectively through co-curricular activities.
- To 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.
- To screen students and provide for them developmental programs and appropriate counseling predicated upon their individual needs and desire for assistance.

The Student Service Program provides the following services:

1. Orientation
2. Counseling and Guidance Services
3. Testing Services
4. Health Services
5. Housing
6. Student Organizations
7. Religious Life
8. Career Planning and Placement
9. Student Life
10. Student Discipline
11. Student Government
12. Campus Police
13. Financial Aid
14. Publications (Newspaper & Yearbook)
15. Cafeteria (Dining & Snack Bar)
16. Laundry

## 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. Orientation materials are provided to freshmen. Entrance examinations, campus tours, talent and social night, lecture-discussion meetings, and registration are some of the activities conducted during this period.

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

## MANDATORY TESTING AND PLACEMENT PROCEDURE

Placement is mandatory for all entering first year students whose declared program of study is academic or technical and who began their college studies after the spring session of 1996.

The college will utilize Sub-scores of the ACT or placement examination for placement purposes. Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration.

The following scale will be used for placement:

### English ACT Score

14 or less  
15 or above

### Placement

ENG 1103 Development English  
ENG 1113 English Composition I

### Reading ACT Score

14 or less

### Placement

REA 1103 Developmental Reading

### Math ACT Score

15 or less  
16 or above

### Placement

MAT 1103 Developmental Math  
MAT 1313 College Algebra

Students who challenge the placement exam and score below standard are placed in the following courses:

ENG 1103    Developmental English  
REA 1103    Developmental Reading  
MAT 1103    Developmental Math

Should the student need additional remediation as determined by the instructor or department chair, the student will be placed in the following courses:

ENG 1203    Developmental English  
REA 1203    Developmental Reading  
MAT 1203    Developmental Math

**NOTE:** Developmental courses cannot meet credit hour requirements for graduation.

#### **ACADEMIC ADVISEMENT/CAREER CENTER**

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

A counselor is available to help each student reach his highest potential. Students are welcome to visit the center for assistance as needed. Referral services are also available.

#### **THE DICKERSON-JOHNSON LIBRARY AND LEARNING RESOURCES CENTER**

The Dickerson-Johnson Library and Learning Resources Center contains the general, reference, and Black Heritage collections of the College. The Library acquires, organizes, preserves and provides access to information resources necessary for Coahoma Community College to achieve its mission. The library, through its collections, services and staff, is an essential and vital component in the intellectual life of Coahoma Community College. With the rapid technological advances in the area of information storage, retrieval and delivery, it is possible to expand access to a world of information beyond the Library's walls. By providing optimum access to information regardless of its location, the Library supports the teaching and learning missions Coahoma Community College in new and enhanced ways.

The Library is designed to facilitate research and study with open stacks and continuously available assistance from library staff. It offers a wide variety of materials including over 30,000 bound volumes, nearly 400 periodicals in several formats including full-text CD-ROM databases, over 2,000 microforms, as well as current issues of more than 150 magazines, journals and newspapers. Services provided include a microfilm reader/printer, photocopier, typewriters, Internet access, typing rooms, a large group conference room which also serves as a viewing room, and a media center that houses a collection of books, audio-visual materials and

equipment. The Library provides computerized on-line public access stations to its book collection. Access to the book and magazine databases are available both on and off campus. These periodical databases are available on the web, located on the Library's home page ([www.coahomacc.edu/CCC/Library2.htm](http://www.coahomacc.edu/CCC/Library2.htm)). Books are arranged according to the Dewey Decimal System.

The Library provides other services including reference assistance, group and individual orientations, preparation of subject lists and bibliographies, and interlibrary loan. **The Dancing Rabbit Library Consortium (DRLC)** allows students to check out books from public and college libraries in Northwest Mississippi with a **Dancing Rabbit Card** issued by the home library. The **Mississippi Community Colleges Library Information Partnership (MCCLIP)** is a cooperative agreement and sharing of resources among Mississippi's community college libraries and Mississippi State University libraries. The partnership allows all libraries to share resources, excluding electronic resources. A virtual catalog allows all member institutions to search one another's catalogues.

#### **DRUG AND ALCOHOL POLICY**

The 1989 Drug Free School and Communities Act Amendment 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 Community College 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.

#### **STUDENT CONSUMER INFORMATION**

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

The Office of Financial Aid will provide this information to students requesting it or assist students in obtaining the information.



## DUE PROCESS

Students involved in cases which may result in suspension, expulsion, or dismissal have a right to due process.

Due Process procedures are as follows:

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 Judicial Council. In cases requiring immediate action, notification shall be at once.
2. The letter of notification will inform the student that he may bring witnesses to the arranged meeting to testify in his behalf. The letter of notification will further inform the student that he has the right to be accompanied by an advisor during any appearance he makes before the committee.
3. The student will be permitted to face and question his accuser(s) and witnesses testifying against him at the hearing.
4. A record of the hearing before the Judicial Council shall be made by the secretary of the council and filed with the Dean of Students.
5. After due consideration, the 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 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:
  - new evidence
  - new witnesses

**NOTE:** In cases of extreme emergencies, the Dean of Students may temporarily suspend a student for breaking a civil law or violating a college regulation.

## CAMPUS SECURITY

The campus police 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 remove 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.

#### **STUDENT HEALTH SERVICES**

The Office of Student Health Services is located in the Student Affairs Multi-Complex Building. The college nurse is available five days a week, Monday through Friday, to discuss any questions or help students in regard to physical disorders or health-related matters and to provide emergency first-aid treatment. However, it is recommended that students subscribe to the Student Health Insurance program or have a private policy that provides medical and surgical benefits. The Student Health Insurance program may be purchased during registration or at any time during the semester. Students may contact the college nurse for more information. In cases of emergency, the college nurse makes use of the local doctors or Northwest Mississippi Regional Medical Center in Clarksdale. Local ambulance service is available at the expense of the student. The college nurse is equipped to take students' temperature, blood pressure, pulse and respiration. If necessary, other services can be arranged through local agencies. Health information and materials are also available in the center.

#### **ACADEMIC PROGRESS FOR RESIDENCE HALL STUDENTS**

1. Students living in residence halls must enroll in the minimum number of twelve (12) semester hours which classify them as full-time students.
2. Any student dropping to part-time status during any semester will forfeit his privilege to live in the residence halls.
3. Any student who fails to maintain a cumulative 2.0 grade point average or better will not be eligible to live in the residence halls.

All residence hall students who are not in compliance with the requirements at the end of the first semester will be sent a written warning of their campus housing status. Notification of non-

compliance of these regulations will be made by the Dean of Students. Students not in compliance at the end of their second semester will lose campus housing privileges until their grade point average is raised to a minimum of cumulative 2.0.

## **RELIGIOUS LIFE**

Coahoma Community college recognizes the importance of religious life and lends encouragement to students seeking guidance in this direction. Bible study is offered to those who want to participate. The religious life of Coahoma Community College may be enriched through the following channels: the Baptist Student Union, Gospel Choir, Wesley Foundation, and the Church of God in Christ. Local churches welcome students, faculty, and the College to participate in services and activities.

## **ZEE A. BARRON STUDENT UNION**

The Zee A. Barron Student Union houses the cafeteria, snack bar, bookstore, game room, bowling alley, career center, Office of Student Affairs, Office of Public Relations, Institutional Research Office, Student Government Association, and the Tri-County Workforce.

## **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 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. Members 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 to develop leadership experience that will enable students to participate effectively in business, professional, and community life; to offer an insight into and provide an opportunity for

participating in the decision-making process; to aid in the selection of a field of vocational specialization; to engage in projects that will strengthen students' backgrounds in the area of business; to develop loyalty to the school and for the democratic way of life; to broaden students' understanding of business and its complexities; and to promote scholarship.

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

**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.

Objectives of this club include to help each member develop a sense of responsibility and a more cooperative attitude through group participation; to help each member learn to interpret and analyze the issue of science and mathematics; to help each member learn to think critically; to encourage research in the sciences and mathematics and present seminars; and to have members meet famous/outstanding personalities in the fields of science and mathematics.

**EL CIRCULO ESPANOL (THE SPANISH CLUB):** The Spanish Club at Coahoma Community College is composed of Spanish majors who are interested in enjoying the fun and fellowship of others who share their interest in learning about the Spanish language and the many cultures of the Spanish speaking world. By participating in campus activities during the year and by working with other campus organizations, members fulfill the club motto, *En la union esta la fuerza* (In unity there is strength). The club colors are red, gold, and purple. The club flower is a red rose.

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

**THE CHOIR:** This organization is designed to give students an opportunity to participate in group singing. Students are introduced 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 Community College band is an essential part of campus activities and 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 relationships, affords training in citizenship, and ensures 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.

**THE PHYSICAL EDUCATION MAJORS CLUB:** This club affords physical education majors and other interested students the opportunity to participate in many phases of physical education athletics. Members are taught to officiate and render this service to the school's intramural program.

**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.

**HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA), INC:** HOSA is an educational association of student members preparing for health care careers. HOSA has three divisions: secondary (students enrolled in high school who have not yet received a high school diploma); postsecondary (students who have graduated from high school but are not pursuing a baccalaureate degree); and collegiate (students seeking a baccalaureate degree).

**RESIDENCE HALL COUNCIL:** Student Housing sponsors the Residence Hall Council to ensure the participation of residents in creating an environment and providing experiences conducive to academic and social development.

**PHI THETA KAPPA (ALPHA OMICRON PI CHAPTER):** This national junior college honorary society promotes 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 desiring to join the society must have completed a minimum of twelve (12) semester hours at Coahoma Community College and must be enrolled for a minimum of twelve academic semester hours during the semester he is elected to the society. Students who become members are eligible for academic scholarships set up specifically for them at numerous colleges and universities throughout the United States.

**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**, an annual student yearbook, presents a pictorial history of events of the school year. It represents the student body, faculty, staff, campus activities and events.

## **STUDENT RIGHTS**

Coahoma Community College guarantees the following rights to all students:

1. Consideration for admission and for scholarship without regard to race, sex, national origin, religious or political beliefs, or disability
2. Participation in campus, local, national, or international organizations for intellectual, religious, social, political, economical, or cultural purposes when such organizations do not infringe upon the rights of others
3. Democratic student governance
4. Petition for change through proper channels
5. Issuance of publication following appropriate procedures
6. Use of campus facilities with appropriate approval
7. Choice of speakers and topics subject to approval
8. Due process in all disciplinary matters

Students are provided with a student handbook available in the Office of Student Affairs. Students who register at Coahoma Community College agree to its rules, regulations, and policies and are subject to disciplinary actions upon violation of these rules, regulations, and policies.

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 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.

## **SEXUAL HARASSMENT POLICY & PROCEDURES**

Coahoma Community College is committed to creating and maintaining a community/campus in which students, faculty, and staff can work in an environment free of all forms of harassment, exploitation, or intimidation. Sexual harassment is a violation of Title VII of the Federal Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972.

Coahoma Community College does not tolerate behavior that is offensive, humiliating, threatening, or unwelcome. Any employee or student who believes he has been the victim of sexual harassment or intimidation is encouraged to report the incident to the immediate supervisor of the harasser; the college EEO Officer; and/or the Campus police.

## **CODE OF STUDENT CONDUCT**

Students who register at Coahoma Community College agree to conform to its rules, regulations, and policies 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 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, to respect the rights of others, and to promote a wholesome environment for student learning.

One of the purposes of Coahoma Community College is to assist each student in developing his potential as a mature person and to enhance his ability to contribute to society. Students are expected to exhibit appropriate social conduct and moral behavior. Generally, college students have reached the age of maturity; therefore, each student must assume the major responsibility for his 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.

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

### III.

## FINANCIAL AID & STUDENT EXPENSES



## STUDENT FINANCIAL AID

### GENERAL INFORMATION

Students wishing to receive federal student aid must complete the Free Application for Federal Student Aid (FAFSA) and Coahoma Community College Student Information Form (SIF). The FAFSA and SIF may be obtained from the Financial Aid Office. The FAFSA may also be completed on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and the SIF can be accessed at [www.coahomacc.edu](http://www.coahomacc.edu).

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

### SOURCES OF FINANCIAL AID

**Federal Work Study Program (FWS)** – Part-time jobs are available on campus for students demonstrating financial need and who must earn part of their educational expenses. The amount of a student's FWS award depends upon available funds and the student's financial need.

**Federal Community Service Work Study Program (FCSWS)** – A component of FWS designed to encourage students to participate in community service activities.

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

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - A federally sponsored program to provide gift aid for those students with exceptional financial need (students with the lowest EFC's). Awards may range from \$100 to \$4,000 a year.

**Federal Pell Grant** – A federal student aid program designed to provide a foundation of gift aid to students who demonstrate financial need. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or graduate degree. Awards may range from \$400 to \$4,050 per year (subject to change).

**Leveraging Educational Assistance Partnership (LEAP)** – This grant is available to Mississippi residents only. Recipients must show a financial need, be enrolled full-time in an eligible program, and make satisfactory academic progress. LEAP awards are based on availability of funds as determined by the financial aid administrator. Awards may range from \$200 to \$1,500 a year.

**The Mississippi Resident Tuition Assistance Grant (MTAG)** – Offers financial assistance to Mississippi residents attending state approved public and nonprofit two-year or four-year colleges and universities. Entering freshmen must have a 2.5 high school grade point average and a 15 ACT score as well as meet other eligibility requirements as listed on the MTAG application. To request an application, call the Institutions of Higher Learning (1-800-327-2980).

**The Mississippi Eminent Scholars Grant (MESG)** – Offers up to \$2,500 to Mississippi residents who are first-time freshmen attending state approved public and nonprofit two-year or four-year colleges and universities. Students must have a 3.5 high school grade point average and a 29 ACT score as well as meet other eligibility requirements as listed on the MESG application. To request an application, call the Institutions of Higher Learning (1-800-327-2980).

#### **REFUND FORMULA FOR TITLE IV FUNDS**

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

#### **ORDER OF RETURN OF TITLE IV FUNDS**

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

1. Federal Pell Grants
2. Federal Supplemental Educational Opportunity Grants (FSEOG)
3. Other grant assistance authorized by Title IV of the Higher Education Act

#### **FINANCIAL AID VERIFICATION REQUIREMENT**

Recipients of Title IV funds with missing documents should submit the required information to the Financial Aid Office within sixty days from the date of registration. Recipient's failure to provide required documentation within the specified time-frame will be responsible for payment of all charges incurred.

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

Once the Financial Aid Office receives the requested documentation, the Financial Aid Office will make the necessary corrections if recipient's application warrant corrections. The recipient may also make corrections on line via the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Recipients must use their PIN to access records online or mail corrections to Federal Student Aid Programs, Post Office Box 7004, Mt. Vernon, IL 62864-0074.

**NOTE:** Any modifications made due to verified information collected, will be mailed to recipients.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal regulations require Coahoma Community College to define and institute standards of satisfactory academic progress for students receiving Title IV student assistance. Title IV student assistance may be in the form of a Pell Grant, Supplemental Educational Opportunity Grant, or Federal Work-Study. Coahoma Community College does not participate in Federal student loan programs.

Students receiving financial aid at Coahoma Community College must conform to the standards for Satisfactory Academic Progress (SAP) set by the College. These standards encourage students to progress successfully toward the completion of their degree, diploma, or certificate.

This policy uses the following definitions:

*Academic Progress:* The measurement of a student's achievement based on a comparison of the cumulative number of credits earned to the cumulative number of credits required.

*Academic Standing:* The measurement of a student's quality of performance based upon a four point grading scale.

*Credits Attempted:* Credits for which a student registers and maintains beyond the first week of classes.

*Credits Earned:* Credits for which a student receives a grade of A, B, C, or D.

#### General Overview of Requirements:

- Students must maintain satisfactory academic standing according to the college's standards and must be making satisfactory academic progress according to the standards of this policy in order to be eligible to receive federal Title IV financial assistance.
- Students' records are reviewed annually after the Spring Semester of each academic year as required by federal regulations before any awards are made for the ensuing academic year.
- Students entire academic history at the college is reviewed in accordance whether or not financial aid was received with all four (4) standards set forth herein to determine a student's eligibility.

- Failure to maintain satisfactory academic progress results in the cancellation of a student's Title IV financial assistance, *but does not prohibit the student from continuing enrollment with his/her own resources or other non-federal financial resources.*

#### FOUR STANDARDS OF SATISFACTORY ACADEMIC PROGRESS:

##### STANDARD I. TIME FRAME OF DEGREE COMPLETION

The College requires all students receiving federal or state financial aid to complete their program of study within the following maximum time frames. This time is measured by credits. The time frame evaluation involves a comparison of a student's credits earned to credits attempted.

This expected progress ratio grid is found below. Grades of *A, B, C, & D* are considered both "attempted" and "earned." Grades of *F, W, I, IP, Z, & R* are considered "attempted" only.

**Expected Progress Ratio Grid Instructions:** Students must earn the minimum number of credits earned compared with the credit hours attempted.

Credits Attempted	Credits Earned	Credits Attempted	Credits Earned	Credits Attempted	Credits Earned	Credits Attempted	Credits Earned
19	2	39	12	59	26	79	46
20	2	40	12	60	27	80	47
21	2	41	13	61	28	83	50
22	3	42	13	62	29	84	51
23	3	43	14	63	30	85	52
24	4	44	15	64	31	86	53
25	4	45	15	67	33	87	54
26	5	46	16	68	34	88	55
27	5	47	17	69	35	89	56
28	5	48	18	70	36	90	57
29	6	51	20	71	36	91	57
30	6	52	21	72	38	92	61
31	7	53	21	73	39	93	62
32	7	54	22	74	40	96	64
35	9	55	23	75	41		
36	10	56	24	76	42		
37	10	57	24	77	43		
38	11	58	25	78	45		

## **STANDARD II: GRADUATION REQUIREMENTS**

Students must maintain a level of performance consistent with the college's standards for graduation as measured at the midpoint of the maximum allowable attempted credits for an associate degree. This means a student must have a minimum 2.0 cumulative grade point average after having attempted 48 or more credits.

## **STANDARD III: ATTEMPTED CREDITS LIMITATION**

Students are not eligible for Title IV financial assistance once they have attempted 96 or more credits without obtaining a degree or certificate. If a student pursues a second degree or certificate, the student must indicate the number of credits needed and must indicate the expected date of completion on the Satisfactory Academic Appeal Form.

## **STANDARD IV: REMEDIAL/DEVELOPMENTAL LEVEL COURSE LIMITATION**

Financial aid cannot be awarded to students who audit or take non-credit courses. However, if the non-credit courses are part of the Developmental Studies Program, the courses do qualify for financial aid. Developmental Studies are not considered in the timeframe ratio computation. Federal regulations governing students in developmental studies do not allow students to attempt more than 30 equivalent credits in these courses.

## **SPECIAL CIRCUMSTANCES:**

*Transfer Students:* Transfer students are considered to be making satisfactory academic progress at the time they enroll. All credits transferred are considered in the credits attempted/credits passed grid for timeframe computations.

*Re-Entry Students:* Students who were enrolled at Coahoma Community College and who return after an absence of one calendar year may appeal for reinstatement to satisfactory academic progress status.

*Second Degree/Certificate:* The Office of Financial Aid will apply restrictions to a student pursuing a second degree/certificate after having exceeded the Standard for Credits Attempted Limitation (96 credits). The student will have to present documentation from an advisor listing the credits needed for the second degree/certificate. Financial Aid will be limited to the number of credits required (plus 50%) for the second degree/certificate. The student will still have to maintain compliance with all other applicable satisfactory academic progress standards.

## **PROBATION AND SUSPENSION:**

Probation is a warning period imposed each time that a student fails to meet the satisfactory academic requirements. Students not meeting the satisfactory academic standards at the end of a semester will be placed on academic probation the following semester of attendance. Students on academic probation are eligible to receive Title IV assistance.

Students not meeting the required satisfactory academic progress after being on academic probation will be placed on academic suspension the following semester of attendance. Students on academic suspension are ineligible to receive Title IV assistance.

Students who lose Title IV eligibility because they are no longer meeting the college's satisfactory academic standards can regain eligibility once they again meet the required academic standards. The Academic Dean will notify each student of his/her probation or suspension status in writing.

**APPEAL PROCESS:**

Students on academic suspension during any semester of enrollment may appeal in writing to the Academic Dean's Office. In the appeal, the student should describe and document any extenuating circumstances contributing to the reason for suspension. Each appeal will be considered on its own merit, taking into account the student's full academic record. Possible reasons for appeals might include:

- Chronic illness or debilitating condition, which must be verified by a medical Physician
- Other extenuating circumstances occurring over the history of the student's enrollment as determined by the Academic Appeals Committee

The Academic Dean will respond in writing to all appeal letters.

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

**DAY STUDENTS**

Tuition (per semester).....	\$800.00
Publication Fee (once per year).....	\$60.00
Technology Fee (per semester).....	\$40.00
Lab Fee (Science Majors).....	\$25.00
Fees for Students Enrolled in Science Courses.....	\$8.00

**DORMITORY AND MEALS**

Room & Board Fee (per semester).....	\$1,457.00
Room/Key Deposit.....	\$100.00

**DEFERRED PAYMENT FOR DORMITORY STUDENTS ONLY**

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

**ALL STUDENTS' FEES AND ACCOUNTS MUST BE PAID IN FULL BEFORE FINAL EXAMINATIONS ARE TAKEN.**

<b>LATE REGISTRATION FEE</b> .....	\$25.00
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It is very important that students register during the days designated for registration.

**CLASS CHANGE AND WITHDRAWAL**

(For each class change after 1st day of class meeting).....	\$10.00
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<b>AUDIT FEE</b> (per semester hour).....	\$90.00
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<b>TRANSPORTATION FEE-BUS</b> (per semester).....	\$250.00
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<b>OUT-OF-STATE FEE</b> (per semester).....	\$1,450.00
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<b>INTERNATIONAL STUDENT FEE</b> (per semester).....	\$1,050.00
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<b>RETURNED CHECK FEE</b> .....	\$30.00
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<b>PARKING PERMIT</b> .....	\$8.00
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<b>PARKING TICKET</b> .....	\$15.00
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**GRADUATION FEE** .....\$65.00

**STUDENT IDENTIFICATION CARD** (replacement).....\$10.00

**EVENING STUDENTS**

Tuition (per semester hour).....\$90.00

Evening Registration Fee.....\$25.00

Off-Campus Fee.....\$35.00

Publication Fee (full-time students only/once per year).....\$60.00

Technology Fee (per semester for full-time and online students).....\$40.00

**SUMMER SCHOOL FEES**

Tuition (per semester hour).....\$90.00

Registration Fee (per summer term).....\$25.00

**GRADUATION FEES**

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

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

**REFUND POLICY**

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

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

Fall/Spring Term

First Week of Classes.....90%

Second Week of Classes .....75%

Third Week of Classes .....50%

Summer Term

First Week of Classes.....90%

Second Week of Classes.....0%

**REFUNDS OF FEDERAL/STATE GRANTS**

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

**ENROLLMENT LEVEL (FULL-TIME/HALF-TIME)** and **CLASS ATTENDANCE** have a direct affect on grant and scholarship awards. In turn, the enrollment level and class attendance will have an affect on the refund amount. Class withdrawals affect enrollment level and refunds. If a student withdraws from part of his/her schedule, a recalculation of all financial aid and



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

#### **DELINQUENT ACCOUNTS**

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

#### **BOOKS AND SUPPLIES**

Textbooks for courses in the college division may be purchased from the college bookstore. The cost of books ranges from \$350 to \$400 per semester. School supplies (paper, pencils, pens, souvenirs, etc.) are available in the bookstore.

## SCHOLARSHIPS

Scholarships are presented on the basis of availability and students' eligibility. Scholarships are made possible through the generosity of individuals, corporations, and organizations. Not all scholarships listed in the catalog are available each year. A list of available scholarships will be posted at the Financial Aid Office, throughout the CCC campus, and in high school counselors' offices.

Information regarding scholarship applications and application packets may be secured from the Financial Aid Office. Students must APPLY for available individual scholarships. Grade Point Average (GPA) requirements are 2.5 for academic scholarships and 2.0 for general scholarships.

The following items found in the CCC Scholarship Application Packet must be completed in full for scholarship consideration:

1. Completed application form
2. Typed formal letter of request to the Scholarship Committee
3. Two typed letters of recommendation from persons other than family members
4. Official copy of current high school or college transcript. (For incoming freshmen, a copy of a high school transcript if required; current CCC students or transferring students need a copy of a CCC or other college transcript. Official transcripts are sealed and sent DIRECTLY from the high school or college and ARE NOT to be opened by applicant. Transcripts not sealed will not be considered.)

ALL required documents must be together in one packet and sent at one time to the *CCC Scholarship Committee, 3240 Friars Point Road, Clarksdale, MS 38614*. No application packets will be accepted as drop-ins or call-ins. Deadlines for applications are **October 20 and March 20**. Applications received with postmarks after this date will not be considered.

## SCHOLARSHIP REQUIREMENTS

Each scholarship applicant must have on file at Coahoma Community College the following:

1. Application for Admission;
2. ACT score;
3. Coahoma Financial Aid Information Form;
4. Federal Financial Aid Form; and
5. Complete High School Transcript.

Students must be enrolled as a full-time student (at least 12 semester hours) and maintain a cumulative Grade Point Average (GPA) of 2.5 for academic scholarships and a 2.0 for general scholarships unless otherwise stated.

**NOTE:** An application for Federal Student Financial Aid (Pell Grant) and a Coahoma Community College Financial Aid Application **MUST** be processed and on file **BEFORE** a student can be considered for any type of scholarship or financial assistance. Scholarship awards will be deducted from the student's overall Financial Aid Package.

### **SCHOLARSHIP POLICIES**

1. Students receiving a scholarship must maintain the required GPA (2.5 or better for academic scholarships and 2.0 for general scholarships) and full-time status (minimum of 12 semester hours). Failure to maintain specific GPA or failure to maintain a minimum of 12 semester hours for the entire semester will forfeit the scholarship award.
2. Any student who drops out of school forfeits his/her eligibility for a scholarship then and in the future. The student cannot resume the scholarship if he/she returns to Coahoma Community College. In the case of extenuating circumstances, the student should submit in writing a letter of explanation to the Scholarship Committee for consideration upon dropping out.
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 will be submitted to the Financial Aid Office.
6. If a student officially withdraws, he/she may be granted special approval for consideration in the future by the College Scholarship Committee. The Scholarship Committee will take under advisement a student's special circumstances. To process this review, a student **MUST** submit in writing and/or schedule an interview regarding his/her special request. A written letter **MUST** be submitted to the Scholarship Committee at the time of withdrawal.
7. A student's scholarship applies directly to institutional fees only (tuition, room/board, educational supplies, and other related fees).
8. A student may receive an academic scholarship for four semesters if he/she maintains required GPA and full-time status (completing 12 or more hours). However, students must **REAPPLY** each year. Students must submit an application for scholarship to the Scholarship Committee.
9. A student must attend college in consecutive fall/spring semesters (excluding summer school) or forfeit the academic scholarship.

10. Any student receiving a scholarship should be contacted by the donor or Scholarship Committee and must be present at the scholarship awards program. If the student is unable to attend because of extenuating circumstances, these reasons should be stated in a written letter to the Scholarship Committee.
11. Any student receiving an activity scholarship, such as band, cheerleader, or choir, will risk having the scholarship automatically prorated or terminated if the student ceases to participate in the activity for which the scholarship was awarded.
12. Only the Scholarship Committee, with the approval of the President, can make any changes in these policies.

### **ACT SCHOLARSHIPS**

An ACT scholarship is based on the student's ACT (American College Testing Program) score. A student must score between 20-22 on the ACT and have a 3.0 GPA from high school before receiving this scholarship. Proof of the ACT test score and an official high school transcript from the high school counselor's or principal's office must be sent to the CCC Academic Dean for consideration. The Scholarship Committee does not approve ACT scholarships. (See Scholarship Requirements and Scholarship Policies)

### **SCHOLARSHIP 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 is not violated.

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

### **DESCRIPTIONS OF AWARDS AND SCHOLARSHIPS**

Freshman and sophomore academic scholarships and general scholarships are selected by the CCC Scholarship Committee. Scholarships are presented on the basis of availability and students' eligibility and are made possible through the generosity of individuals, corporations, and organizations. Scholarships, however, may not be available every year due to lack of appropriate funds in individual scholarship accounts. A list of scholarships available each year will be posted before the deadlines for applications, October 20 and March 20, unless otherwise stated.

All other scholarships listed in this booklet are administrative scholarships and are not selected by the Scholarship Committee.

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

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

**THE EZRA TOWNER III MEMORIAL AWARD** is an annual cash award given by the Towner family for a freshman or sophomore student from Quitman County who is interested in the field of special education.

**THE LILLIAN ROGERS-JOHNSON MEMORIAL AWARD** is made to freshman on the basis of academic potential and Christian character.

**THE DELTA SIGMA THETA SORORITY** assists CCC in providing two scholarship awards each year. 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 scholarship goes to a sophomore who possesses scholarship, good moral character, and an interest in the institution. The Delta Sigma Theta Award goes to a sophomore who exhibits scholastic achievement, good moral character, and versatility.

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

**THE ERIC SHELBY SCHOLARSHIP** was established in 2000 by Alvin Shelby in memory of his brother Eric. The scholarship provides \$100 per year and the cap and gown fee for a full-time sophomore who has a GPA between 2.0 and 3.2; plans to further his or her education after graduating from Coahoma; attends Sunday school and church; assumes an active role in religious activities; and does not use or abuse drugs.

**THE BEN-GLO SCHOLARSHIP** is an 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 or showing some promise in the field of education, or an athlete in need of financial assistance. Need is the main criteria for selection as well as scholarship. The award may be given to entering students at CCC, continuing students

at CCC, or graduating students furthering their college careers at a four-year educational institution.

**BELLSOUTH OF MISSISSIPPI SCHOLARSHIP** was established in 2003 by BellSouth of Mississippi and is awarded to a student who is in financial need and who earns and maintains a 2.0 GPA. The scholarship award is \$1,000 to be divided between two semesters of enrollment at CCC.

**NAVY CARES! SCHOLARSHIP** was established in 2003 by the U.S. Navy and is awarded to a student in financial need and maintaining a 2.0 GPA. The award is a \$500 award for one year.

**POLITICAL EDUCATION AND ECONOMIC DEVELOPMENT FOUNDATION, INC. SCHOLARSHIP** was established in 2003 by the Political Education and Economic Development Foundation, Inc. in Jackson, Miss., and is awarded to a student in financial need and maintaining a 2.0 GPA.

**MISSISSIPPI SUPERVISORS SCHOLARSHIP** was established by the Mississippi Association of County Supervisors and is awarded annually to a student or students deemed eligible by its criteria and that of Coahoma Community College.

**MISSISSIPPI LEGISLATIVE SCHOLARSHIP** is established by the Mississippi State Legislature and is given on a rotating basis to students residing in the five counties making up the Coahoma Community College Legislative District which consists of Coahoma, Bolivar, Tunica, Quitman, and Tallahatchie Counties. The scholarship rotates each year to another county within the district. A student applicant must be a resident of one of these five counties. Each year the scholarship is selected by the Scholarship Committee according to what county resident is eligible for that particular year's award.

**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 a good work ethic, demonstrate outstanding job skills, and maintain at least a **2.5 GPA**. 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.

**THE EDIE FURNISS LPN SCHOLARSHIP** is an annual \$300 cash award given to a graduating Practical Nursing candidate who is over 25 years of age and who has overcome many obstacles to receive her/his degree. The Edie Furniss LPN Scholarship was established in 1993 by State Senator Delma Furniss in honor of his wife who received her LPN degree at age 31 and her RN degree at age 34.

**THE FRED'S SECOND OPPORTUNITY SCHOLARSHIP** is sponsored by the Mississippi Network. The Mississippi Network will provide one (1) \$1,050 scholarship per school year to be paid on a semester basis. The student must have a 2.5 GPA in the first semester to be able to qualify for the second semester scholarship. Applicants must pick up application forms at any

local Fred's Discount Dollar Store, complete the form, and send it back to Fred's. Fred's will then forward the information to the CCC Scholarship Committee for consideration.

### OTHER SCHOLARSHIP REQUIREMENTS

Each scholarship applicant must have the items listed below on file at Coahoma Community College:

1. Application for Admission
2. ACT score report
3. CCC Financial Aid Application
4. Federal Student Financial Aid Form (Pell Grant)
5. High School Transcript with school's seal and principal's signature

A variety of other scholarships are available: Cheerleading, Band, Choir, and Athletics.

SCHOLARSHIP	CRITERIA	AWARD
Trustee Scholarship (MS Resident Only)	ACT Score 26 or above 3.50-4.00 HS GPA	Full Tuition, Room, Board, Book Allowance
Presidential Scholarship* (MS Resident Only)	ACT Score 23-25 3.25-3.49 HS GPA	Full Tuition, Room & Board
Academic Scholarship*	ACT Score 20-22 ACT Score 17-19 3.0 HS GPA	Full Tuition One Half Tuition
Principal's Scholarship*	3.25 HS GPA & Principal's Recommendation	Full Tuition

\*Recommendation of Principal or Counselor

### OTHER SCHOLARSHIPS

SCHOLARSHIP	CRITERIA	AWARD
Valedictorian Scholarship	Highest GPA of Graduating Class	Full Tuition & Fees
Salutatorian Scholarship	Second Highest GPA of Graduating Class	Full Tuition Only
Ambassador Scholarship	Selected by Sponsor	\$1,080
Leadership Scholarship	3.0 GPA MISS CCC SGA President	Full Tuition & Fees, Room

An application for Federal Student Financial Aid (Pell Grant) and a Coahoma Community College Financial Aid Application **MUST** be processed and on file **BEFORE** a student is considered for any type of scholarship or financial assistance. All Scholarships are MINUS ANY OTHER FINANCIAL AID OFFERED.



#### IV.

# ACADEMIC REQUIREMENTS AND REGULATIONS

## **ADMISSIONS**

Inquiries about admission to Coahoma Community College should be addressed to the Office of Admissions and Records. The Director 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 of the two summer school terms. Application forms may be secured from the Office of Admissions and Records.

### **GENERAL ADMISSION POLICIES**

Coahoma Community College does not discriminate in the admission of students because of race, color, sex, national origin or disability. The institution ascribes to an "open admissions" policy. However, admission to the college does not necessarily guarantee admission to a specific program 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 Office of Admissions and Records before credit is granted. First-time college enrolled students 21 years of age and 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 Licensed Practical Nursing (LPN) Program. All admission 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.

### **TYPES OF ADMISSIONS**

Admission approval is one of three types:

1. Regular admission indicates that a student has satisfactorily fulfilled all admission requirements.
2. Special admission is designed to meet the needs of special interest groups that seek admission for specifically designed programs without concern for credit transfer.
3. Transfer.

## ADMISSION REQUIREMENTS FOR ACADEMIC AND TECHNICAL STUDENTS

1. First-time entering students seeking admission to the college should provide a transcript with proper verification from the high school attended. Students who have completed a minimum of 19 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 a high school diploma.
3. Students should request their American College Test (ACT) scores be mailed to the Office of Admissions and Records.
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 relative to a chosen major of study. If the transcript indicates an overall average of below C, only those courses bearing grades of C or better will be accepted. All transfer degree-seeking students should have their transcripts evaluated in the Office of Admissions and Records during the first semester of enrollment. (Transfer students are denied admission for the period that is required if they are on academic suspension from the previous institution.)
5. Each applicant is required to submit a copy of his signed social security card.
6. Each applicant is required to submit a completed application supplied by the institution.
7. Each applicant is notified of his admission status as completed applications and other required admission data are received in the Office of Admissions and Records. When all required admission materials are on file in the Office of Admissions and Records, each applicant will be sent a "Notice of Acceptance" which must be presented at registration.

## ADMISSION 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 in certain programs. However, a transcript or record of previous education and training is required. Students who enroll in barbering and cosmetology are required to have received a high school diploma or GED. Prior to registering, students who enroll in a vocational program must complete the ACCUPLACER to demonstrate "ability to benefit" for financial aid.

### **ADMISSION REQUIREMENTS FOR RESPIRATORY THERAPY PROGRAM**

In addition to the admission requirements for technical students, applicants for the Respiratory Therapy Program must also meet the following requirements:

1. Be granted degree admission status at Coahoma Community College.
2. ACT Composite score of 16.
3. Complete all prerequisite courses as specified for the Respiratory Therapy Program prior to August of the year applying.
4. Have a cumulative GPA of no less than 2.5 in any attempted college courses.
5. Provide evidence of recent physical examination.
6. Be interviewed by the Respiratory Therapy Selection Committee.

### **ADMISSION REQUIREMENTS FOR PRACTICAL NURSING PROGRAM**

In addition to the admissions requirements for vocational students, applicants for the Practical Nursing Program must also meet the following requirements:

1. The applicant must be at least 18 years of age.
2. The applicant must be of good moral character, and should not have a felony conviction. Having such a record may make the student ineligible to take the State Board Exam.
3. The applicant must be a high school graduate or have an equivalent score on the G.E.D.
4. The applicant must submit a Coahoma Community College Application and a Practical Nursing Application.
5. Hepatitis B immunization is required (at applicant's expense), or a waiver must be signed. Immunizations must be updated and records provided. MMR immunization is required. A current TB skin test must be provided.
6. The applicant must submit transcripts from previous colleges.
7. The ACT composite score must be 18, with a score of 16 in math and reading, or TABE test with a score of 12.
8. Be interviewed by the Selection Committee

9. Provide evidence of current physical examination.

10. A current CPR card.

#### **ADMISSION REQUIREMENTS FOR VETERANS OR ELIGIBLE PERSONS**

Admission requirements for veterans or eligible persons are the same as for regular students. Veterans and other eligible persons must meet all admission requirements and provide the Office of Admissions and Records with documented evidence of all previous education and training prior to being admitted and certified to the Veteran's Administration.

Veterans who intend to utilize G. I. Benefits cannot be admitted to the College under special admission status and be eligible to receive financial benefits under the G. I. Bill. Veterans or veteran dependents are required to report to the Office of Admissions and Records after registering.

#### **ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS**

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

1. Complete an application for admission.
2. Provide final transcript of high school work and/or all transcripts from each college attended. (Student is responsible for having transcripts evaluated and cost incurred).
3. Provide evidence of proficiency in the English language.
4. Provide a score of 525 on "Test of English as a Foreign Language."
5. Provide scores on American College Test (ACT) or the Scholastic Aptitude Test (SAT).
6. Submit a financial affidavit reflecting evidence of sufficient monies to cover college and personal expenditures while in attendance. Total expenditures including tuition, room and board fees and other fees must be paid at the time of registration.
7. Must be interviewed by the Admission Committee.

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

## **ADMISSION REQUIREMENTS FOR HOME SCHOOL STUDENTS**

The application of a student graduating from a home school program will be referred to the Admission/Readmission Committee and will be considered on an individual basis. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed affidavit and a written recommendation from one of the above persons. All other admission requirements must also be met which includes ACT scores, adult immunization, and social security card. The committee will make a recommendation to the appropriate dean regarding enrollment status.

## **ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS**

A transfer student must meet the same admission requirements as a first-time entering student. A transfer student with 28 semester hours or more may be admitted as a sophomore.

Students who are on academic suspension from another institution will not be eligible to enter Coahoma Community College until they are eligible to re-enter the institution from which they are suspended.

**NOTE:** Developmental work will not be accepted as transfer work toward meeting graduation requirements.

## **ADMISSION REQUIREMENTS FOR DUAL ENROLLMENT**

High school students may earn college credit while they are still attending high school and enrolled in high school courses. Only students with a 3.0 grade point average on a 4.0 scale, or better, on all high school courses are eligible to enroll. There is no obligation on the part of the student to enroll at Coahoma Community College after high school graduation. Credits earned by students enrolled in the Dual Enrollment Program are held until regular admission status is obtained to receive any Federal or Institutional Financial Assistance. All regulations and fee schedules apply to Dual Enrollment Program students as apply to regular students. To be admitted to the Dual Enrollment Program, students must have the following:

1. A minimum of fourteen (14) core high school units
2. An overall 3.0 grade point average on a 4.0 scale, or better on all high school courses as documented by an official high school transcript
3. Unconditional letter of recommendation from the high school principal and/or guidance counselor
4. Application for admission to Coahoma Community College
5. Adult Immunization Record
6. Photocopy of Social Security Card

Students may be considered for the Dual Enrollment Program who have not completed the minimum of fourteen (14) core high school units if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score, and have the required grade point average and recommendations prescribed above.

## **EARLY ADMISSION PROGRAM**

Between the junior and senior year in high school, students may earn as many as twelve semester hours college credit in summer session classes. Applicants for early admission must meet all requirements listed in "1" through "3" of the Dual Enrollment Requirements listed above and have a minimum ACT composite of twenty-six (26) or the equivalent SAT score, and a recommendation from the principal or guidance counselor stating that early admission is in the best interest of the student and that the student's age will not prevent him from being successful. There is no obligation on the part of the student to enroll at Coahoma Community College after high school graduation. Credits earned by students enrolled in the Early Admission Program are held until regular admission status is obtained at some college or university. Students enrolled in the Early Admission Program are not permitted to receive any federal or institutional financial assistance. All regulations and fee schedules apply to Early Admission Program students as they apply to regular students.

## **READMISSION OF FORMER STUDENTS**

A former student who was not in attendance the semester prior to the one for which he wishes to be enrolled is required to submit an Application for Readmission. A student in attendance the semester immediately preceding the semester for which he wishes to be enrolled does not need to submit an application for readmission.

A student readmitted will return to the same academic status, unless he has earned additional college credits to alter his status. Any former student who has attended another college after leaving Coahoma Community College will be required to provide the Office of Admissions and Records with an official transcript from that college.

Students returning after academic suspension will be allowed to register in twelve (12) semester hours, and they may not register for more than fourteen (14) semester hours without first securing the permission of the appropriate instructional dean.

## **READMISSION TO RESPIRATORY CARE AND/OR PRACTICAL NURSING PROGRAM(S)**

A student is eligible for readmission based on the criteria listed below in sections A and B. Each case will be considered as a unique situation and examined on its individual circumstances and merits. A student who is readmitted, but has been out of the program for one or more semesters, will be considered with other applicants for the fall semester.

- A. A student who withdrew with a "C" average or higher in theory and satisfactory performance in clinical may request a second admission (1<sup>st</sup> readmission).  
The student:
  - 1. Must submit a letter stating the desire for readmission to the department chairperson between 30 and 90 days prior to the date of desired readmission. Exceptions to this time frame may be made by the department chairperson.

2. May be interviewed if a record of disciplinary action (demerits) exists.
  3. Must be eligible to register for classes. (No restrictions: admissions, business office, counseling, library, or any suspension)
  4. May be interviewed by the Selection Committee at the recommendation of the program chairperson/coordinator. Each student will be notified of date and time of interview.
  5. Will be notified in writing of the committee's decision for readmission.
  6. May request a second readmission (3<sup>rd</sup> admission) to a program, due to extenuating circumstances which have been documented with the department chairperson/coordinator at the time of the occurrence. (Examples: personal illness, pregnancy, or death in family).
  7. Must meet all program requirements stated on course policy sheets, student handbook, and/or catalog.
  8. A third readmission (4<sup>th</sup> admission) to a program will not be considered.
- B. A student who withdrew or had unsatisfactory performance in clinical, or who completed the course with an "F" in either theory or clinical practice may be considered for readmission only once. The student:
1. Must submit a letter stating the desire for readmission to the department chairperson between 30 and 90 days prior to the date of desired readmission. Exceptions to this time frame may be made by the department chairperson.
  2. May be interviewed if a record of disciplinary action (demerits) exists.
  3. Must be eligible to register for classes. (No restrictions: admissions, business office, counseling, library, or any suspension)
  4. May be interviewed by the Selection Committee at the recommendation of the program chairperson/coordinator. Each student will be notified of date and time of interview.
  5. Will be notified in writing of the committee's decision for readmission.
  6. Must meet all program requirements stated in the course policy sheets, student handbook, and/or catalog.
  7. A second readmission (3<sup>rd</sup> admission) to a program will not be considered.
- C. Students who have been absent from the program for 15 months or longer may be considered only for readmission as a new student in the fall semester.

## GRADUATION REQUIREMENTS

### DEGREE PROGRAMS

Coahoma Community College awards two degrees: the Associate of Arts and the Associate of Applied Science. For either degree, the minimum requirement is 65 semester hours and 125 quality points (cumulative career GPA of 2.0) 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
- 6 semester hours of literature
- 6 semester hours of laboratory science
- 9 semester hours of humanities and fine arts
- 3 semester hours of college algebra

To receive the Associate in Arts degree in General Studies Program, 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, 6 semester hours of laboratory science, 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, 3 semester hours of oral communication, 3 semester hours of computer science, and 6 semester hours of math to include college algebra. The remaining 3 hours of math should exclude the selection of developmental math.
2. Earn an average of two quality points for each semester hour completed.
3. Complete a minimum of 25% of coursework through instruction offered by Coahoma Community College.
4. Must be enrolled the fall semester preceding graduation.
5. Satisfactorily meet 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 prescribed in the catalog.
2. Earn an average of two quality points for each semester hour completed.
3. Complete a minimum of 25% of coursework through instruction offered by Coahoma Community College.
4. Must be enrolled the fall semester preceding graduation.
5. Satisfactorily meet 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 will transfer. However, the student must provide the Director of Admissions and Records and the appropriate instructional dean with the name of the institution within the first month of the second semester of the student's freshman year.
2. A student who is physically disabled may earn equivalent semester hours in lieu of those required in general activities if his claim is verified by a written statement from a physician and approved by the appropriate instructional dean.

**CERTIFICATE PROGRAMS**

To receive a certificate in a particular program, a student must:

1. Satisfactorily complete all course work in the chosen program as prescribed in the catalog.
2. Complete the final semester as a full-time student at Coahoma Community College.
3. Satisfactorily meet financial obligations at Coahoma Community College.

**EARNING A SECOND DEGREE**

A Coahoma Community College student who has received a Certificate of Graduation may earn an AA or AAS degree by completing the degree requirements.

A Coahoma Community College student who has received an AAS degree may earn an AA degree or a second AAS degree in a different curriculum by completing the degree requirements.

A Coahoma Community College student who has received an AA degree may earn an AAS degree or a second AA degree in a different curriculum by completing the degree requirements.

A student who wishes to earn a second degree should request a transcript evaluation by his department chairperson prior to enrolling for courses.

A student who earns a second degree will not be required to participate in the graduation ceremony but may participate if he chooses.

**APPLICATION FOR GRADUATION**

Any student wishing to apply for a certificate or for one of the degrees conferred by Coahoma Community College must make application the semester prior to the semester of graduation and pay graduation fees at that time. No student will graduate 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. Graduation 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. All financial obligations to the institution must also be cleared with a zero balance.

## **REGISTRATION**

Registration for each semester will take place on the dates stated in the college calendar, but are subject to change when deemed necessary by the institution. (Failure to register within the designated dates as indicated by the college calendar will result in a late registration fee.) 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 department chair or appropriate dean. This includes adding and dropping courses. All changes must be made no later than the dates designated in the college calendar. No student will receive credit for a course in which he is not enrolled. Any student who unofficially drops a course will receive a grade of "F". A fee must be paid for each change in schedule.

## **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," the student must receive permission from 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 (12), and they may not take more than fourteen (14) hours without first securing the permission of that instructional dean.

## **CLASSIFICATION OF STUDENTS**

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

- Freshman: A student who has fewer than 28 semester 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 course work in a given semester.

- Part-time Student: A student who is enrolled in fewer than 12 semester hours of course work in a given semester.
- Cleared Student: A student has submitted appropriate documents to the Office of Admissions and Office of Financial Aid and has a zero balance in the Business Office.
- 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 college or university and plans to enroll at Coahoma Community College.

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

### **AUDITING COURSES**

No credit or grade will be assigned for courses on an auditing basis. Once a student has enrolled in a course for audit, no future credit will be granted. Students auditing a course must pay fees specified in the fee schedule.

### **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 four weeks in length. All students are required to take a written examination at the time designated on the college calendar.

### **INCOMPLETE GRADES**

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

## GRADE 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		0
W - Withdrawal		0
Z - Unassigned grade		0

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 grade point average. The student should observe that the grade "F" carries zero quality points and will be included in the computation. The grade of "I" will not be computed until after some disposition has been made concerning it. (See section on INCOMPLETE GRADE)

**NOTE:** On any course which is repeated, the grade recorded last will be considered when computing the student's cumulative grade point average except for the selection of valedictorian and salutatorian ranking of highest honors. The first initial grades will be computed for the two highest honor positions.

In the Practical Nursing Program the grading system is:

A - Excellent	95 - 100
B - Good	88 - 94
C - Average	80 - 87
F - Failure	79 and below

**NOTE:** Students must have a final grade of 80 in each subject (lecture, lab, and clinical) in order to progress in the Practical Nursing Program.

## GRADE DESCRIPTIONS

I: This grade will be assigned when a student has missed classwork (including exams) which can be reasonably completed by the designated date in the college calendar.

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

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

**Z:** This grade will be assigned when a final grade has not been submitted to the Office of Admissions and Records by the instructor at the time that grades are posted for releasing to the students at the end of each semester. Students who have received a grade of "Z" should inform their instructors for a grade correction. A corrected grade will be assigned when received in the Office of Admissions and Records.

### **CHANGE OF GRADES**

A grade other than "I" (Incomplete), once reported, is subject to change only if it has been caused by error. An instructor wishing to change such a grade or change the grade of "I" to another letter must obtain a "Grade Correction Memo" from the Office of Admissions and Records and have it approved by the department chairperson and the appropriate instructional dean.

### **GRADE REPORTS**

Grade reports are mailed to the student's mailing address at the end of each semester enrolled.

### **STUDENT GRADE APPEAL POLICY**

Students who feel that a grade was incorrectly given may appeal as follows:

1. Discuss the problem with the instructor.
2. Discuss the problem with the department chair.
3. If the problem has not been satisfactorily resolved after these two steps, the student may make written appeal to the Academic Dean or Vocational/Technical Dean. The final decision will be made by the appropriate dean.

Academic appeals by students must be filed no later than the end of the next regular term after the grievance occurred, and the appeal process will end following the action taken by the appropriate dean.

### **HONORS**

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

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

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

**Honor Graduates:** Students who earn a cumulative average of 3.0 will graduate with honor. Students who earn a cumulative average of 3.5 will graduate with high honor. Students who earn a cumulative average of 3.8 will graduate with highest honor.

**Valedictorian and Salutatorian:** The two graduates with the highest cumulative averages who have completed their requirements in two consecutive years carrying a full load of 15 hours or more will be valedictorian and salutatorian, respectively.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

Federal regulations require Coahoma Community College to define and institute standards of satisfactory academic progress for students receiving Title IV student assistance. Title IV student assistance may be in the form of a Pell Grant, Supplemental Educational Opportunity Grant, or Federal Work-Study. Coahoma Community College does not participate in Federal student loan programs.

Students receiving financial aid at Coahoma Community College must conform to the standards for Satisfactory Academic Progress (SAP) set by the College. These standards encourage students to progress successfully toward the completion of their degree, diploma, or certificate.

This policy uses the following definitions:

*Academic Progress:* The measurement of a student's achievement based on a comparison of the cumulative number of credits earned to the cumulative number of credits required.

*Academic Standing:* The measurement of a student's quality of performance based upon a four (4.0) point grading scale.

*Credits Attempted:* Credits for which a student registers and maintains beyond the first week of classes.

*Credits Earned:* Credits for which a student receives a grade of A, B, C, or D.

#### General Overview of Requirements:

- Students must maintain satisfactory academic standing according to the college's standards and must be making satisfactory academic progress according to the standards of this policy in order to be eligible to receive federal Title IV financial assistance.
- Students' records are reviewed annually after the Spring Semester of each academic year as required by federal regulations before any awards are made for the ensuing academic year.
- Students entire academic history at the college is reviewed in accordance whether or not financial aid was received with all four (4 standards set forth herein to determine a student's eligibility.

- Failure to maintain satisfactory academic progress results in the cancellation of a student's Title IV financial assistance, *but does not prohibit the student from continuing enrollment with his/her own resources or other non-federal financial resources.*

#### **Four Standards of Satisfactory Academic Progress:**

##### **STANDARD I. TIME FRAME OF DEGREE COMPLETION**

The College requires all students receiving federal or state financial aid to complete their program of study within the following maximum time frames. This time is measured by credits. The time frame evaluation involves a comparison of a student's credits earned to credits attempted.

This expected progress ratio grid is found below. Grades of *A, B, C, & D* are considered both "attempted" and "earned." Grades of *F, W, I, IP, Z, & R* are considered "attempted" only.

Expected Progress Ratio Grid Instructions: Students must earn the minimum number of credits earned compared with the credit hours attempted.

Credits Attempted	Credits Earned	Credits Attempted	Credits Earned	Credits Attempted	Credits Earned	Credits Attempted	Credits Earned
19	2	39	12	59	26	79	46
20	2	40	12	60	27	80	47
21	2	41	13	61	28	83	50
22	3	42	13	62	29	84	51
23	3	43	14	63	30	85	52
24	4	44	15	64	31	86	53
25	4	45	15	67	33	87	54
26	5	46	16	68	34	88	55
27	5	47	17	69	35	89	56
28	5	48	18	70	36	90	57
29	6	51	20	71	36	91	57
30	6	52	21	72	38	92	61
31	7	53	21	73	39	93	62
32	7	54	22	74	40	96	64
35	9	55	23	75	41		
36	10	56	24	76	42		
37	10	57	24	77	43		
38	11	58	25	78	45		

##### **STANDARD II: GRADUATION REQUIREMENTS**

Students must maintain a level of performance consistent with the college's standards for graduation as measured at the midpoint of the maximum allowable attempted credits for an



associate degree. This means a student must have a minimum 2.0 cumulative grade point average after having attempted 48 or more credits.

### **STANDARD III: ATTEMPTED CREDITS LIMITATION**

Students are not eligible for Title IV financial assistance once they have attempted 96 or more credits without obtaining a degree or certificate. If a student pursues a second degree or certificate, the student must indicate the number of credits needed and must indicate the expected date of completion on the Satisfactory Academic Appeal Form.

### **STANDARD IV: REMEDIAL/DEVELOPMENTAL LEVEL COURSE LIMITATION**

Financial aid cannot be awarded to students who audit or take non-credit courses. However, if the non-credit courses are part of the Developmental Studies or English as a Second Language Program the courses do qualify for financial aid. Developmental Studies and English as a Second Language are not considered in the time frame ratio computation. Federal regulations governing students in developmental studies do not allow students to attempt more than 30 equivalent credits in these courses.

### **SPECIAL CIRCUMSTANCES:**

*Transfer Students:* Transfer students are considered to be making satisfactory academic progress at the time they enroll. All credits transferred are considered in the credits attempted/credits passed grid for time frame computations.

*Re-Entry Students:* Students who were enrolled at Coahoma Community College and who return after an absence of one calendar year may appeal for reinstatement to satisfactory academic progress status.

*Second Degree/Certificate:* The Office of Financial Aid will apply restrictions to a student pursuing a second degree/certificate after having exceeded the Standard for Credits Attempted Limitation (96 credits). The student will have to present documentation from an advisor listing the credits needed for the second degree/certificate. Financial Aid will be limited to the number of credits required (plus 50%) for the second degree/certificate. The student will still have to maintain compliance with all other applicable satisfactory academic progress standards.

### **PROBATION AND SUSPENSION:**

Students not meeting standards for satisfactory academic progress will be placed on academic probation. Students on academic probation are eligible to receive Title IV assistance.

Students not meeting standards for satisfactory academic progress after being placed on academic probation will be placed on academic suspension. Students on academic suspension are ineligible to receive Title IV assistance.

Students who lose Title IV eligibility because he or she is no longer meeting the college's satisfactory academic progress standards may regain eligibility once they again meet the required academic progress standards.

#### **APPEAL PROCESS:**

Appeals regarding the loss of financial aid due to the lack of satisfactory academic progress must be made in writing to the Office of Academic Affairs. Since the lack of satisfactory academic progress is the result of recurring lack of achievement over a lengthy period of time, the reasons stated in written appeal letters must indicate an understanding of the cumulative nature of this measure. Appeal letters must also indicate the student's understanding of the policy requirements, the nature of their specific policy violation, and their plan to avoid future violations of the policy. Possible reasons for appeals might include:

- Chronic illness or debilitating condition, which must be verified by a medical physician
- Other extenuating circumstances occurring over the history of the student's enrollment as determined by the Academic Appeals Committee

The Academic Dean will respond in writing to all appeal letters.

#### **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 those records will become part of the student's official record.

NOTE: In the event of inclement weather, the President may cancel classes. Students are advised to listen to the TV or radio for an announcement. Absence without an official closure is treated as an unexcused absence unless there is a danger for the student to drive.

#### **ACADEMIC AND TECHNICAL COURSES**

When a student's unexcused absences in an academic or technical course equal two times the number of times the course meets per week, not to exceed six absentees for three-hour courses or eight absentees for four-hour courses, the student will be dropped from the course.

A student who has been reported as having excessive absences has the right to appeal within three days of the drop date. For more information concerning the appeal process, the student is to contact the appropriate dean.

A student is counted tardy from class if he is later than fifteen (15) minutes arriving to class. Three tardies will constitute as one absence.

### **VOCATIONAL PROGRAMS**

When a student enrolls in any of the vocational programs, he accepts the responsibility for attending all classes and completing 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. Once a student has been dropped by the institution, the student cannot re-enroll until the beginning of the next semester.

A student who has been reported as having excessive absences has the right to appeal within three days of the drop date. For more information concerning the appeal process, the student is to contact the Vocational/Technical Dean.

A student is counted tardy if he 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.

### **EVENING CLASSES**

Students enrolled in evening classes are expected to attend class on a regular basis. After two unexcused absences, the instructor will submit the student's name to the Director of Educational Outreach. The director will notify the student that these absences are jeopardizing his grade point average and continued enrollment. After the third absence, the student will be dropped from the course.

A student who has been reported as having excessive absences has the right to appeal within three days of the drop date. For more information concerning the appeal process, the student is to contact the appropriate dean.

A student is counted as tardy if he 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 between 6 and 10 p.m. weekdays and on Saturdays when necessary. These requirements are the same as for regular day students.

## **SUMMER SCHOOL**

Coahoma Community College offers summer school to render services to the College community; to give students an opportunity to accelerate their efforts in meeting academic requirements for graduation; and 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 admission requirements. An applicant must make application through the Office of Admissions and Records.

The summer session for day classes is approximately eight weeks, divided into four-week terms. The "normal student class load" is six semester hours per term. The summer session for evening classes is eight continuous weeks. The normal class load is six semester hours. Additional information may be obtained from the Office of Admissions and Records, Office of Educational Outreach, and Office of Academic Affairs.

## **CLASS CANCELLATION POLICY**

The College reserves the right to cancel any course with insufficient enrollment.

## **WITHDRAWAL PROCEDURES**

Students officially withdrawing from school should initiate the process at the Office of Admissions and Records. The Office of Admissions and Records will issue the proper form and inform the student of the procedures to be followed. The withdrawal process must be completed by the dates designated in the college calendar. Withdrawal procedures are as follows:

1. Return student I.D. to the Office of Admissions and Records.
2. Obtain withdrawal slip from Office of Admissions and Records.
3. Obtain signatures from Appropriate Dean, Financial Aid Director, Housing Director (dormitory students only), and Business Manager.
4. Return withdrawal slip to Office of Admissions and Records after obtaining proper signatures.

**NOTE:** Withdrawal is not official until student returns withdrawal slip to Office of Admissions and Records.

## **ACADEMIC RECORDS**

The management of student records is under the supervision of the Director of Admissions and Records and includes a consistent retention and disposal policy. The records are the property of the College; however, the Director of Admissions and Records will honor a student's written request that his official academic records not be released or information contained in his records not be disclosed. Unless there is written request to the contrary, the following information will be made available to parents, spouses, prospective employees, government security agencies,

previous schools attended, campus organizations which require minimum scholastic averages for membership, and organizations awarding financial assistance (grants, scholarships and loans); name, date and place of birth, address, dates of attendance, major field of study, and quality point average. Transcripts are released only at the request of the student, and in compliance with the Family Educational Rights and Privacy Act of 1974, or in compliance with court orders.

### TRANSCRIPTS

Transcripts are released only upon a written and signed request by the student. The request must include a written signature and a social security number. A fee of three dollars (\$3) is charged for each copy. Personal checks will not be accepted. A fax transcript will be sent for an additional fee of ten dollars (\$10.00) if requested by the student. **NOTE:** Faxed copies of transcripts are also "working copies" only.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official written requests that identifies the record he wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the record may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law

enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by Coahoma Community College to comply with the requirements of FERPA may be done so by contacting the:

Family Policy Compliance Office  
U. S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **VETERANS**

Coahoma Community College is an approved institution for providing educational training for veterans, spouses, or dependents of veterans. The Director of Admissions and Records serves as the Veteran Coordinator and offers assistance in handling matters pertaining to veterans at the college.

All academic, technical, and vocational programs are open to veterans or eligible persons. The accounts and permanent records of veterans and eligible persons are identifiable and available for examination by duly authorized persons including representatives of the Veterans Administration.

## **ADMISSION REQUIREMENTS**

Any person who anticipates enrolling at Coahoma Community College and receives educational assistance from the Veterans Administration must meet all admission requirements prior to being certified to the Veterans Administration. Documented evidence that all admission 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 the student's permanent record. Proper credit will be given and submitted to the Veterans Administration. The American Council on Education handbook, *Guide to the Evaluation of Education Experiences in the Armed Services*, is used for evaluating military credit where possible.

## **PROGRESS RECORDS**

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 manually and/or electronically 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 OF THE VETERANS ADMINISTRATION**

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

## **RESIDENCY REQUIREMENTS**

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

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

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

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

# V.

## PROGRAMS OF STUDY



**UNIVERSITY PARALLEL PROGRAMS**  
**ACADEMIC AFFAIRS**  
**Rosetta Howard, Ph.D., Academic Dean**

The Division of Academic Affairs offers university parallel programs designed to meet the needs of students who plan to transfer to four-year institutions to pursue a baccalaureate or professional degree. These programs allow students to earn the two-year Associate of Arts degree at Coahoma Community College prior to transferring to a senior college or university to pursue a bachelor's degree.

The curricula are designed to provide academic courses equivalent and applicable to the first two years of work toward a four-year degree. Students who plan to transfer to a senior college upon graduating from Coahoma Community College are encouraged to follow the course of study for the freshman and sophomore years outlined by the institution to which they plan to transfer.

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

## **ASSOCIATE DEGREE NURSING PROGRAM**

LaWanda Herron, Director

Instructors: S. Davis, A. Spiller-Palmer, C. Rankin, T. Taylor

The Associate Degree Nursing program is a two-year program designed to provide educational opportunities to qualified students for a career in nursing. The program responds to the expanding health care needs of the community. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experience. Graduates receive the Associate of Applied Science degree (AAS). Graduates who meet the requirements of the State Board of Nursing are eligible to apply for the National Council Licensure Examination for Registered Nurses.

**Admission Requirements:** Applicants must meet the following admission requirements and submit the following information to the Associate Degree Nursing Department by April 1<sup>st</sup>: application for admission, official college transcripts, official high school transcript/GED scores, ACT score of 15 or greater if taken before October 1989 or a score of 18 if taken after October 1989, and an Adult Immunization Record. Students are urged to contact the Associate Degree Nursing Department for an Admission Packet and any additional information.

## ASSOCIATE DEGREE NURSING

Lawanda Herron, Director

Advisors: S. Davis, A. Spiller-Palmer, C. Rankin, T. Taylor

Major Code: 318

### Summer

First Summer Term	Semester Hours	Second Summer Term	Semester Hours
BIO 2513 Human Anat. & Phys. I Lecture	3	BIO 2523 Human Anat. & Phys. II Lecture	3
BIO 2511 Human Anat. & Phys. I Lab	<u>1</u>	BIO 2521 Human Anat. & Phys. II Lab	<u>1</u>
	4		4

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
PSY 1513 General Psychology	3	SPT 1113 Oral Communication	3
NUR 1119 Nursing I	9	EPY 2533 Human Growth & Develop.	3
FCS 1253 Nutrition	<u>3</u>	NUR 1229 Nursing II	<u>9</u>
	18		18

### Summer

BIO 2923 Microbiology Lecture	3	or CHE 1213 General Chemistry Lecture I	3
BIO 2921 Microbiology Lab	<u>1</u>	CHE 1211 General Chemistry Lab I	<u>1</u>
	4		4

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
NUR 2119 Nursing III	9	NUR 2239 Nursing IV	9
NUR 2123 Pharmacology	<u>3</u>	NUR 2243 Manage. of Nursing Care	<u>3</u>
	12		12

## **COLLEGE OF BUSINESS & TECHNOLOGY**

Deborah Carter, College Chair

Business & Computer Science Department

Deborah Carter, Department Chair

Instructors: D. Carter, L. Elliott, S. Mills, A. Youngblood

### **ACCOUNTING:**

The curriculum in Accounting is designed to provide the first two years of course work leading to a baccalaureate degree. This program is for students interested in working in private or public accounting. Students are urged to contact The Business & Technology Department faculty for additional information and assistance in planning their course of study.

### **BUSINESS:**

The curriculum in Business is designed to provide the first two years of course work leading to a baccalaureate degree. This program is for students interested in finance, management marketing and business administration. Students are urged to contact The Business & Technology Department faculty for additional information and assistance in planning their course of study.

### **COMPUTER INFORMATION SYSTEMS/MANAGEMENT INFORMATION SYSTEMS:**

The curriculum in Computer Information Systems/Management Information Systems is designed to provide the first two years of course work leading to a baccalaureate degree. Students are urged to contact The Business & Technology Department faculty for additional information and assistance in planning their course of study.

**ACCOUNTING**

(Leading to B. S.)

Advisors: D. Carter, L. Elliott, D. Felton

Major Code: 268

**Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	General Biology Lect. I	3	CSC 1113	Intro. to Comp. Concepts	3
BIO 1131	General Biology Lab I	1	MAT 1513	Business Calculus	3
MAT 1313	College Algebra	3	BIO 1143	General Biology Lect. II	3
ART 1113	Art Appreciation or		BIO 1141	General Biology Lab II	1
MUS 1113	Music Appreciation	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	1			17
EDU 1311	Orientation	<u>1</u>			
		18			

**Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		CSC 1123	Microcomputer Appli.	3
ENG 2423	World Literature I	3	ACC 1223	Prin. of Accounting II	3
BAD 2413	Legal Envir. of Business	3	SPT 1113	Oral Communication	3
ACC 1213	Prin. of Accounting I	3	ECO 2123	Prin. of Economics II	3
ECO 2113	Prin. of Economics I	3	PSY 1513	General Psychology	3
BAD 1113	Introduction to Business	<u>3</u>	ENG 2233	American Literature II or	
		15	ENG 2433	World Literature II	<u>3</u>
					18

Degree offered by: ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

### BUSINESS

(Banking, Finance, Business Administration, Insurance,  
Real Estate, Marketing, and Management)  
(Leading to B. S.)

Advisor: D. Carter, G. Elliott, D. Felton, S. Mills, A. Youngblood

Major Code: 211

#### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
MAT 1313	College Algebra	3	MAT 1513	Business Calculus	3
HPR 1111	General Activities I	1	CSC 1113	Intro. to Comp. Concepts	3
EDU 1311	Orientation	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		15			17

#### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BAD 2413	Legal Envir. of Business	3	SPT 1113	Oral Communication	3
ACC 1213	Prin. of Accounting I	3	ACC 1223	Prin. of Accounting II	3
ECO 2113	Prin. of Economics I	3	PSY 1513	General Psychology	3
PSC 1113	American Government	3	ECO 2123	Prin. of Economics II	3
ENG 2223	American Literature I or		BAD 1113	Introduction to Business	3
ENG 2423	World Literature I	3	ENG 2233	American Literature II or	
ART 1113	Art Appreciation or		ENG 2433	World Literature II	<u>3</u>
MUS 1113	Music Appreciation	<u>3</u>			18
		18			

Degree offered by: ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

**COMPUTER INFORMATION SYSTEMS  
MANAGEMENT INFORMATION SYSTEMS**

(Leading to B. S.)

Advisors: D. Carter, S. Mills, A. Youngblood

Major Code: 205

**Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
SPT 1113	Oral Communication	3	MAT 1323	Trigonometry	3
MAT 1313	College Algebra	3	CSC 1123	Microcomputer Applications	3
CSC 1113	Intro. to Comp. Concepts	3	PSY1513	General Psychology	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		17			

**Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
BIO 1133	Gen. Biology Lect. I	3	BIO 1143	Gen. Biology Lect. II	3
BIO 1131	Gen. Biology Lab I	1	BIO 1141	Gen. Biology Lab II	1
ECO 2113	Prin. of Economics I	3	ECO 2123	Prin. of Economics II	3
ACC 1213	Prin. of Accounting I	3	ACC 1223	Prin. of Accounting II	3
CSC 1613	Basic Comp. Programming I	<u>3</u>	BAD 2413	Legal Envir. of Business	3
		16	ART 1113	Art Appreciation or	
			MUS 1113	Music Appreciation	<u>3</u>
					19

Degree offered by: DSU, JSU, MSU, UM, USM

## COLLEGE OF LIBERAL ARTS

Karen Done, College Chair

Social Science, Education & Psychology Department

Karen W. Done, Department Chair

Instructors: K. W. Done, K. Done, E. Melton, C. Pitts, B. West

The curricula in the Social Science, Education & Psychology Department are planned for students who select various fields of study of social sciences, education or psychology. Continuation of these programs of study at senior colleges or universities leads to a baccalaureate degree. Students are urged to contact the Social Science, Education, & Psychology Department faculty for additional information and assistance in planning their course of study.

An Associate of Arts degree is awarded for completion of each of the following transferable curriculum:

- Child Development
- Criminal Justice
- Early Childhood Education
- Elementary Education
- General Education
- Political Science
- Pre Law
- Psychology
- Secondary Education
- Special Education
- Social Science
- Social Science Education
- Social Work

**NOTE:** The General Studies Curriculum is designed to serve the student in two ways: (1) an entering student may be undecided on a specific field of study and may elect to follow this program for one or two semesters. When a specific field of study is selected, transition into the selected program. (2) A student who wishes to change his/her major after one or two semesters to another program can use this curriculum as an alternative in order to have an opportunity to meet degree requirements and to graduate from Coahoma Community College.

Any student who satisfactorily completes this curriculum is eligible for the Associate of Arts degree.



### CHILD DEVELOPMENT

(Leading to B. S.)

Advisor: E. Melton

Major Code: 302

#### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ART 1113	Art Appreciation or		MAT 1313	College Algebra	3
MUS 1113	Music Appreciation	3	SPT 1113	Oral Communication	3
HPR 1213	Per. & Comm. Health	3	CSC 1113	Intro. to Comp. Concepts	3
EDU 1311	Orientation	1	EPY 2513	Child Psychology	3
HPR 1111	General Activities I	1	HPR 1121	General Activities II	1
		14			19

#### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
ART 1913	Art for Elementary Teachers	3	FCS 1263	Mat/Infant & Child Nutrition	3
MUS 2513	Music for Children	3	EPY 2533	Human Growth & Develop.	3
PSY 1513	General Psychology	3	HPR 2213	First Aid	3
		16			16

Degree offered by: ASU, DSU, MSU, UM, USM

**CRIMINAL JUSTICE  
CRIMINAL JUSTICE AND CORRECTIONAL SERVICES  
LEGAL SYSTEMS ADMINISTRATION**

(Leading to B.A., B.P.A., B. S., B.S.C.J.)

Advisor: K. Done

Major Code: 204

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113	English Comp. I	ENG 1123	English Comp. II
CRJ 1313	Intro. to Criminal Justice	CRJ 1383	Criminology
BIO 1133	General Biology Lect. I	BIO 1143	General Biology Lect. II
BIO 1131	General Biology Lab I	BIO 1141	General Biology Lab II
MFL 1213	Spanish I	MFL 1223	Spanish II
MAT 1313	College Algebra	ART 1113	Art Appreciation or
HPR 1111	General Activities I	MUS 1113	Music Appreciation
EDU 1311	Orientation	HPR 1121	General Activities II
	18		17

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2223	American Literature I or	ENG 2233	American Literature II or
ENG 2423	World Literature I	ENG 2433	World Literature II
HIS 1113	Western Civilization I	HIS 1123	Western Civilization II
CRJ 2313	Police Operations	CRJ 2513	Law Enf. & The Juvenile
PSY 1513	General Psychology	SPT 1113	Oral Communication
SOC 2113	Intro. to Sociology I		Elective
CSC 1113	Intro. to Comp. Concepts		15
	18		

Suggested Electives: CRJ 2323, CRJ 2333, SOC 2113, PSC 1113, ECO 2113 & ECO 2123

Degree offered by: ASU, DSU, JSU, MVSU, USM

### EARLY CHILDHOOD EDUCATION

(Leading to B. S.)

Advisors: B. West, E. Melton

Major Code: 206

#### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	General Biology Lect. I	3	MAT 1313	College Algebra	3
BIO 1131	General Biology Lab I	1	SPT 1113	Oral Communication	3
HPR 1213	Per. & Comm. Health	3	PSY 1513	General Psychology	3
HPR 1111	General Activities I	1	HPR 1121	General Activities II	<u>1</u>
EDU 1311	Orientation	<u>1</u>			16
		15			

#### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
MUS 2513	Music for Children	3	ART 1913	Art for Elementary Teachers	3
CSC 1113	Intro. to Comp. Concepts	3	HPR 2213	First Aid	3
EPY 2513	Child Psychology	3	ART 1113	Art Appreciation or	3
	Soc./Behav. Science Elective	3	MUS 1113	Music Appreciation	<u>3</u>
PHY 2242	Physical Science Lect. I	2		Social Science Elective	<u>3</u>
PHY 2241	Physical Science Lab I	<u>1</u>			15
		18			

Suggested Electives: EPY 2523, SOC 2113, ECO 2113

NOTE: General Psychology is a prerequisite to Child Psychology. Student must submit proof of taking Praxis I to his advisor prior to graduation.

**ELEMENTARY EDUCATION**  
(Leading to B. S., B.S.E., B.A.E.D, B.S.E.D)

Advisors: B. West, G. Duncan

Major Code: 208

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113	English Comp. I	ENG 1123	English Comp. II
BIO 1133	General Biology Lect. I	SOC2113	Intro to Sociology
BIO 1131	General Biology Lab I	HIS 1123	Western Civilization II
HIS 1113	Western Civilization I	MAT 1313	College Algebra
PSC 1113	American Government	PSY 1513	General Psychology
EDU 1311	Orientation	HPR 1121	General Activities II
HPR 1111	General Activities I		
	<u>1</u>		<u>1</u>
	15		16

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2223	American Literature I or	ENG 2233	American Literature II or
ENG 2423	World Literature I	ENG 2433	World Literature II
CSC 1113	Intro. to Comp. Concepts	MUS 2513	Music for Children
EPY 2513	Child Psychology	ART 1913	Art for Elementary Teachers
PHY 2242	Physical Science Lect. I	SPT 1113	Oral Communication
PHY 2241	Physical Science Lab I		Social Science Elective
ART 1113	Art Appreciation or		Social Science Elective
MUS 1113	Music Appreciation		
	<u>3</u>		<u>3</u>
	15		18

Suggested Elective: SOC 2123, SOC 2143

NOTE: General Psychology is a prerequisite to Child Psychology. Student must submit proof of taking Praxis I to his advisor prior to graduation.

Degree offered by: ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

## GENERAL EDUCATION

(Leading to B. S.)

Advisors: M. Atkinson, D. Burnside, G. Duncan, C. Metcalf, C. Pitts, W. Reed, R. Rockett, & C. Walker  
Major Code: 212

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113	English Comp. I	ENG 1123	English Comp. II
BIO 1133	General Biology Lect. I	BIO 1143	General Biology Lect. II
BIO 1131	General Biology Lab I	BIO 1141	General Biology Lab II
HIS 1113	Western Civilization I	HIS 1123	Western Civilization II
PSY 1513	General Psychology	MAT 1313	College Algebra
	Elective		Elective
EDU 1311	Orientation	HPR 1121	General Activities II
HPR 1111	General Activities I		
	<u>1</u>		<u>1</u>
	18		17

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2223	American Literature I or	ENG 2233	American Literature II or
ENG 2423	World Literature I	ENG 2433	World Literature II
ART 1113	Art Appreciation or		Elective
MUS 1113	Music Appreciation	SPT 1113	Oral Communication
SOC 2113	Intro. to Sociology		Elective
	Elective		Elective
CSC 1113	Intro. to Comp. Concepts		
	<u>3</u>		<u>3</u>
	15		15

Suggested Electives: HPR 1213, EPY 2513, HIS 1613, SOC 2123, HPR 1223, MFL 1213, MFL 1223

Degree offered by: ASU, MSU

**POLITICAL SCIENCE**

(Leading to B. A.)

Advisors: K. W. Done, K. Done, C. Pitts

Major Code: 306

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113	English Comp. I	ENG 1123	English Comp. II
HIS 1113	Western Civilization I	HIS 1123	Western Civilization II
MFL 1213	Spanish I	MFL 1223	Spanish II
PSC 1113	American Government	PSC 1123	State & Local Gov't
CSC 1113	Intro. to Comp. Concepts	SPT 1113	Oral Communication
HPR 1111	General Activities I	HPR 1121	General Activities II
	<u>1</u>		<u>1</u>
	16		16

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2223	American Literature I or	ENG 2233	American Literature II or
ENG 2423	World Literature I	ENG 2433	World Literature II
	3		3
	3		3
MAT 1313	College Algebra	BIO 1143	General Biology Lect. II
BIO 1133	General Biology Lect. I	BIO 1141	General Biology Lab II
BIO 1131	General Biology Lab I		Social Science Elective
MFL 2213	Spanish III	ART 1113	Art Appreciation or
	<u>3</u>	MUS 1113	Music Appreciation
	16	MFL 2223	Spanish IV
			<u>3</u>
			19

Suggested Electives: SOC 2113, CRJ 2323, ECO 2113

Degree offered by: ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

**PRE-LAW**

(Leading to B. S.)

Advisor: K. Done

Major Code: 225

**Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
MAT 1313	College Algebra	3	PSY 1513	General Psychology	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	1
HPR 1111	General Activities I	<u>1</u>			17
		18			

**Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PSC 1113	American Government	3	PSC 1123	Amer. State & Local Gov't.	3
CSC 1113	Intro. to Comp. Concepts	3	SPT 1113	Oral Communication	3
MFL 2213	Spanish III	3	MFL 2223	Spanish IV	3
CRJ 2323	Criminal Law	<u>3</u>	ART 1113	Art Appreciation or	
		15	MUS 1113	Music Appreciation	<u>3</u>
					15

## PSYCHOLOGY

(Leading to B. S.)

Advisors: K. W. Done, B. West

Major Code: 308

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
PSY 1513	General Psychology	3	MAT 1313	College Algebra	3
HPR 1111	General Activities I	1	HPR 1121	General Activities II	1
EDU 1311	Orientation	1			17
		18			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
SOC 2113	Intro. to Sociology	3	MFL 2223	Spanish IV	3
	Elective	3		Elective	3
CSC 1113	Intro. to Computer Concepts	3	ART 1113	Art Appreciation or	
SPT 1113	Oral Communication	3	MUS 1113	Music Appreciation	3
MFL 2213	Spanish III	3		**Social/Behavior Elective	3
		18			15

Suggested Electives: EPY 2513, EPY 2523, EPY 2533, ECO 2113, ART 2713, HUM 1913

NOTE: General Psychology is a prerequisite to Child Psychology, Adolescent Psychology or Human Growth & Development

Degree offered by: JSU, MSU, USM, DSU, UM



## SECONDARY EDUCATION

(Leading to B. S.)

Advisors: B. West, K.W. Done

Major Code: 312

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	General Biology Lect. I	3		Elective	3
BIO 1131	General Biology Lab I	1		Elective	3
PSY 1513	General Psychology	3	MAT 1313	College Algebra	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	1
HPR 1111	General Activities I	1			16
	15				

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PHY 2242	Physical Science Lect. I	2	ART 1113	Art Appreciation or	3
PHY 2241	Physical Science Lab I	1	MUS 1113	Music Appreciation	3
CSC 1113	Intro. to Comp. Concepts	3		Elective	3
SOC 2113	Intro. to Sociology	3	SOC 2123	Intro. to Sociology II	3
SPT 1113	Oral Communication	3		Elective	3
	Elective	3			15
	18				

Suggested Electives: EPY 2523, ART 2713, HUM 1913, ECO 2113, MFL 1213, MFL 1223

NOTE: General Psychology is a prerequisite to Child Psychology, Adolescent Psychology or Human Growth & Development. Student must submit proof of Praxis I to his advisor prior to graduation.

Degree offered by: ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

## SOCIAL SCIENCE

(Leading to B. S.)

Advisor: K. W. Done

Major Code: 310

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
MAT 1313	College Algebra	3	MFL 1223	Spanish II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	General Biology Lect. I	3	ART 1113	Art Appreciation or	
BIO 1131	General Biology Lab I	1	MUS 1113	Music Appreciation	3
MFL 1213	Spanish I	3	PSY 1513	General Psychology	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	1
HPR 1111	General Activities I	1			16
		18			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
HIS 2213	American History I	3	PSC 1113	American Government	3
SOC 2113	Intro. to Sociology	3	SPT 1113	Oral Communication	3
ECO 2113	Prin. of Economics I	3	HIS 2223	American History II	3
PHY 2242	Physical Science Lect. I	2	CSC 1113	Intro. to Comp. Concepts	3
PHY 2241	Physical Science Lab I	1			15
	Elective	3			
		18			

Suggested Elective: SOC 2143, PSC 1123, SOC 2123

Degree offered by: DSU, MUW

## SOCIAL SCIENCE EDUCATION

(Leading to B. S.)

Advisor: E. Melton

Major Code: 236

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	General Biology Lect. I	3	SOC 2113	Intro to Sociology	3
BIO 1131	General Biology Lab I	1	MAT 1313	College Algebra	3
PSC 1113	American Government	3	PSC 1123	State & Local Government	3
PSY 1513	General Psychology	3		Elective	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	1
HPR 1111	General Activities I	1			16
		18			

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	ENG 2233	American Literature II or		
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PHY 2242	Physical Science Lect. I	2		Elective	3
PHY 2241	Physical Science Lab I	1	SPT 1113	Oral Communication	3
	Elective	3	ART 1113	Art Appreciation or	
CSC 1113	Intro. to Comp. Concepts	3	MUS 1113	Music Appreciation	3
ECO 2113	Prin. of Economics I	3	ECO 2123	Prin. of Economics II	3
		15			15

Suggested Elective: HIS 2213, SOC 2143, SOC 2123

NOTE: Student must submit proof of taking Praxis I to his advisor prior to graduation.

Degree offered by: DSU, JSU

**SOCIAL WORK**

(Leading to B. S.)

Advisor: K. W. Done

Major Code: 238

**Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
HIS 1163	American History I	3	HIS 1173	American History II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
MFL 1213	Spanish I	3	MAT 1313	College Algebra	3
	Elective	3	MFL 1223	Spanish II	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	1
HPR 1111	General Activities I	1			17
		18			

**Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
SOC 2113	Intro. to Sociology	3		Elective	3
CSC 1113	Intro. to Comp. Concepts	3	PSY 1513	General Psychology	3
ECO 2113	Principles of Economics I	3	ART 1113	Art Appreciation or	
SOC 2163	Intro. to Social Work	3	MUS 1113	Music Appreciation	3
		15	SPT 1113	Oral Communication	3
					15

Suggested Electives: SOC 2123, PSC 1113, ECO 2113, ART 2713

Degree offered by: DSU, JSU, MSU, MVSU, UM, USM

**SPECIAL EDUCATION**  
 (Leading to B.S., B.S.E., B.A.E.)  
 Advisors: K. Done, B. West  
 Major Code: 314

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
ART 1113	Art Appreciation or		ART 1913	Art for Elementary Teachers	3
MUS 1113	Music Appreciation	3	HIS 2223	American History II	3
BIO 1133	General Biology Lect. I	3	MAT 1313	College Algebra	3
BIO 1131	General Biology Lab I	1	PSY 1513	General Psychology	3
HIS 2213	American History I	3	HPR 1121	General Activities II	<u>1</u>
EDU 1311	Orientation	1			16
HPR 1111	General Activities I	<u>1</u>			
		15			

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PHY 2242	Physical Science Lect. I	2	CSC 1113	Intro. to Comp. Concepts	3
PHY 2241	Physical Science Lab I	1	SOC 2113	Intro to Sociology	3
MUS 2513	Music for Children	3	PSC 1113	American Government	3
	Elective	3		Elective	3
SPT 1113	Oral Communication	<u>3</u>	EPY 2513	Child Psychology	<u>3</u>
		15			18

Suggested Electives: SOC 2123, PSC 1123, SOC 2143

NOTE: General Psychology is a prerequisite to Child Psychology. Student must submit proof of taking Praxis I to his advisor prior to graduation.

Degree offered by: ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

Language Arts Department  
Vera Griffin, Department Chair

Instructors: D. Burnside, G. Duncan, V. Griffin, C. Metcalf, W. Reed, R. Rockett, C. Walker

#### ENGLISH

The curriculum in English is designed to provide the first two years of course work leading to a baccalaureate degree. The English curriculum is designed to help students express themselves clearly, effectively, and correctly in speaking and in writing; think logically, with an appreciable degree of penetration; read critically and analytically; and develop an appreciation for literature in general.

#### RADIO & TELEVISION BROADCASTING

The curriculum in Radio & Television Broadcasting is designed to provide the first two years of course work leading to a baccalaureate degree. The Radio & Television Broadcasting curriculum is an interdisciplinary program designed to permit a student to specialize in course work with direct application to the broadcasting industry.

#### SPEECH

The curriculum in Speech is designed to provide the first two years of course work leading to a baccalaureate degree. The speech curriculum is a program for students who plan to teach speech or become speech pathologists and the opportunity to participate in drama productions.

### ENGLISH

(Leading to B. S.)

Advisors: D. Burnside, G. Duncan, V. Griffin, C. Metcalf, W. Reed, R. Rockett, C. Walker

Major Code: 140

#### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
SPT 1113	Oral Communication	3	CSC 1113	Intro. to Comp. Concepts	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	1
HPR 1111	General Activities I	1			17
		18			

#### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
MFL 2213	Spanish III	3	MFL 2223	Spanish IV	3
MAT 1313	College Algebra	3		Elective	3
SOC 2113	Intro. to Sociology I	3	SOC 2123	Intro. to Sociology II	3
ART 1113	Art Appreciation or	3	PSY 1513	General Psychology	3
MUS 1113	Music Appreciation	3			15
		15			

Suggested Elective:

Degree offered by: ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

## RADIO & TELEVISION BROADCASTING

(Leading to B. A.)

Advisors: D. Burnside, G. Duncan, V. Griffin, C. Metcalf, W. Reed, R. Rockett, C. Walker

Major Code: 232

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
SPT 1113	Oral Communication	3	CSC 1113	Intro. to Comp. Concepts	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	1
HPR 1111	General Activities I	<u>1</u>			17
		18			

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
MFL 2213	Spanish III	3	MFL 2223	Spanish IV	3
MAT 1313	College Algebra	3	PSY 1513	General Psychology	3
	Social Science Elective	3		Social Science Elective	3
ART 1113	Art Appreciation or	3		Social Science Elective	<u>3</u>
MUS 1113	Music Appreciation	<u>3</u>			15
		15			

Suggested Electives: SOC 2113, SOC 2123, PSC 1113, ECO 2113

Degree offered by:



### SPANISH/FOREIGN LANGUAGE

(Leading to B. A.)

Advisors: D. Burnside, G. Duncan, V. Griffin, C. Metcalf, W. Reed, R. Rockett, C. Walker

Major Code: 304

#### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
MFL 1213	Spanish I		MFL 1223	Spanish II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
SPT 1113	Oral Communication	3	PSY 1513	General Psychology	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	1
HPR 1111	General Activities I	1			17
		18			

#### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
MFL 2213	Spanish III	3	MFL 2223	Spanish IV	3
MAT 1313	College Algebra	3	MAT 1323	Trigonometry	3
PHY 2242	Physical Science Lect. I	2	SOC 2113	Intro. to Sociology	3
PHY 2241	Physical Science Lab I	1	CSC 1113	Intro. to Comp. Concepts	3
ART 1113	Art Appreciation or				15
MUS 1113	Music Appreciation	3			
		15			

Degree offered by: DSU, JSU, MSU, USM, UM

**SPEECH PATHOLOGY/AUDIOLOGY  
COMMUNICATIVE DISORDERS**

(Leading to B. A.)

Advisors: D. Burnside, G. Duncan, V. Griffin, C. Metcalf, W. Reed, R. Rockett, C. Walker

Major Code: 316

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
SPT 1113	Oral Communication	3	PSY 1513	General Psychology	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			17
		18			

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	ENG 2233	American Literature II or		
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
MAT 1313	College Algebra	3		Elective	3
SOC 2113	Intro. to Sociology I	3		Social Science Elective	3
PHY 2242	Physical Science Lect. I	2	MFL 2223	Spanish IV	3
PHY 2241	Physical Science Lab I	1	CSC 1113	Intro. to Comp. Concepts	3
MFL 2213	Spanish III	<u>3</u>	ART 1113	Art Appreciation or	
		15	MUS 1113	Music Appreciation	<u>3</u>
					18

Suggested Social Science Electives: SOC 2123, PSC 1113, PSC 1123

Degree offered by: UM, USM

Fine Arts Department  
 Melanie Atkinson, Department Chair  
 Instructors: M. Atkinson, J. McLeod, K. Towers

**ART**

The curriculum in Art is designed to provide the first two years of course work leading to a Bachelor of Arts degree. This program is for students interested in teaching art in elementary or secondary schools, or those who desire to teach or work in art galleries or museums.

**NOTE:** Design 1413 is a prerequisite for all other studio courses.

Course	Prerequisites	Credits	Notes
ART 1413	None	3	Design I
ART 1414	ART 1413	3	Design II
ART 1415	ART 1413	3	Design III
ART 1416	ART 1413	3	Design IV
ART 1417	ART 1413	3	Design V
ART 1418	ART 1413	3	Design VI
ART 1419	ART 1413	3	Design VII
ART 1420	ART 1413	3	Design VIII
ART 1421	ART 1413	3	Design IX
ART 1422	ART 1413	3	Design X
ART 1423	ART 1413	3	Design XI
ART 1424	ART 1413	3	Design XII
ART 1425	ART 1413	3	Design XIII
ART 1426	ART 1413	3	Design XIV
ART 1427	ART 1413	3	Design XV
ART 1428	ART 1413	3	Design XVI
ART 1429	ART 1413	3	Design XVII
ART 1430	ART 1413	3	Design XVIII
ART 1431	ART 1413	3	Design XIX
ART 1432	ART 1413	3	Design XX
ART 1433	ART 1413	3	Design XXI
ART 1434	ART 1413	3	Design XXII
ART 1435	ART 1413	3	Design XXIII
ART 1436	ART 1413	3	Design XXIV
ART 1437	ART 1413	3	Design XXV
ART 1438	ART 1413	3	Design XXVI
ART 1439	ART 1413	3	Design XXVII
ART 1440	ART 1413	3	Design XXVIII
ART 1441	ART 1413	3	Design XXIX
ART 1442	ART 1413	3	Design XXX

**ART**  
(Leading to B.A., B.F.A., B.S.)

Advisor: M. Atkinson

Major Code: 269

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
ART 1413	Design I	3	ART 1423	Design II	3
SOC 2113	Intro. to Sociology I	3	CSC 1113	Intro. to Comp. Concepts	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	$\frac{1}{2}$
HPR 1111	General Activities I	$\frac{1}{2}$			17
		18			

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
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
MAT 1313	College Algebra	$\frac{3}{2}$	ART 2513	Painting	$\frac{3}{2}$
		15			15

Degree offered by: DSU, JSU, MSU, MUW, MVSU, UM, USM

## COLLEGE OF MATHEMATICS, SCIENCE, & HEALTH EDUCATION

Patricia Furdge, College Chair

Mathematics & Science Department

Patricia Furdge, Department Chair

Instructors: A. Allen, S. Burnett, P. Furdge, M. Harris, L. Howard, A. Reynolds, B. Sridharan

This curriculum is planned for students who select various fields of study in the pure and applied sciences. Continuation of these courses at senior colleges or universities leads to a Bachelor of Science degree. Students should contact the Math & Science Department faculty for additional information and assistance in planning their course of study.

Students should consult the catalog of the senior college or university to which they plan to transfer for specific degree requirements.

An Associate of Arts degree is awarded for completion of each of the following transferable curriculum:

- Biology
- Chemistry
- Mathematics
- Mathematics Education

### Health Related Professions:

- Medical Records Administration/Health Records Administration
- Pre-Clinical Laboratory Science
- Pre-Dental Hygiene
- Pre-Medical
- Pre-Nursing
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Pharmacy
- Pre-Physical Therapy

- Coaching & Sports Administration/Athletic Training
- Health, Physical Education & Recreation (Health Performance)
- Recreation

## BIOLOGY

(Leading to B. S.)

Advisor: A. Allen, A. Reynolds

Major Code: 210

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
CHE 1213	Gen. Chemistry Lect. I	3	CHE 1223	Gen. Chemistry Lect. II	3
CHE 1211	Gen. Chemistry Lab I	1	CHE 1221	Gen. Chemistry Lab II	1
BIO 1133	Gen. Biology Lect. I	3	MAT 1323	Trigonometry	3
BIO 1131	Gen. Biology Lab I	1	SPT 1113	Oral Communication	3
MAT 1313	College Algebra	3	HPR 1121	General Activities II	1
HPR 1111	General Activities I	1	ART 1113	Art Appreciation or	
EDU 1311	Orientation	<u>1</u>	MUS 1113	Music Appreciation	<u>3</u>
		16			17

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		PSY 1513	General Psychology	3
ENG 2423	World Literature I	3	CHE 2433	Organic Chem. Lect. II	3
CHE 2423	Organic Chem. Lect. I	3	CHE 2431	Organic Chem. Lab II	1
CHE 2421	Organic Chem. Lab I	1	PHY 2323	General Physics Lect. II	3
PHY 2313	General Physics Lect. I	3	PHY 2321	General Physics Lab II	1
PHY 2311	General Physics Lab I	1	HIS 1123	Western Civilization II	3
HIS 1113	Western Civilization I	3	ENG 2233	American Literature II or	
CSC 1113	Intro. to Comp. Concepts	<u>3</u>	ENG 2433	World Literature	<u>3</u>
		17			17

Degree offered by: ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM

## CHEMISTRY

(Leading to B. S. degree)

Advisor: B. Sridharan

Major Code: 202

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
CHE 1213	Gen. Chemistry Lect. I	3	CHE 1223	Gen. Chemistry Lect. II	3
CHE 1211	Gen. Chemistry Lab I	1	CHE 1221	Gen. Chemistry Lab II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
MAT 1313	College Algebra	3	ART 1113	Art Appreciation or	
HPR 1111	General Activities I	1	MUS 1113	Music Appreciation	3
EDU 1311	Orientation	<u>1</u>	MAT 1323	Trigonometry	3
		15	HPR 1121	General Activities II	<u>1</u>
					17

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
CHE 2423	Organic Chem. Lect. I	3	CHE 2433	Organic Chem. Lect. II	3
CHE 2421	Organic Chem. Lab I	1	CHE 2431	Organic Chem. Lab II	1
PHY 2313	Gen. Physics Lect. I	3	PHY 2323	Gen. Physics II Lect.	3
PHY 2311	Gen. Physics Lab I	1	PHY 2321	Gen. Physics Lab II	1
ENG 2223	American Literature I or		SPT 1113	Oral Communication	3
ENG 2423	World Literature I	3	MAT 1623	Calculus II	3
MAT 1613	Calculus I	3	ENG 2233	American Literature II or	
CSC 1113	Intro. to Comp. Concepts	<u>3</u>	ENG 2433	World Literature II	<u>3</u>
		17			17

Degree offered by: DSU, JSU, MSU, UM, USM

## MATHEMATICS

(Leading to B. S., B.A.)

Advisor: S. Burnett

Major Code: 217

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
BIO 1133	Gen. Biology Lect. I	3	BIO 1143	Gen. Biology Lect. II	3
BIO 1131	Gen. Biology Lab I	1	BIO 1141	Gen. Biology Lab II	1
MAT 1613	Calculus I	3	MAT 1623	Calculus II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
HPR 1111	General Activities I	1	CSC 1113	Intro. to Comp. Concepts	3
EDU 1311	Orientation	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		15			17

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
CSC 1613	Basic Comp. Programming I	3	MFL 1223	Spanish II	3
MFL 1213	Spanish I	3	MAT 2623	Calculus IV	3
CHE 1213	General Chemistry Lect. I	3	SPT 1113	Oral Communication	3
CHE 1211	General Chemistry Lab I	1	ART 1113	Art Appreciation or	3
MAT 2613	Calculus III	<u>3</u>	MUS 1113	Music Appreciation	3
		16	PSY 1513	General Psychology	<u>3</u>
					18

Degree offered by: ASU, DSU, JSU, MSU, MUW, MVSU, UM, USM



## MATHEMATICS EDUCATION

(Leading to B. S.)  
 Advisor: L. Howard  
 Major Code: 216

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
CHE 1213	Gen. Chemistry Lect. I	3	CHE 1223	Gen. Chemistry Lect. II	3
CHE 1211	Gen. Chemistry Lab I	1	CHE 1221	Gen. Chemistry Lab II	1
MAT 1613	Calculus I	3	MAT 1623	Calculus II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
HPR 1213	Per. & Comm. Health	3	CSC 1113	Intro. to Comp. Concepts	3
HPR 1111	General Activities I	1	HPR 1121	General Activities II	<u>1</u>
EDU 1311	Orientation	<u>1</u>			17
	18				

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
MAT 2613	Calculus III	3	MAT 2623	Calculus IV	3
PSY 1513	General Psychology	3	SPT 1113	Oral Communication	3
MFL 1213	Spanish I	<u>3</u>	MFL 1223	Spanish II	<u>3</u>
	16				16

Degree offered by: JSU

**MEDICAL RECORDS ADMINISTRATION/HEALTH RECORDS ADMINISTRATION**

(Leading to B. S.)

Advisor: A. Allen

Major Code: 702

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
CSC 1113	Intro. to Comp. Concepts	3	MAT 1323	Trigonometry	3
MAT 1313	College Algebra	3	ART 1113	Art Appreciation or	
EDU 1311	Orientation	1	MUS 1113	Music Appreciation	3
HPR 1111	General Activities I	1	SPT 1113	Oral Communication	3
		15	HPR 1121	General Activities II	1
					17

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
BIO 2513	Human Anat. & Phy. Lect. I	3	BIO 2523	Human Anat. & Phy. Lect. II	3
BIO 2511	Human Anat. & Phy. Lab I	1	BIO 2521	Human Anat. & Phy. Lab II	1
ACC 1213	Accounting I	3	ACC 1223	Accounting II	3
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
HIS 1113	Western Civilization I	3	BAD 2513	Prin. of Management	3
PSY 1513	General Psychology	3	HIS 1123	Western Civilization II	3
		16			16

Degree offered by: UMC

**PRE-CLINICAL LABORATORY SCIENCE**

(Leading to B. S.)

Advisor: P. Furdge

Major Code: 218

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
BIO 1133	General Biology Lect. I	3	CHE 1223	General Chemistry Lect. II	3
BIO 1131	General Biology Lab I	1	CHE 1221	General Chemistry Lab II	1
CHE 1213	General Chemistry Lect. I	3	PSY 1513	General Psychology	3
CHE 1211	General Chemistry Lab I	1	SPT 1113	Oral Communication	3
MAT 1313	College Algebra	3	CSC 1113	Intro. to Comp. Concepts	3
HPR 1111	General Activities I	1	HPR 1121	General Activities II	1
EDU 1311	Orientation	<u>1</u>			17
		16			

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
CHE 2423	Organic Chemistry Lect. I	3	SOC 2113	Intro. to Sociology	3
CHE 2421	Organic Chemistry Lab I	1	ART 1113	Art Appreciation or	
BIO 2513	Human Anat. & Phy. Lect. I	3	MUS 1113	Music Appreciation	3
BIO 2511	Human Anat. & Phy. Lab I	1	BAD 2513	Principles of Management	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 2923	Microbiology Lecture	3			15
BIO 2921	Microbiology Lab	<u>1</u>			
		18			

Degree offered by: ASU, MSU, UM, USM

### PRE-DENTAL HYGIENE

(Leading to B. S.)

Advisor: A. Allen

Major Code: 222

#### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113	English Comp. I	ENG 1123	English Comp. II
CHE 1213	Gen. Chemistry Lect. I	CHE 1223	Gen. Chemistry Lect. II
CHE 1211	Gen. Chemistry Lab I	CHE 1221	Gen. Chemistry Lab II
BIO 1133	General Biology Lect. I	PSY 1513	General Psychology
BIO 1131	General Biology Lab I	CSC 1113	Intro. to Comp. Concepts
MAT 1313	College Algebra	ART 1113	Art Appreciation or
EDU 1311	Orientation	MUS 1113	Music Appreciation
	<u>1</u>		<u>3</u>
	15		16

#### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BIO 2513	Human Anat. & Phy. Lect. I	BIO 2523	Human Anat. & Phy. Lect. II
BIO 2511	Human Anat. & Phy. Lab I	BIO 2521	Human Anat. & Phy. Lab II
BIO 2923	Microbiology Lect.	EPY 2513	Child Psychology
BIO 2921	Microbiology Lab	SOC 2113	Intro. to Sociology
HIS 1113	Western Civilization I	FCS 1253	Nutrition in Health Care
SPT 1113	Oral Communication	ENG 2233	American Literature II or
ENG 2223	American Literature I or	ENG 2433	World Literature II
ENG 2423	World Literature I	HIS 1123	Western Civilization II
	<u>3</u>		<u>3</u>
	17		19

Degree offered by: UMC

### PRE-MEDICAL

(Leading to B. S.)

Advisor: P. Furdge

Major Code: 226

#### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
BIO 2413	General Zoology Lect. I	3	BIO 2423	General Zoology Lect. II	3
BIO 2411	General Zoology Lab I	1	BIO 2421	General Zoology Lab II	1
CHE 1213	General Chemistry Lect. I	3	CHE 1223	General Chemistry Lect. II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
MAT 1313	College Algebra	3	CSC 1113	Intro. to Comp. Concepts	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	1
HPR 1111	General Activities I	1			15
		16			

#### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
PHY 2313	General Physics Lect. I	3	PHY 2323	General Physics Lect. II	3
PHY 2311	General Physics Lab I	1	PHY 2321	General Physics Lab II	1
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
SPT 1113	Oral Communication	3	CHE 2433	Organic Chemistry Lect. II	3
CHE 2423	Organic Chemistry Lect. I	3	CHE 2431	Organic Chemistry Lab II	1
CHE 2421	Organic Chemistry Lab I	1	ART 1113	Art Appreciation or	
		17	MUS 1113	Music Appreciation	3
					17

Degree offered by: UMC

### PRE-NURSING

(Leading to B. S.)  
 Advisor: P. Furdge  
 Major Code: 227

#### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
CHE 1213	General Chemistry Lect. I	3	CHE 1223	General Chemistry Lect. II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
MAT 1313	College Algebra	3	PSY 1513	General Psychology	3
CSC 1113	Intro. to Comp. Concepts	3	FCS 1253	Nutrition in Health Care	3
HPR 1111	General Activities I	1	SOC 2113	Intro. to Sociology	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	1
		<u>15</u>			<u>17</u>

#### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BIO 2513	Human Anat. & Phy. Lect. I	3	BIO 2523	Human Anat. & Phy. Lect. II	3
BIO 2511	Human Anat. & Phy. Lab I	1	BIO 2521	Human Anat. & Phy. Lab II	1
BIO 2923	Microbiology Lect.	3	HIS 1123	Western Civilization II	3
BIO 2921	Microbiology Lab	1	SPT 1113	Oral Communication	3
HIS 1113	Western Civilization I	3	ART 1113	Art Appreciation or	
ENG 2223	American Literature I or		MUS 1113	Music Appreciation	3
ENG 2423	World Literature I	3	ENG 2233	American Literature I or	
EPY 2533	Human Growth & Develop.	3	ENG 2433	World Literature II	3
		<u>17</u>			<u>16</u>

Degree offered by: ASU, DSU, MUW, UMC, USM

### PRE-OCCUPATIONAL THERAPY

(Leading to B. S.)

Advisor: A. Allen

Major Code: 209

#### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
BIO 2413	General Zoology Lect. I	3	BIO 2423	General Zoology Lect. II	3
BIO 2411	General Zoology Lab I	1	BIO 2421	General Zoology Lab II	1
MAT 1313	College Algebra	3	PSY 1513	General Psychology	3
CHE 1213	General Chemistry Lect. I	3	CSC 1113	Intro. to Comp. Concepts	3
CHE 1211	General Chemistry Lab I	1	HIS 1123	Western Civilization II	3
HIS 1113	Western Civilization I	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	1			17
EDU 1311	Orientation	<u>1</u>			
		19			

#### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BIO 2513	Human Anat. & Phy. Lect. I	3	BIO 2523	Human Anat. & Phy. Lect. II	3
BIO 2511	Human Anat. & Phy. Lab I	1	BIO 2521	Human Anat. & Phy. Lab II	1
PHY 2313	General Physics Lect. I	3	EPY 2533	Human Growth & Develop.	3
PHY 2311	General Physics Lab I	1	ENG 2233	American Literature II or	
ENG 2223	American Literature I or		ENG 2433	World Literature II	3
ENG 2423	World Literature I	3	ART 1113	Art Appreciation or	
SPT 1113	Oral Communication	3	MUS 1113	Music Appreciation	<u>3</u>
SOC 2113	Intro. to Sociology I	<u>3</u>			13
		17			

Degree offered by: UMC

### PRE-OPTOMETRY

(Leading to B. S.)  
Advisor: B. Sridharan  
Major Code: 228

#### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
BIO 2413	General Zoology Lect. I	3	BIO 2423	General Zoology Lect. II	3
BIO 2411	General Zoology Lab I	1	BIO 2421	General Zoology Lab II	1
MAT 1313	College Algebra	3	MAT 1323	Trigonometry	3
CHE 1213	General Chemistry Lect. I	3	CHE 1223	General Chemistry Lect. II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
HPR 1111	General Activities I	1	CSC 1113	Intro. to Comp. Concepts	3
EDU 1311	Orientation	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			18

#### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
PHY 2313	General Physics Lect. I	3	PHY 2323	General Physics Lect. II	3
PHY 2311	General Physics Lab I	1	PHY 2321	General Physics Lab II	1
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PSY 1513	General Psychology	3	ART 1113	Art Appreciation or	
BIO 2923	Microbiology Lect.	3	MUS 1113	Music Appreciation	3
BIO 2921	Microbiology Lab	<u>1</u>	SPT 1113	Oral Communication	<u>3</u>
		17			16

Degree offered by: UMMC



**PRE-PHARMACY**  
 (Leading to B. S., B.S.P.)  
 Advisor: B. Sridharan  
 Major Code: 229

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
BIO 2413	General Zoology Lect. I	3	BIO 2423	General Zoology Lect. II	3
BIO 2411	General Zoology Lab I	1	BIO 2421	General Zoology Lab II	1
MAT 1613	Calculus I	3	CHE 1223	General Chemistry Lect. II	3
CHE 1213	General Chemistry Lect. I	3	CHE 1221	General Chemistry Lab II	1
CHE 1211	General Chemistry Lab I	1	HIS 1123	Western Civilization II	3
HIS 1113	Western Civilization I	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	1			15
EDU 1311	Orientation	<u>1</u>			
		19			

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
CHE 2423	Organic Chemistry Lect. I	3	CHE 2433	Organic Chemistry Lect. II	3
CHE 2421	Organic Chemistry Lab I	1	CHE 2431	Organic Chemistry Lab II	1
PHY 2313	General Physics Lect. I	3	PHY 2323	General Physics Lect. II	3
PHY 2311	General Physics Lab I	1	PHY 2321	General Physics Lab II	1
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
CSC 1113	Intro. to Comp. Concepts	<u>3</u>	SPT 1113	Oral Communication	3
		14	ART 1113	Art Appreciation or	
			MUS 1113	Music Appreciation	<u>3</u>
					17

Degree offered by: UMC

### PRE-PHYSICAL THERAPY

(Leading to B. S.)

Advisor: P. Furdge

Major Code: 230

#### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
BIO 2413	General Zoology Lect. I	3	BIO 2423	General Zoology Lect. II	3
BIO 2411	General Zoology Lab I	1	BIO 2421	General Zoology Lab II	1
CHE 1213	General Chemistry Lect. I	3	CHE 1223	General Chemistry Lect. II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
EDU 1311	Orientation	1	MAT 1313	College Algebra	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			18

#### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BIO 2513	Human Anat. & Phy. Lect. I	3	BIO 2523	Human Anat. & Phy. Lect. II	3
BIO 2511	Human Anat. & Phy. Lab I	1	BIO 2521	Human Anat. & Phy. Lab II	1
PHY 2313	General Physics Lect. I	3	PHY 2323	General Physics Lect. II	3
PHY 2311	General Physics Lab I	1	PHY 2321	General Physics Lab II	1
ENG 2223	American Literature I or		ART 1113	Art Appreciation or	
ENG 2423	World Literature I	3	MUS 1113	Music Appreciation	3
SPT 1113	Oral Communication	3	ENG 2233	American Literature II or	
CSC 1113	Intro. to Comp. Concepts	<u>3</u>	ENG 2433	World Literature II	<u>3</u>
		17			14

Degree offered by: MSU, ASU

Health, Physical Education & Recreation Department

James Washington, Department Chair

Instructors: R. McCastle, J. Noah, J. Washington

The curricula in the Health, Physical Education, & Recreation Department are planned for students who are interested in becoming health educators, physical educators, recreation leaders, athletic administrators, and coaches. Continuation of this program of study at senior colleges or universities leads to a baccalaureate degree. Students are urged to contact the Health, Physical Education & Recreation Department faculty for additional information and assistance in planning their course of study.

An Associate of Arts degree is awarded for completion of each of the following transferable curriculum:

Coaching & Sports Administration/Athletic Training

Health, Physical Education & Recreation (Health Performance)

Recreation

## COACHING & SPORTS ADMINISTRATION/ATHLETIC TRAINING

(Leading to B. S.)

Advisor: R. McCastle

Major Code: 220

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
HIS 2213	American History I	3	HIS 2223	American History II	3
HPR 1213	Per. & Comm. Health	3	MAT 1313	College Algebra	3
HPR 1551	Condition. & Weight Training	1	PSY 1513	General Psychology	3
PHY 2242	Physical Science Lect. I	2	FCS 1253	Nutrition	3
PHY 2241	Physical Science Lab I	1	HPR 1121	General Activities II	1
HPR 2213	First Aid & CPR	3	HPR 1761	Wellness/Fitness	<u>1</u>
HPR 1111	General Activities I	1			17
EDU 1311	Orientation	<u>1</u>			
	18				

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
BIO 2513	Hum. Anat. & Phy. Lect. I	3	SPT 1113	Oral Communication	3
BIO 2511	Hum. Anat. & Phy. Lab I	1	HPR 2443	Athletic Train. & Treat.	3
CSC 1113	Intro. to Comp. Concepts	3	BIO 2523	Hum. Anat. & Phy. Lect. II	3
PSC 1113	American Government	3	BIO 2521	Hum. Anat. & Phy. Lab II	1
ART 1113	Art Appreciation or		SOC 2113	Intro. to Sociology	<u>3</u>
MUS 1113	Music Appreciation	<u>3</u>			16
	16				

Degree offered by: DSU, USM

## HEALTH, PHYSICAL EDUCATION, & RECREATION (HEALTH PERFORMANCE)

(Leading to B. S., B.S.E., B.S.G.S.)

Advisor: J. Washington

Major Code: 214

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
SOC 2113	Intro. to Sociology I	3	SOC 2123	Intro. to Sociology II	3
CSC 1113	Intro. to Comp. Concepts	3	MAT 1313	College Algebra	3
HPR 1111	General Activities I	1	HPR 1313	Intro. to HPR	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	1
		15			17

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PHY 2242	Physical Sci. Lect. I	2	HIS 1123	Western Civilization II	3
PHY 2241	Physical Sci. Lab I	1	SPT 1113	Oral Communication	3
HIS 1113	Western Civilization I	3	PSY 1513	General Psychology	3
HPR 1213	Per. & Comm. Health	3	MUS 1113	Music Appreciation or	
HPR 2213	First Aid & CPR	3	ART 1113	Art Appreciation	3
HPR 2111	General Activities III	1	HPR 2121	General Activities IV	1
		16			16

Degree offered by: ASU, DSU, JSU, MSU, MUW, MVSU, USM

## RECREATION

(Leading to B. S. degree)

Advisors: J. Noah

Major Code: 221

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Comp. I	3	ENG 1123	English Comp. II	3
BIO 1133	General Biology Lect. I	3	BIO 1143	General Biology Lect. II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
HPR 1313	Intro. to HPR	3	MAT 1313	College Algebra	3
EDU 1311	Orientation	1	CSC 1113	Intro. to Comp. Concepts	3
HPR 1111	General Activities I	1	HPR 1121	General Activities II	1
	<u>15</u>			<u>17</u>	

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
SOC 2113	Intro. to Sociology	3	HPR 2213	First Aid & CPR	3
PSY 1513	General Psychology	3	SPT 1113	Oral Communication	3
HPR 1213	Per. & Comm. Health I	3	HPR 2323	Rec. Leadership	3
ART 1113	Art Appreciation or	3	HPR 1223	Per. & Comm. Health II	3
MUS 1113	Music Appreciation	3			15
	<u>15</u>				

Degree offered by : DSU

## DISTANCE LEARNING

Coahoma Community College provides/hosts on-line academic and technical courses through the Mississippi Virtual Community College. These courses provide educational opportunities for members of our district, and beyond, who cannot attend regular day/evening classes because of jobs, children, physical disabilities, etc. Additional information can be found at [www.msvcc.org](http://www.msvcc.org) or by visiting [www.coahomacc.edu](http://www.coahomacc.edu) and clicking on "Distance Learning."

Additionally, the College offers distance learning classes through the Community College Network (CCN). Additional information is available in the Office of the Academic Dean.

## SPECIAL PROGRAM

### UPWARD BOUND

The Upward Bound Program is designed to generate in program participants the skills and motivation necessary to complete a program of secondary education and to enter and succeed in a program of post-secondary education.

Upward Bound helps participants from families with incomes under \$24,000 (where neither parent graduated from college) prepare for higher education. Participants receive instruction in literature, composition, mathematics through pre-calculus, foreign language, laboratory science, and basic skills on Saturdays and during the summer.

## VOCATIONAL-TECHNICAL EDUCATION DIVISION

### TECHNICAL PROGRAMS

#### ACCOUNTING TECHNOLOGY

(Leading to B. S.)

Advisors: B. Deshazer, M. Maddox-Dixon

Major Code: 223

The Accounting Technology curriculum is a two-year program designed to prepare individuals for employment opportunities in the accounting field. A student who has satisfactorily completed this program will receive the Associate of Applied Science degree.

#### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BOT 1433	Business Accounting	3	BOT 1443	Advanced Business Account.	3
BOT 1843	Keyboarding Concepts	3	BOT 1143	Word Processing	3
BOT 1713	Mechanics of Communication	3	BOT 2813	Bus. Communications	3
BOT 1313	Applied Business Math	3	BOT 1123	Keyboard Skillbuilding	3
BOT 2143	Operating Systems	3	BOT 1813	Electronic Spreadsheet	3
	Comp. Applications Elective	3		Accounting Elective***	3
EDU 1311	Orientation	1			18
		19			

#### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BOT 1213	Professional Development	3	BOT 2833	Integrated Comp. Application	3
BOT 2413	Computerized Accounting	3		Accounting Elective***	3
	Accounting Elective***	3	BOT 2133	Desktop Publishing	3
ENG 1113	English Composition I	3		Humanities/Fine Arts Elect.	3
	Math/Natural Science Elective	3		Soc/Behav. Science Elect.****	3
SPT 1113	Oral Communication	3			15
		18			

\*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

\*\*Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

\*\*\*The accounting electives will be chosen from BOT 2423 Income Tax Accounting, BOT 2463 Payroll Accounting, BOT 2913 Supervised Work Experience, ACC 1213 Principles of Accounting I, ACC 1223 Principles of Accounting II, or BOT 2473 Cost Accounting.

\*\*\*\*Principles of Economics (ECO 2113) is strongly recommended for this elective.



## MEDICAL OFFICE TECHNOLOGY

(Leading to B. S.)

Advisors: B. Deshazer, M. Maddox-Dixon

Major Code: 244

The Medical Office Technology curriculum is a two-year program that provides training for those who wish to seek a business-related career within the medical profession. The student may work in a hospital, a doctor's office, a clinic, an insurance company, a pharmacy, etc. After successfully completing this curriculum, a student will receive an Associate of Applied Science degree.

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BOT 1613	Medical Office Term. I	3	BOT 1623	Medical Office Term. II	3
BOT 1843	Keyboarding Concepts	3	BOT 1143	Word Processing	3
BOT 1713	Mechanics of Communication	3	BOT 1433	Business Accounting	3
BOT 1313	Applied Business Math	3	BOT 1123	Keyboard Skillbuilding	3
BOT 2143	Operating Systems	3	BOT 2813	Business Communication	3
	Comp. Applications Elective	3		Technical Elective****	3
EDU 1311	Orientation	1			18
		19			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
	Transcription Elective***	3		Transcription Elective***	3
BOT 2413	Computerized Accounting	3	BOT 2833	Integrated Computer App.	3
BOT 2743	Medical Office Concepts	3	BOT 2753	Medical Info. Management	3
ENG 1113	English Composition I	3		Humanities/Fine Arts Elect.	3
	Math/Science Elective	3		Soc/Behav. Science Elect.****	3
SPT 1113	Oral Communication	3			15
		18			

\*Students who lack entry level skills in math, English, science, etc., will be provided related studies.

\*\*Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

\*\*\*The Transcription electives will be chosen from BOT 1513 Machine Transcription, Medical BOT 2523 Machine Transcription I, and BOT 2533 Medical Machine Transcription II.

\*\*\*\*The Technical elective will be chosen from BOT 1413 Records Management or BOT 2763 Fundamentals of Medical Insurance Coding.

## OFFICE SYSTEMS TECHNOLOGY

(Leading to B. S.)

Advisors: B. Deshazer, M. Maddox-Dixon

Major Code: 241

The Office Systems Technology curriculum provides computer skills to prepare a student for a career as an Administrative Assistant. Upon successful completion of the required two-year curriculum, a student will receive an Associate of Applied Science degree.

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
BOT 1843	Keyboard Concepts	3	BOT 2813	Business Communication	3
BOT 2143	Operating Systems	3	ENG 1113	English Composition	3
BOT 1713	Mechanics of Communication	3	BOT 1143	Word Processing	3
BOT 1313	Applied Business Math	3	BOT 1433	Business Accounting	3
BOT 1213	Professional Development	3	BOT 1123	Keyboard Skillbuilding	3
BOT 1413	Records Management	3	BOT 1813	Electronic Spreadsheet	3
EDU 1311	Orientation	1			18
		19			

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
BOT 2413	Computerized Accounting	3	BOT 2833	Integrated Comp. Appli./Cap.	3
BOT 1513	Machine Transcription	3	BOT 2723	Admin. Office Proced./Int.	3
BOT 2323	Database Management	3		Humanities/Fine Arts Elective	3
BOT 2823	Communication Technology	3		Soc/Behav. Science Elective	3
MAT 1313	College Algebra	3	BOT 2133	Desktop Publishing	3
SPT 1113	Oral Communication	3			15
		18			

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

A student who lacks entry level skills in math, English, science, etc., will be provided related studies.

Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

## CHILD DEVELOPMENT TECHNOLOGY

(Leading to A.A.S.)

Advisors: T. Dorris, K. Tyler-Burton

Major Code: 701

The program provides preparation for a professional career in the field of early childhood education. Instructional programs include classroom instruction in supervised laboratory/collaborative center of work experience. Students should develop competencies which enable them to provide services, teach, and guide young children as related to various early childhood professions. Successful completion of the Child Development Technology curriculum a student will receive an Associate in Applied Science degree.

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
CDT 1113	Early Childhood Profession 3	CDT 1224	Child Development II 4
CDT 1314	Creative Arts for Young Child. 4	CDT 1713	Lang & Literacy Develop 3
CDT 1214	Child Development I 4	CDT 2714	Soc. Stud Math & Sci/Child 4
CDT 1343	Child Health and Safety 3	CSC 1113	Intro. to Comp. Concepts 3
ENG 1113	English Composition I 3		Fine Arts/Humanities Elective 3
EDU 1311	Orientation 1		17
	18		

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
CDT 2233	Guiding Soc. & Emot. Behav. 3	CDT 2925	Practicum II 5
CDT 1513	Nutrition for Young Children 3	CDT 2413	Atypical Child Dev. 3
CDT 2915	Practicum I 5	CDT 2813	Admin. of Prog./Young Child. 3
CDT 2613	Methods and Materials 3	SPT 1113	Oral Communication 3
	Math/Science Elective 3		Social/Behav. Sci. Elective 3
	17		17

## COLLISION REPAIR TECHNOLOGY

(Leading to A.A.S.)

Advisor: M. Campbell

Major Code: 252

Collision Repair Technology is a two-year degree program. Classroom and laboratory experiences are designed to prepare students to enter the field of collision repair technology. Students are provided theory and practical experiences in the areas of body repair, frame straightening, glasswork, painting, refinishing, and shop management.

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ABT 1113	Restraint System & Inter. Trim 3	ABT 1324	Refinishing II 4
ABT 1123	Bolted Units, Asm. & Elec Sys 3	ABT 1133	Glass & Rel Hard. Instal. Scal. 3
ABT 1213	Automotive Body Welding 3	ABT 1414	Sheet Metal Repair 4
ABT 1313	Refinishing I 3	ABT 1423	Body Panels/Upp Stru Rep I 3
ENG 1113	English Composition I 3	MAT 1313	College Algebra 3
EDU 1311	Orientation <u>1</u>		Social Behav. Sci. Elective <u>3</u>
	16		20

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ABT 2333	Refinishing III 3	ABT 2613	Fiberglass & Plastic Repair 3
ABT 2434	Body Panels/Upp Stru Rep II 4	ABT 2713	Collision Analysis & Estimation 3
ABT 2513	Frame & Underbody Repair 3	ABT 2913	Special Prob Coll. Rep Tech or 3
ABT 2524	Frame/Underbody Stru Rep. II 4	ABT 2923	Work Based Learn Coll. Rep. 3
ATE 1113	Science and Technology <u>3</u>	MUS 1113	Music Appreciation or 3
	17	ART 1113	Art Appreciation 3
		SPT 1113	Oral Communication <u>3</u>
			15

## COLLISION REPAIR TECHNOLOGY

(Two-Year Certificate Program)

Advisor: M. Campbell

Major Code: 400

Collision Repair Technology is a two-year certificate program. Classroom and laboratory experiences are designed to prepare students to enter the field of collision repair technology. Students are provided theory and practical experiences in the areas of body repair, frame straightening, glasswork, painting, refinishing, and shop management.

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ABT 1113	Restraint System & Inter. Trim	3	ABT 1324	Refinishing II	4
ABT 1123	Bolted Units, Asm. & Elec Sys	3	ABT 1133	Glass & Rel Hard. Instal. Scal.	3
ABT 1213	Automotive Body Welding	3	ABT 1414	Sheet Metal Repair	4
ABT 1313	Refinishing I	3	ABT 1423	Body Panels/Upp Stru Rep I	3
EDU 1311	Orientation	1			14
		13			

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ABT 2333	Refinishing III	3	ABT 2613	Fiberglass & Plastic Repair	3
ABT 2434	Body Panels/Upp Stru Rep II	4	ABT 2713	Collision Analysis & Esti.	3
ABT 2513	Frame & Underbody Repair	3	ABT 2913	Special Prob Coll. Rep Tech or	3
ABT 2524	Frame/Underbody Stru Rep. II	4	ABT 2923	Work Based Learn or	3
ATE 1113	Science and Technology	3	ABT 2926	Supervised Work Experience	6
		17			18

## COMPUTER SERVICING TECHNOLOGY

(Leading to A.A.S.)

Advisor: D. Ford

Major Code: 707

The Computer Servicing Technology curriculum is an instructional program that prepares individuals to install, operate, maintain, service, and diagnose operational problems in computer systems arising from mechanical or electrical malfunctions in computer units or systems. Courses in the Computer Servicing Technology program describe the electrical circuits and mechanical devices used in computer construction and their combination into a total computer system.

The curriculum was developed by utilizing the national standards, Raising the Standards, as developed by the Electronics Industries Association (EIA) and the Electronics Industries Foundation (EIF), June 1995. Also, the national standards, A+ Certification, as developed by Comp TIA, 1998, were utilized to ensure the curriculum will meet those required national standards.

The Computer Servicing Technology curriculum requires successful completion of a minimum of 64 semester credit hours of required courses for the Associate of Applied Science degree. This total includes a minimum of 15 semester credit hours of academic core courses. The certificate program requires the successful completion of a minimum of 34 semester hours or required course work above the Baseline Skills level.

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CST 1114	Elect. Comp Servicing Tech	4	CPT 1113	Fund of Micro. Applications	3
EET 1214	Digital Electronics	4	EET 1324	Microprocessors	4
CST 1333	Operating Platforms	3	ATE 1113	Science & Technology	3
ENG 1113	English Comp. I	3	CST 1123	Basic Comp Systems	3
MAT 1313	College Algebra	3	CST 1413	Fund. of Data Comm.	3
EDU 1311	Orientation	1			16
		18			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CST 2113	Computer Service Lab I	3	CST 2134	Diagn/Trouble Shoot	4
CST 2913	Special Project	3	CST 2123	Comp Serv Lab II	3
ART 1113	Art Appreciation	3	CST 2926	Super. Work Experience	6
CST 1523	Network Components	3	SPT 1113	Oral Communication	3
		12		Social/Behav. Sci/Elect.	3
					19

## HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

(Leading to A.A.S.)

Advisor: B. Neilsen

Major Code: 250

The Hotel and Restaurant Management Technology concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers/supervisors in the hospitality and tourism industry. A student who satisfactorily complete this program will receive the Associate of Applied Science degree.

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
HRT 1113	Hospitality & Tourism Intro. 3	HRT 1114	Culinary Principles I 4
HRT 1413	Rooms Division Management 3	HRT 2233	Food/Beverage Control 3
HRT 1213	Sanitation & Safety 3	HRT 2613	Hospitality Supervision 3
BOT 1313	Business Math 3	BOT 2143	Operating Systems 3
ENG 1113	English Comp. 3	PSY 1513	General Psychology
3EDU 1311	Orientation <u>1</u>		16
	16		

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
HRT 1224	Restaurant/Catering Operations 4	HRT 2713	Marketing Hospitality Serv. 3
HRT 2623	Human Resource Management 3	HRT 1513	Hospitality Seminar 3
BAD 2413	Legal Envir. of Business 3	SPT 1113	Oral Communication 3
MAT 1313	College Algebra 3	ACC 1223	Principles of Accounting 3
MUS 1113	Music Appreciation or	HRT 2913	Super. Work Exper. in Hotel
ART 1113	Art Appreciation <u>3</u>		& Restaurant Management <u>3</u>
	16		15

## INDUSTRIAL MAINTENANCE MECHANICS TECHNOLOGY

(Leading to A.A.S.)

Advisor: L. Sonley

Major Code: 264

The Industrial Maintenance Mechanics curriculum is designed to prepare students for entry-level employment as multi-skilled maintenance mechanics. Industrial maintenance mechanics is responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing process. Students receive basic instruction in a wide variety of areas including machinery installation, maintenance, and troubleshooting/repair; principles of hydraulics and pneumatics; basic welding and cutting operations; basic machining operations; fundamentals of piping and pipefitting; and fundamentals of industrial electricity.

The Industrial Maintenance Mechanics curriculum is designed to be taught as a two-year technical (Associate of Applied Science) degree or two-year vocational certificate program.

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
IMM 1111	Industrial Safety	1	IMM 1314	Prin. of Hydr/Pne Equip	4
IMM 1122	Indust. Main. Math/Mea.	2	IMM 1415	Pump and Valve Operations	5
IMM 1132	Indust. Main Blue/Read.	2	IMM 1515	Equip. Install/Alignment	5
IMM 1213	Indust. Hand Tools/Mech.	3	ENG 1113	English Composition I	<u>3</u>
IMM 1224	Power Tools	4			17
MAT 1313	College Algebra	3			
EDU 1311	Orientation	<u>1</u>			
		16			

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
IMM 2114	Equip. Main. Trou./Rep	4	IMM 1734	Ind. Weld/Metals	4
IMM 1615	Ind. Piping/Hydra Test	5		Technical Electives	6
IMM 1813	Industrial Electricity	3		Social/Behav. Sci. Elective	3
SPT 1113	Oral Communication	3		Humanities Fine Arts Elect.	3
	Technical Elective	<u>2</u>	ATE 1113	Science and Technology	<u>3</u>
		17			19



## INDUSTRIAL MAINTENANCE MECHANICS TECHNOLOGY

(Two-Year Certificate Program)

Advisor: L. Sonley

Major Code: 410

The Industrial Maintenance Mechanics curriculum is designed to prepare students for entry-level employment as multi-skilled maintenance mechanics. Industrial maintenance mechanics is responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing process. Students receive basic instruction in a wide variety of areas including machinery installation, maintenance, and troubleshooting/repair; principles of hydraulics and pneumatics; basic welding and cutting operations; basic machining operations; fundamentals of piping and pipefitting; and fundamentals of industrial electricity.

The Industrial Maintenance Mechanics curriculum is designed to be taught as a two-year technical (Associate of Applied Science) degree or two-year vocational certificate program.

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
IMM 1111	Industrial Safety	1	IMM 1314	Prin. of Hydr/Pne Equip	4
IMM 1122	Indust. Main. Math/Mea.	2	IMM 1415	Pump and Valve Operations	5
IMM 1132	Indust. Main Blue/Read.	2	IMM 1515	Equip. Install/Alignment	5
IMM 1213	Indust. Hand Tools/Mech.	3	ATE 1113	Science and Technology	3
IMM 1224	Power Tools	4			17
EDU 1311	Orientation	1			
		13			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
IMM 2114	Equip. Main. Trou./Rep	4	IMM 2134	Ind. Weld/Metals	4
IMM 1615	Ind. Piping/Hydra Test	5		*Technical Electives	8
IMM 1813	Industrial Electricity	3			12
		12			

## RESIDENTIAL CARPENTRY TECHNOLOGY

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

Advisor: L. Barrett

Major Code: 257

Residential Carpentry Technology is a program designed to prepare students for entry-level into the residential carpentry trade. The residential carpentry program offers learning experiences in blueprint reading, estimating, building, installing, and repairing structural units.

The Associate of Applied Science (AAS) degree in Residential Carpentry may be awarded to a student who successfully completes the two years program.

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CAV 1116	Foundations	6	CAV 1413	Roofing	3
CAV 1216	Framing I	6	CAV 1225	Framing II	5
CAV 1133	Advanced Blueprint Reading	3	CAV 1513	Exterior Finishing	3
MAT 1313	College Algebra	3	CAV 1316	Int. Fin. & Cab. Making	6
EDU 1311	Orientation	1			17
		19			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
DDT 1114	Fund. of Drafting	4	CAV 2113	Prin. Mul-Fam. & Light Com.	3
DDT 1213	Construction Materials	3		Social/Behav. Sci. Elective	3
ENG 1113	English Comp. I	3	DDT 2243	Cost Estimating	3
SPT 1113	Oral Communication	3	CAV 2913	Special Prob. in Res. Carp. or	3
ATE 1113	Science & Technology	3	WBL 2923	Work Based Learning	3
		16	ART 1113	Art Appreciation	3
					15

## RESIDENTIAL CARPENTRY TECHNOLOGY

(Two-Year Certificate Program)

Advisor: L. Barrett

Major Code: 415

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CAV 1116	Foundations	6	CAV 1413	Roofing	3
CAV 1216	Framing I	6	CAV 1225	Framing II	5
CAV 1133	Advanced Blueprint Reading	3	CAV 1513	Exterior Finishing	3
EDU 1311	Orientation	1	CAV 1316	Int. Fin. & Cab. Making	6
		16			17

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
DDT 1114	Fund. of Drafting	4	CAV 2113	Prin. Mul-Fam. & Light Com.	3
DDT 1213	Construction Materials	3	DDT 2243	Cost Estimating	3
CAV 2913	Special Problems	3	CAV 2926	Supervised Work Experience	6
WBL 2913	Work Based Learning	3			12
ATE 1113	Science & Technology	3			
		16			

## RESIDENTIAL CARPENTRY TECHNOLOGY

(One-Year Certificate Program)

Advisor: L. Barrett

Major Code: 322

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CAV 1116	Foundations	6	CAV 1413	Roofing	3
CAV 1216	Framing I	6	CAV 1225	Framing II	5
CAV 1133	Blueprint Reading	3	CAV 1513	Exterior Finishing	3
ATE 1113	Science & Technology	3	CAV 1316	Int. Fin. & Cab. Making	6
EDU 1311	Orientation	1			17
		19			

## RESPIRATORY CARE CURRICULUM

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

Advisors: A. Brooks, B. Swatzell

Major Code: 706

This program of study combines training in the technical and clinical aspects of respiratory and general education courses necessary to provide the student with the knowledge necessary to give direct care to patients with respiratory/cardiac health problems. Upon successful completion of this program, the student is awarded the Associate of Applied Science degree.

Prerequisites:	Hours
BIO 2513 Human Anatomy and Physiology I Lecture	4
BIO 2511 Human Anatomy and Physiology I Lab	
BIO 2523 Human Anatomy and Physiology II Lecture	4
BIO 2521 Human Anatomy and Physiology II Lab	

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
CHE 1213 General Chemistry Lecture I	3	BIO 2923 Microbiology Lecture	3
CHE 1211 General Chemistry Lab I	1	BIO 2921 Microbiology Lab	1
CSC 1113 Intro. to Comp. Concepts	3	ENG 1113 English Composition I	3
	3	MAT 1313 College Algebra	3
RCT 1214 Respiratory Care Science	4	RCT 2333 Cardiopulmonary Pathology	3
RCT 1313 Cardiopulmonary A & P	3	RCT 1223 Patient Assess. & Planning	3
	17		16
		Summer Term 1	Summer Term 2
RCT 1613 Respiratory Pharmacology	3	RCT 1322 Pulmonary Function Test	2
RCT 1416 Respiratory Care I	6	RCT 1424 Respiratory Care II	4
RCT 1516 Clinical Practice I	6	RCT 1523 Clinical Practice II	3
	15		9

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
	3	RCT 2613 Neonatal/Pediatrics	3
RCT 2434 Respiratory Care III	4	RCT 2546 Clinical Practice IV	6
RCT 2536 Clinical Practice III	6	RCT 2712 Respiratory Care Seminar	2
	13	RCT 2710 Respiratory Care Sem. Lab	0
		SPT 1113 Oral Communication	3
			14

### BARBER/STYLIST

(Leading to Certificate)

Advisor: J. Nunley

Major Code: 255

This program prepares individuals to cut, shampoo, and style hair. Special attention is given to hygiene, safety, skin and scalp diseases, and equipment sterilization.

#### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BAV 1118	Basic Pract. in Barbering	8	BAV 1318	Fund. Pract. in Barbering II	8
BAV 1218	Fund. Pract. in Barbering	8	BAV 1418	Inter. Pract. in Barbering I	8
		16			16

#### Summer Term

Fall Semester		Semester Hours
BAV 1518	Inter. Pract. in Barbering II	8
BAV 1618	Advance Pract. in Barbering	8
		16

#### Barbering Recertification Course

BAV 1816	Barbering Recertification	12
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**NOTE:** The ratio of lab hours to lecture hours for Barber/Stylist is 3 to 1.

**BARBERING INSTRUCTOR TRAINING  
PROGRAM DESCRIPTION & REQUIREMENTS**

Advisor: J. Nunley

Major Code: 420

This course is designed to prepare students to become instructors in the field of barbering. The course includes theory and practical methodology and techniques in hair cutting, styling, lectures, student supervision and office work. A student who successfully complete this program may pursue certification toward becoming a licensed barbering instructor.

**Special Admission Requirements**

**Applicant**

1. must be 21 years of age or older.
2. is of good moral and temperate habits.
3. is able to read, write, and speak English.
4. possesses a high school diploma or its equivalent.
5. has successfully completed not less than 1500 hours at a Barbering School approved by the State Board of Barber Examiners and holds a valid certificate (Barber License).
6. has not less than two (2) years of active experience as a registered barber.
7. has maintained a 3.0 GPA in Barbering.
8. has pre-requisite academic courses totaling 9 hours.

Pre requisite academic course requirements (9 hours total) may be met by selecting from the following:

1. English Composition I
2. Psychology
3. Accounting
4. Art Appreciation
5. Introduction to Computer Concepts
6. Oral Communication
7. Music Appreciation
8. Records Management
9. Basic Mathematics
10. Integrated Computer Applications
11. Spanish
12. Biology
13. Electronic Spreadsheet
14. Administrative Office Procedures
15. Chemistry

Upon completion of all courses (9 hrs) students must present official transcripts as proof of having completed courses prior to being accepted and enrolled into BAV 1716 Instructor Trainee I, a 600 clock hour Instructor's Training Program. Student transcripts must also reflect a C average (GPA 2.0) or better prior to enrolling.

## COSMETOLOGY

(Leading to Certificate)

Advisor: S. Ferguson-Hicks

Major Code: 260

This program prepares students to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the Mississippi State Board of Cosmetology certification examination.

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
COV 1117	Fund. of Cosmetology	7	COV 1225	Cosmetology Theory II	5
COV 1213	Cosmetology Theory I	3	COV 1411	Artistry of Artificial Hair	1
COV 1311	Scalp & Hair Treatment	1	COV 1333	Permanent Waves	3
COV 1321	Hair Shaping	1	COV 1345	Hair Coloring & Lightening	5
COV 1372	Artistry of Wet Hair Design	2	COV 1352	Chemical Hair Relaxing	2
COV 1512	Manicure and Pedicure	<u>2</u>			16
		16			

### Third Semester

COV 1236	Cosmetology Theory III	6
COV 1612	Facials and Makeup	2
COV 1362	Thermal Techniques	2
COV 1712	Salon Management	<u>2</u>
		12

**NOTE:** The ratio of lab hours to lecture hours for Cosmetology is 3 to 1. This program requires a minimum of 850 minutes per semester hour.



**COSMETOLOGY**  
 (Leading to Certificate)  
 Advisor: S. Ferguson-Hicks  
 Major Code: 425

This curriculum is designed for students who have at least two years active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.

**First Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
COV 2816	Cosmetology Teacher Train. I 6	COV 2836	Cosmet. Teach. Train. III 6
COV 2826	Cosmetology Teacher Train. II 6	COV 2846	Cosmet. Teach. Train. IV 6
	12		12

It is recommended that students complete twelve semester hours of college-level education as approved by the Mississippi State Board of Cosmetology before enrolling in the Cosmetology Teacher Training option. These hours must be completed before a student will be allowed to take the cosmetology instructor licensing examination. More information concerning these hours can be obtained from the Mississippi State Board of Cosmetology.

**NOTE:** The ratio of lab hours to lecture hours for the Cosmetology Teacher Training Option is 3 to 1.

## PRACTICAL NURSING

(Leading to Certificate)

Advisors: P. Bell, L. Simmons

Major Code: 700

Practical Nursing is a twelve-month certificate program. The Practical Nursing program prepares students to assist in providing general nursing care under the direction of a registered nurse, physician, or dentist.

Graduates of the Practical Nursing program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination (NCLEX)-PN.

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
PNV 1113	Basic Nutrition	3	PNV 1615	Medical/Surg. Nursing I	5
PNV 1213	Body Structure & Func.	3	PNV 1624	Medical/Surg. Lab/Clin. I	4
PNV 1312	Growth & Development	2	PNV 1717	Maternity Child Nursing	7
PNV 1425	Fundamentals of Nursing	5	PNV 1513	Pharmacology	3
PNV 1434	Fundamentals of Nursing Lab	4			19
PNV 1412	Geriatric Nursing	2			
		19			

### Summer Term

PNV 1633	Alterations in Adult Health	3
PNV 1644	Alter. in Adult Hlth Lab/Clin.	4
PNV 1813	Psychiatric Concepts	3
PNV 1912	Nursing Transition	2
		12

## WELDING AND CUTTING

(Leading to Certificate)

Advisor: R. Brower

Major Code: 261

The Welding and Cutting Curriculum is a one-year certificate program. The Welding and Cutting program is designed to prepare students for entry level employment in the field of welding. Students are provided theoretical and practical experiences in the areas of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Pipe Welding, Plasma Arc Welding, Air Carbon Arc Cutting (AAC), Oxyacetylene Welding (OAW) and Brazing, Gas Metal Arc Aluminum Welding (GMAAW), Gas Tungsten Arc Welding and Blueprint Reading.

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
WLV 1116	Shld. Metal Arc Welding I	6	WLV 1136	Gas Tungsten Arc Welding	6
WLV 1226	Shld. Metal Arc Welding II	6	WLV 1314	Cutting Processes	4
WLV 1143	Flux Cored Arc Welding	3	WLV 1124	Gas Metal Arc Welding	4
WLV 1232	Draw. & Weld. Symbol Inter.	2	WLV 1911	Special Problems in Welding & Cutting	1
WLV 1171	Weld. Inspect. & Test. Prin.	1	WLV 2913	Work-Based Learning	3
		18			18

## SPECIAL VOCATIONAL PROGRAMS/ACTIVITIES

### **Vocational Related Studies**

The Vocational Related Studies Lab is designed to aid students in vocational programs who are deficient in basic academic skills to the extent that they might have difficulty succeeding in their chosen vocational or technical programs.

### **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), and individuals with limited English proficiency, single parents, individuals participating in programs designed to eliminate sex bias, and individuals in correctional institutions.

### **Work Based Learning**

#### **WBL 191(3), WBL 192(1-3), WBL 291(1-3), WBL 292(1-3), and WBL 292(5)**

The courses are structured work-site experiences for which the student, program area teacher, work based learning coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). The training agreement is designed to integrate the students' academic and technical skills into a work environment. Regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews) will be included. Work Based Learning students who choose to participate in the WBL program and are not interested in taking part in a work-site setting may take advantage of alternative course competencies.

### **Tech Prep Initiative**

The Mississippi Tech Prep Initiative is a process designed to guide schools into the 21<sup>st</sup> Century. The components provide students with information, skills, and competencies focused on future employability.

Coahoma Community College, in conjunction with the Mississippi State Department of Education and a consortium formed by local secondary schools, has developed and implemented the Technical Preparation Education Program. Enhanced occupational programs articulated between high school and postsecondary institutions provide a seamless educational system for technical skill development.

Tech Prep integrates college prep course work with vocational and technical applications. This planned sequence of courses begins in junior high school and is articulated to the community college, leading to an associate of applied science degree. Students can also pursue a four-year baccalaureate degree, if so desired.

### **Advanced Technical Credit Technical Education Program**

Coahoma Community College will grant advanced technical credit for selected courses in its Associate of Applied Science and Certificate Programs under the following conditions:

1. Applicant for credit meets all college admissions requirements and is a registered full-time student in good standing in one of CCC's vocational-technical or certificate programs.
2. Applicant has on file a letter of recommendation from the secondary vocational-technical instructor.
3. Applicant has successfully completed two units in the high school course for which articulation credit is requested and has maintained an A, B, or C average.
4. Applicant has completed an Advanced Technical Credit Application Form.
5. Applicant has demonstrated mastery on a competency exam at the level required by the cooperating teachers.
6. If the applicant fails to make satisfactory progress in the higher sequential course, the student may transfer to the beginning level course.
7. College credit will be held in escrow until the student has completed the prescribed courses in a specific program. This credit will not exceed 6 hours and will be included on the student's official college transcript as A or B according to the student's score on the competency exam. Furthermore, this advanced technical credit will count toward the appropriate degree or certification in the specified vocational-technical program (following provisions of the Southern Association of Colleges and Schools).
8. A high school graduate may exercise this privilege no later than the beginning of the second year following graduation from high school.
9. It is further understood that the student will not be charged for this advanced technical credit.

## NON-TRADITIONAL PROGRAMS

The Non-Traditional programs are designed to do the following:

1. Provide programs, services, comprehensive career guidance and counseling, and activities to eliminate sex bias and sex role stereotyping in secondary and postsecondary vocational education.
2. Provide preparatory services and vocational education programs, services, activities for girls, women, boys, and men designed to enable to participants to support themselves and their families.
3. Provide support services for individuals participating in vocational education programs, services, and activities designed to eliminate sex bias and sex role stereotyping.
4. Provide student orientation sessions to present general information regarding career opportunities.
5. Increase the awareness of female and male students regarding the wide spectrum of career options available.
6. Ensure that parents and others outside the educational community understand the outreach and recruitment efforts and realize the important value of their efforts in preparing students, regardless of gender, for nontraditional fields and new and emerging careers.
7. Bring about change in the classroom to ensure an equitable learning environment for "all students."

### VOCATIONAL-TECHNICAL GUIDANCE & COUNSELING SERVICES

The Counseling Office, located in the B. F. McLaurin Building, offers the following services:

1. Guidance services (individual and/or group) are provided to assist students in the development and use of cognitive and affective skills which lead to a better understanding of self and others.
2. Guidance services coordinate student assessment, employability skills training, program retention, placement, and follow-up activities in cooperation with instructors.
3. Guidance personnel assist in coordinating the integration of academic and vocational skills (including those in Tech Prep, School-To-Work, and Work-Based Learning initiatives).
4. Guidance services provide assistance to instructors in student recruitment, including recruitment of special populations students.
5. Guidance personnel provide services which assist special populations students in obtaining skills to be successful in vocational-technical programs.
6. Guidance services provide occupational, educational, personal, and social information for vocational-technical students in use in effective decision-making and problem-solving.
7. Guidance services are provided which direct students to appropriate school and community resources that are capable to meeting individual needs of the students. Guidance personnel serve as liaisons between the students and the resources.
8. Guidance services are provided which conduct student/staff evaluations annually.

## COURSE DESCRIPTIONS ACADEMIC

ACC 1213--PRINCIPLES OF ACCOUNTING I--A study of the fundamental accounting principles that relate to business. The topics to be covered include the accounting cycle, accounting systems for services and merchandising businesses, assets, liabilities, and equity. Three hours; 3 credits.

ACC 1223--PRINCIPLES OF ACCOUNTING II--A continuation of ACC 1213. The topics to be covered include managerial accounting concepts and internal business decision making. Prerequisite: Accounting 1213. Three hours lecture, 1 hour lab; 3 credits.

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. Three hours; 3 credits.

ART 1313--DRAWING I--A study of basic principles of construction of visual forms. Emphasis on line, perspective, and shading. Use of black and white--media, pencil, charcoal. Required of art majors. Three hours; 3 credits.

ART 1323--DRAWING II--An introduction to color dynamics and precision drawing as used in creative expression. Emphasis on composition. Required of art majors. Prerequisite ART 1313. Three 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 of art majors. Prerequisite: ART 1313. Three hours; 3 credits.

ART 1423--DESIGN II--Prerequisite ART 1313 or special permission of the instructor. Continuation of basic principles of design, color, and texture. Creative approach to three dimensional design. Study of methods of water color, tempera and fluid media. Required of art majors. Three hours; 3 credits.

ART 1913--ART FOR ELEMENTARY TEACHERS--A course 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. Three hours; 3 credits.



ART 2513--PAINTING I --A study of techniques used in painting water colors, oils, pastel or other media, in still life and landscape pictures. Three hours; 3 credits.

ART 2713--ART HISTORY I--A 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--A study of art of the renaissance to the Twentieth Century. Special emphasis on modern expressions in fields of art. Three hours; 3 credits.

BAD 1113--INTRODUCTION TO BUSINESS--A course designed to introduce the students to a broad range of topics while helping them learn the business terms necessary to understand the business literature. Three hours; 3 credits.

BAD 2213--PRINCIPLES OF MARKETING--A study of principles and problems of marketing goods and methods of distribution from producer or manufacturer to consumer. Types, functions, practices of wholesalers and retailers in the American marketing system and efficient marketing techniques in the development and expansion of markets are included. Three hours; 3 credits.

BAD 2413 -- LEGAL ENVIRONMENT OF BUSINESS--An introduction to interrelationships of law and society, jurisprudence and business. The topics to be covered include an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three hours; 3 credits.

BAD 2513--PRINCIPLES OF MANAGEMENT--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.

BIO 1131--GENERAL BIOLOGY LAB I--A lab course which must be taken concurrently with BIO 1133 lecture. Selected experiments to illustrate principles taught in BIO 1133. Two hours; 1 credit.

BIO 1133--GENERAL BIOLOGY LECTURE I--A lecture course in basic biological principles including chemical and cellular basis of life, anatomy and physiology, reproduction, genetics, organism complexity, classification, biosocial problems and ecology. Three hours, 3 credits.

BIO 1141--GENERAL BIOLOGY LAB II--A lab course which must be taken concurrently with BIO 1143 lecture. Selected experiments to illustrate principles taught in BIO 1143. Prerequisite: BIO 1131. Two hours; 1 credit.

BIO 1143--GENERAL BIOLOGY LECTURE II--A lecture course in basic biological principles listed but not covered in BIO 1133. Prerequisite: BIO 1133. Three hours; 3 credits.

BIO 2411--GENERAL ZOOLOGY LAB I--A lab course dealing with selected experiments to illustrate the principles taught in BIO 2413. Co-requisite: BIO 2413. Two hours; 1 credit.

BIO 2413--GENERAL ZOOLOGY LECTURE I--A lecture course dealing with the application of biological principles to the study of animals including classifications, structure, and function. Emphasis is on invertebrates. Co-requisite: BIO 2411. Three hours; 3 credits.

BIO 2421--GENERAL ZOOLOGY LAB II--A lab course which includes selected experiments requiring dissection to illustrate principles taught in BIO 2423. Co-requisite: BIO 2423. Prerequisite: BIO 2411. Two hours; 1 credit.

BIO 2423--GENERAL ZOOLOGY LECTURE II--A continuation of BIO 2413 with emphasis on vertebrates. Co-requisite: BIO 2421. Prerequisite: BIO 2413. Three hours; 3 credits.

BIO 2511--HUMAN ANATOMY AND PHYSIOLOGY LAB I--A lab course dealing with selected experiments to illustrate the principles taught in BIO 2513. Co-requisite: BIO 2513. Two hours; 1 credit.

BIO 2513--HUMAN ANATOMY AND PHYSIOLOGY LECTURE I--A lecture course dealing with the physiology of the human body as an integrated whole with detail study of the skeletal, muscular, and nervous systems. (General Chemistry recommended) Co-requisite: BIO 2511. Three hours; 3 credits.

BIO 2521--HUMAN ANATOMY AND PHYSIOLOGY LAB II--A lab course which includes selected experiments to illustrate the principles taught in BIO 2523. Co-requisite: BIO 2523. Prerequisite: BIO 2511. Two hours; 1 credit.

BIO 2523--HUMAN ANATOMY AND PHYSIOLOGY LECTURE II--A continuation of BIO 2513 in which the circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems are studied. Co-requisite: BIO 2521. Prerequisite: BIO 2513. Three hours; 3 credits.

BIO 2921--MICROBIOLOGY LAB--A lab course devoted to basic techniques of microbial study such as identification, control, morphology, physiology, life cycles, and cultural techniques. Co-requisite: BIO 2923. Two hours; 1 credit.

BIO 2923--MICROBIOLOGY LECTURE--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. Co-requisite: BIO 2921. Three hours; 3 credits.

BOA 1113--ELEMENTARY TYPEWRITING--Instruction in the mechanism and care of the typewriter; its operation; keyboard drills to gain speed and accuracy; introduction to letter forms. (Students with a year of high school typewriting cannot receive credit for this course.) 3 credits.

CHE 1211--GENERAL CHEMISTRY LAB I--A lab course which includes selected experiments that illustrate the principles taught in lecture. Must be taken concurrently in phase with the lecture. Co-requisite: CHE 1213. Three hours; 1 credit.

CHE 1213--GENERAL CHEMISTRY LECTURE I--A study of atomic and molecular structure, periodicity and atomic properties, stoichiometry, the mole concept, types of solutions, energy-enthalpy. Co-requisite: CHE 1211. Three hours; 3 credits.

CHE 1221--GENERAL CHEMISTRY LAB II--A laboratory course which is a continuation of CHE 1211. Co-requisite: CHE 1223. Prerequisite: CHE 1211. Three hours; 1 credit.

CHE 1223--GENERAL CHEMISTRY LECTURE II--A study of gases, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, coordination and compounds. Co-requisite: CHE 1221. 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. Co-requisite: CHE 2423. Prerequisite: CHE 1221. Three hours; 1 credit.

CHE 2423--ORGANIC CHEMISTRY LECTURE I--A study of the basic principles of carbon chemistry, bonding structure, and behavior; aliphatic compounds; identification and preparation of compounds. Co-requisite: CHE 2421. Prerequisite: CHE 1223. Three hours; 3 credits.

CHE 2431--ORGANIC CHEMISTRY LAB II--A continuation of CHE 2421. Co-requisite: CHE 2433. Prerequisite: CHE 2421. Three hours; 1 credit.

CHE 2433--ORGANIC CHEMISTRY LECTURE II--A continuation of CHE 2423. A study of aromatic and complex compounds. Co-requisite: CHE 2431. Prerequisite: CHE 2423. Three hours; 3 credits.

CRJ 1313--INTRODUCTION TO CRIMINAL JUSTICE--A study of the history, development, and philosophy of law enforcement in a democratic society, an introduction to the major agencies involved in the administration of criminal justice and career orientation. Three hours; 3 credits.

CRJ 1383--CRIMINOLOGY--A study of 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 with particular emphasis on the functions of the patrol division. Three hours; 3 credits.

CRJ 2323--CRIMINAL LAW EVIDENCE--A study of criminal evidence for law enforcement officers furnishing a practical insight into the rules of evidence; kinds of degrees; and legal considerations governing the admissibility of evidence in court. Three hours; 3 credits.

CRJ 2333--CRIMINAL INVESTIGATION I--A study of 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--A course designed to teach the use of scientific techniques in investigation; methods to investigate problems in major crime; arrests, apprehensions, and raids; finger printing; rules of evidence and testifying in courts. Three hours; 3 credits.

CRJ 2513--LAW ENFORCEMENT AND THE JUVENILE--A study of 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.

CSC 1113--INTRODUCTION TO COMPUTER CONCEPTS--A basic survey course which introduces advanced concepts, terminology, and application of modern microcomputers which includes competency in "the basic use of computers." It includes operating systems, application program and computer languages. Concepts are demonstrated and supplemented by hands-on microcomputer use. Three hours; 3 credits.

CSC 1123--MICROCOMPUTER APPLICATIONS--This course is designed to teach an introduction to microcomputer applications to include: operating systems, word-processing, electronic spreadsheet, database management, presentation design, communications, scheduling, internet access, and web design with integration of these applications. Prerequisite: CSC 1113 or BOA 1113. Two hours lecture, two hours lab; 3 credits.

CSC 1613--COMPUTER PROGRAMMING I--An introduction to problem-solving methods and algorithm development; designing, debugging, looping scope rules, data structures, and a variety of applications in a high-level programming language. Three hours; 3 credits.

CSC 2413--COBOL PROGRAMMING--An introduction to structured COBOL language includes design and debugging, I/O processing, arithmetic statements, report generating, looping, conditional statements, control breaks, and table processing with emphasis on problem solving application in business. Prerequisite: previous programming experience. Three hours; 3 credits.

CSC 2623--COMPUTER PROGRAMMING II--Continued and advanced program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of large programs in a high-level language. Prerequisite: CSC 1613. Three hours; 3 credits.

ECO 2113--PRINCIPLES OF ECONOMICS (MACROECONOMICS) I--An introduction to macroeconomics. Topics to be covered include free enterprise principles, income, employment, output, inflation, and business cycles. Three hours; 3 credits.

ECO 2123--PRINCIPLES OF ECONOMICS (MICROECONOMICS) II--A continuation of ECO 2113 with an introduction to microeconomics. Topics to be covered include supply and demand, pricing and output, income distribution, factor pricing, and foreign exchange markets. Three hours; 3 credits.

EDU 1311--ORIENTATION--This course designed to help the new college student 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, and report writing, and gives the student guidance in collegiate life. One hour; 1 credit.

EDU 1613--FOUNDATION IN EDUCATION--A survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Three hours; 3 credits.

ENG 1103--DEVELOPMENTAL ENGLISH (REMEDIAL COURSE)-- This course in writing stresses basic communication skills - writing of paragraphs, outlines, summaries and essays, general review of mechanics, and reading for ideas included. Three hours; 3 credits.

ENG 1113--ENGLISH COMPOSITION I--A study of grammar and composition, with emphasis on the sentence, the paragraph readings and frequent essays. Three hours; 3 credits.

ENG 1123--ENGLISH COMPOSITION II--A continuation of ENG 1113 with emphasis on the whole composition. Readings, essays, and research paper required. Prerequisite: ENG 1113. Three hours; 3 credits.

ENG 1203--DEVELOPMENTAL ENGLISH (REMEDIAL COURSE)--A continuation of ENG 1103 with emphasis on various types of paragraphs, interpreting and writing essays, and writing interpreting poetry. Prerequisite: ENG 1103. Three hours; 3 credits.

ENG 2223--AMERICAN LITERATURE I--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 II--A survey of major American writers from 1900 to the present. Three hours; 3 credits.

ENG 2423--WORLD LITERATURE I--A survey of selected writings of Mesopotamia, Greece, Rome, Medieval Europe, Asia. Three hours; 3 credits.

ENG 2433--WORLD LITERATURE II--A continuation of ENG 2423. Selected writings from the Renaissance to the present. 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 implementations for education. Prerequisite: PSY 1513. 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, interest, 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.

FCS 1213--FOOD SELECTION AND PREPARATION--This course is a study of principles of food selection, preparation, and service. Three hours; 3 credits.

FCS 1253--NUTRITION--This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Three hours; 3 credits.

FCS 1263--MATERNAL, INFANT AND CHILD NUTRITION--A study of nutritional requirements during reproduction and growth, problems in nourishing women during the reproductive period, infants, and children through adolescent. The student identifies nursing care specific to indices in growth due to either poor eating habits or nutritional deficiencies. Three hours; 3 credits.

HIS 1113--WESTERN CIVILIZATION I--A general study of European history from ancient times to 1600 A.D. Three hours; 3 credits.

HIS 1123--WESTERN CIVILIZATION II--A general study of European civilization since 1600 A.D. Three hours; 3 credits.

HIS 1613--SURVEY OF AFRO-AMERICAN HISTORY--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 I--A survey of U.S. history from the period of discovery and exploration through Reconstruction. Three hours; 3 credits.

HIS 2223--AMERICAN (U.S.) HISTORY II--A survey of U.S. history from Reconstruction to the present. Three hours; 3 credits.

HPR 1111--GENERAL ACTIVITIES I--A course 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 school term. Two hours; 1 credit.

HPR 1121--GENERAL PHYSICAL EDUCATION ACTIVITIES II--This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the school term. Two hours; 1 credit.

HPR 1213--PERSONAL & COMMUNITY HEALTH I--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 II--A continuation of HPR 1213. Prerequisite: HPR 1213. Three hours; 3 credits.

HPR 1313--INTRODUCTION HEALTH, PHYSICAL EDUCATION AND RECREATION--An introduction to the objective, literature, and organization of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of students to opportunities in the field. Three hours; 3 credits.

HPR 1511--TEAM SPORTS--This course includes the study of physical activity in which prospective students develop specific skills in a variety of team sports with curricular and pedagogical applications of team sport content in physical education settings. Two hours; 1 credit.

HPR 1551--FITNESS AND CONDITIONING TRAINING--Lecture and practices in weight training. Two hours; 1 credit.

HPR 1711--SPORTS APPRECIATION--A course 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. Two hours; 1 credit.

HPR 2111--GENERAL PHYSICAL EDUCATION ACTIVITIES III--This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the school term. Two hours; 1 credit.

HPR 2121--GENERAL PHYSICAL EDUCATION ACTIVITIES IV--This course is designed to give students a modern concept of physical education and recreations by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the school term. Two hours; 1 credit.

HPR 2213--FIRST AID & CPR--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 2323--RECREATIONAL LEADERSHIP--Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three hours; 3 credits.

HPR 2412--INDIVIDUAL & TEAM SPORTS OFFICIATING--Instruction in rules, interpretations, officiating techniques, and tournament organizations for individual and team sports for men and women. Open primarily to physical education majors. Two hours; 2 credits.

HPR 2443--ATHLETIC TRAINING & TREATMENT OF INJURIES--A practical study of safety and first aid, taping, bandaging, and use of massage, and the uses of heat, light, and water in the treatment and prevention of injuries; conditioning of athletes as to diet, rest, work, and proper methods of procedures in training for sports. Three hours; 3 credits.

HUM 1913--LEADERSHIP DEVELOPMENT--An interactive course which introduces the students to various leadership topics. Students are introduced to classical readings and are required to keep a journal of everyday activities relating to the leadership topics discussed. Three hours; 3 credits.

JOU 1111--COLLEGE PUBLICATIONS--A laboratory course designed to give practical experience in working with college newspaper and yearbook production. News, features, and editorial writing, make-up and layout, editing, advertising and photography will be emphasized according to student need. 1 credit.

JOU 1121--COLLEGE PUBLICATIONS II--A continuation of JOU 1111. 1 credit.

MAT 1103--DEVELOPMENTAL MATHEMATICS I/ARITHMETIC (PRE-COLLEGE LEVEL COURSE)--This course is designed for the student who is lacking in fundamental arithmetic skills. The course will include topics of fractions, decimals, percentages, and verbal problems. Three hours; 3 credits.

MAT 1203--DEVELOPMENTAL MATHEMATICS II/ARITHMETIC (PRE-COLLEGE LEVEL COURSE)--A course in algebra to include signed numbers, first degree equations, products and factors, fractions, and solutions of two equations and two variables. Three hours; 3 credits.



MAT 1233--INTERMEDIATE ALGEBRA--A course 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--A course which 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--A study of trigonometric functions; 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 1333--FINITE MATHEMATICS AND INTRODUCTION TO CALCULUS--A course which includes the introduction and application of sets, functions, matrices, sequences, and linear programming oriented to business decision making and behavioral sciences. Prerequisite MAT 1313 or equivalent. Three hours; 3 credits.

MAT 1513--BUSINESS CALCULUS I--The basics of Differential Calculus with emphasis on business applications. Prerequisite: MAT 1313. Three hours; 3 credits.

MAT 1613--CALCULUS I--A study of coordinate systems; basic theorems of analytics; functions; limits, the derivative; the integral differentiation and integration of algebraic functions; applications. Prerequisites: MAT 1313 and MAT 1323, or permission of instructor. Three hours; 3 credits.

MAT 1623--CALCULUS II--Differentiation and integration of transcendental functions; the definite integral; methods of integration; applications. Prerequisite: MAT 1613. Three hours; 3 credits.

MAT 2113--INTRODUCTION TO LINEAR ALGEBRA--A course which includes vector spaces, matrices, linear transformation; systems of linear equation determinates; characteristic values and characteristic vectors. Prerequisite: MAT 1623. Three hours; 3 credits.

MAT 2613--CALCULUS III--A course which includes the study of solid analytics, vectors, improper integrals, line integration infinite series. Prerequisite: MAT 1623. Three hours; 3 credits.

MAT 2623--CALCULUS IV--A study of partial differentiation multiple integrals, vector calculus Prerequisite: MAT 2613. Three hours; 3 credits.

MFL 1213--SPANISH I--A course designed to develop basic language skills in reading, writing, and speaking. Drills on grammar through written and oral exercises are used in class work. Three hours; 3 credits.

MFL 1223--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--SPANISH III--A verb and grammar review and further development of written and comprehensive skills. Reading materials used have literary and cultural value. Prerequisite: MFL 1223. Three hours; 3 credits.

MFL 2223--SPANISH IV--A continuation of MFL 2213. Special attention is given to oral proficiency. The student is encouraged to record and listen to his and other students' use of the language. Prerequisite: MFL 2213. Three hours; 3 credits.

MUO 1111--BAND I--Fundamentals of the marching and concert band. Organized to serve the institution at games, concerts, and other public and special functions. Prerequisite: Audition/director approval. One hour daily; 1 credit.

MUO 1121--BAND II-- A continuation of MUO 1111. Prerequisite: MUO 1111. One hour daily; 1 credit.

MUO 1211--CHOIR I-- This performing vocal group makes numerous appearances during the year both on the campus and throughout the state. Prerequisite: audition/director approval. One hour daily; 1 credit.

MUO 1221--CHOIR II-- A continuation of MUO 1211. Prerequisite: MUO 1211. One hour daily; 1 credit.

MUO 2111--BAND III-- A continuation of MUO 1121. Prerequisite: MUO 1121. One hour daily; 1 credit.

MUO 2121--BAND IV-- A continuation of MUO 2111. Prerequisite: MUO 2111. One hour daily; 1 credit.

MUO 2211--CHOIR III-- A continuation of MUO 1221. Prerequisite: MUO 1221. One hour daily; 1 credit.

MUO 2221--CHOIR IV-- A continuation of MUO 2211. Prerequisite: MUO 2211. One hour daily; 1 credit.

MUS 1113--MUSIC APPRECIATION--Listening course designed to give the students, through aural perception, understanding and appreciation of music as a moving force in western culture. Three hours; 3 credits.

MUS 2513--MUSIC FOR ELEMENTARY CHILDREN--A study of the fundamentals of music, sight-reading, terminology, methods, principles and materials for teaching of music in elementary school. Three hours; 3 credits.

NUR 1119--NURSING I--Foundation for all subsequent nursing courses. Introduction to nursing with emphasis placed on normal, basic human needs, therapeutic communication, and the nursing process. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions is included. Prerequisite: BIO 2513/2511, and BIO 2523/BIO 2521. Five lectures; Twelve hours laboratory. 9 credits.

NUR 1311--NURSING SCHOOL SUCCESS--This elective course will provide study tips along with other good advice for nursing students. This course consists of sixteen modules that were written by nursing educators to be specifically related to nursing courses. The student will receive guidance and suggestions on ways to improve study skills, time management, reading comprehension, etc. Prerequisite: Instructor consent required. One lecture; 1 credit.

NUR 1211, 1221, 2211, 2221--HEALTH ISSUES, I, II, III, IV--This course will provide the student an opportunity for in-depth study of current health issues and the impact they have on healthcare delivery as a whole and the person as an individual. Through use of available resources to include the internet, the student will explore such entities as treatment options, healthcare funding, alternative therapies, etc. Prerequisite: Instructor consent required. One lecture; 1 credit.

NUR 1229--NURSING II--This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health settings. Students are expected to provide care to pediatric, obstetric, and geriatric patients. Prerequisite: NUR 1119. Six lectures; Nine hours laboratory; 9 credits.

NUR 1413--NURSING EXTERNSHIP--This nursing elective course provides the learner with additional opportunity to practice learned skills repetitively, enhance interpersonal skills, and develop organizational skills. The student receives guidance, supervision, and evaluation from a registered nurse preceptor in conjunction with nursing faculty. Prerequisite: NUR 1229. 270 contact hours per semester. 3 credits.

NUR 2119--NURSING III--The first of two courses which focuses on the utilization of the nursing process in the care of adults and children who have threats to basic needs. Care of the pre and post operative patient is explored. Concepts introduced in Nursing 1119 are reinforced and applied. Selected mental health concepts are integrated. Prerequisite: NUR 1119 and NUR 1229. Six lectures; Nine hours laboratory. 9 credits.

NUR 2123--PHARMACOLOGY--This course is designed to enhance the student's understanding and application of pharmacological principles. Commonly used drugs will be studied and classified according to action and therapeutic use. Emphasis will be placed on the nursing process with patient teaching. Prerequisite: NUR 1119 and NUR 1229. Three lectures; 3 credits.

NUR 2239--NURSING IV--The second of two courses which focuses on the utilization of the nursing process in the care of the adult and child patient. This course builds on NUR 2119. Nursing care on a more advanced level is utilized. Nursing care of the critically ill patient is emphasized. The student gains experience with leadership and management skills. Prerequisite: NUR 2119. Five lectures; Twelve hours laboratory; 9 credits.

NUR 2243--MANAGEMENT OF NURSING CARE--This course is designed to introduce basic principles of organization and management that will assist the student in functioning as an associated degree nurse. The basic elements of leadership and delegation will be incorporated as it relates to coordinating the care of a group of patients. Prerequisite: NUR 2119. Three lectures; 3 credits.

PHY 2241--PHYSICAL SCIENCE LAB I--A course that includes selected experiments to illustrate principles taught in lecture. Co-requisite: PHY 2242. Two hours; 1 credit.

PHY 2242--PHYSICAL SCIENCE LECTURE I--A lecture course designed for the non-technical student. Co-requisite: PHY 2241. Two hours; 2 credits.

PHY 2251--PHYSICAL SCIENCE LAB II--A course that includes selected experiments to illustrate principles taught in lecture. Co-requisite: PHY 2252. Prerequisite: PHY 2241. Two hours; 1 credit.

PHY 2252--PHYSICAL SCIENCE LECTURE II--A survey of chemistry, meteorology, geology, and heat. Co-requisite: PHY 2251. Prerequisite: PHY 2242. Two hours; 2 credits.

PHY 2311--GENERAL PHYSICS LAB I--A lab course that includes selected experiments to illustrate the principles taught in lecture. Co-requisite: PHY 2313. Two hours; 1 credit.

PHY 2313--GENERAL PHYSICS LECTURE I--A calculus-based lecture that deals with mechanics, conservation laws, heat, sound, electricity, magnetism and waves. This course is for math and science majors. Co-requisite PHY 2311. Pre-requisite MAT 1613. Three hours; 3 credits.

PHY 2321--GENERAL PHYSICS LAB II--A course that includes selected experiments to illustrate principles taught in lecture. Co-requisite: PHY 2323 Prerequisite: PHY 2321. Two hours; 1 credit.

PHY 2323--GENERAL PHYSICS LECTURE II--A calculus-based lecture course that emphasizes magnetism, electricity, optics, and gravity. This course is for math and science majors. Co-requisite: PHY 2321. Prerequisite: PHY 2313. Three hours; 3 credits.

PSC 1113--AMERICAN NATIONAL GOVERNMENT--A survey of the organization and basic political aspects of American government. Three hours; 3 credits.

PSC 1123--AMERICAN STATE AND LOCAL GOVERNMENT--A study of the 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.

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 I (REMEDIAL COURSE)--A laboratory course designed to offer special reading instruction to students deficient in reading skills. Three hours; 3 credits.

REA 1203--DEVELOPMENTAL READING II (REMEDIAL COURSE)--A continuation of REA 1103. Three hours; 3 credit.

SEC 2613--BUSINESS COMMUNICATIONS--A course designed to offer study and practice in writing different types of business letters and reports, with emphasis on correct spelling, grammar, punctuation, and clarity of communication. Three hours; 3 credits.

SOC 2113--INTRODUCTION TO SOCIOLOGY I--Deals with human relationships. Students will receive a synopsis of the whole field of sociology; including the social world, the social and cultural process within this world, and the integration of these processes in relation to the individual, the group, and the institution. Three hours; 3 credits.

SOC 2123--INTRODUCTION TO SOCIOLOGY II--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.

SOC 2163--INTRODUCTION TO SOCIAL WORK--A survey of the history and contemporary development of social work. Relation of social work to other social problems, poverty, child welfare, aging, family needs, juvenile delinquency, etc. Three hours; 3 credits.

SPT 1113--ORAL COMMUNICATION (PRINCIPLES OF SPEECH)--Study of practice in making informative and persuasive presentations in professional and personal settings. Major emphasis on research and organization of material, as well as practice in conversational speech delivery style before groups. Three hours; 3 credits.

## COURSE DESCRIPTIONS VOCATIONAL AND TECHNICAL

ABT 1113--RESTRAINT SYSTEMS & INTERIOR TRIM--A course designed to provide skills & practice in vehicle restraint systems & interior trim. Included are procedures for serving restraint systems, passive restraint systems, headliners, and carpets; and procedures for operation of an air bag restraint system. (3 sch: 1 hr. lecture, 4 hr. lab)

ABT 1123--BOLTED UNITS, ASSEMBLIES, AND ELECTRICAL SYSTEMS--A course which provides instruction and practice in the removal and replacement of bolted parts, sub-units, and assemblies. Methods of disassembly and reassembly, part adjustment, alignment, and electrical system service and repair are included in this course. (3 sch: 1 hr. lecture, 4 hr. lab)

ABT 1133--GLASS & RELATED HARDWARE INSTALLATION AND SEALING--A course in the removal & replacement of stationary and movable glass. Included are the alignment of movable glass and the repair and alignment of glass mounting hardware. Also included are the sealing & adjustments needed to eliminate water leaks & wind noise. (3 sch: 1 hr. lecture, 4 hr. lab)

ABT 1213--AUTOMOTIVE BODY WELDING AND CUTTING--A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the Gas Metal Arc Welding (GMAW) equipment and plasma arc cutter (PAC) in repairing the high strength steels used in unibody construction. (3 sch: 1 hr. lecture, 4 hr. lab)

ABT 1313--REFINISHING I--A course designed to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. (3 sch: 2 hr. lecture, 2 hr. lab)

ABT 1324--REFINISHING II--A continuation of Refinishing I. Included are types of refinishing materials and their specific application procedures. Included are ways to prevent painting problems, solving problems that occur, basic blending for color matching, and basecoat/clearcoat applications. (4 sch: 2 hr. lecture, 4 hr. lab) Prerequisite: Refinishing I (ABT 1313)

ABT 1414--SHEET METAL REPAIR--A course designed to provide instruction and practice in the repair of the sheet metal components of the vehicle body. Includes practice in selecting and applying various methods and tools of the trade used in removing dents and other damage conditions from sheet metal panels. Also included are constructing and installing simple metal patch panel, and making basic repairs. (4 sch: 2 hr. lecture, 4 hr. lab)

ABT 1423--BODY PANEL & UPPER STRUCTURAL REPAIR I--A course in the repair and replacement of major body panels and upper body structural components. Instruction will include the use of power equipment, basic anchoring and pulling, non-adjustable panel alignment, and attachment (welded or bonded). (3 sch: 1 hr. lecture, 4 hr. lab) Prerequisite: Sheet Metal Repair (ABT 1414)

ABT 2333--REFINISHING III--A continuation of Refinishing II with emphasis on advanced technique; including pinstriping, decals, lettering, color sanding, buffing, polishing, and detailing. (3 sch: 1 hr. lecture, 4 hr. lab) Prerequisite: Refinishing II (ABT 1324)

ABT 2434--BODY PANEL & UPPER STRUCTURAL REPAIR II--A continuation of Body Panel & Structural Repair I. Emphasis will continue to be placed on major panel replacement. Instruction will include rolled over vehicle repair, structural alignment and roof panel replacement, and the replacement on sectioning of upper structural members. (4 sch: 2 hr. lecture, 4 hr. lab) Prerequisite: Body Panel & Upper Structural Repair I (ABT 1423)

ABT 2513--FRAME AND UNDERBODY STRUCTURAL REPAIR I--An introduction to frame repair. Instruction includes analyzing frame, structural, suspension, and steering damage, and setting up alignment equipment. (3 sch: 1 hr. lecture, 4 hr. lab)

ABT 2524--FRAME AND UNDERBODY STRUCTURAL REPAIR II--A continuation of instruction from Frame & Underbody Structural Repair I. Emphasis is placed on unibody vehicle construction. Included are welding in unibody repair and repairing/replacing/sectioning structural components. (4 sch: 1 hr. lecture, 6 hr. lab) Prerequisite: Frame and Underbody Structural Repair I (ABT 2513)

ABT 2613--FIBERGLASS & PLASTIC REPAIR--A course designed to provide theory and practice in the repair of fiberglass, plastic, and sheet molded compounds. (3 sch: 1 hr. lecture, 4 hr. lab)

ABT 2713--COLLISION ANALYSIS & ESTIMATION--A course designed to cover the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (3 sch: 2 hr. lecture, 2 hr. lab)

ABT 2913 (1-3)--SPECIAL PROBLEM IN COLLISION REPAIR TECHNOLOGY--A course designed to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (1-3 sch: 2-6 hr. lab)

ABT 292(1-6)--SUPERVISED WORK EXPERIENCE IN COLLISION REPAIR TECHNOLOGY--A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship) Prerequisite: Instructor Consent.



ATE 1113--SCIENCE AND TECHNOLOGY--A course designed to introduce concepts and technology to Mississippi community/junior college students. A survey of modern science and technology applications with specific emphasis on problem solving and career opportunities. 3 sch: 1 hr. lecture, 4 hr. lab per week.

BAV 1118--BASIC PRACTICES IN BARBERING--A course which includes basic practices including orientation, safety, and practical experiences in handling tools and hair cutting. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab)

BAV 1218--FUNDAMENTAL PRACTICES IN BARBERING I--A course which includes fundamental practices in styling, shampooing, blow drying, perm rolling, and perm processing. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab)

BAV 1318--FUNDAMENTAL PRACTICES IN BARBERING II--A course which includes sanitization, sterilization, prevention and control of contamination and decontamination in the workplace, hygiene and good grooming, hair analysis, and the application of a chemical hair relaxer and style. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab)

BAV 1418--INTERMEDIATE PRACTICES IN BARBERING I--A course which includes theory of colors, classifications of hair color, color preparation and applications, and treatment of damaged hair. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab)

BAV 1518--INTERMEDIATE PRACTICES IN BARBERING II--A course which includes additional study of the structure and function of the skin, common skin disorders, and scalp and hair disorders. Practices are included in providing facial massages, rendering plain facials, and barbering services previously introduced. (8 sch: 2 hr. lecture, 12 hr. lab) Prerequisites: Basic Practices in Barbering (BAV 1118) and Fundamental Practices in Barbering I (BAV 1218)

BAV 1618--ADVANCED PRACTICES IN BARBERING--A course which includes the study of business management and business law applicable to barber shop management. Practice includes instruction in mustache and beard trimming. (8 sch: 2 hr. lecture, 18 hr. lab) Prerequisites: Fundamental Practices in Barbering II (BAV 1318) and Intermediate Practices in Barbering I (BAV 1418)

BAV 1716--INSTRUCTOR TRAINEE I--A course designed to provide student teachers with methods, management, and materials for classroom environment. (6 sch:)

BAV 1816--BARBERING RECERTIFICATION--A course designed to give students extra skills needed to prepare for State Board Exam. (6 sch:)

BAV 292(1-6)--WORK-BASED LEARNING FOR BARBER/STYLIST--A course designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour 45 industrial contact hours. (1-6 sch: 3-18 hr. externship)

BOT 1123--KEYBOARD SKILLBUILDING--A course that further develops keyboard techniques emphasizing speed and accuracy. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Keyboard Concepts (BOT 1843)

BOT 1143--WORD PROCESSING--A course that focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisites: Keyboarding Concepts (BOT 1843), Mechanics of Communication (BOT 1713), and Operating Systems (BOT 2133) or by consent of instructor.

BOT 1213--PROFESSIONAL DEVELOPMENT--A course that develops an awareness of interpersonal skills essential for job success. (3 sch: 3 hr. lecture)

BOT 1313--APPLIED BUSINESS MATHEMATICS--A course that is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculators is stressed. (3 sch: 3 hr. lecture)

BOT 1413--RECORDS MANAGEMENT--This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall--paper, image, and digital--and the treatment of these categories in proper management, storage, and retrieval. (3 sch: 3 hr. lecture)

BOT 1433--BUSINESS ACCOUNTING--This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. (3 sch: 3 hr. lecture) Prerequisite: None

BOT 1443--ADVANCED BUSINESS ACCOUNTING-- This course is designed as a continuation of Business Accounting. (3 sch: 2hr. lecture, 2 hr. lab) Prerequisite: Business Accounting (BOT 1433)

BOT 1513--MACHINE TRANSCRIPTION--A course designed to teach transcription of a wide variety of business communications from machine dictation. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Word Processing (BOT 1143)

BOT 1613-- MEDICAL OFFICE TERMINOLOGY I-- This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. (Same as Medical Terminology (MET 1213) which can be taken in place of this course.) (3 sch: 3 hr. lecture) Prerequisites: None

**BOT 1623--MEDICAL OFFICE TERMINOLOGY II--** This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to Medical Office Technology. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

**BOT 1713--MECHANICS OF COMMUNICATION--**A course designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. (3 sch: 3 hr. lecture)

**BOT 1813--ELECTRONIC SPREADSHEET--**A course that focuses on applications of the electronic spreadsheet as an aid to management decision making. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisites: Applied Business Math (BOT 1313) and Operating Systems (BOT 2143) or by consent of instructor.

**BOT 1843--KEYBOARD CONCEPTS--**A course that emphasizes improving keyboard techniques using the touch method. (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2133--DESKTOP PUBLISHING--**A course that presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Word Processing (BOT 1143)

**BOT 2143--OPERATING SYSTEMS--**A course that will provide training in using operating systems and a multi-tasking environment. (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2323--DATABASE MANAGEMENT--**A course that applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. (3 sch: 2 hr. Lecture, 2 hr. lab) Prerequisite: Operating Systems (BOT 2143) and Records Management (BOT 1413) or by consent of instructor.

**BOT 2413--COMPUTERIZED ACCOUNTING--**A course that applies basic accounting principles using a computerized accounting system. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Business Accounting (BOT 1433) or Principles of Accounting I (ACC 1213)

**BOT 2423--INCOME TAX ACCOUNTING --** This course is designed to be an introductory tax accounting class with insight in federal income tax laws and preparation of reports. (3 sch: 2 hr. lecture, 2 hr. lab)

**BOT 2463--PAYROLL ACCOUNTING--** This course provides an in-depth study of payroll accounting. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Computerized Accounting (BOT 2413)

BOT 2473-- COST ACCOUNTING -- This course provides an in-depth study of cost accounting for manufacturing business. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Business Accounting (BOT 1433)

BOT 2523--MEDICAL MACHINE TRANSCRIPTION I-- This course is designed to teach transcription of various medical documents. (3 sch: 1 hr. lecture, 4 hr. lab) Prerequisites: Keyboard Concepts (BOT 1843) and Medical Office Terminology I (BOT 1613)

BOT 2533--MEDICAL MACHINE TRANSCRIPTION II-- This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. (3 sch: 1 hr. lecture, 4 hr. lab) Prerequisite: Machine Transcription (BOT 1513) or Medical Machine Transcription I (BOT 2523)

BOT 2723--ADMINISTRATIVE OFFICE PROCEDURES/INTERNSHIP--A course that will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Word Processing (BOT 1143)

BOT 2743--MEDICAL OFFICE CONCEPTS-- This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Medical Office Terminology I (BOT 1613) and/or Medical Office Terminology II (BOT 1623)

BOT 2753--MEDICAL INFORMATION MANAGEMENT-- This course will continue coverage of medical office issues with emphasis on health insurance filing. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Medical Office Concepts (BOT 2743)

BOT 2763--FUNDAMENTALS OF MEDICAL INSURANCE CODING -- This course is an introduction to major healthcare insurance programs and diagnostic and procedural coding systems. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisites: Medical Office Terminology I (BOT 1613) and Medical Office Terminology II (BOT 1623) or by permission of instructor.

BOT 2813--BUSINESS COMMUNICATION--A course that develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logically written presentation. (3 sch: 3 hr. lecture) Prerequisite: Mechanics of Communication (BOT 1713) and Keyboard Concepts (BOT 1843) or by consent of instructor.

BOT 2823--COMMUNICATION TECHNOLOGY-- This course will present an overview of the resources available for online communication. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Word Processing (BOT 1143) or by consent of instructor.

BOT 2833--INTEGRATED COMPUTER APPLICATIONS/CAPSTONE PROJECT--A course that integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Word Processing (BOT 1143), Business Communication (BOT 2813), Database Management (BOT 2323), and Electronic Spreadsheet (BOT 1813), or by consent of instructor.

BOT 2913--SUPERVISED WORK EXPERIENCE--This course provides related on-the-job training in the accounting area. Employing firm and type of work experience to be approved by the Department of Vocational Business Technology. Must be at least 135 clock hours of on-the-job training. (3 sch: 9 hr. externship) Prerequisite: Business Accounting (BOT 1433)

CAV 1116--FOUNDATIONS--This course includes site selection, site preparation, site layout, building forms, and construction of foundations. (6 sch: 2 hr. lecture, 8 hr. lab)

CAV 1133--ADVANCED BLUEPRINT READING--A course which includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (3 sch: 2 hr. lecture, 2 hr. lab)

CAV 1216--FRAMING I--A course designed to give the student experience in floor and wall framing. (6 sch: 2 hr. lecture, 8 hr. lab)

CAV 1225--FRAMING II--A course which applies the techniques of cutting and assembly of framing materials based on predetermined specifications. (5 sch: 1 hr. lecture, 8 hr. lab) Prerequisite: Framing I (CAT 1216)

CAV 1316--INTERIOR FINISHING AND CABINET MAKING--A course which includes experience in all types of interior ceilings, wall coverings, trim work, and floor covering including cabinet construction. (6 sch: 2 hr. lecture, 8 hr. lab)

CAV 1413--ROOFING--A study of types of roofs, roofing materials and their application. Basic roofing techniques, including material selection, roof styles, cost estimation, and installation procedures. (3 sch: 1 hr. lecture, 4 hr. lab)

CAV 1513--EXTERIOR FINISHING--A study of types of trims (moldings, cornices, and door and window trims). Also included are wall covering techniques, styles, installation, and finishing. (3 sch: 1 hr. lecture, 4 hr. lab)

CAV 2113--PRINCIPLES OF MULTI-FAMILY AND LIGHT COMMERCIAL CONSTRUCTION--A course including the fundamentals of multi-family and light commercial construction. Emphasis will be placed on the application of local codes and standards. (3 sch: 2 hr. lecture, 2 hr. lab)

CAV 2133--ADVANCED CABINET MAKING--A course which includes principles of building and installation of cabinets, drawers, and shelves. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Interior Finishing and Cabinet Making (CAV 1316)

CAV 2313--ADVANCED INTERIOR FINISHING--A course which stresses procedures for advanced ceiling and wall interior finishing and for stair calculation and construction. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Interior Finishing and Cabinet Making (CAV 1316).

CAV 291(1-6)--SPECIAL PROBLEM IN RESIDENTIAL CARPENTRY TECHNOLOGY--A course to provide students with an opportunity to utilize skills and knowledge gained in other Residential Carpentry Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (1-3 sch: 2-6 hr. lab)

WBL 292(1-3)--WORK-BASED LEARNING IN RESIDENTIAL CARPENTRY TECHNOLOGY--A cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship) Prerequisite: Sophomore in Residential Carpentry Technology.

CDT 1113--EARLY CHILDHOOD PROFESSION--This course provides an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to observe, assess, and record child behavior through laboratory experience. Room arrangements, software, play, and safety are explored. (This course was previously taught as CDT 1114, Child Care Profession.) (3 sch: 2 hr. lecture, 2 hr. lab)

CDT 1214--CHILD DEVELOPMENT I--This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice is given in infant and toddler care-giving in group settings through classroom laboratory or collaborative centers. (This course was previously taught as CDT 1214, Infant and Toddler Development.) (4 sch: 3 hr. lecture, 2 hr. lab)

CDT 1224--CHILD DEVELOPMENT II--The cognitive, physical, emotional, and social developmental characteristics of young children (ages 3 - 8). (This course was previously taught as CDT 1224, Child Growth and Development.) (4 sch: 3 hr. lecture, 2 hr. lab)

CDT 1314--CREATIVE ARTS FOR YOUNG CHILDREN--Planning and developing creative arts experiences for the young child. Lab activities with the children are implemented during Practicum I and II. (This course was previously taught as CDT 1313, Art for Preschool Children, and CDT 1323, Music/Movement for Preschool Children.) (4 sch: 4 hr. lecture)

CDT 1343--CHILD HEALTH AND SAFETY--Health and safety practices in the care and education of young children. Includes health and safety issues such as first aid, CPR, universal precautions, communicable diseases, and child abuse. (3 sch: 3 hr. lecture)

CDT 1513--NUTRITION FOR YOUNG CHILDREN--This course focuses on fundamental principles of child nutrition and the practical application of this knowledge in the selection of balanced diets. (This course was previously taught as CDT 1514, Child Nutrition and Health Care.) (3 sch: 3 hr. lecture)

CDT 1713--LANGUAGE AND LITERACY DEVELOPMENT FOR YOUNG CHILDREN--A study of language development and the implementation of a developmentally appropriate language arts curriculum for young children. (This course was previously taught as CDT 1333, Language Arts for Preschool Children.) (3 sch: 3 hr. lecture)

CDT 2233--GUIDING SOCIAL AND EMOTIONAL BEHAVIOR--Identifying and practicing effective techniques in guiding young children's behavior. Lab activities with the children are implemented during Practicum I and II. (3 sch: 3 hr. lecture)

CDT 2413--ATYPICAL CHILD DEVELOPMENT--This course provides information concerning growth and development, identification, intervention strategies, and management of atypical children. Legal, ethical, and legislative issues will be explored. Family issues will be explored. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisites: Child Development I (CDT 1214) and Child Development II (CDT 1224)

CDT 2613--METHODS AND MATERIALS--Appropriate methods and materials for young children in a learning environment. Lab activities with the children are implemented during Practicum I and II. (3 sch: 3 hr. lecture)

CDT 2714--SOCIAL STUDIES, MATH, AND SCIENCE FOR YOUNG CHILDREN--Planning developmentally appropriate activities in social studies, math, and science for the young child. Lab activities with the children are implemented during Practicum I and II. (4 sch: 4 hr. lecture)

CDT 2813--ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN--Development and administration of programs for young children to include an emphasis on evaluation of policies and procedures, organizational structure, and management. (3 sch: 3 hr. lecture) Prerequisites: First three semesters of core courses

CDT 2915--TECHNICAL PRACTICUM I--A course which allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children [birth - 5 years old]. Completion of the competencies provides opportunities for students to implement experiences planned in the corequisites and ensures a balance of all curriculum areas. Not all competencies will be achieved at the end of this course due to the variance that exists in the child care settings used for student experiences. Other competencies will be achieved and documented by the end of the two-year program of study. (5 sch: 10 hr. lab) Corequisites: Art for Preschool Children (CDT 1313), Child Nutrition and Health Care (CDT 1514), Language Arts for Preschool Children (CDT 1333), and Music Movement for Preschool Children (CDT 1323)

CDT 2925--TECHNICAL PRACTICUM II--A course which allows advanced child care students an opportunity to implement knowledge and experience in preparing and implementing positive experience for children [birth -5 years of age]. (5 sch: 10 hr. lab)

COV 1117--FUNDAMENTALS OF COSMETOLOGY--A course which provides students with laboratory experiences in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulation, laboratory experiences are provided on mannequins or classmates; students are not allowed to work on patrons paying for services until this course is completed. (7 sch: 3 hr. lecture, 12 hr. lab)

COV 1213--COSMETOLOGY THEORY I--A course which provides students with basic theory of cosmetology; topics covered include sterilization and sanitation, safety, hygiene and good grooming, professional ethics, sales. Emphasis is placed on the theory of bacteriology, hair treatment, hair shaping, hair styling, and finger waves. (3 sch: 2 hr. lecture, 3 hr. lab)

COV 1225--COSMETOLOGY THEORY II--A study of theory in the areas of anatomy and physiology, dermatology, trichology, onychology, and chemistry. Care and styling of wigs, manicure and pedicure, permanent waving, hair coloring and lightening, and safety practices are also covered. (5 sch: 4 hr. lecture, 3 hr. lab) Prerequisite: Cosmetology I (COV 1213)

COV 1236--COSMETOLOGY THEORY III--A course which provides students with advanced theory in facials and make-up, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, and basic salon management and operation theory. (6 sch: 5 hr. lecture, 3 hr. lab) Prerequisite: Cosmetology II (COV 1225)

COV 1311--SCALP AND HAIR TREATMENT--A course which provides students with laboratory experiences in the practical application of shampooing, including preparation, procedures, completion, safety rules, brushing, selection and use of shampoo products, and practical application of treatment for different types of hair and scalps. (1 sch: 3 hr. lab)



COV 1321--HAIR SHAPING--A course which provides students with laboratory experiences in the art of hair shaping with scissors and razors. Emphasis is placed on the identification and use of implements for sectioning and thinning hair, styling and finger waves. The course also provides instruction and practice in production selection and preparation, and techniques used in setting, combing, brushing, and artistically styling hair. (1 sch: 3 hr. lab)

COV 1333--PERMANENT WAVES--A course which provides students with theory and practical application in permanent waving. Instruction and practice are provided in application principles, processes, and requirements, and product and supply selection. (3 sch: 9 hr. lab)

COV 1345--HAIR COLORING AND LIGHTENING--A course which provides students with practical and application and instruction in hair classification, permanent hair color, hair lightening, retouch, highlighting, and shampoo tinting. (3 sch: 9 hr. lab)

COV 1352--CHEMICAL HAIR RELAXING--A course which provides students with instruction and practical application experiences in chemical hair relaxing techniques, basic steps and processes, product selection, and safety precautions. (3 sch: 9 hr. lab) Pre/corequisite: Cosmetology Theory II (COV 1225)

COV 1362 --THERMAL TECHNIQUES--A course designed to provide students with practical laboratory experiences in thermal hair styling. Instruction on purpose, procedures, product selection, and safety precautions is emphasized. (2 sch: 6 hr. lab) Pre/corequisite: Cosmetology Theory III (COV 1236)

COV 1372--ARTISTRY OF HAIR DESIGN/WET HAIR STYLING--Practical Applications in styling and finger waving which include product selection, Preparation, methods, pin curls roller curls roller curls, technique for combing and brushing, and artistry in hair styling. (2 sch: 1 hr. lab)

COV 1411--ARTISTRY OF ARTIFICIAL HAIR--A course designed to provide students with theory and laboratory experiences in the care and styling of wigs and hairpieces. Instruction in reasons for using wigs, determining wig quality, types of wigs, taking wig measurements, and ordering wigs is emphasized. (2 sch: 1 hr. lecture, 3 hr. lab)

COV 1512--MANICURE AND PEDICURE--A course designed to provide students with theory and practical application in manicuring and pedicuring. Instruction provided include nail structure, adjoining structure, nail growth and disorders, nail irregularities and diseases, massage and sanitary care, and safety considerations. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/corequisite: Cosmetology Theory II (COV 1225)

COV 1612--FACIALS AND MAKE-UP--A course designed to provide students with practical laboratory experiences in the selection and application of facial and skin treatments, and cosmetic and corrective make-up. (2 sch: 6 hr. lab) Pre/corequisite: Cosmetology Theory III (COV 1236)

COV 1712--BEAUTY SALON MANAGEMENT--A course designed to provide students with theory and practice in opening, operating, and managing a beauty salon in accordance with state regulations. (2 sch: 6 hr. lab) Pre/corequisite: Cosmetology Theory III (COV 1236)

COV 2816--COSMETOLOGY TEACHER TRAINEE I--A course which gives instruction in the developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/corequisites: Students who have at least two years active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.

COV 2826--COSMETOLOGY TEACHER TRAINEE II--A course which gives instruction in the development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/corequisite: Cosmetology Teacher Training I (COV 2816)

COV 2836--COSMETOLOGY TEACHER TRAINEE III--A course which instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/corequisite: Cosmetology Teacher Training II (COV 2826)

COV 2846--COSMETOLOGY TEACHER TRAINEE IV--A course which instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction (6 sch: 3 hr. lecture, 9 hr. lab) Pre/corequisites: Cosmetology Teacher Training III (COV 2836)

CPT 1113--FUNDAMENTALS OF MICROCOMPUTER APPLICATIONS--This course will introduce information processing concepts to include: wordprocessing, spreadsheet, and database management software. (3 sch: 2 hr. lecture, 2 hr. lab)

CST 1114--ELECTRONICS FOR COMPUTER SERVICING--Concepts of electronics. Topics include DC and AC fundamentals, instrument, and test equipment familiarization, soldering, and terminology. (4 sch: 2 hr. lecture, 4 hr. lab)

CST 1123--BASIC COMPUTER SYSTEMS--A survey of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisites: Instructor approval.

CST 1333--OPERATING PLATFORMS--Study of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. (3 sch: 2 hr. lecture, 2 hr. lab).

CST 1413--FUNDAMENTALS OF DATA COMMUNICATIONS--Concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. (3 sch: 2 hr. lecture, 2 hr. lab).

CST 1523--NETWORK COMPONENTS--Local area network and wide area network connectivity. Focuses on architectures, topologies, protocols, and transportation methods of a network. (3 sch: 2 hr. lecture, 2 hr. lab). Pre/Corequisites: Fundamentals of Data Communications (CST 1413)

CST 2113--COMPUTER SERVICING LAB I--Fundamentals of computer servicing includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. (3 sch: 6 hr. lab). Pre/Corequisites: Basic Computer Systems (CST 1123) or Microprocessors (EET 1324)

CST 2123--COMPUTER SERVICING LAB II--Continuation of Computer Servicing Lab I (CST 2113) with increased emphasis on system analysis and diagnosis of board and component failures. Emphasis on laboratory experience with computer repair. (3 sch: 6 hr. lab). Prerequisites: Computer Servicing Lab I (CST 2113)

CST 2134--DIAGNOSING AND TROUBLESHOOTING--Diagnosing and troubleshooting operating systems, common hardware problems, and system malfunctions, including peripherals. (4 sch: 2 hr. lecture, 4 hr. lab). Pre/corequisites: Computer Servicing Lab I (CST 2113).

CST 291(1-3)--SPECIAL PROJECT--Practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. (1-3 sch: 2-6 hr. lab). Prerequisites: Consent of instructor.

CST 292(1-6)--SUPERVISED WORK EXPERIENCE--Cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship). Prerequisites: Consent of instructor and completion of at least one semester of advanced coursework in electrical/electronics related programs.

DDT 1114--FUNDAMENTALS OF DRAFTING--A course designed to give drafting majors the background needed for all other drafting courses. (4 sch: 2 hr. lecture, 4 hr. lab)

DDT 1213--CONSTRUCTION MATERIALS--A course designed to familiarize the student with the physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. (3 sch: 2 hr. lecture, 2 hr. lab)

DDT 2243--COST ESTIMATING--A course designed to provide students with theory and applications in the study of basic machine design, movement of forces, stress of materials and forces acting on bodies, beams, columns, and connections. (3 sch: 1 hr. lecture, 4 hr. lab)

EET 1214--DIGITAL ELECTRONICS--Number system, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. (4 sch: 3 hr. lecture, 2 hr. lab. Corequisites: Fundamentals of Electronics (EET or equivalent)

EET 1324--MICROPROCESSORS-- Microprocessor architecture, machine assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. (4 sch. Lecture, 4 hr. lab) Prerequisites: Digital Electronics (EET 1214)

HRT 1113--HOSPITALITY AND TOURISM INDUSTRY--An introduction to the hospitality and tourism industry. Discussions and industry observations are designed to discover the opportunities, trends, problems, and organizations in the field. (3 sch: 3 hr. lecture)

HRT 1114--CULINARY PRINCIPLES I--Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4 sch: 2 hr. lecture, 4 hr. lab) Corequisites: Sanitation and Safety (HRT 1213) or by permission of instructor.

HRT 1123--HOSPITALITY AND TOURISM INDUSTRY--An introduction to the hospitality and tourism industry. Discussions and industry observations are designed to discover the opportunities, trends, problems, and organizations in the field. (3 sch: 3 hr. lecture)

HRT 1213--SANITATION AND SAFETY--A course which covers the basic principles of microbiology, sanitation, and safety for a food service operation. The class studies the environmental control application through the prevention of food-borne illnesses, cleaning materials and procedures, general safety regulations, food processing methods, first aid, and fire prevention. (3 sch: 2 hr. lecture, 2 hr. lab)

HRT 1224--RESTAURANT AND CATERING OPERATIONS--A course which provides a basis for understanding the various challenges and responsibilities involved in managing a food and beverage operation. (4 sch: 2 hr. lecture, 4 hr. lab)

HRT 1413--ROOMS DIVISION MANAGEMENT--A systematic approach to rooms division management in the hospitality industry including front office management and housekeeping operations. (3 sch: 2 hr. lecture, 2 hr. lab)

HRT 151(1-4)--HOSPITALITY SEMINAR--Leadership and management skills necessary for success in hospitality and tourism management. The course addresses computer based management systems. (1 sch: 2 hr. lab; 4 sch: 2 hr. lecture, 4 hr. lab)

HRT 2233--FOOD AND BEVERAGE CONTROL--A course which covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. (3 sch: 2 hr. lecture, 2 hr. lab)

HRT 2613--HOSPITALITY SUPERVISION--A course which provides students with supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. (3 sch: 2 hr. lecture, 2 hr. lab)

HRT 2623--HUMAN RESOURCE MANAGEMENT--A course which presents the principles of human resources management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 sch: 2 hr. lecture, 2 hr. lab)

HRT 2713--MARKETING HOSPITALITY SERVICES--A course designed to provide students with a solid background in hospitality sales, advertising, and marketing. The main focus is on practical sales techniques for selling to targeted markets and developing strategic marketing plans for hospitality and tourism operations. (3 sch: 2 hr. lecture, 2 hr. lab)

HRT 291(1-6)--SUPERVISED WORK EXPERIENCE IN HOTEL AND RESTAURANT MANAGEMENT--A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship)

IMM 1111--INDUSTRIAL MAINTENANCE SAFETY--A course designed to acquaint entering students with shop and industry safety practices and precautions. Includes instruction in general safety practices, personal safety, electrical safety practices, and power equipment safety. (1 sch: 1 hr. lecture, 1 hr. lab) (May be taught as a 30 contact hour lab in open entry-open exit vocational programs.)

IMM 1122--INDUSTRIAL MATH AND MEASUREMENT--A course designed to apply basic mathematical and measurement procedures as related to industrial maintenance mechanics and technicians. Includes instruction in the use of fractions and decimal numbers, basic geometric and trigonometric functions, and use of measurement tools. (2 sch: 1 hr. lecture, 2 hr. lab) (May be taught as a 60 contact hour lab in open entry-open exit vocational programs.)

IMM 1132--INDUSTRIAL BLUEPRINT READING--A course designed to acquaint students with blueprints, schematics, and plans used in industrial maintenance. Includes instruction in basic nomenclature, different views, and symbols and notations. (2 sch: 1 hr. lecture, 2 hr. lab) (May be taught as a 60 contact hour lab in open entry-open exit vocational programs.)

IMM 1213--INDUSTRIAL HAND TOOLS AND MECHANICAL COMPONENTS--A course designed to provide students with skills and knowledge associated with the safe and proper use of hand tools and mechanical components commonly used by industrial maintenance mechanics and technicians. Includes instruction in the selection, use, and care of common hand tools and in the identification and maintenance of mechanical components such as belts and pulleys, chains and sprockets, and bearings and seals used to transmit mechanical power. (3 sch: 1 hr. lecture, 4 hr. lab) (May be taught as a 90 contact hour lab in open entry-open exit vocational programs.)

IMM--1224 POWER TOOL APPLICATIONS--This course is designed to instruct the safe and proper use of a wide variety of hand and stationary power tools. Includes the use of hand power tools, bench grinders, milling machines, threading machines, drill presses, and cut-off saws. (4 sch: 1 hr lecture, 6 hrs. lab) [May be taught as a 120 contact hr lab in open exit vocational programs]

IMM--1314 PRINCIPLES OF HYDRAULICS AND PNEUMATICS--A course designed to provide skills and knowledge associated with the use of hydraulic and pneumatic power components used in industry. Includes instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. (4 sch: 1 hr. lecture, 6 hr. lab) (May be taught as a 90 contact hour lab in open entry-open exit vocational programs.)

IMM 1415--PUMP AND VALVE OPERATIONS--A course designed to provide students with skills and knowledge associated with pumps and valves used in industrial piping systems. Includes instruction on the different types of pumps and valves used in industry and their disassembly, inspection, and repair/replacement. (5 sch: 2 hr. lecture, 6 hr. lab) (May be taught as a 120 contact hour lab in open entry-open exit vocational programs.)

IMM 1515--EQUIPMENT INSTALLATION AND ALIGNMENT--A course designed to provide students with skills and knowledge associated with the installation and alignment of various pieces of equipment used in an industrial setting. Includes instruction in preinstallation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial setup of equipment. (5 sch: 2 hr. lecture, 6 hr. lab) (May be taught as a 120 contact hour lab in open entry-open exit vocational programs.)

IMM 1615--INDUSTRIAL PIPING AND HYDRO-TESTING--A course designed to provide students with skills and knowledge associated with piping, pipe-fitting, and hydrotesting of piping systems. Includes instruction on basic principles of piping and pipe fitting, basic pipe fitting procedures, and basic hydrotesting of pipe systems. (5 sch: 2 hr. lecture, 6 hr. lab)

IMM 1734--INDUSTRIAL WELDING AND METALS--A course designed to provide students with skills and knowledge associated with metals and metal welding processes. Includes instruction in different metals and their properties, and in basic SMAW welding and oxy-fuel cutting and brazing. (4 sch: 1 hr. lecture, 6 hr. lab)

IMM 1813--INDUSTRIAL ELECTRICITY--A course designed to provide students with fundamental skills and knowledge associated with electrical systems in a industrial setting. Includes instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. (4 sch: 2 hr. lecture, 4 hr. lab).

IMM 191(1-3)--SPECIAL PROJECT FOR INDUSTRIAL MAINTENANCE MECHANICS--A course designed to provide the student with practical applications of skills and knowledge gained in other Industrial Maintenance Mechanics courses. The instructor works closely with the

student to ensure that selection of a special project enhances the student's learning experiences. (1-3 sch: 45-135 contact hours per sch internship. Variable credit is awarded on the basis of one semester per 45 industrial contact hours.

IMM 2114--EQUIPMENT MAINTENANCE, TROUBLESHOOTING, AND REPAIR--A course designed to provide students with skills and knowledge associated with maintenance and repair of mechanical equipment. Includes instruction in basic maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. (4 sch: 1 hr. lecture, 6 hr. lab)

WBL 291(1-6)--WORK-BASED LEARNING FOR INDUSTRIAL MAINTENANCE MECHANICS--A course designed to provide the student with on-site work experience in an industrial setting. Students are supervised by industry personnel and complete a formal training program under the observation of community college instructors and coordinators. (1-6 sch: 45 contact hours per sch internship)

PNV 1113--BASIC NUTRITION--This course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. (3 sch: 3 hr. lecture)

PNV 1213--BODY STRUCTURE AND FUNCTION--This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with application to nursing. (3 sch: 2 hr. lecture, 2 hr. lab)

PNV 1312--GROWTH AND DEVELOPMENT--This course is a study of the normal developmental processes of humans from conception to death, including physical, emotional, social, and intellectual aspects. (2 sch: 2 hr. lecture)

PNV 1412--GERIATRIC NURSING--This course utilizes the nursing process to teach the care of the geriatric patient. Clinical experience in a long term facility is a component of this course. (2 sch: 1 hr. lecture, 3 hr. Clinical) Pre/Co-requisites: Completion of Fundamentals of Nursing (PNV 1425) and Fundamentals of Nursing Lab (PNV 1434)

PNV 1425--FUNDAMENTALS OF NURSING--This course provides the student with knowledge and skills necessary to care for the individual. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions; and resource agencies available. The course also includes personal health care, medical terms, and preparation to assist the patient in meeting basic living needs. (5 sch: 5 hr. lecture) Pre/Co-requisite: This course requires concurrent registration in PNV 1434. It also requires a passing grade in PNV 1425 and PNV 1434 to receive credit for these courses. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1434--FUNDAMENTALS OF NURSING LAB & CLINICAL--This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills.(4 sch: 6 hr. lab, 3 hr. clinical) Pre/co-requisites: Concurrent registration in PNV 1425 is required. A passing grade required in PNV 1425 and PNV1434 is required in order to progress in the practical nursing program.

PNV 1513--PHARMACOLOGY--This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs including: classifications, sources, dosages, basic math and measurements, regulatory requirements, and basic principles of administration. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: All first semester Practical Nursing courses.

PNV 1615--MEDICAL/SURGICAL NURSING--This course introduces nursing theory for the following medical-surgical disorders: cancer, neurological, respiratory, cardiovascular, and digestive. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. (5 sch: 5 hr. lecture) Prerequisite: PNV 1113, PNV 1213, PNV 1312, PNV 1412, PNV 1425, PNV 1434. Co-requisite 1633. Passing grade required in PNV 1615 and 1624.

PNV 1624--MEDICAL/SURGICAL LAB AND CLINICAL--This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skills and the use of nursing process. (4 sch: 2 hr. lab, 9 hr. Clinical) Prerequisite: PNV 1113, PNV 1213, PNV 1312, PNV 1412, PNV 1425, PNV 1434. Co-requisite PNV 1615. Passing grade required in PNV 1615 and 1624.

PNV 1633--ALTERATIONS IN ADULT HEALTH--This course introduces nursing theory for the following medical-surgical disorders: urological, endocrine, reproductive, musculoskeletal, and skin and special senses. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member (5 sch: 5 hr. lecture) Prerequisites: PNV 1113, PNV 1213, PNV 1312, PNV 1412, PNV 1425, PNV 1434. Co-requisite: PNV 1633. Passing grade required in PNV 1633 and PNV 1644.

PNV 1644--ALTERATIONS IN ADULT HEALTH LAB AND CLINICAL--This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. (4 sch: 2 hr. lab, 9 hr. Clinical) Prerequisites: PNV 1113), PNV 1213), PNV 1312), PNV 1412), PNV 1425), PNV 1434). Co-requisite: PNV 1633. Passing grade required in PNV 1633 and PNV 1644.

PNV 1717--MATERNAL/CHILD NURSING--This course utilizes the nursing process to teach care for the expectant mother from conception to delivery, including newborn child, and the family unit during normal and complicated conditions. Clinical experience includes prenatal labor and delivery, postpartum, newborn, pediatrics. (7 sch: 5 hr. lecture, 6 hr. Clinical) Prerequisites: All first semester PNV courses

PNV 1813--PSYCHIATRIC CONCEPTS--This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. (3 sch: 2 hr. lecture, 3 hr. Clinical) Prerequisite: All first semester PNV courses.

PNV 1912--NURSING TRANSITION--This course further develops decision making skills and promotes an interest in continued professional development. Legal aspects of nursing and



employment opportunities and responsibilities, as well as preparation for the State Board Exam, will be included. (2 sch: 1 hr. lecture, 3 hr. Clinical) Prerequisite: All first semester PNV courses.

RCT 1214--RESPIRATORY CARE SCIENCE--Designed to introduce the student practitioner to fundamental elements important to the delivery of health care in a safe, efficient and professional manner. The holistic approach to patient care will be emphasized. 3 sch: 3 hr. lecture, 2 hr. lab). Prerequisites: Anatomy and Physiology I and II (BIO 1514 and BIO 1524); program admission; or program director's approval.

RCT 1223--PATIENT ASSESSMENT AND PLANNING--This course is a fundamental approach to subjective and objective evaluations, assessment, and care plan formation for the individual needs of the patient. It is an introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatments, and prevention. (3 sch: 2hr. lecture, 2 hr. lab)

RCT 1313--CARDIOPULMONARY ANATOMY AND PHYSIOLOGY--This course is a study of cardiopulmonary and renal physiology in relation to the practice of respiratory care. (3 sch: 3 hr. lecture)

RCT 1322--PULMONARY FUNCTION TESTING--This course is an introduction to pulmonary function technique and testing equipment. (2 sch: 1 hr. lecture, 2 hr. lab) Prerequisites: Cardiopulmonary Anatomy and Physiology (RCT 1313), or instructor approval

RCT 1416--RESPIRATORY CARE PRACTITIONER I-- This course is a study of respiratory treatments and equipment design and operation related to non-critical care procedures. (6 sch: 2 hr. lecture, 8 hr. lab)

RCT 1424--RESPIRATORY CARE PRACTITIONER II--This course is a continuation of Respiratory Care Practitioner I. It is a study of the management of respiratory failure, including mechanical ventilation, pulmonary rehabilitation, and home care. (4 sch: 3 hr. lecture, 2 hr. lab)

RCT 1516--CLINICAL PRACTICE I--Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. (6 sch: 18 hr. clinical) Prerequisites: Anatomy and Physiology I (BIO 1514), Anatomy and Physiology II (BIO1524), Respiratory Care Science (RCT 1214), Patient Assessment and Planning (RCT1223), and Cardiopulmonary Anatomy and Physiology (RCT 1313).

RCT 1523--CLINICAL PRACTICE II--In this course, students rotate through various respiratory care subspecialty areas for evaluation of competency and performance of respiratory care procedures. (3 sch: 9 hr. clinical)

RCT 1613--RESPIRATORY CARE PHARMACOLOGY--This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. (3 sch: 3 hr. lecture) Prerequisites: Respiratory Care Science (RCT 1214), Cardiopulmonary Anatomy and Physiology (RCT 1313), and Patient Assessment and Planning (RCT 1223)

RCT 2333--CARDIOPULMONARY PATHOLOGY--This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress. (3 sch: 3 hr. lecture) Prerequisites: Cardiopulmonary Anatomy and Physiology (RCT 1313)

RCT 2434--RESPIRATORY CARE PRACTITIONER III--This course is a study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. (4 sch: 3 hr. lecture, 2 hr. lab) Prerequisites: Clinical Practice II (RCT 1523)

RCT 2534--CLINICAL PRACTICE III-- In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. (4 sch: 12 hr. clinical) Prerequisites: Clinical Practice I (RCT 1516) and Clinical Practice II (RCT 1523)

RCT 2546--CLINICAL PRACTICE IV-- This is a continuation of Clinical Practice III. In this course, students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. (6 sch: 18 hr. clinical) Prerequisites: Clinical Practice I (RCT 1516), Clinical Practice II (RCT 1523), and Clinical Practice III (RCT 2534)

RCT 2613--NEONATAL/PEDIATRICS MANAGEMENT--This course is a study of fetal development and the transition to extrauterine environment. It includes the most common cardiopulmonary disorders, neonatal and pediatric disease processes, and the modes of treatment. (3 sch: 3 hr. lecture) Prerequisite: Respiratory Care Practitioner III (RCT 2434)

RCT 2710--RESPIRATORY CARE SEMINAR LAB--This course is designed to integrate the essential elements of respiratory care practice certification and registry examination. This includes practice certification and registry examinations, case studies, and clinical simulations. Students develop an analytical approach to problem solving. Critical thinking is emphasized. Class will meet 2 hours once a week.

RCT 2712--RESPIRATORY CARE SEMINAR--This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. (2 sch: 1 hr. lecture, 2 hr. lab) Prerequisites: Clinical Practice II (RCT 1523)

WLW 1116--SHIELDED METAL ARC WELDING I--A course designed to teach students welding techniques using E-6010 electrodes. (7 sch: 1 lecture, 12 hr. lab)

WLV 1124--GAS METAL ARC WELDING (GMAW)--A course designed to give students experience in various welding applications with the GMAW welder including short circuiting and pulsed transfer. (4 sch: 1 lecture, 6 hr. lab)

WLV 1136--GAS TUNGSTEN ARC WELDING (GTAW)--This course is designed to give the student experience in various welding applications with the GTAW welder. (6 sch: 1 lecture, 10 hr. lab)

WLV 1143--FLUX CORED ARC WELDING (FCAW)--This course is designed to give the student experience in FCAW. (3 sch: 1 lecture, 4 hr. lab)

WLV 1155--PIPE WELDING--A course designed to give the student experience in pipe welding procedures. (5 sch: 1 lecture, 8 hr. lab)

WLV 1162--GAS METAL ARC ALUMINUM WELDING--A course designed to give the student experience in gas metal aluminum welding. (2 sch: 1 lecture, 2 hr. lab)

WLV 1171--WELDING INSPECTION AND TESTING PRINCIPLES--This course is designed to give the student experience in inspections and testing of welding. (1 sch: 2 hr. lab)

WLV 1212--PLASMA ARC CUTTING--A course designed to give the student experience in plasma arc cutting. (2 sch: 1 lecture, 2 hr. lab)

WLV 1222--AIR CARBON ARC CUTTING AND GOUGING--A course designed to give students experience in air carbon cutting and gouging. (2 sch: 1 lecture, 2 hr. lab)

WLV 1226--SHIELDED METAL ARC WELDING II--A course designed to teach students welding techniques using E-7018 electrodes. (6 sch: 1 lecture, 10 hr. lab)

WLV 1232--DRAWING AND WELDING SYMBOL INTERPRETATION--This course is designed to give the student advanced experience in reading welding symbols.

WLV 1242--OXYFUEL GAS CUTTING PRINCIPLES AND PRACTICES--A course designed to give the student experience in oxyfuel cutting principles and practices. (2 sch: 1 lecture, 2 hr. lab)

WLV 1252--ADVANCED PIPE WELDING--A course designed to give the student advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes. (2 sch: 1 lecture, 2 hr. lab)

WLV 1314--CUTTING PROCESSES--This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. (4 sch: 2 lecture, 4 hr. lab)

WLV 191(1-3)--SPECIAL PROBLEM IN WELDING AND CUTTING--A course designed to provide the student with practical applications of skills and knowledge gained in other welding

and cutting courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student learning experience. (1-3 sch: 2-6 hr. lab)

**WBL 2913--WORK-BASED LEARNING I, II, III, IV, V, AND VI--A** structured work-site learning experience in which the student, program area teacher, Work-Based Learning Coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. Designed to integrate the student's academic and technical skills into a work environment. Includes regular meetings and seminars with school personnel for supplemental instruction and progress.

CLARK COUNTY COMMUNITY COLLEGE  
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VI.

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