

# COAHOMA COMMUNITY COLLEGE

*2010-2011 College Catalog*

3240 Friars Point Road  
Clarksdale, Mississippi 38614  
622-627-2571  
[www.coahomacc.edu](http://www.coahomacc.edu)

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

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# ACCREDITATION

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

## ACCREDITATION OF HEALTH SCIENCE PROGRAMS

The Associate Degree Nursing Program is accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning, 3825 Ridgewood Road, Jackson, Mississippi 39211. Telephone Number: 601-432-6493.

The Practical Nursing Program is accredited by the Mississippi State Board for Community and Junior Colleges, 3825 Ridgewood Road, Jackson, Mississippi 39211. Telephone Number: 601-432-6518.

## MEMBERSHIP

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

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COAHOMA COMMUNITY COLLEGE

Clarksdale, Mississippi

# 2010-2011 ACADEMIC CALENDAR

## FALL SEMESTER 2010

Jul	9	Friday	Admission Applications and Supporting Documents Due in the Admissions and Records Office
August	9	Monday	Professional Development Seminar
August	10	Tuesday	Professional Development Seminar
August	11-13	Wednesday-Friday	<b>REGISTRATION</b>
August	11	Wednesday	Dormitories and Cafeteria Open
August	16	Monday	Day/Evening Classes and Late Registration Fee Begin
August	20	Friday	Registration for Online (MSVCC) Classes Ends
August	23	Monday	Online (MSVCC) Classes Begin – Course Sites Open
August	23-24	Monday-Tuesday	Online (MSVCC) Drop/Add Period
August	27	Friday	<b>LAST DAY TO REGISTER, ADD/DROP OR CHANGE TIME/SECTION ON DAY/EVENING CLASS SCHEDULE</b>
September	6	Monday	Labor Day Holiday
September	7	Tuesday	Day/Evening Class Schedule Resumes
October	13-15	Wednesday-Friday	Mid-term Examinations for Day/Evening Classes
October	18	Monday	Last Day to Officially Drop a Day/Evening Class Without Receiving a Grade
October	18	Monday	Last Day for Instructors to Submit Grade Corrections for the Spring 2010 Semester, Last Day to Remove Incompletes from the Spring 2010 Semester
October	25	Monday	Early Registration for Spring Online (MSVCC) Begins
November	5	Friday	Last Day to Withdraw from Online (MSVCC) Classes
November	22-26	Monday-Friday	<b>FALL BREAK AND THANKSGIVING HOLIDAYS</b>
November	29	Monday	Day/Evening Class Schedule Resumes and Last Day to Officially Withdraw from the Institution (receiving “W” grade)
December	3	Friday	Grades Due for Online (MSVCC) Classes
December	13-16	Monday-Thursday	<b>FINAL EXAMINATIONS FOR DAY/EVENING CLASSES</b>
December	17	Friday	All Final Grades Due in Admissions and Records Office
December	17	Friday	<b>CHRISTMAS HOLIDAYS BEGIN FOR FACULTY AND STUDENTS</b>

## SPRING SEMESTER 2011

January	4	Tuesday	Personnel Return/Faculty Preparation Day
January	5-7	Wednesday-Friday	<b>REGISTRATION</b>
January	5	Wednesday	Dormitories and Cafeteria Open
January	10	Monday	Day/Evening Classes and Late Registration Fee Begin
January	14	Friday	Registration for Online (MSVCC) Classes Ends
January	17	Monday	Martin Luther King Holiday
January	17	Monday	Online (MSVCC) Classes Begin – Course Sites Open
January	18	Tuesday	Online (MSVCC) Drop/Add Period
January	18	Tuesday	Day/Evening Class Schedule Resumes
January	21	Friday	<b>LAST DAY TO REGISTER, ADD/DROP OR CHANGE TIME/SECTION ON DAY/EVENING CLASS SCHEDULE</b>
March	7-11	Monday-Thursday	Mid-term Examinations for Day/Evening Classes
March	14-18	Monday-Friday	<b>SPRING BREAK</b>
March	21	Monday	Day/Evening Class Schedule Resumes and Last Day to Officially Drop a Day/Evening Class Without Receiving a Grade
April	1	Friday	Last Day for Instructors to Submit Grade Corrections for the Spring 2010 Semester, Last Day to Remove Incompletes from the Spring 2010 Semester
April	1	Friday	Last Day to Withdraw from Online (MSVCC) Classes
April	1	Friday	<b>Last Day to Apply for May Graduation</b>
April	21	Thursday	Last Day to Officially Withdraw from the Institution (receiving “W” grade)
April	22	Friday	<b>GOOD FRIDAY HOLIDAY</b>
April	26	Tuesday	Day/Evening Class Schedules Resume
April	29	Friday	Grades Due for Online (MSVCC) Classes
May	9-12	Monday-Thursday	<b>FINAL EXAMINATIONS FOR DAY/EVENING CLASSES</b>
May	12	Thursday	All Final Grades Due in Admissions and Records Office
May	14	Saturday	GRADUATION EXERCISES

## SUMMER SESSION 2011

### FIRST TERM

May	31	Tuesday	<b>REGISTRATION</b>
June	1	Wednesday	Day Classes and Late Registration Fee Begin
June	2	Thursday	<b>LAST DAY TO REGISTER OR ADD DAY COURSES</b>
June	15	Wednesday	Mid-term Examinations
June	16	Thursday	Last Day to Officially Drop a Day Course Without Receiving a Grade
June	24	Friday	<b>FINAL EXAMINATIONS</b>
June	29	Wednesday	Final Grades Due in Admissions and Records Office

### SECOND TERM

June	27	Monday	<b>REGISTRATION</b>
June	28	Tuesday	Day Classes and Late Registration Fee Begin
June	29	Wednesday	<b>LAST DAY TO REGISTER OR ADD DAY COURSES</b>
July	4	Monday	July 4 <sup>th</sup> Holiday
July	13	Wednesday	Mid-term Examinations
July	14	Thursday	Last Day to Officially Drop a Day Course Without Receiving a Grade
July	22	Friday	<b>FINAL EXAMINATIONS</b>
July	27	Wednesday	Final Grades Due in Admissions and Records Office

# GENERAL INFORMATION

## MISSION STATEMENT

Coahoma Community College, located in the northwest corner of the rural Mississippi Delta, is an accredited, public, comprehensive, two-year institution of higher learning dedicated to serving Bolivar, Coahoma, Quitman, Tallahatchie, and Tunica counties and beyond. Serving as a catalyst for economic and community development, Coahoma Community College provides accessible, affordable, diverse, and quality educational opportunities and services that foster a nurturing teaching and learning environment, promote intellectual and work readiness skills, support personal and professional growth, and prepare students to enter the job market or transfer to a college or university.

## COAHOMA COMMUNITY COLLEGE GOALS

1. Provide academic transfer programs that parallel with the first two years of college/university programs.
2. Provide career and technical education programs that prepare students to enter the job market or transfer to a college or university.
3. Meet the needs of area businesses and industries by providing workforce training programs.
4. Empower students with the necessary tools to maximize their potential by providing a network of support services and activities.
5. Utilize emerging instructional technology by providing innovative learning opportunities for students.
6. Address community and economic development needs within the service area by developing and sustaining partnerships with public and private agencies.
7. Initiate new programs or complement existing programs by securing and sustaining federal, state, and local funding.
8. Support cultural enrichment programs and activities.
9. Ensure institutional effectiveness by planning, assessing, and evaluating all activities and programs.

# COMPLIANCE POLICIES

Coahoma Community College embraces the philosophy that students be provided the opportunities for learning experiences such as fundamental courses, counseling, and tutorial assistance that will help individual students to succeed in achieving their educational goals. The institution utilizes an array of assessment instruments to determine the strengths and needs of students, for the purpose of focusing on the selection of the most appropriate program options to assure student success. Coahoma Community College has an "open admissions" policy consistent with the mission statement of the institution and all related laws, which allows students at multiple levels of academic experience and achievement to obtain a quality education through this institution.

## Accommodations for Students with Disabilities and Related Laws

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

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

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

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

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



## NOTICE OF NON-DISCRIMINATION

Coahoma Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Evelyn Washington; Coordinator for Section 504/ADA, Title IX; 3240 Friars Point Road; Clarksdale, MS 38614; Telephone # (662) 621-4148; Email: ewashington@coahomacc.edu; Office Location: 2<sup>nd</sup> Floor Whiteside Hall, Office #210A.

## NON-DISCRIMINATION POLICY

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. Harassment on the basis of race, color, religion, sex (including sexual harassment), national origin, age, disability, or veteran status is a form of discrimination in violation of the law and will not be tolerated. Harassment based on sexual orientation or group affiliation is prohibited by this policy and also will not be tolerated.

All students, faculty, and staff are expected to adhere to this policy and will be held accountable for violating it. Coahoma Community College will respond promptly to all complaints of harassment and retaliation. Violations of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees (**See the Student Handbook for additional information**).

## COAHOMA COMMUNITY COLLEGE BOARD OF TRUSTEES

Ned Gathwright, President.....	Marks
Johnny McGlown, Vice President .....	Lyon
Rena Butler, Secretary .....	Clarksdale
William R. Bradley, Legal Advisor .....	Clarksdale
Willie Blocker.....	Shelby
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Valmadge Towner.....	Marks
Cynthia Williams .....	Clarksdale
David Williams .....	Tunica

## BOARD OF SUPERVISORS COAHOMA COMMUNITY COLLEGE DISTRICT

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# HISTORY OF COAHOMA COMMUNITY COLLEGE

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

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

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

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

During its history Coahoma Community College and Agricultural High School has been headed by eight superintendents and 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 on 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 to and passed by the Mississippi Legislature and signed by the Governor Kirk Fordice giving Coahoma Community College a district. Effective July 1, 1995, the Coahoma Community College district became Bolivar, Coahoma, Quitman, Tallahatchie, and Tunica Counties.

## LOCATION OF SCHOOL

The main campus of Coahoma Community College is located in Coahoma County north of the city of Clarksdale, Mississippi. Coahoma 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 Friars Point Road near the Mississippi River, which forms the western boundary of Coahoma County. Coahoma Community College provides educational services throughout its five-county service area at the off-campus locations.

## OFF-CAMPUS LOCATIONS

### CHARLESTON SITE

Charleston High School  
310 North Cossar Avenue  
Charleston, MS 38921

### MARKS SITE

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

### MOUND BAYOU SITE

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

### ROSEDALE SITE

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

### TUNICA SITE

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

### SHAW SITE

Shaw High School  
214 Dean Boulevard  
Shaw, MS 38773

### WEBB SITE

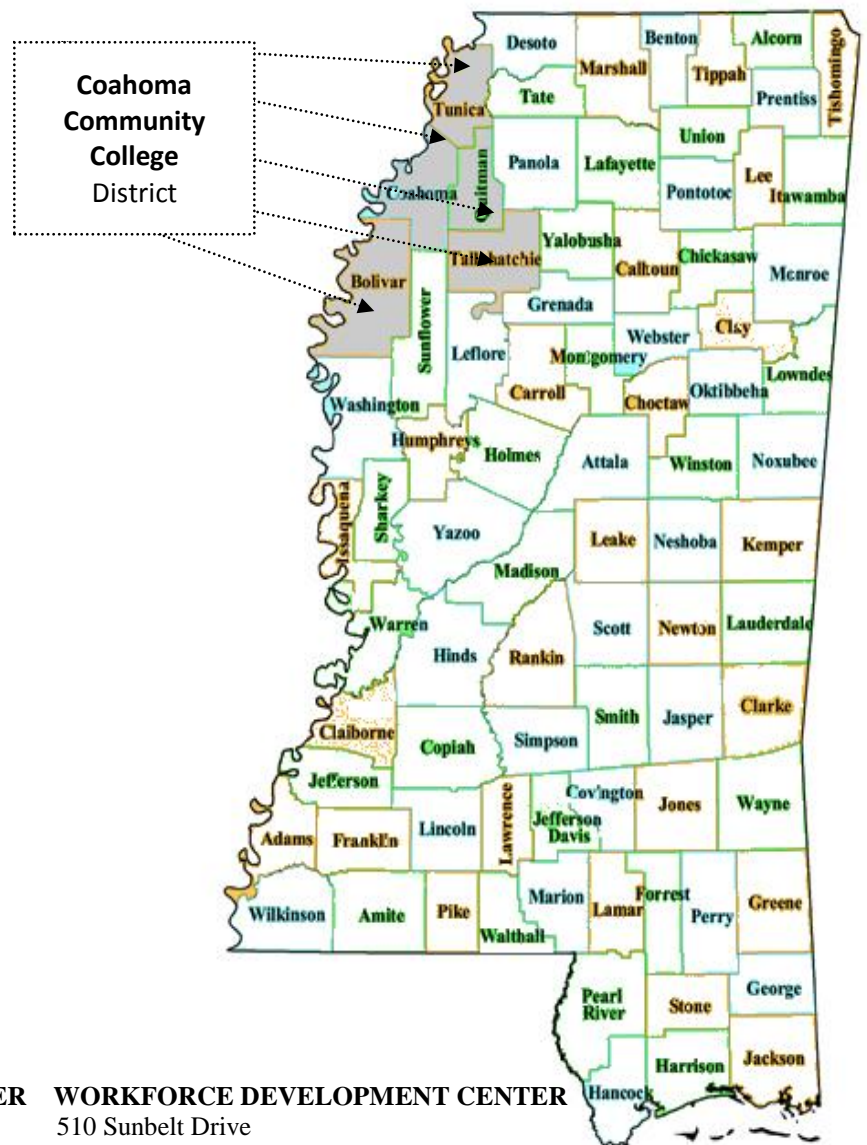
West Tallahatchie High School  
2110 US Highway 49 East  
Webb, MS 38966

### ALLIED HEALTH TRAINING CENTER

901 Ohio Street  
Clarksdale, MS 38614

### WORKFORCE DEVELOPMENT CENTER

510 Sunbelt Drive  
Clarksdale, MS 38614



## FACILITIES

**THE J. W. ADDISON ADMINISTRATION BUILDING** was originally constructed in 1963 and enlarged in 1969. This building is the center for the administrative activities of the campus. It houses the Office of the President, the Vice President for Finance and Operations, the 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. The Student Union houses many diverse offices and activity centers. This facility provides offices for Vice President for Student Affairs and Support Services, the Dean of Student Affairs and Support Services, the Director of Student Activities, Student Government Association, and the Housing Director. In addition, this facility provides space for the bookstore, student lounge, the campus cafeteria/grill, meeting rooms (including the Magnolia Room), the faculty dining area, and the Tigers' game room.

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

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

**THE CAIN VOCATIONAL BUILDING** was named in honor of two dedicated instructors, Joseph and Hettie Cain. The facility houses high school building trades, and a technology classroom. The building was renovated in 1991.

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

**THE MARTIN CENTER FOR LIFELONG LEARNING** was originally constructed in 1928. After the college was established in 1949, it was used as the college dining hall. An addition was made in 1969, and it was renovated in 1975 to serve as the central location for the Division of Continuing Education. In 1987, it was named in honor of Dr. McKinley C. Martin, former president/superintendent of Coahoma Community College and Agricultural High School. It houses the Offices of Project Upward Bound and Educational Talent Search.

**THE CHRISTINE J. CURRY HALL** was constructed in 1965 as a business building. An addition was made in 1969. It houses the Business and Computer Information Systems Department and the Health, Physical Education and Recreation Department. It is named in honor of Christine J. Curry, a long-time department head of the Business Department.

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

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

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

**THE 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, Industrial Maintenance Technology, Residential Carpentry, Welding Technology, and various offices including the offices of the Vice President and Dean of Career and Technical Education.

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

**THE JAMES E. MILLER STADIUM**, constructed in 1979, is named in honor of the second president, James E. Miller. This stadium, which is home field of the Coahoma Community College Tigers, has a seating capacity of 2,500. The James E. Miller Stadium was completely renovated during the 1997-98 academic school year with the addition of a new 1,678 square feet entrance building that provides space for ticket sales, concession, and restroom facilities.

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

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

**THE MARY G. WHITESIDE ACADEMIC HALL**, constructed in 1958, is named in honor of Mary G. Whiteside, a deceased faculty member who was also a registrar and academic dean. This building has had ten renovations over the years and currently houses the academic departments of Social Sciences, Education and Psychology; English and Foreign Language; and Math and Science; the Whiteside Hall Lecture Room and the offices of the Vice President for Academic Affairs, Educational Outreach offices, Institutional Effectiveness offices and the Academic Support Services Officer/Coordinator for Section 504/ADA.

**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. Currently, the facility houses the Medical Billing and Coding Technology classroom and other offices.

**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 1990-1991 to be used primarily by Coahoma Community College as a facility for art classes, performing arts, and small assemblies. The two-story building houses the Henry Dorsey Studio, the Thomas A. Richardson Studio, the Georgia A. Lewis Theater, the Eddie Mae Jackson Drama Laboratory, and the Miriam Green Writer and Artist Laboratory.

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

**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, and the Coahoma County Literacy Council.

**THE PINNACLE** was constructed in 1992-1993. This modern 34,474 square foot facility houses four classrooms, several offices, athletic dressing rooms, a permanent stage area, and an arena floor area for sporting events. The arena 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 a modern two-story men's dormitory. It houses 120 students and is handicap accessible. This building was named in honor of the late George W. Moore, a former college instructor and administrator.

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

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

**THE COAHOMA COMMUNITY COLLEGE HEALTH SCIENCES TRAINING CENTER**, constructed in 2007, is a 26,000 square-foot facility that houses the Respiratory Care, the Practical Nursing, the Associate Degree in Nursing, and other short-term health care training programs.

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

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



# COLLEGE ADMISSIONS

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

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

## GENERAL ADMISSIONS REQUIREMENTS

The following five (5) requirements are general admissions requirements and must be completed by all students desiring admission to Coahoma Community College:

### 1. APPLICATION

Each applicant is required to submit a completed application for admission. This application can be obtained by contacting the Office of Admissions and Records or on the Admissions website at <http://www.coahomacc.edu/admissions/index.html>.

### 2. TRANSCRIPTS

A first-time entering student seeking admission to the college should provide an official transcript bearing the principal's signature, date of graduation and school seal. Students who have passed the General Education Test must submit an official transcript of the General Education Diploma (GED) scores.

Students who have attended other institutions of higher learning must submit official college and/or military transcripts from ALL institutions attended.

### 3. ACT SCORES

Students seeking admission to the academic and technical programs are required to take the American College Test (ACT) and request that the results be sent to the Office of Admissions and Records. A student cannot be admitted to an academic or technical program unless the ACT scores are on file in the Admissions and Records Office. First-time enrolled students 21 years of age and older are not required to take the ACT unless they are planning to enter into a specific program that requires it, such as the Practical Nursing, Respiratory Care and the Associate Degree Nursing Programs.

#### **4. SOCIAL SECURITY CARD/IDENTIFICATION**

Each applicant is required to submit a copy of his/her signed social security card and a current driver's license (if applicable).

#### **5. IMMUNIZATION RECORD**

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. The Immunization Form can be obtained through the Office of Admissions and Records or on the Admissions website at <http://www.coahomacc.edu/admissions/index.html>.

## **NOTIFICATION OF ADMISSION**

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

All admissions requirements must be submitted to the Office of Admissions and Records. In order for an applicant to receive a "Notice of Acceptance", all admissions material must be on file in the Office of Admissions and Records. Once a student receives a "Notice of Acceptance", this notice must be presented at registration.

## **CATEGORIES OF ADMISSION**

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

# PROGRAM-SPECIFIC ADMISSIONS

## CAREER CERTIFICATE PROGRAM REQUIREMENTS

High school graduation or satisfactory scores on the General Education Development (GED) test are not required in certain programs. However, a transcript or record of previous education and training is required. Prior to registering, students pursuing enrollment in a career program without a high school diploma or GED must complete the ACCUPLACER to demonstrate “ability to benefit” for financial aid. Students who enroll in the barbering or cosmetology programs are required to have received a high school diploma or GED.

## DUAL ENROLLMENT REQUIREMENTS

High school students may earn college credit while they are still attending high school and enrolled in high school courses. Only students with a 2.5 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. To be admitted to the Dual Enrollment Program, students must have the following:

1. A minimum of fourteen (14) Carnegie high school units
2. An overall 2.5 grade point average on a 4.0 scale or better on all high school courses as documented by an official high school transcript
3. An 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. A copy of social security card

NOTE: Dual enrollment students must earn a minimum grade of “B” in each class taken to continue in the dual enrollment program.

# HEALTH SCIENCE PROGRAMS

The following are the admission/progression requirements for the Health Science Programs which include the following associated degree, vocational and certificate programs:

- Associate Degree Nursing
- Practical Nursing
- Polysomnography
- Respiratory Care
- Phlebotomy/EKG
- Emergency Medical Technician
- Nursing Assistant

All Health Science Programs require that students pass a criminal background check and drug screen. Health Science programs also require the following:

- Documentation by transcript of high school graduation or the equivalent.
- Be 18 years of age to participate in the clinical component of a program.
- Documentation and submission of official transcripts from all colleges attended to the CCC admission office and to the specific program for which the applicant is applying
- Documentation of signed copy of social security card and photo identification.

The requirements for progression are included under each program description.

## HEALTH SCIENCE TRANSFER POLICY

Application must be made to a specific program. Requests to transfer credits from other educational institutions to Health Science associate degree programs are evaluated and decided on by the program director and the Coahoma Community College Registrar/Director of Admissions as follows:

- Individual program guidelines and accreditation requirements
- Ability to meet Coahoma Community College graduation requirements
- Evaluation of credits earned to determine equity of required courses
- Evaluation of grades, references, and space available

Vocational and certificate program credit is not transferable to Coahoma Community College programs.

## **ASSOCIATE DEGREE NURSING**

The following must be completed by March 31 to be considered for admission to the Traditional Track or Fast Track:

### **TRADITIONAL TRACK**

1. Complete General Admission Requirements for Coahoma Community College
2. Obtain an associate degree nursing admission packet and complete all required forms
3. Have a minimum composite ACT score of 18
4. Complete all pre-requisite courses by May of the academic year applying for.
5. Have a minimum cumulative grade point average at least 2.5 on all pre-requisite courses, with a grade of at least a “C” in all course work.
6. Successfully complete a pre-entrance exam
7. Once accepted, show evidence of completion of required immunizations which include:
  - Positive serology of immunity to varicella (chicken pox) or immunization
  - Complete or started Hepatitis B vaccination series
8. Once accepted complete a physical exam signed by a primary care provider.

### **FAST TRACK**

1. Complete 1-8 under Traditional Track
2. Present evidence of an unencumbered license to practice as an LPN in Mississippi.
3. Present employer verification of at least one year of continuous employment as an LPN.

### **PROGRAM PROGRESSION**

Students admitted to the Associate Degree Nursing Program must maintain a “C” or a 77 course average in all nursing courses, pass clinical course requirements, and have a grade of “B” or an 85 course average in NUR 111-Dosage Calculations in order to progress in the program.

## **POLYSOMNOGRAPHY**

The following must be completed by June 30 to be considered for admission to the Polysomnography program:

1. Complete General Admission Requirements for Coahoma Community College
2. Have a minimum composite ACT score of 16.
3. Complete Anatomy and Physiology I and II with a grade of “C” or higher in each course.
4. Once accepted, show evidence of completion of required immunizations which includes
  - a. Positive serology of immunity to Varicella (chicken pox) or immunization
  - b. Complete or started Hepatitis B vaccination series
5. Once accepted, completion of a physical exam signed by a primary care provider.
6. Successfully complete a pre-entrance exam

## **POLYSOMNOGRAPHY PROGRAM PROGRESSION**

Students admitted to the Polysomnography Program must maintain a grade of “C” or a 74 course average and pass all clinical requirements to progress in the program.

## **PRACTICAL NURSING**

The following must be completed by March 31 for fall acceptance and October 31 for spring acceptance (when applicable):

1. Complete General Admission Requirements for Coahoma Community College
2. Complete a Health Occupations Application form
3. Documentation of the Accuplacer Test taken at Coahoma Community College or a minimum composite ACT score of 17 with a 14 in both reading and math.
4. Two letters of recommendation
5. Successfully complete a pre-entrance exam
6. Once accepted, show evidence of completion of required immunizations which includes
  - a. Positive serology of immunity to varicella (chicken pox) or immunization
  - b. Complete or started Hepatitis B vaccination series
7. Once accepted, complete a physical exam signed by a primary care provider.

## **PROGRAM PROGRESSION**

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

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

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

## **RESPIRATORY CARE**

The following must be completed by June 30 to be considered for admission to the Respiratory Care Program:

1. Complete General Admission Requirements for Coahoma Community College
2. Have a minimum composite ACT score of 16 with a 14 in both reading and math.
3. Complete all pre-requisite courses as specified for the Respiratory Care program prior to the August of the academic year applying for.
4. Have a minimum cumulative grade point average of 2.5 for any attempted college courses.
5. Once accepted, show evidence of completion of required immunizations which include:
  - Positive serology of immunity to Varicella (chicken pox) or immunization
  - Complete or started Hepatitis B vaccination series
6. Once accepted complete required immunizations and a physical exam signed by a primary care provider.
7. Successfully complete a pre-entrance exam

### **PROGRAM PROGRESSION**

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

## **HEALTH SCIENCE CERTIFICATE PROGRAMS**

Certificate programs are short term entry level programs that prepare the graduate for specific skills and certifications for employment as a member of the health care work force. Students must successfully complete all requirements for a certificate program in order to receive credit for the course. There is no transfer of credit for certificate programs.

### **PHLEBOTOMY/EKG**

This is a two (2) semester certificate program designed to train entry-level students for drawing blood in hospitals and doctors’ offices. The students will also be trained in performing and evaluating electrocardiograms (EKGs).

The following six (6) actions must be completed by August 15 to be considered for admission:

1. Completed application
2. Official copy of high school transcript or official GED passing scores.
3. Test for Adult Basic Education (TABE) scored with a minimum of 10 in math and reading.
4. Copy of driver’s license
5. Social Security card

6. Copy of immunization record showing:
  - MMR
  - Hepatitis B (can complete after entry into program)
  - Positive serology of immunity to Varicella (chicken pox) or immunization
  - 2-step TB skin test

\*Must also pass a criminal background check and drug screen.

## **EMERGENCY MEDICAL TECHNICIAN - BASIC (EMT-B)**

This is a one semester (16 week) certificate program designed to prepare students for employment as an Emergency Medical Technician in a medical transport facility or agency.

The following must be completed by August 15 to be considered for admission:

1. Completed application
2. Official copy of high school transcript or official GED passing scores.
3. Test for Adult Basic Education (TABE) scored with a minimum of 10 in math and reading.
4. Copy of driver's license
5. Social Security card
6. Copy of immunization record showing
  - MMR
  - Hepatitis B (can complete after entry into program)
  - Positive serology of immunity to Varicella (chicken pox) or immunization
  - 2-step TB skin test

\*Must also pass a criminal background check and drug screen.

## **EMERGENCY MEDICAL TECHNICIAN – REFRESHER COURSE (EMT-R)**

The EMT-Refresher is designed to meet the needs of EMT-Basics in all settings and skill levels required for recertification. Upon completion, the participant will be issued a Certification of Completion.

The following must be completed by the program admission deadline (to be announce-call 662-621-4159 for updated information on course offerings):

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



## **NURSING ASSISTANT (NA)**

This 80 hour (5 week) certificate program is designed to prepare students to take the certification exam to become a Certified Nurse Assistant (CNA) and to be employed as a healthcare team member.

The following must be completed by August 15 to be considered for admission:

1. Completed application
2. Official copy of high school transcript or official GED passing scores.
3. Test for Adult Basic Education (TABE) scored with a minimum score of 8 in math and reading.
4. Copy of driver's license
5. Social Security card
6. Copy of immunization record showing
  - MMR
  - Hepatitis B (can complete after entry into program)
  - Positive serology of immunity to Varicella (chicken pox) or immunization
  - 2-step TB skin test

\*Must also pass a criminal background check and drug screen.

## **HEALTH SCIENCE PROGRAM READMISSION POLICY**

1. A student may be considered for readmission to a specific Health Science program **one time only** with the following exception: a student has a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.
2. A student requesting readmission should write a letter to the specific program director and include the following:
  - Specific semester that readmission is requested for
  - Reason(s) for unsuccessful completion
  - Action plan for success if readmitted
3. A student requesting readmission to a Health Science program will be reviewed by the Health Science Readmission Committee and considered on an individual basis.
4. A student readmitted to a Health Science associate degree program may be required to repeat courses and/or take tests to assess placement.
5. A student readmitted to a vocational or certificate program must begin at the start of the program.
6. A student who disagrees with the decision of the Health Science Readmission Committee may follow the Coahoma Community College Student Grievance and Due Process Procedure published in the CCC college catalog.

## HOME SCHOOL STUDENT REQUIREMENTS

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

## INTERNATIONAL STUDENT REQUIREMENTS

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

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

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

## **TRANSFER STUDENTS**

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

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

See the Academic Policies and Services section of the Catalog for the Transfer Credit Policy. For Health Science programs, see the Health Science Transfer Policy under Program Specific Admissions.

## **VETERANS REQUIREMENTS**

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

## **READMISSION OF FORMER STUDENTS**

A former student who was not in attendance the semester prior to the one for which he/she wishes to be enrolled is required to submit an application for admission. A student in attendance the semester immediately preceding the semester for which he/she wishes to be enrolled does not need to submit an application for admission. A student readmitted will return to the same academic status, unless he/she has earned additional college credits to alter his/her status. Any former student who has attended another college after leaving Coahoma Community College will be required to provide the Office of Admissions and Records with an official transcript from that college. Students returning after academic suspension will be allowed to register in twelve (12) semester hours only. An Academic Restart Policy is available for students who have not attended a post-secondary institution in the past five years and who meet the specific qualifications. For more information on this policy, see Academic Restart Policy in the Academic Policies section of this College Catalog

## STUDENT RESIDENCY

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

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

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

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

# ACADEMIC POLICIES AND SERVICES

## ACADEMIC DISHONESTY

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

## ATTENDANCE POLICIES

### CLASS ATTENDANCE POLICIES

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

- ***Day Class Attendance Policy:*** Students enrolled in academic, technical, and or career programs are limited to six (6) absences in a given course during a regular semester. A student is counted tardy if he/she is later than ten (10) minutes arriving to class. Three tardies shall constitute one absence.
- ***Evening Classes Attendance Policy:*** Students enrolled in evening courses are limited to three (3) absences in a given course during a semester. A student is counted tardy if he is later than ten (10) minutes arriving to class. Three tardies shall constitute one absence.
- ***Summer School Attendance Policy:*** Students enrolled in summer courses are limited to two (2) absences in a course during a summer term. Three (3) tardies shall constitute one absence.
- ***Health Science Programs Attendance Policy:*** Students enrolled in Health Science programs are limited to one (1) absence for a one (1) semester credit hour course; two (2) absences for a two (2) semester credit hour course; and three (3) absences for a course

receiving three (3) semester credit hours or more. Three (3) tardies will be recorded as an absence. Absences greater than those listed above result in the student being dropped from the course. Refer to the **Health Science Policy and Procedure Manual** for further information.

## **INCLEMENT WEATHER POLICY**

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

## **TARDY POLICY**

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

## **ELECTRONIC DEVICES IN CLASS**

The use of cellular phones, pagers, CD players, radios, and similar devices is prohibited in the classroom and laboratory facilities.

## **ENROLLMENT AND SCHEDULING POLICIES**

### **AUDITING COURSES**

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

### **CHANGE OF STUDENT SCHEDULE**

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

## CLASSIFICATION OF STUDENTS

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

1. **Freshman:** A student who has fewer than 28 semester hours.
2. **Sophomore:** A student who has earned at least 28 semester hours.
3. **Full-time Student:** A student who is enrolled in 12 or more semester hours of course work in a given semester.
4. **Part-time Student:** A student who is enrolled in fewer than 12 semester hours of course work in a given semester.
5. **Cleared Student:** A student has submitted appropriate documents to the Office of Admissions and Office of Financial Aid and has a zero balance in the Business Office.
6. **Returning Student:** A student who has previously attended Coahoma Community College and earned credits, stopped attending, did not attend last semester, and is now returning.
7. **Transfer Student:** A student who has earned credit at another accredited institution and is now enrolled at Coahoma Community College

## EARNING A SECOND DEGREE OR CERTIFICATE

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

## EXAMINATIONS

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

## INSUFFICIENT CLASS ENROLLMENT POLICY

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

## 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 ACT sub-scores 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. Students who score below standards are placed according to the following placement scale:

<b>PLACEMENT SCALE</b>	
<b>English ACT Sub-score</b>	<b>Placement</b>
A student who makes a sub-score of 14 or less in English on the ACT is advised to take the placement exam.	A student who does not make a satisfactory/standard score on the placement examination is advised to enroll in ENG0113 Beginning English*.
<b>Reading ACT Sub-score</b>	<b>Placement</b>
A student who makes a sub-score of 14 or less in Reading on the ACT is advised to take the placement exam.	A student who does not make a satisfactory/standard score on the placement examination is advised to enroll in REA0113 Reading Comprehension I*.
<b>Math ACT Sub-score</b>	<b>Placement</b>
A student who makes a sub-score of 13 or less in Math on the ACT is advised to enroll in MAT0123 Beginning Algebra*.	Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration.  <i>Note: Advisors will place students based upon ACT sub-score.</i>
A student who makes a sub-score of 14 - 16 in Math on the ACT is advised to enroll in MAT1233 Intermediate Algebra.	
A student who makes a sub-score of 17 or above in Math on the ACT is advised to enroll in MAT1313 College Algebra.	

*\*Note: Beginning English, Reading Comprehension, Beginning Algebra, and Intermediate Algebra do not meet credit hour requirements for graduation.*



## **STUDENT LOAD**

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

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

*Note: Students who have been placed on academic probation are limited to 12 semester credit hours in a regular semester; 3 hours for a summer term; and 6 hours for all online courses.*

## **WITHDRAWAL PROCEDURES**

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

Withdrawal procedures are as follows:

1. Return student I.D. to the Office of Admissions and Records.
2. Obtain withdrawal form from the Office of Admissions and Records. Obtain signatures from the appropriate instructional vice president (Vice President for Academic Affairs, Vice President for Career and Technical Education or Vice President for Health Sciences), Financial Aid Director, Housing Director (dormitory students only), and Vice President and Finance and Operations.
3. Return withdrawal form to the Office of Admissions and Records for processing after obtaining proper signatures to officially withdraw from the institution.

## **GRIEVANCE/DUE PROCESS PROCEDURES** **FOR INSTRUCTIONAL MATTERS**

The instructor has authority over all matters affecting conduct of classes, including assignment of grades. Student performance may be evaluated based on written work and/or other performance standards as determined by the instructor. If a student has a complaint about classroom activities or grades, the student may submit a grievance. If circumstances require such process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

1. The student must first discuss the issue with the faculty/staff member involved and explain the basis for his/her grievance.
2. If the matter is not resolved with the faculty/staff member, the student may appeal to the department chairperson/program coordinator/director within three (3) working days. This appeal must be in writing and should describe the basis for the student's complaint as well as the outcome of the discussion with the faculty/staff member. Within three (3) working days following the receipt of the grievance, the department chairperson/program coordinator/director will make a decision regarding the student complaint and will provide a written response to the student.
3. If the matter is not resolved with the department chairperson/program coordinator/director, the student may appeal in writing to the appropriate instructional vice president (Vice President for Academic Affairs, Vice President for Career and Technical Education or Vice President for Health Sciences) within five (5) working days. The vice president will render a decision or call a meeting of an Instructional Grievance Committee. If an Instructional Grievance Committee is called, then following will apply:
  - a. The Instructional Grievance Committee is composed of the appropriate instructional vice president or designee, who serves as the chair, faculty members, staff members, and/or administrators.
  - b. The student must be present when the grievance is heard. The student may have an advisor present during the hearing. If an advisor will be present, the student must inform the instructional vice president in writing at least two (2) working days prior to the hearing.
  - c. The responsibility of the committee shall be limited to a review of the case to determine if established policies, procedures, or practices were followed and interpreted correctly.
  - d. The Instructional Grievance Committee will render its decision in writing to the student within (5) working days.
4. If the student is unsatisfied with the decision, he/she may appeal within (2) working days through a signed, written statement to the President of the College. The decision of the President will be final.

See the Student Affairs and Support Services Section of this Catalog for Grievance/Due Process Procedures for Non-Instructional matters.

# GRADUATION POLICIES

## APPLICATION FOR GRADUATION

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

## GRADUATION REQUIREMENTS FOR AN ASSOCIATE DEGREE

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

1. Complete course requirements in the prescribed program of study as prescribed in the catalog.
2. Earn a minimum cumulative grade point average of 2.0.
3. Complete a minimum of 25% of coursework through instruction offered by Coahoma Community College.
4. Satisfy financial obligations at Coahoma Community College.

### *Exceptions:*

1. A student may 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.
2. A student may comply with the catalog requirements of the first two years of the specific four-year accredited institution to which he/she will transfer. However, the student must provide the Director of Admissions and Records and the appropriate instructional vice president (Vice President for Academic Affairs, Vice President for Career and Technical Education or Vice President for Health Sciences) with the name of the institution within the first month of the second semester of the student's freshman year.
3. A student who is physically disabled may earn equivalent semester hours in lieu of those required in general activities if his/her claim is verified by a written statement from a physician and approved by the appropriate instructional vice president (Vice President for

Academic Affairs, Vice President for Career and Technical Education or Vice President for Health Sciences.

## **GRADUATION REQUIREMENTS FOR A CERTIFICATE OF COMPLETION**

To receive a Certificate of Completion, a student must:

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

## **CRITERIA FOR SCHOLASTIC HONORS**

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

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

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

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

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

# RECORDS POLICIES

## ACADEMIC RECORDS

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

## ACADEMIC RESTART POLICY

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

1. The former student must complete a "Declaration of Academic Restart" request to the Registrar/Director of Admissions and Records. NOTE: Special restrictions apply for students receiving military assistance. See the Registrar/Director of Admissions and Records for more information.
2. The former Coahoma Community College student must **NOT** have been enrolled in any post-secondary education/career institution for at least five years prior to the request to restart.
3. Academic Restart can be declared only once at Coahoma Community College.
4. Once Academic Restart has been declared, **ALL** of the former student's prior grades are forgiven regardless of the grade. The previous course work will not be removed from the student's transcript; however, a special notation will be made on the transcript identifying the previous work as forgiven.
5. Any course work completed prior to the declaration of Academic Restart is not calculated as part of the GPA from that point forward at Coahoma Community College. Students should be advised that other colleges/universities to which they may transfer may or may not honor the change in GPA resulting from a declaration of "Academic Restart."

6. If Academic Restart is requested and conditions are met, the student will be enrolled and must pay his/her tuition and fees without any financial aid assistance until the student has met the institution's standards of satisfactory academic progress (found in the Student Expenses and Financial Aid section of this College Catalog). Students in the academic restart program must maintain a grade point average of 2.5 or higher in order to continue enrollment.

## ADVANCE PLACEMENT POLICY

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

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

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

## CHANGE OF GRADE OR GRADE CORRECTION

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

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

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. *The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.* A student should submit to the Registrar/Director of Admissions and Records, and appropriate instructional vice president (Vice President for Academic Affairs, Vice President for Career and Technical Education or Vice President for Health Sciences), or other appropriate official written requests that identifies the record he/she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the record may be inspected.
2. *The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.* Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identifying the part of the record that they would like changed, and specify why it is inaccurate or misleading. If the college decides not to amend the records as requested by the student, the college will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. *The right to file a complaint with the U. S. Department of Education concerning alleged failures by Coahoma Community College to comply with the requirements of FERPA may be done so by contacting The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605*

## GRADE SCALE

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

<b>Grade Scale for University Parallel and Career Technical Programs</b>		
Grade	Scale	Quality Points
A – Excellent	92-100	4.0
B – Good	83-91	3.0
C – Average	74-82	2.0
D – Poor	65-73	1.0
F – Failure	Below 65	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
To be in good academic standing, students are required to maintain a cumulative 2.0 average on the 4.0 system. Each grade reported as having been earned by the student at the end of a semester or summer term will be included in computing the cumulative grade point average. The student should observe that the grade “F” carries zero quality points and will be included in the computation. The grade of “I” will not be computed until after some disposition has been made concerning it (See GRADE DESCRIPTIONS for more information).		

## GRADE SCALE FOR HEALTH SCIENCE PROGRAMS

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

<b>Grade Scale for Associate Degree Nursing Program</b>		
Grade	Scale	Quality Points
A – Excellent	93-100	4.0
B – Good	85-92	3.0
C – Average	77-84	2.0
D – Poor	70-76	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
Associate Degree Nursing Program courses require a letter grade of “C” (minimum 77%) for passing except NUR 1111-Dosage Calculations, which requires a “B” (minimum 85%) for passing. Failure to attain these score will prevent the student from progressing to the next scheduled semester.		



<b>Grade Scale for Polysomnography, Respiratory Care, and Practical Nursing</b>		
Grade	Scale	Quality Points
A – Excellent	95-100	4.0
B – Good	88-94	3.0
C – Average	80-87	2.0
D – Poor	70-79	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
Failure to attain a course grade of “C” or 80% will prevent the student from progressing to the next scheduled semester in the Polysomnography, Respiratory Care, and Practical Nursing Programs.		

## GRADE DESCRIPTIONS

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

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

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

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

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

## **GRADE REPORTS**

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

## **MILITARY CREDIT**

### **ACCEPTANCE OF MILITARY CREDIT POLICY**

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

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

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

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

## **REPEATED COURSES**

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

## **SEMESTER-HOUR CREDIT**

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

## TRANSCRIPTS

Transcripts are released only upon a written and signed request by the student. The request must include a written signature and a social security number. A fee of three dollars (\$3) is charged for each copy. A fee of \$8 is charged for an electronic transcript. A fee of ten dollar (\$10) is charged for a facsimile transcript.

## TRANSFER CREDIT POLICY

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

1. Evaluation, acceptance, and application of transfer credit will be based upon receipt of official transcripts from all institutions attended. It is the student's responsibility to provide all official transcripts to the Office of Admissions and Records. Evaluation from international institutions will be considered only when accompanied by an official transcript evaluation from an approved foreign credit evaluation service.
2. The Articulation Agreement between the Mississippi Institutions of Higher Learning and the Mississippi State Board for Community and Junior Colleges contains programs of courses for transfer for community/junior college students who attend Mississippi's eight public universities. In addition to the Articulation Agreement, the Uniform Course Numbering System ensures course alignment among the fifteen community/junior colleges in the state of Mississippi for all college parallel curricula.

Courses listed in the Articulation Agreement and/or the Course Uniform Course Numbering System will automatically transfer within community colleges and/or the state university system. Any prior occupational-specific courses or pre-requisites taken as part of an Associate of Applied Science or certificate program will be evaluated on an individual basis using the guidelines outlined in Number 3 of this section.

3. Courses from regionally accredited institutions will generally be accepted for transfer; however, transfer decisions are not made solely based on an institution's accreditation. Courses must be comparable in course description, nature, content, student learning outcomes, and level and must be appropriate and applicable to the learning experiences required in the declared program of study. Transcript evaluations are conducted by the Registrar and the department chair/and or program coordinator to determine the equivalency of the transfer credits to corresponding courses at Coahoma Community College.
4. Courses accepted for transfer must have a grade of at least "C". Grades earned for transfer courses will be used to calculate cumulative grade point average.
5. Transfer students must complete 25% of coursework at Coahoma Community College.

## **Appeal of an Academic Transfer Decision**

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

## **WORK-BASED LEARNING POLICY**

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

<b>Work Hours Per Semester</b>	<b>College Credit Hours Earned</b>
90 to 179 work hours	1 college credit hour
180 to 269 work hours	2 college credit hours
270 to 359 work hours	3 college credit hours
360 to 449 work hours	4 college credit hours
450 to 539 work hours	5 college credit hours
540 or more work hours	6 college credit hours

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

## **VETERAN SERVICES POLICIES**

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.

## **VETERANS ACADEMIC PROBATION AND SUSPENSION POLICIES**

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

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

Any veteran student who fails to maintain a 1.0 grade point average (GPA) during any semester of attendance at Coahoma Community College will be placed on temporary academic probation. During the following semester of attendance, the student must achieve a GPA of 1.5 or be placed on academic probation. Veteran students on probation will be provided counseling upon request.

At the end of the next semester enrolled, a veteran student is removed from academic probation if he/she achieves a GPA of 2.0. Veteran students failing to achieve the mandatory 2.0 will be suspended for one semester and will be required to obtain special permission from the appropriate instructional vice president (Vice President for Academic Affairs, Vice President for Career and Technical Education or Vice President for Health Sciences) in order to remain in school.

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

After completing four semesters of work, the student must have and maintain a 2.0 GPA. Students failing to achieve and maintain this average will be suspended from the college and will be re-admitted only at the discretion of the appropriate instructional vice president (Vice President for Academic Affairs, Vice President for Career and Technical Education or Vice President for Health Sciences).

If a veteran student is approved for re-admission after serving one semester of academic suspension, he/she will be readmitted on academic probation. His/her load will be a maximum of (14) semester hours for the first regular semester of attendance following the suspension.

## **ATTENDANCE FOR VETERANS**

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

## **CHANGE IN ENROLLMENT STATUS FOR VETERANS**

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

## **EDUCATION AND TRAINING RECORDS FOR VETERANS**

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

## **PROGRESS RECORDS FOR VETERANS**

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

## **REPORTS TO VETERANS ADMINISTRATION**

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

# ACADEMIC SERVICES

## ACADEMIC SUPPORT SERVICES

The Office of Academic Support Services provides a variety of services to students, potential students, faculty, staff, and graduates of the institution including academic assessment and placement services, services for students living with disabilities, and civil rights compliance.

This office is available to provide students with strategies and opportunities in a safe, respectful, and confidential environment. The services provided are designed to help students discover themselves, develop life-long learning skills and to achieve academic success. The Office of Academic Support Services provides services to students on a short-term basis only. Students who require long-term services are referred to agencies outside of the institution.

The Office of Academic Support Services provides academic placement testing services and academic assessment testing services. The Academic Support Services Officer administers the COMPASS TEST, which is a Computer Adaptive Placement Assessment and Support instrument that was developed by ACT to help postsecondary institutions place students into appropriate course levels. In addition to the COMPASS, the Academic Support Services Officer administers the Collegiate Assessment of Academic Proficiency (CAAP), which is a standardized, nationally-normed assessment program from ACT that enables postsecondary institutions to *assess, evaluate, and enhance* the outcomes of their general education programs.

The Academic Support Services Officer also serves as the ADA/504 Coordinator. In that capacity, the Academic Support Services Officer provides reasonable accommodations to students living with a documented disability allowing them to receive equal access to educational programs, services, and facilities.

The Academic Support Services Officer also serves as the Office of Civil Rights Compliance Officer. In that capacity, the Academic Support Services Officer serves as an advocate against sexually harassment or discrimination because of a student's race, color, national origin, sex, disability, or age in any of the institution's programs or activities.

The Academic Support Services Officer/ADA/504 Coordinator/Title IX and the Office of Civil Rights Compliance Officer office is located on the second floor of Whiteside Hall office, 210-A.

## DICKERSON-JOHNSON LIBRARY

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

The library is designed to facilitate student research and study with open stacks and continuously available assistance from library staff. It offers a wide variety of materials including over 45,000

bound volumes, nearly 400 periodicals in several formats including full-text CD-ROM databases, over 2,000 microfilms, as well as current issues of more than 125 magazines, journals and newspapers. Services provided include a microfilm reader/printer, photocopier, typewriters, typing rooms, a large group conference room which also serves as a viewing room, and a Media Center which houses a collection of books, audio-visual materials and equipment.

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

## EDUCATIONAL OUTREACH

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

### DEPARTMENT OF EDUCATIONAL OUTREACH GOALS

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



## GED AND ONLINE TESTING SERVICES

The GED/Online Testing Center is located in Curry Hall Building Room 6. This office offers GED Testing Services to students within the five counties of Bolivar, Coahoma, Quitman, Sunflower and Tunica Counties. The General Education Development (GED) test is administered to those persons who desire to earn a high school equivalency diploma if they were unable to complete their high school education. This office also provides Online Testing Services to students take part in the Mississippi Virtual Community College to help meet their diverse needs from many of the online courses offered throughout the fifteen accredited junior/community colleges.

### Requirements for GED Testing

1. The applicant must not be enrolled in a secondary school.
2. The applicant must not be a compulsory-school-age child. A “compulsory school-age child” means a child who has not attained the age of (17) years on or before September 1 of the calendar year.
3. The applicant must show an official statement from the last school attended giving date the applicant officially withdrew from school or regular high school class graduated.
4. The applicant must be a resident of the state of Mississippi for 30 days.
5. The applicant must attend GED registration and complete a notarized GED Application and Demographic Form. The GED Application may be downloaded on the web at <http://www.coahomacc.edu/academics/GEDOnlineTestingServices/GEDApplication.pdf>. **The GED Application must be notarized.**

### Requirements for Online Testing

1. Students must be enrolled in an online course through the Coahoma Community College Educational Outreach Office.
2. Students must be able to use a desktop or laptop computer, printer, software, and Internet.
3. Students must have an email address **that you check**.
4. Students must schedule an appointment within 48 hours in advance at <http://www.coahomacc.edu/DL/currentstudents.html>.
5. Students must show a picture ID (driver’s license, state/school ID, military or passport) on the day of testing.
6. Students who are taking online classes through another institution must contact the Distance Learning Coordinator by phone or by e-mail to reserve a seat for proctored testing.

# STUDENT EXPENSES, FINANCIAL AID, AND SCHOLARSHIPS

## STUDENT EXPENSES

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

#### DAY STUDENTS

Tuition (per semester) .....	\$950.00
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 Rentals (per semester) .....	\$700.00
Board: Five-Day Plan .....	\$857.00
Seven-Day Plan.....	\$1,157.00
Room/Key Deposit.....	\$100.00

#### DEFERRED PAYMENT FOR DORMITORY STUDENTS ONLY

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

**LATE REGISTRATION FEE**.....\$25.00

It is very important that students register during the days designated for registration.

(Additional fees are listed on the following page)

**CLASS CHANGE AND WITHDRAWAL FEE**

(For each class change after 1st day of class meeting) .....\$10.00

**AUDIT FEE** (per semester hour).....\$100.00

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

**OUT-OF-STATE FEE** (per semester) .....\$1,450.00

**INTERNATIONAL STUDENT FEE** (per semester) .....\$1,050.00

**RETURNED CHECK FEE**.....\$40.00

**PARKING PERMIT FEE**.....\$10.00

**ONLINE/VIRTUAL COMMUNITY COLLEGE FEE** (per course) .....\$15.00

**GRADUATION FEE (Non-Refundable)** .....\$65.00

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

**EVENING STUDENTS**

Tuition (per semester hour).....\$100.00

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).....\$100.00

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

**GRADUATION FEES**

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

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

**REFUND POLICY**

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

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

Fall/Spring Term

First Week of Classes.....	90%
Second Week of Classes .....	75%
Third Week of Classes .....	50%

Summer Term

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

**REFUNDS OF FEDERAL/STATE GRANTS**

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

**ENROLLMENT LEVEL (FULL-TIME/HALF-TIME)** and **CLASS ATTENDANCE** have a direct affect on grant and scholarship awards. In turn, the enrollment level and class attendance will have an effect on the refund amount. Class withdrawals affect enrollment level and refunds. If a student withdraws from part of his/her schedule, a recalculation of all financial aid and refunds may be necessary. If a student withdraws from all classes, financial aid will be recalculated, refunds will be adjusted or canceled, and a repayment of Federal and State funds may be necessary. The immediate repayment **of FEDERAL GRANT MONIES** is a possibility when students withdraw completely or drop out.

**DELINQUENT ACCOUNTS**

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

**BOOKS AND SUPPLIES**

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

# FINANCIAL AID

The objective of the Student Financial Aid Office is to provide excellent customer service in assisting students in attaining their educational endeavors. The Financial Aid Office is located on the first floor of the Dickerson-Johnson Library.

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), which may be obtained from the Financial Aid Office. The FAFSA may also be completed via the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), and the SIF may be obtained via CCC Financial Aid web site at [www.coahomacc.edu](http://www.coahomacc.edu)

Students, who have a U.S. Department of Education Personal Identification Number (PIN), can sign FAFSA on the Web electronically. Parents of dependent students can also request and use their PINs to sign FAFSA online. Students/parents without a PIN, should print out the signature page, sign and mail to the address listed on the signature page. To request a PIN, visit <http://www.pin.ed.gov>

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

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

## SOURCES OF FINANCIAL AID

### **FEDERAL FUNDS**

**Academic Competitiveness Grants (ACG)** – An eligible student may receive an Academic Competitiveness Grant (ACG) of up to \$750 for the first academic year of study and up to \$1,300 for the second academic year of study (subject to change). To be eligible for each academic year, a student must:

- Be a U.S. citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled full-time in a degree program;
- Be enrolled in the first or second academic year of his/her program of study at a two-year or four-year degree-granting institution;

- Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student);
- If a first-year student, not have been previously enrolled in an undergraduate program; and
- If a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year.

For additional information about the ACG, please see the following web address:

<http://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook&awardyear=2009-2010>

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

**Federal Pell Grant** – This grant is a federal student aid program designed to provide a foundation of gift aid to students who demonstrate financial need. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor’s or graduate degree. Awards may range from \$555 to \$5,550 per year (subject to change).

**Federal Supplemental Educational Opportunity Grant (FSEOG)** – This grant is a federally sponsored program providing gift aid for those students with exceptional financial need (students with the lowest Expected Family Contributions (EFC)). Awards may range from \$100 to \$4,000.

**Federal Work Study Program (FWS)** – Part-time jobs are available on campus for students demonstrating financial need to assist them in meeting their educational expenses. The amount of a student’s FWS award depends upon available funds and the student’s financial need.

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

## REGULATION OF FEDERAL FUNDS

### REFUND FORMULA FOR TITLE IV FUNDS (ACG, FSEOG, AND PELL GRANT)

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

student is responsible for paying the institution for any outstanding charges. The student is eligible to receive 100% of the Title IV funds awarded if the withdrawal occurs after the 60% payment period.

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

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

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

### **TREATMENT OF OVERPAYMENTS**

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

### **PROFESSIONAL JUDGMENT**

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

### **FINANCIAL AID VERIFICATION REQUIREMENT**

If a student is selected for verification by the Department of Education or if the Student Aid Report (SAR) has conflicting information, the Financial Aid Office will verify the information by requesting additional information from the student/parent. The Financial Aid Office Recipients of Title IV funds who are selected for verification or whose SAR displays conflicting information should submit the required documents to the Financial Aid Office within sixty (60) days of the date of registration. **A recipient who fails to provide required documentation within the specified period will be responsible for payment of all charges incurred.**

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

Once the Financial Aid Office receives the requested documentation, if information on the recipient's application warrants correction, the Financial Aid Office will make the necessary corrections. The recipient can also make corrections on-line via the internet at [www.fafsa.ed.gov](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 4694, Mt. Vernon, IL 62864-0064. PLEASE NOTE: If any modifications are made to Student Aid Report (SAR), a new award notification will be mailed to the student.

## **STATE FUNDS**

To request an application for any of these Mississippi state funds, call the Institutions of Higher Learning at 1-800-327-2980 or access information at the following website:

<http://www.mississippi.edu/riseupms/financialaid-state.php>

**GEAR UP Mississippi Scholarship (Renewals Only)** - This scholarship is related to a U.S. Department of Education grant entitled Gaining Early Awareness and Readiness for Undergraduate Programs awarded to the Mississippi Institutions of Higher Learning. The award period for the grant was September 2002 through September 2007. The purpose of the grant is to provide counseling, mentoring, tutoring, and other support services to participating students. The GEAR UP Mississippi Scholarships was first awarded in the fall of 2008.

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

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

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

**Leveraging Educational Assistance Partnership (LEAP)** – These state funds are awarded at the discretion of the Financial Aid Administrator based on the student's need. 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.

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

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

To be considered for WIA funds, a student must:

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

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Coahoma Community College is required by federal regulations to establish minimum standards of Satisfactory Academic Progress (SAP) to determine a student's eligibility for the following Federal and State Financial Assistance programs:

- Federal Pell Grant (Pell)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Leveraging Educational Assistance Partnership (LEAP)
- Federal College Work-Study (FWS)
- Academic Competitiveness Grant (ACG)
- The Higher Education Legislative Plan (HELP)
- The Mississippi Eminent Scholars Grant (MESG)
- The Mississippi Resident Tuition Assistance Grant (MTAG)

**NOTE:** Coahoma Community College does not participate in Federal Student Loan Programs.

**Satisfactory academic progress for financial aid purposes requires both a qualitative and quantitative measurement of a student’s academic performance.**

**Qualitative Measurement:** A student’s academic progress is measured by the cumulative grade point average earned for the number of credit hours attempted.

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

**To maintain Satisfactory Academic Progress, students must meet the following conditions:**

- Students must maintain a minimum cumulative grade point average (GPA) based on total hours attempted as outlined in the chart below.
- Students receiving federal financial assistance is expected to complete his/her program of study within a time frame not to exceed 150% of the published length of a program. Based on a standard 64 semester hour AA or AAS degree program of study, 96 semester hours is an average of the 150% rule.

**The minimum academic standards an undergraduate student must meet in order to receive federal and state financial assistance are illustrated in the chart below:**

CUMULATIVE SEMESTER HOURS ATTEMPTED	CUMULATIVE GRADE POINT AVERAGE	CUMULATIVE HOURS COMPLETED
<b>1-30</b>	<b>1.0</b>	Must have successfully completed a minimum of 50% of the hours attempted*
<b>31-47</b>	<b>1.5</b>	Must have successfully completed a minimum of 50% of the hours attempted*
<b>48 and above</b>	<b>2.0</b>	Must have successfully completed a minimum of 50% of the hours attempted*

**Note:** A student’s overall record (including transfer credits) is evaluated at the end of each semester of attendance (fall and spring), excluding summer sections.

## **PROBATION AND SUSPENSION**

Probation is a warning period imposed each time a student fails to meet the satisfactory academic progress 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 federal financial assistance.

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

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

Students who lose federal financial eligibility because they are no longer meeting the college's satisfactory academic standards can regain eligibility once they again meet the required standards. **Students' probation or suspension status can be obtained via the campus web site.**

## **APPEAL PROCESS**

Students on Financial Aid suspension during any semester of enrollment may appeal in writing to the Vice President for Academic Affairs, Chair of the Satisfactory Academic Progress Committee. 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 Satisfactory Academic Appeal Committee.

The Vice President for Academic Affairs, Chair of the Satisfactory Academic Progress Committee, will respond in writing to all appeal letters.

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

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

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

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

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

## **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. There are no provisions for federal financial assistance beyond the second degree or certificate.

# SCHOLARSHIPS

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

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

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

## SCHOLARSHIP POLICIES

1. Students receiving a scholarship must maintain the minimum required grade point average (GPA) (see requirements below) and full-time status (which is a minimum of 12 semester hours during the fall and spring semesters). 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 unless otherwise stated.
3. Any student expelled because of disciplinary action forfeits his/her scholarship and will not be eligible for another scholarship.
4. If a student ceases to attend class and does not withdraw officially, he/she will forfeit his/her scholarship then and in the future.
5. Any student who officially withdraws from school must leave any remaining portion of scholarship money in the scholarship account.
6. A student's scholarship applies directly to institutional fees only (tuition, room/board, educational supplies, and other related fees).

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

## **INSTITUTIONAL SCHOLARSHIPS**

### **INSTITUTIONAL SCHOLARSHIP GUIDELINES**

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

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

### **ACTIVITY SCHOLARSHIPS**

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

<b>COAHOMA COMMUNITY COLLEGE ACTIVITY SCHOLARSHIPS</b>		
<b>SCHOLARSHIP</b>	<b>CONTACT</b>	<b>Minimum GPA Required to Maintain the Award</b>
Ambassador Scholarship	Director of Admissions and Records	3.0
Band Scholarship	Band Director	2.0
Choir Scholarship	Choir Director	2.0
Cheerleading	Cheer Sponsor	2.0
Leadership Scholarship	Dean of Student Affairs	3.0

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

## ADMINISTRATIVE SCHOLARSHIPS

### REQUIREMENTS

Each administrative scholarship applicant must have the five (5) items listed below on file in the Office of Admissions and Records at Coahoma Community College:

1. an official high school transcript with school's seal and principal's signature.
2. an official ACT score report;
3. a completed application for admission obtained from the Office of Admissions and Records;
4. a completed Coahoma Community College Information Form obtained from the Office of Financial Aid; and
5. a completed Free Application for Federal Student Aid (FAFSA) obtained online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or at the Office of Financial Aid.

See the following page for a description of Administrative Scholarships.

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

\*Awarded at the recommendation of the high school principal or counselor

\*\* A student may receive an academic scholarship for four semesters if he/she maintains required GPA and full-time status. However, **students must REAPPLY each year**. Students must submit an application for scholarship to the Scholarship Committee.

## ATHLETIC SCHOLARSHIPS

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

## COMMUNITY SCHOLARSHIPS

These scholarships and awards are made possible through the generosity of individuals, corporations, and organizations. The community scholarships are awarded by the Scholarship Committee, which is appointed by the College President. Students must complete the community scholarship requirements in order to apply for these scholarships. When a student is awarded a community scholarship, they will be notified by the Scholarship Committee.

## COMMUNITY SCHOLARSHIP REQUIREMENTS

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

1. A Free Application for Federal Student Aid (FAFSA) and a Coahoma Community College Financial Aid Application **MUST** be processed and on file **BEFORE** a student is considered for any type of scholarship or financial assistance. *Scholarship awards may affect the student's overall Financial Aid package.* The FAFSA can be obtained online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or at the Office of Financial Aid.
2. An applicant must be enrolled as a full-time student (at least 12 semester hours during the fall and spring).
3. An applicant must provide appropriate transcripts to the Office of Admissions and Records. For incoming freshmen, a copy of a high school transcript is required; current Coahoma Community College students or transferring students need an official copy of ALL college transcripts. Official transcripts are sealed and sent **DIRECTLY** from the high school or college and **ARE NOT** to be opened by the applicant. Transcripts not sealed will not be considered. For questions regarding enrollment and transcripts, contact the Office of Admissions and Records.
4. An applicant must maintain a cumulative Grade Point Average (GPA) of 2.5 unless otherwise stated. For questions regarding GPA, contact your advisor or the Office of Admissions and Records.
5. Complete and submit a Coahoma Community College Scholarship Application to the Scholarship Committee.



6. Submit two typed letters of recommendation from persons other than family members to the Scholarship Committee.

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

## COMMUNITY SCHOLARSHIP POLICIES

1. The Community Scholarship Policies adhere to the General Scholarship Policies listed above in addition to those herein.
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. If a student officially withdraws, he/she may be granted special approval for consideration in the future by the Scholarship Committee. The Scholarship Committee will take into consideration a student's special circumstances. To process this review, a student **MUST** submit in writing and be interviewed by the Scholarship Committee regarding his/her special request.
4. Only the Scholarship Committee, with the approval of the President of the college, can make any changes in these policies.

## COMMUNITY SCHOLARSHIP DESCRIPTIONS

### **ALL COMMUNITY SCHOLARSHIP APPLICATIONS MUST BE RETURNED TO THE SCHOLARSHIP COMMITTEE UNLESS OTHERWISE SPECIFIED.**

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 formal education beyond two years of college. The recipient(s) selection is made by the fraternity.

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.

The **BENNIE STONE GOODEN, SR. SCHOLARSHIP AWARD** was established by family and friends in 2009 to commemorate the life of dedicated service of Mr. Bennie Stone Gooden, Sr. to Coahoma Community College in particular and the Clarksdale and Coahoma County community in general. The award of \$500.00 is given to a freshman during the second semester, who has demonstrated financial need, academic excellence, strong leadership ability, community involvement, good moral character and preferably one who resides in an affordable housing development. Applicant must: (1) be interviewed by the Scholarship Committee; (2) maintained a minimum grade point average (GPA) of 2.5; (3) hold membership in a community/college organization; and (4) have an official recommendation from either a counselor or a pastor who has some knowledge of the student's moral character.

The **DELTA SCIENTIFIC SCHOLARSHIP** is available to students enrolled a program related to the medical field who meet the following criteria. To be eligible for this scholarship the applicant must: (1) have been enrolled at Coahoma Community College in any medical field for the Fall Semester; (2) have successfully completed at least twelve (12) hours with a 3.0 or above GPA (on a 4.0 system) to apply; (3) be enrolled at Coahoma Community College in any medical field for the Spring Semester; and (4) have no sanction(s) on file for disciplinary reasons. NOTE: (1) Priority will be given to students who receive no external financial assistance. (2) Funds will be dispersed on a per semester basis (based on availability of funds). (3) The standard scholarship application and letters of recommendation should be turned in to the Scholarship Committee.

The **DELTA SIGMA THETA SORORITY** assists Coahoma Community College 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.

**DR. ROGER WEINER ASSOCIATE DEGREE AND PRACTICAL NURSING SCHOLARSHIP** was established in 2007 during the midst of the nursing shortage in the Mississippi Delta. Applicant must: (1) current enrollment in Coahoma Community College's Associate Degree or Practical Nursing program; (2) successful completion of twelve (12) hours prior to application; (3) must not have sanction(s) on file for disciplinary reasons; and (4) must demonstrate a financial need. The recipient(s) is made by the Health Sciences division.

The **FRANK W. GAMBRELL JR. MEMORIAL SCHOLARHIP** 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 **HEALTH SCIENCES SCHOLARSHIP** as established in 2006 as a result of the First Annual Coahoma Community College Golf Tournament. The scholarship is awarded to students with good academic potential, leadership ability, community involvement, and a passion for the health care profession. The recipient(s) is made by the Health Sciences division.

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

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

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.

# STUDENT AFFAIRS AND SUPPORT SERVICES

## STUDENT SERVICES OBJECTIVE

Student Services constitute the non-teaching services provided for the student body. 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 to aid to students in their overall development.

The Student Services Program objectives are as follows:

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

The Student Services Program provides the following services:

- |                                 |   |
|---------------------------------|---|
| ▪ Orientation                   | ▪ Judicial Affairs                              |
| ▪ Health Services               | ▪ Student Government                            |
| ▪ Housing                       | ▪ Department of Safety                          |
| ▪ Student Organizations         | ▪ Financial Aid                                 |
| ▪ Religious Life                | ▪ Student Publications (Newspaper and Yearbook) |
| ▪ Career Services and Placement | ▪ Food Services (Dining Hall / Grill)           |
| ▪ Tutorial Services             | ▪ Laundry Services                              |
| ▪ Student Life                  |   |

## ORIENTATION

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

The Division of Student Affairs and a committee made up of a select group of matriculating sophomore college students and faculty and staff representatives assist the entering Freshman and Transfer students in becoming acquainted with institutional administrators, faculty, staff, and campus programs and services. Orientation materials are provided to all entering freshmen. Entrance examinations, campus tours, social events, fees, lecture-discussion meetings, and registration, are some of the activities conducted during the period. Contents of the college's catalog and Student Handbook are also presented during the Summer Orientation.

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.

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

## STUDENT CONSUMER INFORMATION

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

## STUDENT HEALTH SERVICES

The Coahoma Community College-Aaron E. Henry Student Services Center is located on the inside of the Frank W. Gambrell Student Affairs Multi-Complex Building. The center serves dormitory students at Coahoma Community College. In the case of an emergency, the center will serve commuter students, faculty, and staff. Dormitory students are assessed a fee in conjunction with tuition to cover the cost of using the Health Center. All patients are responsible for the cost of medicine, lab work and other diagnostic tests. The center houses a full-time nurse, two nurse practitioners upon referral, a medical doctor upon referral, and a social worker upon referral. The hours of operation are M-F, 8:00 a.m.-4:30 p.m. and on Friday from 8:00 a.m.- 4:00 p.m. Coahoma Community College does not house a full-time physician in this facility. Therefore, the institution is not liable for illnesses or injuries that are outside of the scope of services provided

by a Licensed Practical Nurse. If aforementioned unfortunate circumstances arise, then the local emergency services will be contacted and the student will be transported to the local hospital at the expense of the student.

## FOOD SERVICES

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

DINNING HALL SCHEDULE	
<b>Weekdays (Monday – Friday)*</b>	
Breakfast	7:00 a.m. – 7:30 a.m.
Lunch	11:15 a.m. – 1:15 p.m.
Dinner	5:00 p.m. – 6:00 p.m.
<b>Weekends (Saturday and Sunday)*</b>	
Brunch	10:00 a.m. – 11:00 a.m.
Dinner	3:00 p.m. – 3:45 p.m.
*insert	

## GRILL

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

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

A signed request by the residence hall director is required for permission to take the food to a student who is confined to the residence hall for a valid reason. Students are expected to observe standards of good conduct and good citizenship while in the dining area. Violation of the *Code of Conduct* may result in one of the following sanctions: fine, disciplinary warning, probation, dismissal from dining services for the year, suspension, or expulsion. Appropriate dress is essential for both the dining hall and the grill. Pajamas, house shoes, tank tops, caps, head scarves, head rollers, do-rags, etc. are not acceptable apparel. Coahoma Community College reserves the right to refuse food services to anyone based on the grounds of inappropriate dress

and/or inappropriate actions displayed verbally or physically. Such acts are considered student infractions and the student judicial process will be invoked, to decide whether probation, suspension, or dismissal of meal services is necessary. Meal plan monies are non refundable based on the aforementioned sanctions.

## DEPARTMENT OF SAFETY

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

Campus police, under circumstances punishable by law, have the authority to arrest a subject for disorderly conduct unbecoming to the polices and procedures of the institution and/or the law as prescribed by the State of Mississippi. The Department of Safety can be contacted in all cases of an emergencies at (662) 621-4175 (office); (662) 902-5259 (Chief of Police); (662) 627-2605. The department is located in the Student Affairs Multi-Complex Building. Officers are on duty 24 hours a day, seven days a week.

## STUDENT CODE OF CONDUCT

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

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

Discipline will be levied in all instances except those in which a qualified, licensed, mental health professional has communicated to the college in writing that the actions were caused by severe psychological problems sufficient to warrant the immediate withdrawal of the individual from the college. In each instance, the individual may not re-enroll at Coahoma Community

College for at least two full academic semesters and then only upon the written recommendation of the mental health professional.

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

## **NON-INSTRUCTIONAL GRIEVANCE POLICY**

A grievance may be initiated by a student as a result of a claim of discrimination or harassment, a disciplinary decision resulting from violation of the student code of conduct, or other non-academic issues involving students. If circumstances require such process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

1. Student should make an attempt to resolve the issue with the student/staff member verbally and in writing.
2. Student should attempt to resolve the issue with the student or staff member's immediate supervisor verbally and in writing.
3. Student should provide a written grievance or complaint to the grievance officer, Vice President for Student Affairs and Support Services, or designee in person or by mail.
4. Upon receipt of the grievance or complaint, the Vice President for Student Affairs and Support Services or designee will schedule a conference within five (5) working days with the individual filing a grievance or complaint.
5. If there is no resolution in the conference, the Vice President for Student Affairs and Support and Services will within three (3) working days schedule a judicial hearing and forward the complaint to the appropriate judicial council. The ADA Compliance Officer will become a part of the process at this juncture if the complaint is one that claims to violate the civil rights of the person making the complaint. If an advisor and/or attorney is being brought to the hearing on behalf of the student, the student must notify in writing the Vice President of Student Affairs and Support Services two days-48 hours prior to the hearing. The advisor and/or attorney will only speak at the discretion of the hearing officer, which is not likely to occur.
6. The judicial council's decision can be appealed in writing to the Vice President of Student Affairs and Support Services within five (5) working days to be heard by the appropriate judicial (appellate) council.
7. The appellate council will hold a hearing within (5) working days of the appeal.
8. The appellate council's decision can be appealed to the President of the institution within two (2) working days for a final decision.

## **DUE PROCESS**

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

- A. The student (s) shall be notified in writing that he/she has been perceivably involved in an incident that is in violation of the Coahoma Community College code of conduct. The



notification will be submitted to the student (s) within three (3) working days and will provide the date, time, and place of the judicial hearing.

- B. The individual will be permitted to face and question his/her accuser (s) and witnesses testifying against him/her at the hearing. At the discretion of the hearing officer, both the accused and the accuser have the right to provide evidence and witnesses to prove otherwise or to speak on their behalf.
- C. After due consideration of the appropriate judicial council, the council shall render to the presiding officer a verbal and/or written decision.
- D. The student, if opposed to the sanction (s) rendered by a council, has the right to reject the sanction and invoke appeal proceedings.
- E. The student has to provide in writing within three (3) working days of the hearing, to the Vice President or Dean of Student Affairs and Support Services, the basis of the appeal, new evidence, and/or new witnesses. An appeal will not be granted, unless the aforementioned are not evident. If an advisor and/or attorney is being brought to the hearing on behalf of the student, the student must notify in writing the Vice President of Student Affairs and Support Services two days-48 hours prior to the hearing. The advisor and/or attorney will only speak at the discretion of the hearing officer, which is not likely to occur
- F. The Vice President /Dean of Student Affairs and Support will decide if an appeal is warranted, and if so, notify the student and the appropriate council to schedule a date, time and location within three (3) working days of the hearing, and send the case to the appropriate council for an appeal hearing.
- G. If an appeal hearing is granted, and the appellate council makes the recommendation to the Vice President or Dean of Student Affairs and Support Services, the student has the right to take his/her case to the President of the college. The President will then advise the Vice President/Dean of Student Affairs of a recommendation to be carried out regarding the case or correspond with the student (s) directly.
- H. In cases where the student (s) has been adjudicated/pending cases in the courts of counties, state, or federal entities, and also involved in a breach of Coahoma Community College's code of conduct, the student's (s) case outside of the college will determine the fate of the student's (s) matriculation at Coahoma Community College, to determine if the student (s) involved pose a threat to the campus community. The college will continue its case involving the student (s) after the external case against him/her is settled, and said student (s) might be suspended until that time.

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

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

# **DRUG-FREE SCHOOLS/CAMPUSES AND ALCOHOL POLICY**

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

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

## **DRUGS**

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

## **ALCOHOLIC BEVERAGES**

- A. No person may consume or possess any alcoholic beverages, containers, or bottles in the residence halls, in college buildings, or on any property or public location belonging to Coahoma Community College.
- B. The possession, sale, distribution or furnishing of alcoholic beverages is prohibited in the residence halls, in college buildings, or on any property or public location belonging to Coahoma Community College.
- C. Students who behave in an intoxicated manner as a result of the use of alcohol or require staff assistance shall be subject to disciplinary action.
- D. The playing of games (or competitions) involving the use or consumption of alcoholic beverages is prohibited on the campus or at events sponsored or supervised by the college whether home or a visiting institution.
- E. Common source containers are prohibited in residence halls and on college-owned property.
- F. Possession of any alcohol paraphernalia is prohibited.

- G. Empty alcoholic beverage containers (bottles, cans, etc.) are prohibited in/on college owned or controlled property. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion*

## CAMPUS HOUSING

Coahoma Community College affords the privilege for eligible students to reside in campus residence halls. First preference is given to students who are Pell Grant packaged as residents of the State of Mississippi. Residence Hall occupants' files are to be completed in the Office of Financial Aid before placement. The college has the right to refuse occupancy to any person who might pose a potential threat to the campus community. Any person who has been convicted of any criminal act will be considered for housing at the discretion of the Director of Safety and the Vice President of Student Affairs and Support Services. The college has three (3) residence halls which are in operation for occupancy. Overnight guests are prohibited, unless otherwise cleared by the Director of Housing or dormitory manager. Guests are allowed in the residence halls, only if cleared by the dormitory manager. All guests are subject to all rules and regulations of the college and must sign-in and file a valid State driver's license with the housing director. If trespassers are found to be in residence halls, and it is deemed that the occupant (s) is harboring a trespasser (s), then all involved will be arrested and bound over to the courts of Coahoma County.

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

The college mandates two occupants to a room. All of the dormitories have security camera systems that are monitored and maintained by the Department of Safety and Technology Services for occupants' safety, theft prevention, and destruction to property. Two of the three residence halls have access control, wireless internet capabilities, and other amenities. The access control cards and room keys are issued to occupants at check-in and are expected to be returned at check-out. Failure to do so will result in a \$10 replacement fee for the access card and a \$30 replacement fee for the room key. Rooms and halls are to be kept clean at all times. A fine will be imposed if it is determined that dormitory rooms are not kept clean. A housing deposit of \$100 per year is required prior to occupancy. The deposit is refundable at the end of the academic year or upon official withdrawal from the college, unless the student has an outstanding balance, such as tuition, room and board, fines, etc. Residence Hall Staff has the right to transfer/remove a student from a residence hall for issues, such as consistently committing student infractions, danger to themselves/others, or disrespect of residence hall staff/others.

Room visitation of the opposite sex is prohibited unless otherwise decided by the Director of Housing and the Vice President of Student Affairs and Support Services. If this privilege is granted, the room doors are to be left unlocked and housing staff has the right to check the room at any time during the visit. Students are to check-in with valid ID cards, and guests are to check-

in with a valid state driver's license. Sexual activity of any kind is prohibited on the campus of Coahoma Community College. Violation of this policy may result in a fine, probation, suspension, or expulsion.

Coahoma Community College reserves the right to check rooms and property therein at discretion, at any time. Residents are to comply with respect and assistance, if necessary. Residents do not have to be present at the time of the room check. Room checks can be done by Residence Assistants. Residence Assistants (RA's) are employed by the Department of Housing and Safety to assist the dormitory managers in keeping order and other related duties as outlined in the *Housing Policies* and Procedures Manual which is available on the Student Affairs webpage (housing section) of the college's website. RA's are to be respected as college staff. If this process is not followed, sanctions will be imposed. For more detailed information as related to housing policies, please visit the Student Affairs webpage.

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

1. Students occupying residence hall rooms 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 the privilege to reside in the residence halls and will not be refunded any paid room and board fees.
3. Any student who fails to maintain a cumulative 2.0 grade point average or better will not be eligible to reside in the residence halls of Coahoma Community College.

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

## **CAREER SERVICES AND PLACEMENT**

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

## **TUTORIAL SERVICES**

The tutorial lab, located on the second floor of the Zee A. Barron Student Union Building, offers supportive academic services for students to reduce classroom failure rates; to develop basic

skills; to improve Coahoma Community College's student retention efforts; to serve as refresher sessions for students who are academically strong/deficient in subject areas, but have forgotten basic curriculum principles; to develop a positive attitude toward learning; to develop effective study habits; to develop self-confidence; and to increase the student's understanding of the subject matter.

The services are offered with assistance from a full-time lab facilitator, AmeriCorps tutors, and peer tutors. The subject areas offered in the lab are remedial writing, remedial math, remedial reading, College Algebra, English, Science disciplines, social sciences, and business. The hours of operation can be found on the college's web site, on the Student Affairs' web page.

## **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, Wesley Foundation, and the Choral Music Department. Local churches welcome the Coahoma Community College family to participate in services and activities.

## **STUDENT UNION BUILDING**

The Zee A. Barron Student Union is a facility where students assemble to engage in the collegiate socialization process before, between, and after classes. The Union serves as the hub for the suite of offices for the Dean of Student Affairs, Support Services, Student Activities, Student Government Association Offices, Magnolia Room, college game room, college bowling center, and college dining halls. Although this is a hub for student enjoyment, students should conduct themselves in a manner that is not offensive to others, free of profanity and inappropriate dress. The Union, as is all college buildings, is a smoke-alcohol free facility. Smoking is prohibited within 35ft of the building. Obstruction of free flow of traffic and loitering in the entrance/exit of this building is prohibited. Due to the liability risks, children under the age of eight (8) years of age are not permitted in the Student Union Building or classroom buildings of the institution, unless otherwise cleared by a Divisional Dean. Student IDs will be periodically checked for student validation. To gain admittance into the dining halls, game room and bowling center, a valid student ID must be presented and the student must sign the roster for data purposes. All aforementioned prohibitions for students are subject to loss of Union privileges for an indefinite time allotment.

## **CLUBS AND ORGANIZATIONS**

**ACCOUNTING SOCIETY:** This organization is designed to give students an opportunity to participate in accounting practices. Students are introduced to the best practices of accounting. Upon the permission of the advisor, students of any classification may join.

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

**BAND:** This organization is designed to give students an opportunity to participate in group musical playing and performances. Students are introduced to various styles of music. With the permission of the director, students of any classification can join. The band participates in on and off campus activities.

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

**BARBERING AND COSMETOLGY STYLISTS:** This organization is designed to give barbering and cosmetology students an opportunity to participate in group practical settings. Students are introduced to the best practices of barbering and cosmetology. With the permission of the advisors, students of any classification can join. These students participate in hair shows, and competitions on and off campus.

**COAHOMA COMMUNITY COLLEGE CHOIR (Phi Chi Psi):** This organization is designed to give students an opportunity to participate in group singing and choral music activities. Students are introduced best practices in music arrangements. With the permission of the director, students of any classification can join. The choir participates in state meetings and festivals and gives concerts on and off campus.

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

**THE COAHOMA TRIBUNE:** is the official newspaper published by the students under the direction of a staff member and three students. The newspaper is published once each semester. The COAHOMA TRIBUNE places emphasis on news of interest to students, faculty and staff. Faculty and staff are encouraged to submit information to the Tribune staff for publication.

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

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

**DELTA EPSILON CHI:** is a collegiate organization to enhance the co-curricular education of students with interest in marketing, management and entrepreneurship. Delta Epsilon Chi helps

students to develop skills and competence for business careers, to build self-esteem, to experience leadership and to practice community service.

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

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

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

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

**FEDERATION OF LPN CLUB:** This organization is an educational association of student members preparing for the License Practical Nursing program.

**FRESHMAN CLASS:** This class of students plan and carry out social and retention class initiative programs.

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

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

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

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

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

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

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

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

**SOPHOMORE CLASS:** This class of students plan and carry out social and retention/graduation class initiative programs.

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

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

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



**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.

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

# UNIVERSITY PARALLEL DEGREE PROGRAMS OF STUDY

## DIVISION OF ACADEMIC AFFAIRS

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

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

The general education core for university parallel degree programs follows:

<b>University Parallel Degree Program / Associate of Arts GENERAL EDUCATION CORE REQUIREMENTS</b>	
English Composition I English Composition II	6 credit hours
Western Civilization I and II or American History I and II	6 credit hours*
World Literature or American Literature	3 credit hours**
Laboratory Science I and II (lecture and lab)	8 credit hours***
Art Appreciation or Music Appreciation	3 credit hours**
College Algebra (or higher)	3 credit hours***
<b>TOTAL:</b>	<b>29 credit hours</b>
<p>* The six (6) credit hours of Western Civilization or American History meet the accreditation requirement for the general core to include at least one course from the social sciences.</p> <p>** The three (3) credit hours of World Literature or American Literature and three (3) credit hours of Art Appreciation or Music Appreciation meet the accreditation requirement for the general core to include at least one course from the humanities/fine arts.</p> <p>*** The eight (8) credit hours of laboratory Science and the three (3) credit hours of College Algebra meet the accreditation requirement to include at least one course from the natural sciences/mathematics.</p>	

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

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

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

- **Written Communication:** Upon completion of a parallel degree program, students will be able to write a clear, well organized composition and research paper using appropriate documentation.
- **Oral Communication:** Upon completion of a parallel degree program, students will be able to construct and deliver a clear, well organized oral presentation.
- **Technology Usage:** Upon completion of a parallel degree program, students will be able to identify and use appropriate computer applications.
- **Problem Solving:** Upon completion of the College Parallel General Education Degree Program, students will be able to use mathematics and science reasoning to solve problems.
- **Historical and Cultural Awareness:** Upon completion of the College Parallel General Education Degree Program, students will be able to analyze how history and culture affect society.
- **Critical Thinking:** Upon completion of the College Parallel General Education Degree Program, students will be able to demonstrate the ability to think critically about a problem and formulate possible conclusions and/or solutions as appropriate.

## ACCOUNTING

(Leading to B.S.)

Advisor: D. Carter

Business and Computer Information Systems Department

Major Code: ACC

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
MAT 1313	College Algebra	3	CSC 1113	Computer Concepts	3
ART 1113	Art Appreciation or		MAT 1513	Business Calculus I	3
MUS 1113	Music Appreciation	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	1			17
LLS 1311	Orientation	<u>1</u>			
		18			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
ACC 1213	Prin of Accounting I	3	ACC 1223	Prin of Accounting II	3
ECO 2113	Prin of Macroeconomics	3	ECO 2123	Prin of Microeconomics	3
BAD 2413	Legal Environ of Business	3	SPT 1113	Public Speaking	3
BAD 1113	Introduction to Business	<u>3</u>	PSY 1513	General Psychology	<u>3</u>
		15			15

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

## AFRICAN AMERICAN STUDIES

(Leading to B.A.)

Advisor: K. Done

Social Science, Education, and Psychology Department

Code: AAS

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
ART 1113	Art Appreciation or		MFL 1223	Spanish II	3
MUS 1113	Music Appreciation	3	SPT 1113	Public Speaking	3
MFL 1213	Spanish I	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	1			17
LLS 1311	Orientation	<u>1</u>			
		18			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
PHY 2243	Physical Science Lect. I	3	PSY 1513	General Psychology	3
PHY 2241	Physical Science Lab I	1	MAT 1313	College Algebra	3
SOC 2113	Intro to Sociology I	3	MFL 2223	Spanish IV	3
ECO 2113	Prin. Of Macroeconomics	3	CSC 1113	Computer Concepts	<u>3</u>
MFL 2213	Spanish III	<u>3</u>			15
		16			

Degree offered by: UM

## ARCHITECTURE

(Leading to B.Arch.)  
 Advisor: R. Wilcox, R. Ballentine  
 Fine Arts Department  
 Code: AAA/ARC

**Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
ART 1113	Art Appreciation or		CSC 1113	Computer Concepts	3
MUS 1113	Music Appreciation	3	PHY 2523	General Physics Lect II	3
PHY 2513	General Physics Lect I	3	PHY 2521	General Physics Lab II	1
PHY 2511	General Physics Lab I	1	MAT 1323	Trigonometry	3
ART 1313	Drawing I	3	ART 1323	Drawing II	<u>3</u>
MAT 1313	College Algebra	3			16
LLS 1311	Orientation	<u>1</u>			
		17			

**Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
ART 2713	Art History I	3	SOC 2123	Intro to Sociology II	3
SOC 2113	Intro to Sociology I	3	HIS 1123	Western Civilization II	3
HIS 1113	Western Civilization I	3	SPT 1113	Public Speaking	3
HPR 1111	General Activities I	<u>1</u>	MAT 1513	Business Calculus I	3
		13	HPR 1121	General Activities II	<u>1</u>
					16

Degree offered by: MSU

Rv: 11/02/09

**ART/FINE ARTS**  
 (Leading to B.A., B.F.A., B.S.)  
 Advisor: R. Wilcox, R. Ballentine  
 Fine Arts Department  
 Code: ART

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
ART 1313	Drawing I	3	ART 1323	Drawing II	3
MAT 1313	College Algebra	3	CSC 1113	Computer Concepts	3
HPR 1111	General Activities I	1	HPR 1121	General Activities II	<u>1</u>
LLS 1311	Orientation	<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
ART 1433	Design I	3	ART 1443	Design II	3
ART 2713	Art History I	3	ART 2723	Art History II	3
ART 1113	Art Appreciation or	3	ART 1453	Three Dimensional Design	3
MUS 1113	Music Appreciation	3	SPT 1113	Public Speaking	<u>3</u>
PSY 1513	General Psychology	<u>3</u>			15
		15			

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

Rv: 11/02/09

## ATHLETIC TRAINING/SPORTS MEDICINE

(Leading to B.S.)

Advisors: S. Edwards, J. Noah

Health, Physical Education and Recreation Department

Code: ASM

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
HPR 1213	Personal & Comm Health	3	PSY 1513	General Psychology	3
PSC 1113	American Government	3	MAT 1313	College Algebra	3
CSC 1113	Computer Concepts	3	SPT 1113	Public Speaking	3
LLS 1311	Orientation	<u>1</u>	BIO 1613	Nutrition	<u>3</u>
		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
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
PHY 2243	Physical Science Lecture I	3	HPR 2443	Athletic Training & Treat	3
PHY 2241	Physical Science Lab I	1	ART 1113	Art Appreciation or	
HPR 2213	First Aid & CPR	3	MUS 1113	Music Appreciation	3
SOC 2113	Intro to Sociology	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			14
		18			

Degree offered by: DSU, USM



**BIOCHEMISTRY**  
 (Leading to B.S.)  
 Advisor: B. Sridharan  
 Math and Science Department  
 Code: BOC

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization 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
BIO 2413	General Zoology Lecture I	3	MAT 1623	Calculus II	3
BIO 2411	General Zoology Lab I	1	ART 1113	Art Appreciation or	
MAT 1613	Calculus I	3	MUS 1113	Music Appreciation	<u>3</u>
LLS 1311	Orientation	<u>1</u>			16
		18			

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2423	World Literature I or	ENG 2433	World Literature II or		
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
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
BIO 2923	Microbiology Lecture	3	CSC 1113	Computer Concepts	3
BIO 2921	Microbiology Lab	1	SPT 1113	Public Speaking	3
SOC 2113	Intro to Sociology I	3	PSY 1513	General Psychology	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		15			17

Degree offered by: MSU

## BIOLOGY

(Leading to B.A.)

Advisors: A. Allen, A. Reynolds

Math and Science Department

Code: BIO

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Lab I	1	BIO 1141	Biology Laboratory II	1
CHE 1213	General Chemistry Lecture I	3	CHE 1223	General Chemistry Lecture II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
MAT 1313	College Algebra	3	MAT 1323	Trigonometry	3
LLS 1311	Orientation	<u>1</u>	CSC 1113	Computer Concepts	<u>3</u>
		15			17

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
HIS 1113	Western Civilization I	3	SPT 1113	Public Speaking	3
ART 1113	Art Appreciation or		HIS 1123	Western Civilization II	3
MUS 1113	Music Appreciation	3	CHE 2433	Organic Chemistry Lecture II	3
CHE 2423	Organic Chemistry Lecture I	3	CHE 2431	Organic Chemistry Lab II	1
CHE 2421	Organic Chemistry Lab I	1	HPR 1121	General Activities II	<u>1</u>
PSY 1513	General Psychology	3			14
HPR 1111	General Activities I	<u>1</u>			
		17			

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.)

Advisors: D. Carter, L. Elliott

Business and Computer Information Systems Department

Code: BUS

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
MAT 1313	College Algebra	3	MAT 1513	Business Calculus I	3
HPR 1111	General Activities I	1	CSC 1113	Computer Concepts	3
LLS 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 Environ of Business	3	SPT 1113	Public Speaking	3
ACC 1213	Prin of Accounting I	3	ACC 1223	Prin of Accounting II	3
ECO 2113	Prin of Macroeconomics	3	ECO 2123	Prin of Microeconomics	3
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
ART 1113	Art Appreciation or		PSY 1513	General Psychology	<u>3</u>
MUS 1113	Music Appreciation	3			15
BAD 1113	Introduction to Business	<u>3</u>			
		18			

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

**CHEMISTRY**  
 (Leading to B.S.)  
 Advisor: B. Sridharan  
 Math and Science Department  
 Code: CHE

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization 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 1613	Calculus I	3	MAT 1623	Calculus II	3
HPR 1111	General Activities I	1	SPT 1113	Public Speaking	3
LLS 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
PHY 2513	General Physics Lecture I	3	PHY 2523	General Physics Lecture II	3
PHY 2511	General Physics Lab I	1	PHY 2521	General Physics Lab II	1
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
CSC 1113	Computer Concepts	<u>3</u>	ART 1113	Art Appreciation or	
		14	MUS 1113	Music Appreciation	<u>3</u>
					14

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

**COMPUTER INFORMATION SYSTEMS  
MANAGEMENT INFORMATION SYSTEMS**

(Leading to B.S.)

Advisors: J. Pittman, A. Youngblood

Business and Computer Information Systems Department

Code: CIS

**Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
CSC 1123	Computer Applications I	3	MAT 1313	College Algebra	3
HPR 1111	General Activities I	1	CSC 1133	Computer Applications II	3
LLS 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	
ENG 2423	World Literature I		ENG 2433	World Literature II	3
ACC 1213	Prin of Accounting I	3	ACC 1223	Prin of Accounting II	3
ECO 2113	Prin of Macroeconomics	3	ECO 2123	Prin of Microeconomics	3
CSC 1613	Computer Prog I	3	BAD 2413	Legal Environ of Business	3
MAT 1613	Calculus I	3	ART 1113	Art Appreciation or	
SPT 1113	Public Speaking	<u>3</u>	MUS 1113	Music Appreciation	<u>3</u>
		18			15

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

## CRIMINAL JUSTICE AND CORRECTIONAL SERVICES

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

Advisor: K. Done

Social Science, Education, and Psychology Department

Code: CRJ

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History II	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I		BIO 1143	Biology Lecture II	
BIO 1131	Biology Laboratory I <b>or</b>		BIO 1141	Biology Laboratory II <b>or</b>	
PHY 2243	Physical Science Lect. I	3	PHY 2253	Physical Science Lect. II	3
PHY 2241	Physical Science Lab I	1	PHY 2251	Physical Science Lab II	1
CRJ 1313	Intro to Criminal Justice	3	CRJ 1323	Police Admin & Organ I	3
ART 1113	Art Appreciation or		SPT 1113	Public Speaking	3
MUS 1113	Music Appreciation	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	1			17
LLS 1131	Orientation	<u>1</u>			
		18			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	3
ENG 2223	American Literature I	3	ENG 2233	American Literature II	
CRJ 1363	Intro to Corrections	3	CRJ 2513	Juvenile Justice	3
MAT 1313	College Algebra	3	PSY 1513	General Psychology	3
PSC 1113	American National Gov't	3	CSC 1113	Computer Concepts	3
MFL 1213	Spanish I	<u>3</u>	MFL 1223	Spanish II	<u>3</u>
		15			15

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

## ELEMENTARY EDUCATION

(Leading to B.S.)

Advisors: B. Boschert, Y. Gardner, E. Melton  
Social Science, Education, and Psychology Department  
Code: ELE

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
PSY 1513	General Psychology	3	ART 1113	Art Appreciation or	
PSC 1113	American National Gov't	3	MUS 1113	Music Appreciation	3
BIO 1133	Biology Lecture I	3	MAT 1313	College Algebra	3
BIO 1131	Biology Laboratory I	1	CSC 1113	Computer Concepts	<u>3</u>
LLS 1311	Orientation	<u>1</u>			15
		17			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I	3	ENG 2233	World Literature II	3
EPY 2513	Child Psychology	3	ART 1913	Art for Elem Teachers	3
PHY 2243	Physical Science Lecture I	3	HPR 2213	First Aid	3
PHY 2241	Physical Science Lab I	1	SPT 1113	Public Speaking	3
MUS 2513	Music for Elem Teachers	3	MAT 1723	Real Number System	3
EDU 1613	Foundation in Education	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		17			

NOTE: General Psychology is a prerequisite to Child Psychology. Student must submit proof of taking Praxis I to his advisor prior to graduation. Students with an ACT 21 or higher (with no sub scores below 18 or a SAT score of 860) are not required to complete Praxis I.

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

## ENGLISH

(Leading to B.S.)

Advisors: G. Duncan, V. Griffin, D. Jones, W. Reed, R. Rockett

English and Foreign Language Department

Code: ENG

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
LLS 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
SPT 1113	Public Speaking	3	CSC 1113	Computer Concepts	3
SOC 2113	Intro to Sociology I	3	MFL 2223	Spanish IV	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
MFL 2213	Spanish III	3	PSY 1513	General Psychology	3
MAT 1313	College Algebra	<u>3</u>	ART 1113	Art Appreciation or	
		15	MUS 1113	Music Appreciation	<u>3</u>
					15

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



## ENVIRONMENTAL SCIENCE

(Leading to B.S.)

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

Math and Science Department

Code: ENV

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
MAT 1313	College Algebra	3	ART 1113	Art Appreciation or	
BIO 1133	Biology Lecture I	3	MUS 1113	Music Appreciation	3
BIO 1131	Biology Lab I	1	BIO 1143	Biology Lecture II	3
SPT 1113	Public Speaking	3	BIO 1141	Biology Lab II	1
LLS 1311	Orientation	<u>1</u>	MAT 1323	Trigonometry	<u>3</u>
		17			16

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
SOC 2113	Intro to Sociology I	3	SOC 2123	Intro to Sociology II	3
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry LectII	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
HPR 1111	General Activities I	1	HPR 1211	General Activities II	1
CSC 1113	Computer Concepts	<u>3</u>	PSY 1513	General Psychology	3
		14		Elective	<u>3</u>
					17

Degree offered by: DSU

## EXERCISE SCIENCE

(Leading to B.S.)

Advisors: S. Edwards, J. Noah

Health, Physical Education and Recreation Department

Code: EXE

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
BIO 1133	Biology Lecture I	3	HIS 1123	Western Civilization II	3
BIO 1131	Biology Lab I	1	CSC 1113	Computer Concepts	3
HIS 1113	Western Civilization I	3	MAT 1313	College Algebra	3
CHE 1213	General Chemistry Lect I	3	HPR 1213	Per & Comm Health	<u>3</u>
CHE 1211	General Chemistry Lab I	1			15
MFL 1213	Spanish I	3			
LLS 1311	Orientation	<u>1</u>			
		18			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
PHY 2313	General Physics Lecture I	3	HPR 2213	First Aid & CPR	3
PHY 2311	General Physics Lab I	1	ART 1113	Art Appreciation or	
MAT 1323	Trigonometry	3	MUS 1113	Music Appreciation	3
HPR 1111	General Activities I	<u>1</u>	SPT 1113	Public Speaking	3
		15	HPR 1121	General Activities II	<u>1</u>
					17

Degree offered by: UM

## FASHION MERCHANDISING AND APPAREL STUDIES

(Leading to B.S.)

Advisor: R. Wilcox

Fine Arts Department

Code: FMA

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PSY 1513	General Psychology	3	ART 1113	Art Appreciation or	
MAT 1313	College Algebra	3	MUS 1113	Music Appreciation	3
ACC 1213	Prin of Accounting I	3	SOC 2113	Intro to Sociology I	3
LLS 1311	Orientation	<u>1</u>		Elective	<u>3</u>
		16			15

### 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
SPT 1113	Public Speaking	3	HIS 1123	Western Civilization II	3
HIS 1113	Western Civilization I	3	ECO 2123	Prin of Microeconomics	3
ECO 2113	Prin of Macroeconomics	3	CSC 1113	Computer Concepts	3
ART 1433	Design I	3	BAD 2413	Legal Environ of Business	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		17			17

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

## GENERAL STUDIES/INTERDISCIPLINARY STUDIES

(Leading to B.S.)

Advisors: K.W. Done, G. Duncan, Y. Gardner, D. Jones, W. Reed, R. Rockett,  
Social Science, Education, and Psychology Department

Code: GED

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
PSY 1513	General Psychology	3	ART 1113	Art Appreciation or	
HPR 1213	Personal & Comm Health	3	MUS 1113	Music Appreciation	3
BIO 1133	Biology Lecture I	3	SPT 1113	Public Speaking	3
BIO 1131	Biology Laboratory I	1	BIO 1143	Biology Lecture II	3
HPR 1111	General Activities I	1	BIO 1141	Biology Laboratory II	1
LLS 1311	Orientation	<u>1</u>	HPR 1121	General Activities II	<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	3	ENG 2433	World Literature II	3
MAT 1313	College Algebra	3		Elective	3
SOC 2113	Intro to Sociology	3		Elective	3
CSC 1113	Computer Concepts	3		Elective	3
	Elective	<u>3</u>		Elective	<u>3</u>
		15			15

Suggested Electives: HPR 1213, ECO 2113, EPY 2513, HIS 1613, SOC 2123, HPR 1223, MFL 1213,  
MFL 1223

Degree offered by: ASU, DSU, MSU, JSU

## HEALTH & KINESIOLOGY

(Leading to B.S.)

Advisors: S. Edwards, J. Noah

Health, Physical Education and Recreation Department

Code: KSM

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	General Biology Lect I	3	CSC 1123	Computer Application I	3
BIO 1131	General Biology Lab I	1	BIO 1143	General Biology Lect II	3
MAT 1313	College Algebra	3	BIO 1141	General Biology Lab II	1
PSY 1513	General Psychology	3	EPY 2533	Human Growth & Develop	<u>3</u>
LLS 1311	Orientation	<u>1</u>			16
		17			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
ART 1113	Art Appreciation or		HPR 2213	First Aid & CPR	3
MUS 1113	Music Appreciation	3	HPR 1121	General Activities II	1
SPT 1113	Public Speaking	3		Elective	<u>3</u>
HPR 1213	Personal & Comm Health	3			14
HPR 1111	General Activities I	<u>1</u>			
		17			

Degree offered by: MUW, USM

**HEALTH, PHYSICAL EDUCATION & RECREATION  
HUMAN PERFORMANCE/PHYSICAL EDUCATION**

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

Advisors: S. Edwards, J. Noah

Health, Physical Education and Recreation Department

Code: HPR

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
MAT 1313	College Algebra	3	CSC 1113	Computer Concepts	3
LLS 1311	Orientation	1	ART 1113	Art Appreciation or	
HPR 1111	General Activities I	<u>1</u>	MUS 1113	Music Appreciation	3
		15	HPR 1121	General Activities II	<u>1</u>
					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
HPR 1313	Intro to HPR	3	PSY 1513	General Psychology	3
SOC 2113	Intro to Sociology I	3		HPER Elective	3
BIO 2513	Anat & Physiology Lect I	3	HPR 2213	First Aid & CPR	3
BIO 2511	Anat & Physiology Lab I	1	SPT 1113	Public Speaking	3
HPR 2111	General Activities III	1	HPR 2121	General Activities IV	<u>1</u>
HPR 1213	Personal & Comm Health	<u>3</u>			16
		17			

Students must submit proof of taking Praxis I to his advisor prior to graduation. Students with an ACT 21 or higher (with no sub scores below 18 or a SAT of 860) are not required to complete Praxis I.

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

## HEALTH SCIENCES

(Leading to B.S.)

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

Math and Science Department

Code: HSC

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization 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	MAT 1323	Trigonometry	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	<u>3</u>
LLS 1311	Orientation	<u>1</u>			16
		17			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
SOC 2113	Intro to Sociology	3	PSY 1513	General Psychology	3
PHY 2513	General Physics Lect I	3	PHY 2523	General Physics Lect II	3
PHY 2511	General Physics Lab I	1	PHY 2521	General Physics Lab II	1
SPT 1113	Public Speaking	3	CSC 1113	Computer Concepts	3
HPR 1111	General Activities I	<u>1</u>	ART 1113	Art Appreciation or	
		14	MUS 1113	Music Appreciation	<u>3</u>
					16

Degree offered by: UMMC

## HISTORY

(Leading to B.S.)

Advisor: B. Boschert, E. Melton

Social Science, Education, and Psychology Department

Code: HIS

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
MAT 1313	College Algebra	3	MFL 1223	Spanish II	3
MFL 1213	Spanish I	3	ART 1113	Art Appreciation or	
LLS 1311	Orientation	<u>1</u>	MUS 1113	Music Appreciation	<u>3</u>
		17			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	3	ENG 2433	World Literature II	3
SOC 2113	Sociology I	3	SOC 2123	Sociology II	3
MFL 2213	Spanish III	3	MFL 2223	Spanish IV	3
SPT 1113	Public Speaking	3	CSC 1113	Computer Concepts	3
ECO 2113	Prin of Macroeconomics	3	HPR 1121	General Activities II	1
HPR 1111	General Activities I	<u>1</u>		Elective	<u>3</u>
		16			16

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



## **HOTEL, RESTAURANT, AND TOURISM MANAGEMENT/TOURISM**

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

Advisors: D. Carter, L. Elliott

Business and Computer Information Systems Department

Code: HRT

### **Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Lab I	1	BIO 1141	Biology Lab II	1
ACC 1213	Prin of Accounting I	3	ACC 1223	Prin of Accounting II	3
MAT 1313	College Algebra	3	MAT 1513	Business Calculus I	<u>3</u>
LLS 1311	Orientation	<u>1</u>			16
		17			

### **Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
ART 1113	Art Appreciation or		CSC 1113	Computer Concepts	3
MUS 1113	Music Appreciation	3	SPT 1113	Public Speaking	3
SOC 2113	Intro to Sociology I	3	ECO 2123	Prin of Microeconomics	3
ECO 2113	Prin of Macroeconomics	3	PSY 1513	General Psychology	3
BAD 2413	Legal Environ of Business	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		16			

Degree offered by: USM

## INTERNATIONAL BUSINESS

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

Advisors: D. Carter, L. Elliott

Business and Computer Information Systems Department

Code: IBU

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ENG 2423	World Literature I	3	PSY 1513	General Psychology	3
BAD 2413	Legal Environ of Business	3	MAT 1513	Business Calculus I	3
MAT 1313	College Algebra	3	CSC 1113	Computer Concepts	3
LLS 1311	Orientation	<u>1</u>			15
		16			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BIO 1133	General Biology Lect I	3	BIO 1143	General Biology Lect I	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab I	1
ART 1113	Art Appreciation or		MFL 1223	Spanish II	3
MUS 1113	Music Appreciation	3	ACC 1223	Prin of Accounting II	3
MFL 1213	Spanish I	3	ECO 2123	Prin of Microeconomics	3
ACC 1213	Prin of Accounting I	3	SPT 1113	Public Speaking	3
ECO 2113	Prin of Macroeconomics	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			17
		17			

Degree offered by: USM

Rv: 11/02/09

## **JOURNALISM**

(Leading to B.A.)

Advisors: G. Duncan, N. Moore

English and Foreign Language Department

Code: JOU

### **Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
PSY 1513	General Psychology	3	MAT 1313	College Algebra	<u>3</u>
LLS 1311	Orientation	<u>1</u>			16
		17			

### **Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
SPT 1113	Public Speaking	3	ENG 2433	World Literature II	3
ENG 2423	World Literature I	3	ECO 2123	Prin of Microeconomics	3
ECO 2113	Prin of Macroeconomics	3	MFL 2223	Spanish IV	3
MFL 2213	Spanish III	3	ART 1113	Art Appreciation or	
CSC 1113	Computer Concepts	3	MUS 1113	Music Appreciation	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			13

Degree offered by: DSU, UM, USM

## MATHEMATICS

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

Advisors: L. Howard, R. Rockett

Math and Science Department

Code: MAT

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
PSC 1113	American National Gov't	3	PSY 1513	General Psychology	3
CSC 1613	Computer Programming I	3	MAT 1623	Calculus II	3
MAT 1613	Calculus I	3	SPT 1113	Public Speaking	3
LLS 1311	Orientation	<u>1</u>			15
		16			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect I	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab I	1
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
MAT 2613	Calculus III	3	MAT 2623	Calculus IV	3
	Elective	<u>3</u>	ART 1113	Art Appreciation or	
		16	MUS 1113	Music Appreciation	<u>3</u>
					16

Recommended Electives: CSC 1113 or CSC 1123

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

Rv: 11/02/09

## MATHEMATICS EDUCATION

(Leading to B.S.)

Advisors: L. Howard, R. Rockett

Math and Science Department

Code: MAE

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization 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 1613	Calculus I	3	MAT 1623	Calculus II	3
HPR 1111	General Activities I	1	HPR 1121	General Activities II	1
LLS 1311	Orientation	<u>1</u>	CSC 1113	Computer Concepts	<u>3</u>
		15			17

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
MAT 2613	Calculus III	3	ART 1113	Art Appreciation or	
PSY 1513	General Psychology	3	MUS 1113	Music Appreciation	3
PSC 1113	American National Gov't	3	SPT 1113	Public Speaking	3
EDU 1613	Foundation of Education	<u>3</u>	MAT 2623	Calculus IV	3
		15	PSC 1123	Amer State/Local Gov't	<u>3</u>
					15

Students must submit proof of taking Praxis I to his advisor prior to graduation. Students with an ACT 21 or higher (with no sub scores below 18 or a SAT of 860) are not required to complete Praxis I.

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

## METEOROLOGY

(Leading to B.S.)

Advisor: B. Sridharan

Math and Science Department

Code: MET

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
ART 1113	Art Appreciation or		HPR 1213	Personal & Comm Health	3
MUS 1113	Music Appreciation	3	MAT 1323	Trigonometry	3
BIO 1133	Biology Lecture I	3	SPT 1113	Public Speaking	<u>3</u>
BIO 1131	Biology Lab I	1			15
MAT 1313	College Algebra	3			
LLS 1311	Orientation	<u>1</u>			
		17			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature II	3	ENG 2233	American Literature 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 1613	Calculus I	3	MAT 1623	Calculus II	3
CSC 1613	Computer Prog I	3	PSY 1513	General Psychology	3
HPR 1111	General Activities I	1	HPR 1121	General Activities II	<u>1</u>
	Elective	<u>3</u>			14
		17			

Degree offered by: JSU

## PARALEGAL STUDIES

(Leading to B.A.)

Advisors: B. Boschert, K. Done

Social Science, Education, and Psychology Department

Code: PAR

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
SPT 1113	Public Speaking	3	ART 1113	Art Appreciation or	
BIO 1133	Biology Lecture I	3	MUS 1113	Music Appreciation	3
BIO 1131	Biology Lab I	1	BIO 1143	Biology Lecture II	3
MFL 1213	Spanish I	3	BIO 1141	Biology Lab II	1
LLS 1311	Orientation	<u>1</u>	MFL 1223	Spanish II	<u>3</u>
		17			16

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
SOC 2113	Intro to Sociology	3	PSY 1513	General Psychology	3
MFL 2213	Spanish III	3	MFL 2223	Spanish IV	3
MAT 1313	College Algebra	3	BAD 2413	Legal Environ. of Business	3
CSC 1113	Computer Concepts	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			13
		16			

Degree offered by: MUW, USM

## PHARMACEUTICAL SCIENCES

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

Advisor: B. Sridharan

Math and Science Department

Code: PSC

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization 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 1613	Calculus I	3	CSC 1113	Computer Concepts	3
HPR 1111	General Activities I	1	ART 1113	Art Appreciation or	
LLS 1311	Orientation	<u>1</u>	MUS 1113	Music Appreciation	3
		15	HPR 1121	General Activities II	<u>1</u>
					17

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature I or	
ENG 2423	World Literature I	3	ENG 2433	World Literature I	3
PHY 2513	General Physics Lecture I	3	PHY 2523	General Physics Lecture II	3
PHY 2511	General Physics Lab I	1	PHY 2521	General Physics Lab II	1
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
CHE 2423	Organic Chemistry Lect I	3	SPT 1113	Public Speaking	3
CHE 2421	Organic Chemistry Lab I	<u>1</u>	CHE 2433	Organic Chemistry Lect II	3
		15	CHE 2431	Organic Chemistry Lab II	<u>1</u>
					18

Degree offered by: UMMC



## POLITICAL SCIENCE

(Leading to B.S.)

Advisors: B. Boschert, K.W. Done, K. Done  
Social Science, Education, and Psychology Department  
Code: POL

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
HPR 1111	General Activities I	1	MAT 1313	College Algebra	3
LLS 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 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
ECO 2113	Prin of Macroeconomics	3	ART 1113	Art Appreciation or	
MFL 2213	Spanish III	3	MUS 1113	Music Appreciation	3
PSC 1113	American National Gov't	3	MFL 2223	Spanish IV	3
SOC 2113	Intro to Sociology	<u>3</u>	CSC 1113	Computer Concepts	3
		15	SPT 1113	Public Speaking	<u>3</u>
					15

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

## PRE CLINICAL LABORATORY SCIENCE

(Leading to B.S.)

Advisor: P. Furdge

Math and Science Department

Code: PLS

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	CHE 1223	General Chemistry Lect II	3
BIO 1131	Biology Laboratory I	1	CHE 1221	General Chemistry Lab II	1
CHE 1213	General Chemistry Lect I	3	MAT 1313	College Algebra	3
CHE 1211	General Chemistry Lab I	1	CSC 1113	Computer Concepts	<u>3</u>
LLS 1311	Orientation	<u>1</u>			16
		15			

### 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
CHE 2423	Organic Chemistry Lect I	3	SOC 2113	Intro to Sociology I	3
CHE 2421	Organic Chemistry Lab I	1	SPT 1113	Public Speaking	3
BIO 2513	Anat & Physiology Lect I	3	ART 1113	Art Appreciation or	
BIO 2511	Anat & Physiology Lab I	1	MUS 1113	Music Appreciation	3
BIO 2923	Microbiology Lecture	3	PSY 1513	General Psychology	3
BIO 2921	Microbiology Lab	1	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		16			

Degree offered by: ASU, MSU, UM, USM

**PRE DENTAL HYGIENE**  
 (Leading to B.S.)  
 Advisor: A. Allen  
 Math and Science Department  
 Code: PDH

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
BIO 1133	Biology Lecture I	3	CHE 1223	General Chemistry Lect II	3
BIO 1131	Biology Laboratory I	1	CHE 1221	General Chemistry Lab II	1
CHE 1213	General Chemistry Lect I	3	CSC 1113	Computer Concepts	3
CHE 1211	General Chemistry Lab I	1	PSY 1513	General Psychology	3
MAT 1313	College Algebra	3	ART 1113	Art Appreciation or	
HPR 1111	General Activities I	1	MUS 1113	Music Appreciation	3
LLS 1311	Orientation	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			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	
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
BIO 2923	Microbiology Lecture	3	SPT 1113	Public Speaking	3
BIO 2921	Microbiology Laboratory	1	BIO 1613	Nutrition	<u>3</u>
EPY 2513	Child Psychology	<u>3</u>			16
		17			

Degree offered by: UMC

## PRE-HEALTH INFORMATION MANAGEMENT

(Leading to B.S.)

Advisor: A. Allen

Math and Science Department

Code: PHI

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
CSC 1113	Computer Concepts	3	SPT 1113	Public Speaking	3
MAT 1313	College Algebra	3	MAT 1323	Trigonometry	<u>3</u>
LLS 1311	Orientation	<u>1</u>			16
		17			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2233	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
ACC 1213	Accounting I	3	ACC 1223	Accounting II	3
ECO 2113	Prin of Macroeconomics	3	PSY 1513	General Psychology	3
ART 1113	Art Appreciation or		HPR 1121	General Activities II	<u>1</u>
MUS 1113	Music Appreciation	3			14
HPR 1111	General Activities I	<u>1</u>			
		17			

Degree offered by: UMMC

**PRE MEDICAL**  
 (Leading to B.S.)  
 Advisor: P. Furdge  
 Math and Science Department  
 Code: PME

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition 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
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	Computer Concepts	<u>3</u>
LLS 1311	Orientation	<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 or		
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PHY 2513	General Physics Lect I	3	PHY 2523	General Physics Lect II	3
PHY 2511	General Physics Lab I	1	PHY 2521	General Physics Lab II	1
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
SPT 1113	Public Speaking	3	ART 1113	Art Appreciation or	3
HPR 1111	General Activities I	<u>1</u>	MUS 1113	Music Appreciation	<u>1</u>
		15	HPR 1121	General Activities II	15

Degree offered by: UMC

**PRE NURSING**  
 (Leading to B.S.)  
 Advisor: P. Furdge  
 Math and Science Department  
 Code: PNU

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization 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
PSY 1513	General Psychology	3	SPT 1113	Public Speaking	3
LLS 1311	Orientation	1	MAT 1313	College Algebra	3
HPR 1111	General Activities I	<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	ENG 2233	American Literature II or		
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
BIO 2923	Microbiology Lect	3	BIO 1613	Nutrition	3
BIO 2921	Microbiology Lab	1	CSC 1113	Computer Concepts	3
SOC 2113	Intro to Sociology	3	EPY 2533	Human Growth & Develop	<u>3</u>
ART 1113	Art Appreciation or				16
MUS 1113	Music Appreciation	<u>3</u>			
		17			

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

## PRE OCCUPATIONAL THERAPY

(Leading to B.S.)

Advisor: A. Allen

Math and Science Department

Code: POT

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization 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	CSC 1113	Computer Concepts	3
CHE 1211	General Chemistry Lab I	1	PSY 1513	General Psychology	<u>3</u>
MAT 1313	College Algebra	3			16
LLS 1311	Orientation	<u>1</u>			
		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
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
PHY 2513	General Physics Lect I	3	EPY 2533	Human Growth & Develop	3
PHY 2511	General Physics Lab I	1	ART 1113	Art Appreciation or	
SOC 2113	Intro to Sociology	3	MUS 1113	Music Appreciation	3
HPR 1111	General Activities I	<u>1</u>	SPT 1113	Public Speaking	3
		15	HPR 1121	General Activities II	<u>1</u>
					17

Degree offered by: UMMC

**PRE OPTOMETRY**  
 (Leading to B.S.)  
 Advisor: B. Sridharan  
 Math and Science Department  
 Code: POP

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory 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	MAT 1323	Trigonometry	3
HPR 1111	General Activities I	1	CSC 1113	Computer Concepts	3
LLS 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		
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
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
PHY 2513	General Physics Lect I	3	PHY 2523	General Physics Lect II	3
PHY 2511	General Physics Lab I	1	PHY 2521	General Physics Lab II	1
BIO 2923	Microbiology Lect	3	ART 1113	Art Appreciation or	
BIO 2921	Microbiology Lab	1	MUS 1113	Music Appreciation	3
PSY 1513	General Psychology	<u>3</u>	SPT 1113	Public Speaking	<u>3</u>
		17			16

Degree offered by: UMMC



## PRE PHYSICAL THERAPY

(Leading to B.S.)

Advisor: P. Furdge

Math and Science Department

Code: PPT

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization 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
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
MAT 1313	College Algebra	3	CSC 1113	Computer Concepts	<u>3</u>
LLS 1311	Orientation	<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
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
BIO 2413	General Zoology Lecture I	3	BIO 2423	General Zoology Lecture II	3
BIO 2411	General Zoology Lab I	1	BIO 2421	General Zoology Lab II	1
ART 1113	Art Appreciation or		SPT 1113	Public Speaking	3
MUS 1113	Music Appreciation	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			15
		15			

Degree offered by: UMMC

## PSYCHOLOGY/EDUCATIONAL PSYCHOLOGY

(Leading to B.A.)

Advisors: Y. Gardner

Social Science, Education, and Psychology Department

Code: PSY

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I	3	ART 1113	Art Appreciation	
BIO 1131	Biology Laboratory I	1	MUS 1113	. . or Music Appreciation	3
MAT 1313	College Algebra	3	PSY 1513	General Psychology	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	<u>3</u>
LLS 1311	Orientation	<u>1</u>			15
		17			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
EPY 2513	Child Psychology	3	SPT 1113	Public Speaking	3
SOC 2113	Intro to Sociology	3	CSC 1113	Computer Concepts	3
MFL 2213	Spanish III	3	EPY 2533	Human Growth & Devel	3
PHY 2243	Physical Science Lect I	3	MFL 2223	Spanish IV	3
PHY 2241	Physical Science Lab I	1	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		17			

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

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

Rv: 11/02/09

## **PUBLIC ADMINISTRATION/PUBLIC POLICY STUDIES**

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

Advisors: B. Boschert, K. Done

Social Science, Education, and Psychology Department

Code: PUS

### **Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I	3	MFL 1223	Spanish II	3
BIO 1131	Biology Lab I	1	PSC 1123	Amer State & Local Gov't	3
MFL 1213	Spanish I	3	BIO 1143	Biology Lecture II	3
PSC 1113	American National Gov't	3	BIO 1141	Biology Lab II	<u>1</u>
LLS 1311	Orientation	<u>1</u>			16
		17			

### **Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
MAT 1313	College Algebra	3		Math Elective	3
ECO 2113	Prin of Macroeconomics	3	ECO 2123	Prin of Microeconomics	3
CSC 1113	Computer Concepts	3	SPT 1113	Public Speaking	3
ART 1113	Art Appreciation or			Elective	3
MUS 1113	Music Appreciation	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		16			

Degree offered by: MVSU, UM

## **RADIO & TELEVISION BROADCASTING**

(Leading to B.A.)

Advisors: G. Duncan

English and Foreign Language Department

Code: RTB

### **Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
SOC 2113	Intro to Sociology I	3	SOC 2123	Intro to Sociology II	3
HPR 1111	General Activities I	1	HPR 1121	General Activities II	<u>1</u>
LLS 1311	Orientation	<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
MFL 2213	Spanish III	3	MFL 2223	Spanish IV	3
MAT 1313	College Algebra	3	PSY 1513	General Psychology	3
SPT 1113	Public Speaking	3	CSC 1113	Computer Concepts	3
	Social Science Elective	<u>3</u>	ART 1113	Art Appreciation or	
		15	MUS 1113	Music Appreciation	<u>3</u>
					15

Degree offered by: USM

## RECREATION

(Leading to B.S.)

Advisors: S. Edwards, J. Noah

Health, Physical Education and Recreation Department

Code: REC

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
HPR 1313	Intro to HPR	3	MAT 1313	College Algebra	3
LLS 1311	Orientation	1	CSC 1113	Computer Concepts	3
HPR 1111	General Activities I	<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		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
HPR 1213	Personal & Comm Health I	3	HPR 1223	Personal & Comm Health II	3
SOC 2113	Intro to Sociology	3	BIO 1613	Nutrition	3
PSY 1513	General Psychology	3	HPR 2323	Recreational Leadership	3
ART 1113	Art Appreciation or		HPR 2213	First Aid & CPR	<u>3</u>
MUS 1113	Music Appreciation	3			15
SPT 1113	Public Speaking	<u>3</u>			
		18			

Degree offered by: DSU

## **SOCIAL SCIENCE**

(Leading to B.S.)

Advisor: K. W. Done

Social Science, Education, and Psychology Department

Code: SOC

### **Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
PSC 1113	American National Gov't	3	ART 1113	Art Appreciation or	
PSY 1513	General Psychology	3	MUS 1113	Music Appreciation	3
BIO 1133	Biology Lecture I	3	SPT 1113	Public Speaking	3
BIO 1131	Biology Laboratory I	1	BIO 1143	Biology Lecture II	3
LLS 1311	Orientation	<u>1</u>	BIO 1141	Biology Laboratory II	<u>1</u>
		17			16

### **Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
HIS 2213	American History I	3	HIS 2223	American History II	3
ECO 2113	Prin of Macroeconomics	3	CSC 1113	Computer Concepts	3
	Elective	3		Elective	3
SOC 2113	Intro to Sociology	3	MAT 1313	College Algebra	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			16

Suggested Electives: MFL 1213, MFL 1223, SOC 2113, SOC 2143, HIS 1613, PSC 2123

Degree offered by: DSU, MUW

## SOCIAL SCIENCE EDUCATION

(Leading to B.S.)

Advisor: B. Boschert, K. W. Done, E. Melton  
Social Science, Education, and Psychology Department  
Code: SSE

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
PSC 1113	American National Gov't	3	SOC 1113	Intro to Social Science	3
BIO 1133	Biology Lecture I	3	EPY 2533	Human Growth & Develop	3
BIO 1131	Biology Laboratory I	1	MAT 1313	College Algebra	3
LLS 1311	Orientation	1	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		15			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
PHY 2243	Physical Science Lecture I	3	HIS 2223	American History II	3
PHY 2241	Physical Science Lab I	1	SPT 1113	Public Speaking	3
HIS 2213	American History I	3	ART 1113	Art Appreciation or	
CSC 1123	Computer Applications I	3	MUS 1113	Music Appreciation	3
ECO 2113	Prin of Macroeconomics	<u>3</u>	ECO 2123	Prin of Economics II	<u>3</u>
		16			15

NOTE: Student must submit proof of taking Praxis I to his advisor prior to graduation. Students with an ACT score of 21 or higher (SAT 860 or higher) are not required to complete Praxis I.

Degree offered by: DSU, JSU

## **SOCIOLOGY/SOCIAL WORK**

(Leading to B.A.)

Advisor: K. W. Done

Social Science, Education, and Psychology Department

Code: SWK

### **Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
LLS 1311	Orientation	<u>1</u>	ART 1113	Art Appreciation or	
		14	MUS 1113	Music Appreciation	<u>3</u>
					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	3	ENG 2433	World Literature II	3
ECO 2113	Prin of Macroeconomics	3	SOC 2143	Marriage & Family	3
MAT 1313	College Algebra	3	SPT 1113	Public Speaking	3
SOC 2113	Intro to Sociology I	3	SOC 2133	Social Problems	3
PSY 1513	General Psychology	3	ECO 2123	Prin of Microeconomics	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			16

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



## SPANISH/FOREIGN LANGUAGE

(Leading to B.A.)

Advisors: J. Nave

English and Foreign Language Department

Code: SPA

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
HPR 1111	General Activities I	1	PSY 1513	General Psychology	3
LLS 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		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
MFL 2213	Spanish III	3		Elective	3
MAT 1313	College Algebra	3	CSC 1113	Computer Concepts	3
SPT 1113	Public Speaking	<u>3</u>	ART 1113	Art Appreciation or	
		15	MUS 1113	Music Appreciation	<u>3</u>
					15

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

## SPECIAL EDUCATION

(Leading to B.S.)

Advisors: B. Boschert, E. Melton

Social Science, Education, and Psychology Department

Code: SPE

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization or		HIS 1123	Western Civilization II or	
HIS 2213	American History	3	HIS 2223	American History II	3
MAT 1313	College Algebra	3	MAT 1723	Real Number System	3
BIO 1133	Biology Lecture I	3	ART 1113	Art Appreciation or	3
BIO 1131	Biology Laboratory I	1	MUS 1113	Music Appreciation	
HPR 1213	Personal & Comm. Health	3	SPT 1113	Public Speaking	<u>3</u>
LLS 1311	Orientation	<u>1</u>			15
		17			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
PHY 2243	Physical Science Lecture I	3	CSC 1123	Computer Applications I	3
PHY 2241	Physical Science Lab I	1	EPY 2513	Child Psychology	3
MUS 2513	Music for Elem Teachers	3	MFL 1223	Spanish II	3
PSY 1513	General Psychology	3	HPR 1121	General Activities II	3
MFL 1213	Spanish I	3			<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		17			

NOTE: General Psychology is a prerequisite to Child Psychology. Student must submit proof of taking Praxis I to his advisor prior to graduation. Students with an ACT score of 21 or higher (SAT 860 or higher) are not required to complete Praxis I.

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

Rv: 11/02/09

## SPEECH/SPEECH EDUCATION

(Leading to B.A.)

Advisors: V. Griffin

English and Foreign Language Department

Code: SPC

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	MFL 1223	Spanish II	3
BIO 1131	Biology Laboratory I	1	PSY 1513	General Psychology	3
MFL 1213	Spanish I	3	SPT 1113	Public Speaking	3
ART 1113	Art Appreciation	3			15
LLS 1311	Orientation	<u>1</u>			
		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
MAT 1313	College Algebra	3	CSC 1123	Computer Applications I	3
SOC 2113	Intro to Sociology I	3	MUS 1113	Music Appreciation	3
PHY 2243	Physical Science Lecture I	3	HPR 1121	General Activities II	1
PHY 2241	Physical Science Lab I	1		Elective	3
CSC 1113	Computer Concepts	3		Elective	<u>3</u>
HPR 1111	General Activities I	<u>1</u>			16
		17			

Degree offered by: UM, USM

Rv: 11/02/09

## **SPORTS MANAGEMENT**

(Leading to B.S.)

Advisors: S. Edwards, J. Noah

Health, Physical Education and Recreation Department

Code: SPM

### **Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
ENG 2223	American Literature I	3	ART 1113	Art Appreciation or	
PSY 1513	General Psychology	3	MUS 1113	Music Appreciation	3
MAT 1313	College Algebra	3	MAT 1513	Business Calculus I	3
ACC 1213	Prin of Accounting I	3	HPR 1213	Personal & Comm Health	3
LLS 1311	Orientation	<u>1</u>		Elective	<u>3</u>
		16			15

### **Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
SPT 1113	Public Speaking	3	HIS 1123	Western Civilization II	3
HIS 1113	Western Civilization I	3	BIO 1143	General Biology Lect II	3
SOC 2113	Intro to Sociology I	3	BIO 1141	General Biology Lab I	1
BIO 1133	General Biology Lect I	3	CSC 1113	Computer Concepts	3
BIO 1131	General Biology Lab I	1	BAD 2413	Legal Environ of Business	3
ECO 2113	Prin of Macroeconomics	3	ECO 2123	Prin of Microeconomics	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		17			17

Degree offered by: DSU, USM

# TECHNICAL DEGREE AND CERTIFICATE OF COMPLETION PROGRAMS OF STUDY

## DIVISION OF CAREER-TECHNICAL EDUCATION

The Division of Career Technical Education offers a variety of programs designed to meet the needs of students in industries. Students completing these programs will be awarded the Associate of Applied Science degree or a Certificate of Completion.

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

In order to meet its mission, Coahoma Community College measures the extent to which students have achieved occupational-specific outcomes for Career-Technical programs. The institution evaluates students' attainment of these outcomes through various measures including student work samples, state licensing examinations, job placement rates, the Mississippi Career Planning and Assessment System, and additional workplace readiness assessments. The institution uses assessment results to enhance and improve its Career-Technical programs.

The following are the general core requirements for technical degree programs. Career certificate program requirements and specific technical programs of study follow in this section.

<b>Technical Degree Program / Associate of Applied Sciences GENERAL EDUCATION CORE REQUIREMENTS</b>	
English Composition I	3 credit hours
Humanities/ Fine Arts	3 credit hours**
Public Speaking I	3 credit hours
Social/ Behavioral Science	3 credit hours*
College Algebra (or higher)/Natural Science	3 credit hours***
<b>TOTAL:</b>	<b>15 credit hours</b>
<small>* The three (3) credit hours elective in social/behavioral sciences meet the accreditation requirement for the general core to include at least one course from the social sciences.  ** The three (3) credit hours in humanities/fine arts meet the accreditation requirement for the general core to include at least one course from the humanities/fine arts.  *** The three (3) credit hours of College Algebra (or higher)/Natural Science meet the accreditation requirement to include at least one course from the natural sciences/mathematics.</small>	

# **SPECIAL CAREER PROGRAMS/ACTIVITIES**

## **CAREER RELATED STUDIES**

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

## **STUDENT SUPPORT SERVICES**

Student Support Services will be provided for students who qualify through federal guidelines as stated in the Carl Perkins Career Education and Applied Technology Education Act of 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 with limited English proficiency, single parents, individuals participating in programs designed to eliminate sex bias, and individuals in correctional institutions.

## **WORK-BASED LEARNING**

### **WBL 1913, WBL 1923, WBL 2913, and WBL 2923**

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. The employing firm and the type of work experience may be submitted for a required course with prior approval of the advisor, Work-Based Learning Coordinator, and Director.

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

## **NON-TRADITIONAL PROGRAMS**

The goal of the Office of Career and Technical Education is to provide equal educational opportunities to "all students" who need, want, and can benefit by training offered.

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

1. Provide programs, services, comprehensive career guidance and counseling, and activities to eliminate sex bias and sex role stereotyping in secondary and postsecondary career education.
2. Provide preparatory services and career education programs, services, activities for girls, women, boys, and men designed to enable the participants to support themselves and their families.

3. Provide support services for individuals participating in career education programs, services, and activities designed to eliminate sex bias and sex role stereotyping.
4. Provide student orientation 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.”

## **CAREER AND TECHNICAL GUIDANCE AND COUNSELING SERVICES**

The Counseling Office offers a vast array of services. Some of these services are listed below:

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



## **COMPLETION OF CAREER PROGRAMS**

Career programs at Coahoma Community College vary in the amount of time required or recommended for normal completion. A certificate of completion in specific areas may be issued to a student who completes component parts of a program which are less than the total program. The student must request that the specific certificate be issued.

**DIVISION OF CAREER AND TECHNICAL  
EDUCATION**

**TECHNICAL DEGREE PROGRAMS**

## ACCOUNTING TECHNOLOGY

(Leading to A.A.S. Degree)

Major Code: ACT

Advisor: B. DeShazer, K. Hollins

The Accounting Technology program of study prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance. The program provides a foundation for students transferring to a four-year college or university to pursue a specialized degree in the field. The Associates of Applied Science degree is earned upon successful completion of this program.

### Freshman Year

<u>First Semester</u>	<u>Semester Hours</u>	<u>Second Semester</u>	<u>Semester Hours</u>
BOT 1213 Personal and Prof. Development	3	BOT 2813 Business Communication	3
BOT 1313 Applied Business Math	3	BOT 1143 Word Processing	3
BOT 1713 Mechanics of Communication	3	ACC 1213 Principles of Accounting I	3
BOT 1433 Business Accounting	3	ENG 1113 English Composition I	3
BOT 1113 Doc. Form. and Production***	3	BOT 1813 Electronic Spreadsheet	3
BOT 1133 Microcomputer Applications	3	ECO 2113 Principles of Economics I	<u>3</u>
EDU 1311 Orientation	<u>1</u>		
<b>Total</b>	<b>19</b>	<b>Total</b>	<b>18</b>

### Sophomore Year

<u>Third Semester</u>	<u>Semester Hours</u>	<u>Fourth Semester</u>	<u>Semester Hours</u>
BOT 2413 Computerized Accounting	3	BOT 2833 Integrated Computer App.	3
ECO 2123 Principles of Economics II	3	SPT 1113 Public Speaking	3
ACC 1223 Principles of Accounting II	3	BOT 2133 Desktop Publishing	3
BOT 2323 Database Management	3	SOC 2113 Intro. to Sociology OR	
MAT 1313 College Algebra	<u>3</u>	PSY 1513 General Psychology	3
		MUS 1113 Music Appreciation OR	
		ART 1113 Art Appreciation	<u>3</u>
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>15</b>

\* A students who lacks entry level skills in math, English, science, etc., will be provided related studies tutorial.

\*\* 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.

\*\*\* Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy material at a minimum of **35 GWPM, on a 5-minute timed writing**, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

## COLLISION REPAIR TECHNOLOGY

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

Advisor: M. Campbell

Major Code: CRT

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 along with twelve (16) other academic hours.

### Freshman Year

<u>First Semester</u>	<u>Semester Hours</u>	<u>Second Semester</u>	<u>Semester Hours</u>
ABT 1143 Struct. Analys/Damage Repair I	3	ABT 1153 Strut.Damage Rep II	3
ABT 1223 Non-Stru. Analy/Damage Rep. I3	3	ABT 1233 Non-Stru Rep II	3
ABT 1443 Mech/Elect Comp. I	3	ABT 1453 Mech/Elect Comp II	3
ABT 1314 Refinishing I	4	ABT 1323 Refinishing II	3
ENG 1113 English Composition I	3	MAT 1313 College Algebra	3
LLS 1311 Orientation	<u>1</u>	CPT 1113 Fund. Microcomp.App.	<u>3</u>
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>18</b>

### Sophomore Year

<u>Third Semester</u>	<u>Semester Hours</u>	<u>Fourth Semester</u>	<u>Semester Hours</u>
ABT 2163 Stru/Analy/Damage Rpr III	3	ABT 2173 Strut.Anly.Dam.Rpr IV	3
ABT 2243 Non-Stru.Analy/Damage III	3	ABT 2253 Non-Stru Anly.Dam Rpr IV	3
ABT 2333 Refinishing III	3	ABT 2343 Refinishing IV	3
ABT 2913 Spec. Prob. in Collision Rep.	3	SPT 1113 Public Speaking I	3
SOC 2113 Intro. to Sociology OR	3	ART 1113 Art Appreciation	3
SOC 2143 Marriage and Family			
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>

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

\*\* Baseline competencies are taken from the high school Automotive Collision Repair 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.

#### Approved Electives

Other instructor approved electives: Fundamentals of Microcomputer Applications (CPT 1113)  
Supervised Work Experience in Collision Repair Technology (ABT 2926)

## COMPUTER SERVICING TECHNOLOGY

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

Advisor: Tony "Melvin" Newson

Major Code: CST

The Computer Servicing Technology curriculum is an instructional program that prepare 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 technical Computer Servicing Technology curriculum requires successful completion of a minimum of 66 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

<u>First Semester</u>	<u>Semester Hours</u>	<u>Second Semester</u>	<u>Semester Hours</u>
CST 1114 Basic Electronics	4	CPT 1113 Fund of Micro. Applications	3
EET 1214 Digital Electronics	4	EET 1324 Microprocessors	4
CST 1333 Operating Systems	3	BOT 2133 Desktop Publishing	3
ENG 1113 English Composition I	3	CST 1123 Basic Comp Systems	3
MAT 1313 College Algebra	3	CST 1414 Networking I	<u>4</u>
LLS 1311 Orientation	<u>1</u>		
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>17</b>

### Sophomore Year

<u>Third Semester</u>	<u>Semester Hours</u>	<u>Fourth Semester</u>	<u>Semester Hours</u>
CST 2113 Computer Service Lab I	3	CST 2134 PC Diagn/Troubleshooting	4
CST 2913 Special Project	3	CST 2123 Comp Serv Lab II	3
CST 2223 Networking II	3	SPT 1113 Public Speaking I	3
CST 2923 Supvr Wrk Exp	3	Elective Social/Behav Science*	3
ART 1113 Art Appreciation OR		WBL 1913 Work-Based Learning	<u>3</u>
MUS 1113 Music Appreciation	<u>3</u>		
<b>Total</b>	<b>15</b>	<b>Total</b>	<b>16</b>

\*SOC 2113 or SOC 2143

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

## CULINARY ARTS TECHNOLOGY

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

Advisor: R. Rhymes, Jr.

Code: CUT

The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all the lab classes. Successful completion of the two-year program leads to an Associate of Applied Science degree.

### Freshman Year

<u>Fall Semester</u>		<u>Semester Hours</u>	<u>Spring Semester</u>		<u>Semester Hours</u>		
HRT	1123	Intro Hospital Tour Ind	3	CUT	1124	Culinary Principles II	4
CUT	1114	Culinary Principles I	4	CUT	1134	Principles of Baking	4
HRT	1213	Sanitation and Safety	4	CUT	1513	Garde Manager	3
HRT	1224	Restaurant/Cater Operation	4	MAT	1313	College Algebra	3
ENG	1113	English Composition I	<u>3</u>	HRT	2613	Hospitality Supervision	<u>3</u>
<b>Total</b>			<b>18</b>	<b>Total</b>			<b>17</b>

### Sophomore Year

<u>Fall Semester</u>		<u>Semester Hours</u>	<u>Spring Semester</u>		<u>Semester Hours</u>		
CUT	2314	American Regional Cuisine	4	HRT	2623	Hosp Human Rest Mgr	3
CUT	2424	International Cuisine	4	CUT	2926	Supvr Work Exp.Culinary Arts	6
CUT	2223	Menu Planning/Design	3	CUT	2243	Dining Room Mgmt	3
PSY	1513	General Psychology OR		ART	1113	Art Appreciation OR	
SOC	2113	Introduction to Sociology	3	MUS	1113	Music Appreciation	3
LLS	1311	Orientation	<u>1</u>	SPT	1113	Public Speaking 1	<u>3</u>
<b>Total</b>			<b>15</b>	<b>Total</b>			<b>18</b>

NOTE: An addition three (3) hours of Nutrition (BIO 1613) is required for American Culinary Federation (ACF) certification.

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

## EARLY CHILDHOOD EDUCATION TECHNOLOGY

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

Advisors: T. Butler, T. Taylor

Major Code: CDT

The program provides preparation for a professional career in the field of early childhood education spanning a variety of career options. 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 to guide young children as related to various early childhood professions. Successful completion of the Early Childhood Education Technology curriculum results in the student's being awarded an Associate in Applied Science degree.

### Freshman Year

<u>First Semester</u>	<u>Semester Hours</u>	<u>Second Semester</u>	<u>Hours</u>
CDT 1113 Early Childhood Profession	3	CDT 1224 Child Dev. II	4
CDT 1314 Creative Arts for Young Child	4	CDT 1713 Lang & Literacy /Child	3
CDT 1214 Child Development I	4	CDT 2714 Soc. Stud. Math & Sci./Child	4
CDT 1343 Child Health and Safety	3	ENG 1123 English Composition II	3
ENG 1113 English Composition I	3	ART 1113 Art Appreciation OR	3
LLS 1311 Orientation	1	MUS 1113 Music Appreciation	
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>17</b>

### Sophomore Year

<u>Third Semester</u>	<u>Semester Hours</u>	<u>Fourth Semester</u>	<u>Hours</u>
CDT 2233 Guiding Soc. & Emot Behavior	3	CDT 2925 Practicum II	5
CDT 1513 Nutrition for Young Children	3	CDT 2413 Atypical Child Dev.	3
CDT 2915 Student Teaching I	5	CDT 2813 Admin. of Prog./Young Child.	3
CDT 2613 Methods and Materials	3	SPT 1113 Public Speaking I	3
MAT 1313 College Algebra	3	SOC 2143 Marriage & Family OR	3
		PSY 1513 Psychology	
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>

\* Students who lack entry level skills in math, English, science, and so forth will be provided related studies tutorial.

## HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

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

Advisor: A. McCool

Major Code: HRM

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 manager/supervisors in the hospitality and tourism industry. A student who satisfactorily completes this program will receive the Associate of Applied Science degree.

### Freshman Year

<u>First Semester</u>		<u>Semester Hours</u>	<u>Second Semester</u>		<u>Semester Hours</u>
HRT 1123	Intro. to Hosp. & Tour. Industry	3	HRT 2233	Food/Beverage Control	3
HRT 1214	Sanitation & Safety	4	HRT 2613	Hospitality Supervision	3
HRT 1413	Rooms Div. Management	3	BOT 1133	Microcomputer Applications	3
BOT 1313	Business Math	3	PSY 1513	General Psychology	3
ENG 1113	English Composition I	3	MUS 1113	Music Appreciation OR	<u>3</u>
LLS 1311	Orientation	<u>1</u>	ART 1113	Art Appreciation	
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>15</b>

### Sophomore Year

<u>Third Semester</u>		<u>Semester Hours</u>	<u>Fourth Semester</u>		<u>Semester Hours</u>
HRT 1224	Restaurant/Catering Operations	4	HRT 2713	Marketing Hospitality Serv.	3
HRT 2623	Human Resource Management	3	HRT 1573	Hospitality Seminar	3
ACC 1223	Principles of Accounting I	3	SPT 1113	Public Speaking I	3
MAT 1313	College Algebra	3	BAD 2413	Legal Envir. of Business	3
CUT 1114	Culinary Principles I	<u>4</u>	HRT 2913	Super. Work Exper. in HRM	
			WBL 2923	OR Work-Based Learning	<u>3</u>
<b>Total</b>		<b>17</b>	<b>Total</b>		<b>15</b>

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



## INDUSTRIAL MAINTENANCE TRADES

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

Advisor: L. Sonley

Major Code: IMT

The Industrial Maintenance Mechanics curriculum is designed to prepare students for entry-level employment as multi-skilled maintenance mechanics. Industrial maintenance mechanics are 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 a two-year vocational certificate program.

### Freshman Year

<u>Fall Semester</u>	<u>Semester Hours</u>	<u>Spring Semester</u>	<u>Semester Hours</u>
IMM 1111 Industrial Safety	2	IMM 1314 Prin. of Hydr/Pneumatic Equip.	4
IMM 1122 Indust. Main. Math/Measurement	2	IMM 1415 Pump and Valve Operations	5
IMM 1132 Indust. Main Blue/Reading	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 Application	4		
MAT 1313 College Algebra	3		
LLS 1311 Orientation	<u>1</u>		
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>17</b>

### Sophomore Year

<u>Fall Semester</u>	<u>Semester Hours</u>	<u>Spring Semester</u>	<u>Semester Hours</u>
IMM 2114 Equip. Main., Troub., and Rep.	4	IMM 1734 Main. Welding and Metals	4
IMM 1615 Prin. of Piping and Hydro-Test.	5	IMM 1913 Special Proj. in Indus. Maint.	3
IMM 1813 Industrial Electricity	3	IMM 1823 Advanced Industrial Elec.	3
SPT 1113 Public Speaking I	3	WBL 2913 Work-Based Learning	3
BOT 1133 Microcomputer Applications	<u>3</u>	Elective Social/Behavioral Science	3
		ART 1113 Art Appreciation OR	
		MUS 1113 Music Appreciation	<u>3</u>
<b>Total</b>	<b>17</b>	<b>Total</b>	<b>19</b>

\* A student who lacks entry level skills in Math, English, Science, etc., will be provided related studies tutorial.

## MEDICAL BILLING AND CODING TECHNOLOGY

(Leading to A.A.S. Degree)

Advisor: E. Furdge, B.DeShazer, K. Hollins

Code: MBC

Medical Billing and Coding is a two-year program of study which requires courses in the Career-Technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of the Medical Billing and Coding curriculum. The Medical Billing and Coding program includes a basic core of courses designed to prepare a student for entry-level employment in physician offices, hospitals, outpatient facilities, mental health clinics, nursing home facilities, and insurance companies.

### Freshman Year

<u>First Semester</u>			<u>Semester Hours</u>	<u>Second Semester</u>			<u>Semester Hours</u>
BOT	1313	Applied Business Math	3	BOT	1143	Word Processing	3
BOT	1413	Records Management	3	BOT	1433	Business Accounting (or)	
BOT	1713	Mechanics of Communication	3	ACC	1213	Principles of Acct I	3
BOT	1113	Doc. Form. and Production***	3	BOT	1623	Medical Office Term II	3
BOT	1133	Microcomputer Applications	3	BOT	2813	Business Communication	3
BOT	1613	Medical Office Terminology I	3	BOT	2743	Medical Office Concepts	3
LLS	1311	Orientation	<u>1</u>	PSY	1513	General Psychology OR	
				SOC	2113	Intro. to Sociology	<u>3</u>
<b>Total</b>			<b>19</b>	<b>Total</b>			<b>18</b>

### Sophomore Year

<u>Third Semester</u>			<u>Semester Hours</u>	<u>Fourth Semester</u>			<u>Semester Hours</u>
BOT	2523	Medical Machine Transcription	3	BOT	2663	Advanced Coding	3
BOT	2643	CPT Coding	3	BOT	2753	Medical Info Mgmt	3
BOT	2653	ICD Coding	3	BOT	2673	Medical Insurance Billing	3
BOT	2413	Computerized Accounting	3	SPT	1113	Public Speaking	3
ENG	1113	English Composition I	3	ART	1113	Art Appreciation OR	
MAT	1313	College Algebra	3	MUS	1113	Music Appreciation	3
				BOT	2823	Communication Tech.	<u>3</u>
<b>Total</b>			<b>18</b>	<b>Total</b>			<b>18</b>

Approved Electives

Supervised Work Experience	BOT 2913
Work-Based Learning I	WBL 1913
Work-Based Learning II	WBL 1923

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

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

\*\*\* Prior to enrollment in Document Formatting and Production (BOT 1113), students will be Required to key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed Writing, with a maximum of one error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013)

## MEDICAL OFFICE TECHNOLOGY

(Leading to A.A.S. Degree)

Major Code: MOT

Advisors: B. DeShazer, E. Furdge, K. Hollins

The Medical Office Technology program of study is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription, coding, and computer software applications. The Associate of Applied Science degree is earned upon successful completion of the program.

### Freshman Year

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1613 Medical Office Terminology I	3	BOT 2813 Business Communication	3
BOT 1313 Applied Business Math	3	BOT 1143 Word Processing	3
BOT 1713 Mechanics of Communication	3	BOT 1433 Business Accounting OR	
BOT 1413 Records Management	3	ACC 1213 Princ. of Accounting I	3
BOT 1113 Doc. Form. and Production***	3	BOT 1123 Keyboard Skill-building	3
BOT 1133 Microcomputer Applications	3	BOT 1623 Medical Terminology II	3
EDU 1311 Orientation	<u>1</u>	BOT 2743 Medical Office Concepts	3
<b>Total</b>	<b>19</b>	<b>Total</b>	<b>18</b>

### Sophomore Year

Third Semester	Semester Hours	Fourth Semester	Semester Hours
BOT 2413 Computerized Accounting	3	BOT 2523 Medical Machine Transcrip.	3
BOT 1513 Machine Transcription	3	BOT 2753 Medical Info. Management.	3
BOT 2643 CPT Coding	3	SPT 1113 Public Speaking	3
BOT 2653 ICD Coding	3	SOC 2113 Intro to Sociology OR	
MAT 1313 College Algebra	3	PSY 1513 General Psychology	3
BOT 2823 Communication Tech.	<u>3</u>	ENG 1113 English Composition I	3
		ART 1113 Art Appreciation OR	
		MUS 1113 Music Appreciation	3
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>18</b>

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

\*\* 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.

\*\*\* Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy material at a minimum of **35 GWPM, on a 5-minute timed writing**, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

## OFFICE SYSTEMS TECHNOLOGY

(Leading to A.A.S. Degree)

Major Code: OST

Advisor: B. DeShazer, K. Hollins

Business and Office is a two-year program of study which requires courses in the career technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon successful completion of the Business and Office curriculum. The Office Systems Technology program of study provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

### Freshman Year

<u>First Semester</u>	<u>Semester Hours</u>	<u>Second Semester</u>	<u>Semester Hours</u>
BOT 1213 Personal and Prof.Development	3	BOT 2813 Business Communication	3
BOT 1313 Applied Business Math	3	BOT 1143 Word Processing	3
BOT 1713 Mechanics of Communication	3	BOT 1433 Business Accounting OR ACC 1213 Prin. of Accounting I	3
BOT 1413 Records Management	3	BOT 1123 Keyboard Skill-building	3
BOT 1113 Doc. Form. and Production ****	3	BOT 1813 Electronic Spreadsheet	3
BOT 1133 Microcomputer Applications	3	ENG 1113 English Composition I	<u>3</u>
EDU 1311 Orientation	<u>1</u>		
<b>Total</b>	<b>19</b>	<b>Total</b>	<b>18</b>

(Certificate Program Exit Point)

### Sophomore Year

<u>Third Semester</u>	<u>Semester Hours</u>	<u>Fourth Semester</u>	<u>Semester Hours</u>
BOT 2413 Computerized Accounting	3	BOT 2833 Integrated Comp. App.	3
BOT 1513 Machine Transcription	3	BOT 2723 Admin.Office Proc.	3
BOT 2323 Database Management	3	BOT 2133 Desktop Publishing	3
BOT 2823 Communication Technology	3	SOC 2113 Intro to Sociology OR	
MAT 1313 College Algebra	3	PSY 1513 General Psychology	3
SPT 1113 Public Speaking	<u>3</u>	ART 1113 Art Appreciation OR	
		MUS 1113 Music Appreciation	<u>3</u>
<b>Total</b>	<b>18</b>	<b>Total</b>	<b>15</b>

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

\*\*\* 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.

\*\*\*\* Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).

## RESIDENTIAL CARPENTRY TECHNOLOGY

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

Advisor: L. Barrett

Major Code: RCT

Residential Carpentry Technology is an instructional 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 required curriculum.

### Freshman Year

<u>Fall Semester</u>	<u>Semester Hours</u>	<u>Spring Semester</u>	<u>Semester Hours</u>
CAV 1116 Foundations	6	CAV 1413 Roofing	3
CAV 1236 Floor and Wall Framing	6	CAV 1245 Ceiling and Roof Fram.	5
CAV 1133 Blueprint Reading	3	CAV 1513 Exterior Finishing	3
MAT 1313 College Algebra	3	CAV 1316 Int. Fin. & Cab. Making	<u>6</u>
LLS 1311 Orientation	<u>1</u>		
<b>Total</b>	<b>19</b>	<b>Total</b>	<b>17</b>

### Sophomore Year

<u>Fall Semester</u>	<u>Semester Hours</u>	<u>Spring Semester</u>	<u>Semester Hours</u>
DDT 1114 Fund. of Drafting	4	CAV 2113 Prin/Mul/Fam/Light Com	3
DDT 1213 Construction Materials	3	Elective Social/Behavioral Science	3
ENG 1113 English Composition I	3	DDT 2243 Cost Estimating	3
SPT 1113 Public Speaking I	3	CAV 2913 Special Prob. in Carpentry OR	
WBL 2913 Work Based Learning OR		WBL 2923 Work Based Learning	3
BOT 1133 Microcomputer Applications	<u>3</u>	ART 1113 Art Appreciation	<u>3</u>
<b>Total</b>	<b>16</b>	<b>Total</b>	<b>15</b>

\* A student who lacks entry level skills in Math, English, Science, etc., will be provided related studies.

**DIVISION OF CAREER AND TECHNICAL  
EDUCATION**

**CERTIFICATE PROGRAMS**

## **BARBER/STYLIST**

(Leading to a One -Year Certificate from CCC)

Advisor: J. Nunley

Major Code: BAR

This postsecondary instructional program prepares individuals to cut, shampoo, and style hair. Special attention is given to hygiene, safety, skin and scalp diseases, and equipment sterilization. Included is the study of sales, business management, law, and paying passenger relationships. Instruction of qualified students for the State Barber Board certification examination is stressed.

### **Fall Semester**

<u>First Semester</u>		<u>Semester Hours</u>
BAV 1118	Basic Practice in Barbering	8
BAV 1218	Fundamental Practice in Barbering I	<u>8</u>
16		

### **Spring Semester**

<u>Second Semester</u>		<u>Semester Hours</u>
BAV 1318	Fundamentals in Barbering II	8
BAV 1418	Intermediate Practice in Barbering I	<u>8</u>
Total		16

### **Summer Term**

<u>Third Semester</u>		<u>Semester Hours</u>
BAV 1518	Inter. Practice in Barbering II	8
BAV 1618	Advance Practice in Barbering	<u>8</u>
Total		16

### **Barbering Recertification Course**

BAV 1816	Barbering Recertification	6
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\* A student who lacks entry level skills in Math, English, Science, etc., will be provided related studies tutorial.

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: BIT

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. Two years of experience as an active licensed barber is required, or immediately upon completion of 1500 clock hours and passing the Barber State Examination. A student 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. Speech I
7. Music Appreciation
8. Records Management
9. Basic Mathematics
10. Integrated Computer Applications
11. Spanish
12. Biology
13. Electronic Spread Sheet
14. Administrative Office Procedures
15. Chemistry

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

BAV 1716 Instructor Trainee I

6



## BRICK, BLOCK, AND STONE MASONRY

(Leading to a One-year Certificate from CCC)

Advisors: L. Barrett, J. Myles

Major Code: BBV

Brick, Block, and Stone Masonry is an instructional program that prepares individual to lay bricks and/or blocks. Included is instruction in laying out and/or spacing bonds; determining vertical and horizontal alignment of courses using gauges, plumb-bobs, and levels; and cutting, notching, and shaping blocks, bricks, and stone to construct or repair walls, partitions, arches, and fireplaces. A certificate of Brick, block, and Stone Masonry may be awarded to a student who successfully completes the 32 semester credit hours of required courses

<u>First Semester</u>	<u>Semester Hours</u>	<u>Second Semester</u>	<u>Semester Hours</u>	
BBV 1115	Brick and Block Laying	5	BBV 1425 Advanced Block Laying	5
BBV 1215	Masonry Construction	5	BBV 1525 Advanced Brick Laying	5
BBV 1223	Masonry/Math/Estimating	3	Electives***	<u>6</u>
	Blue Print Reading			
BBV 1313	Tools Equipment and Safety	<u>3</u>		
<b>Total Hours</b>		<b>16</b>	<b>Total Hours</b>	<b>16</b>

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

\*\* Baseline competencies are taken from the high school Masonry 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

\*\*\* Students may choose six (6) hours from any of the following courses:

BBV 1623	Chimney and Fireplace Construction
BBV 1723	Steps, Arches, and Brick floors
BBV 1913	Special Problems in Brick, Block, Stone Masonry
BBV 2923	Supervised Work Experience in Brick, Block, and Stone Masonry
WBL 2923	Work-Based Learning in Brick, Block and Stone Masonry

**COLLISION REPAIR**  
 (Leading to a Two-Year Certificate Program)  
 Advisor: M. Campbell  
 Major Code: COL

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**

<u>First Semester</u>				<u>Second Semester</u>			
			<u>Semester Hours</u>				<u>Semester Hours</u>
ABT	1143	Struct Analys Dam Repair I	3	ABT	1153	Strut Analy Dam Rpr II	3
ABT	1223	Non-Struc Anly & Dam Repair I	3	ABT	1233	Non-Stru Anly Repr II	3
ABT	1443	Mech/Elect Components I	3	ABT	1453	Mech Elect Comp II	3
ABT	1314	Refinishing I	4	ABT	1323	Refinishing II	3
ABT	1511	Related Studies for Collision Rep.	<u>1</u>	CPT	1113	Fund. of Micro. App.	<u>3</u>
<b>Total</b>			<b>14</b>	<b>Total</b>			<b>15</b>

**Sophomore Year**

<u>Third Semester</u>				<u>Fourth Semester</u>			
			<u>Semester Hours</u>				<u>Semester Hours</u>
ABT	2163	Stru anly & Dam Rep. III	3	ABT	2173	Strut Anly Dam Repr IV	3
ABT	2243	Non-Stru Anly Dam Rep. III	3	ABT	2253	Non-Stru Anly Dam Rpr	3
ABT	2333	Refinishing III	3	ABT	2343	Refinishing IV	3
ABT	2913	Spec. Prob. in Collision Rep.	<u>3</u>	WBL	2923	Work-Based Learning	<u>3</u>
<b>Total</b>			<b>12</b>	<b>Total</b>			<b>12</b>

Students who lack entry level skills in Math, English, Science, etc., will be provided related studies tutorial. Baseline competencies are taken from the high school Automotive Collision Repair 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.

APPROVED ELECTIVES

Supervised Work Experience in Collision Repair Technology (ABT 2926)

**COSMETOLOGY – CAMPUS - DAY**  
 (Leading to a One-Year Certificate from CCC)  
 Advisor: S. Ferguson-Hicks  
 Major Code: COS

This instructional program in cosmetology prepares students to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. The program is one full year in length. Students are required to receive 230 hours of theory (a minimum of six hours per week throughout the entire period of instruction, conducted in a separate classroom by a licensed instructor), 1200 hours of supervised skill preparation and clinic work, and 70 hours assigned at the instructor's discretion as needs of individual students dictate. A total of 46 semester credit hours are included in the Cosmetology program.

Satisfactory completion of the courses qualifies students to take the Mississippi State Board of Cosmetology certification examination.

<u>First Semester</u>		<u>Semester Hours</u>
COV 1122	Cosmetology Orientation	2
COV 1245	Cosmetology Sciences I	5
COV 1426	Hair Care I	6
COV 1622	Skin Care I	2
COV 1522	Nail Care I	<u>2</u>
Total		17

<u>Second Semester</u>		<u>Semester Hours</u>
COV 1255	Cosm Sciences II	5
COV 1436	Hair Care II	6
COV 1632	Skin Care II	2
COV 1532	Nail Care II	2
COV 1722	Salon Business I	<u>2</u>
Total		17

<u>Third Semester</u>		<u>Semester Hours</u>
COV 1263	Cosm Sciences III	3
COV 1443	Hair Care III	3
COV 1642	Skin Care III	2
COV 1542	Nail Care III	2
COV 1732	Salon Business II	<u>2</u>
Total		12

For acceptance into the Cosmetology program, a student must have a high school diploma from a state-accredited institution and score a 9 or above on the TABE (Test of Addult Basic Education)

Students who lack entry level skills in Math, English, Science, etc., will be provided related studies tutorial.

This program requires a minimum of 850 minutes per semester hour.

The ratio of lab hours to lecture hours for Cosmetology is 3 to 1. The ratio of lab hours to lecture Hours for Nail Technician is 3 to 1 – 850 minutes per semester hour is required for both.

## COSMETOLOGY INSTRUCTOR TRAINING

(Leading to a One-Year Certificate from CCC)

Advisor: S. Ferguson-Hicks

Major Code: CIT

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

<u>First Semester</u>		<u>Semester Hours</u>	<u>Second Semester</u>		<u>Semester Hours</u>
COV 2816	Cos. Teacher Trainee I	6	COV 2836	Cos. Teach. Trainee III	6
COV 2826	Cos. Teacher Trainee II	<u>6</u>	COV 2846	Cos. Teach. Trainee IV	<u>6</u>
		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.

Five Methods of teaching hours as approved by the Mississippi State board of Cosmetology 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.

- \* A student who lacks entry level skills in Math, English, Science, etc., will be provided related studies tutorial.

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

**COSMETOLOGY – EVENING**  
**(CAMPUS & OFF CAMPUS)**  
 (Leading to a One-Year Certificate from CCC)  
 Advisors: L. Williams, S.Walker  
 Major Code: COS

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

**Freshman Year**

<u>First Semester</u>				<u>Hours</u>	<u>Second Semester</u>				<u>Hours</u>
COV	1122	Cosmetology Orient		2	COV	1255	Cos.Science II		5
COV	1245	Cosmetology Science I		5	COV	1622	Skin Care I		2
COV	1426	Hair Care I		<u>6</u>	COV	1522	Nail Care I		2
					COV	1722	Salon Business I		<u>2</u>
Total				13	Total				11

**Sophomore Year**

<u>Third Semester</u>				<u>Hours</u>	<u>Fourth Semester</u>				<u>Hours</u>
COV	1632	Skin Care II		2	COV	1263	Cos.Science III		3
COV	1532	Nail Care II		2	COV	1443	Hair Care III		3
COV	1436	Hair Care II		6	COV	1642	Skin Care III		2
COV	1732	Salon Business II		<u>2</u>	COV	1542	Nail Care III		<u>2</u>
Total				12	Total				10

For acceptance into the Cosmetology program, a student must have a high school diploma from a state-accredited institution and score a 9 or above on the TABE (Test of Addult Basic Education)

Students who lack entry level skills in Math, English, Science, etc., will be provided related studies tutorial.

This program requires a minimum of 850 minutes per semester hour.

The ratio of lab hours to lecture hours for Cosmetology is 3 to 1. The ratio of lab hours to lecture Hours for Nail Technician is 3 to 1 – 850 minutes per semester hour is required for both.

**CULINARY ARTS TECHNOLOGY:  
Food Preparation Certification  
1-Year Certificate**

Advisor: R. Rhymes, Jr.  
Code: CUV

The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Culinary Arts students may receive a certificate after successfully completing all CUT and/or HRT courses listed below.

First Year

<u>First Semester</u>		<u>Semester Hours</u>	<u>Second Semester</u>		<u>Semester Hours</u>		
CUT	1114	Culinary Principles I	4	CUT	1124	Culinary Principles II	4
HRT	1123	Intro. to Hosp. & Tourism Ind.	3	CUT	1134	Principles of Baking	4
HRT	1214	Sanitation/Safety	4	HRT	2623	Hosp. Human Resource Mgt.	3
HRT	1224	Rest. Catering Operations	4	CUT	2314	American Regional Cuisine	4
CUT	2223	Menu Plan. & Facilities Des.	3	HRT	2613	Hospitality Supervision	3
<b>Total</b>			<b>18</b>	<b>Total</b>			<b>18</b>

Note: Students who lack entry-level skills in Math, English, Science, etc., will be provided related studies tutorial.

**INDUSTRIAL MAINTENANCE TRADES**  
(Leading to a Two-Year Certificate from CCC)

Advisor: Mr. Leroy Sonley

Major Code: IMV

The Industrial Maintenance Mechanics curriculum is designed to prepare students for entry-level employment as multi-skilled maintenance mechanics. Industrial maintenance mechanics are 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; hand and power tools and basic machining operations; fundamentals of piping and pipefitting; as well as industrial safety, math and measurement and Blue Print Reading. Students are encouraged to improve their skills in Applied Math, Reading, and Locating Information.

The Industrial Maintenance Mechanics curriculum is designed to be taught as two-year technical degree or two-year certificate program.

**Freshman Year**

<u>First Semester</u>	<u>Semester Hours</u>	<u>Second Semester</u>	<u>Semester Hours</u>
IMM 1112 Industrial Safety	2	IMM 1314 Prin. of Hydr/Pne Equip	4
IMM 1122 Indust. Main. Math/Measure.	2	IMM 1415 Pump and Valve Operations	5
IMM 1132 Indust. Main Blue Print Read.	2	IMM 1515 Equip. Install/Alignment	<u>5</u>
IMM 1213 Indust. Hand Tools/Mech.	3		
IMM 1224 Power Tools	4		
IMM 1511 Related Studies for Read/Math	<u>1</u>		
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>14</b>

**Sophomore Year**

<u>Third Semester</u>	<u>Semester Hours</u>	<u>Fourth Semester</u>	<u>Semester Hours</u>
IMM 2114 Equip. Main., Troub., and Rep.	4	IMM 1734 Main. Weld. and Metals	4
IMM 1615 Prin. of Piping and Hydro-Test.	5	IMM 1913 Spec. Proj. in Ind. Main. Mech.	3
IMM 1813 Industrial Electricity	<u>3</u>	BOT 1133 Microcomputer Applications	3
		WBL 2913 Work-Based Learning	<u>3</u>
<b>Total</b>	<b>12</b>	<b>Total</b>	<b>13</b>

\* A student who lacks entry level skills in Math, English, Science, etc., will be provided related studies tutorial.

**RESIDENTIAL CARPENTRY**  
 (Leading to a One-Year Certificate from CCC)  
 Advisor: L. Barrett  
 Major Code: RCV

Residential Carpentry is an instructional 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. Students are encouraged to improve skills in Reading, Applied Math, and Locating Information.

**Freshman Year**

<u>First Semester</u>			<u>Semester Hours</u>	<u>Second Semester</u>			<u>Semester Hours</u>
CAV	1116	Foundations	6	CAV	1413	Roofing	3
CAV	1236	Floor and Wall Framing	6	CAV	1245	Ceiling and Roof Fram.	5
CAV	1133	Blueprint Reading	3	CAV	1513	Exterior Finishing	3
WBL	1913	Wrk Based Learning	3	CAV	1316	Int. Fin. & Cab. Making	<u>6</u>
LLS	1311	Related Studies	<u>1</u>				
Total			19	Total			17

\* A student who lacks entry level skills in Math, English, Science, etc., will be provided related studies tutorial.



**RESIDENTIAL CARPENTRY**  
 (Leading to a Two-Year Certificate from CCC)  
 Advisor: L. Barrett  
 Major Code: RCV

Residential Carpentry is an instructional 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. Students are encouraged to improve skills in Reading, Applied Math, and Locating Information.

**Freshman Year**

<u>First Semester</u>			<u>Semester Hours</u>	<u>Second Semester</u>			<u>Semester Hours</u>
CAV	1116	Foundations	6	CAV	1413	Roofing	3
CAV	1236	Floor and Wall Framing	6	CAV	1245	Ceiling and Roof Fram.	5
CAV	1133	Advanced Blueprint Reading	3	CAV	1513	Exterior Finishing	3
LLA	1311	Related Studies	<u>1</u>	CAV	1316	Int. Fin. & Cab. Making	<u>6</u>
Total			16	Total			17

**Sophomore Year**

<u>Third Semester</u>			<u>Semester Hours</u>	<u>Fourth Semester</u>			<u>Semester Hours</u>
DDT	1114	Fund of Drafting	4	CAV	2113	Prin Mult-Fram/Light Const	3
DDT	1213	Construction Materials	3	DDT	2243	Cost Estimating	3
CAV	2913	Special Problems in Carpentry	3	CAV	2926	Supvr Work Experience	<u>6</u>
WBL	2913	Work Based Learning	3				
BOT	1133	Microcomputer Applications	<u>3</u>				
Total			16	Total			12

\* A student who lacks entry level skills in Math, English, Science, etc., will be provided related studies tutorial.

**WELDING AND CUTTING**  
 (Leading to a One-Year Certificate from CCC)  
 Advisor: H. Striplin, Jr.  
 Major Code: WLD

The Welding and Cutting Curriculum, a one-year certificate program, is designed to prepare the student for entry level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxyfuel Cutting, and Gas Tungsten Arc Welding (GTAW). Students are encouraged to improve skills in Reading, Applied Math and Locating Information.

**Freshmen Year**

<u>Fall Semester</u>		<u>Semester Hours</u>		<u>Spring Semester</u>		<u>Semester Hours</u>	
WLV	1116	Shld. Metal Arc Welding I	6	WLV	1136	Gas Tungsten Arc Welding	6
WLV	1226	Shld. Metal Arc Welding II	6	WLV	1124	Gas Metal Arc Welding	4
WLV	1143	Flux Cored Arc Welding	3	WLV	1314	Cutting Processes	4
WLV	1232	Draw. & Weld. Symbol Inter.	2	WLV	1911	Special Prob Welding	1
WLV	1171	Safety, Inspect. & Test. Prin.	1	WBL	1913	Wrk Based Learning I	<u>3</u>
WLV	1511	Related Studies	<u>1</u>	Total			18
Total			19				

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

# HEALTH SCIENCE PROGRAMS OF STUDY

## DIVISION OF HEALTH SCIENCES

Coahoma Community College offers Associate of Applied Science degrees in Nursing, Polysomnography, and Respiratory Care. These programs are designed to educate the student to become licensed health care professionals.

These programs are composed of a balance of general academic courses and specialized health care course. Upon successful completion of these programs, the student is awarded an Associate of Applied Science degree. In order to practice in the field, graduates from these programs must pass professional qualifying exams.

The general education core for the Polysomnography and Respiratory Care programs is as follows:

<b>Associate of Applied Science Degree Polysomnography / Respiratory Care GENERAL EDUCATION CORE REQUIREMENTS</b>	
English Composition I	3 credit hours
Humanities (Literature, Art, Music, or History)	3 credit hours**
Public Speaking I	3 credit hours
History/Social Science Elective	3 credit hours*
College Algebra or Higher/Natural Sciences	3 credit hours***
<b>TOTAL:</b>	<b>15 credit hours</b>
<small>* The three (3) credit hours elective in social sciences meets the accreditation requirement for the general core to include at least one course from the social/behavioral sciences.  ** The three (3) credit hours in humanities/fine arts meet the accreditation requirement for the general core to include at least one course from the humanities/fine arts.  *** The three (3) credit hours of College Algebra meet the accreditation requirement to include at least one course from the natural sciences/mathematics.</small>	

The general education core for the Associate of Applied Science degree in Nursing is as follows:

<b>Associate of Applied Science Degree Nursing GENERAL EDUCATION CORE REQUIREMENTS</b>	
English Composition I	3 credit hours
Art/Music Appreciation	3 credit hours**
General Psychology	3 credit hours*
Human Growth and Development	3 credit hours*
Anatomy and Physiology I and II (lecture and lab)	8 credit hours***
<b>TOTAL:</b>	<b>20 credit hours</b>
<small>* The six (6) credit hours in General Psychology and Human Growth and Development meet the accreditation requirement for the general core to include at least one course from the social sciences.  ** The three (3) credit hours of Art or Music Appreciation meet the accreditation requirement for the general core to include at least one course from the humanities/fine arts.  *** The six (8) credit hours of Anatomy and Physiology I and II (lecture and lab) meet the accreditation requirement to include at least one course from the natural sciences/mathematics.</small>	

Coahoma Community College offers a one-year certificate program in Practical Nursing. This specialized program is designed to train the student to become a Licensed Practical Nurse.

Coahoma Community College also offers short-term certificate programs in Phlebotomy/EKG, Emergency Medical Technology (EMT) and Nursing Assistant.

For program specific information, refer to the College Admissions section of this Catalog for admission criteria for Health Science programs.

# REVISED PROGRAM OF STUDY

## ASSOCIATE DEGREE NURSING

Traditional Three-Year Program

Advisors: A. Beard, C. Smith, L. Willingham

Health Sciences Division

Major Code: ADN

### Prerequisites: (Must be completed prior to admission to the RN program)

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113	English Composition I	BIO 2523	Anat & Physiology Lect II
BIO 2513	Anat & Physiology Lect I	BIO 2521	Anat & Physiology Lab II
BIO 2511	Anat & Physiology Lab	EPY 2533	Human Growth & Devel
BIO 2923	Microbiology Lecture	BIO 1613	Nutrition
BIO 2921	Microbiology Laboratory	MAT 1233	Intermediate Algebra or
PSY 1513	General Psychology	MAT 1313	College Algebra
	<u>3</u>	ART 1113	Art Appreciation or
	14	MUS 1113	Music Appreciation
			<u>3</u>
			16

### Summer Session I

NUR 1011	Nursing Terminology	1
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### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
NUR 1117	Nursing I-Fundamentals	NUR1223	Clinical-Med Surg I
NUR 1111	Dosage Calculations	NUR 1224	Medical Surg Nsg. I
NUR 1122	Intro to Pharmacology	Elective	2
Elective	<u>2</u>	Elective	1
		Elective	<u>2</u>
Total hours	10/12*		7/12*

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
NUR 2113	Mental Health Nursing	NUR 2213	Clinical-Med Surg II
NUR 2111	Clinical Mental Health	NUR 2214	Medical Surg Nursing II
NUR 2123	Maternal Nursing		
NUR 2121	Clinical Maternal Nursing	NUR 2223	Management of Client Care
NUR 2133	Pediatric Nursing	Elective	<u>2</u>
NUR 2131	Clinical Pediatric Nursing		
Elective	<u>1</u>		
Total hours	12/13*		10/12*

\*Total semester hours with electives. Elective courses may be selected from available academic transfer courses and are not required. Associate degree nursing electives are available and are designed to provide enrichment, review and depth of study within designated semesters of the program of study. Elective course grades are included in the student's cumulative grade point average. See next page for a list of nursing electives.

Baccalaureate and higher degrees offered by: ASU, DSU, MUW, UMMC, USM

**Nursing Electives**

NUR 1033 Clinical Externship (3) Summer Session II  
NUR 1231 NCLEX Review I (1) – Spring semester year one  
NUR 2141 NCLEX Review II (1) Fall semester year two  
NUR 2232 NCLEX Review III (2) – Spring semester year two  
NUR 1212 Health Issues (2) – Spring semester year one  
NUR 1132 Nursing Seminar I (2) – Fall semester year one  
NUR 1232 Nursing Seminar II (2) – Spring semester year one

# REVISED PROGRAM OF STUDY

## ASSOCIATE DEGREE IN NURSING

### LPN/RN Fast Track Program

Advisors: A. Beard, C. Smith, L. Willingham

Health Sciences Division

Major Code: ADN

#### Prerequisites: (Must be completed prior to admission to the RN program)

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113	English Composition I	BIO 2523	Anat & Physiology Lect II
BIO 2513	Anat & Physiology Lect I	BIO 2521	Anat & Physiology Lab II
BIO 2511	Anat & Physiology Lab	EPY 2533	Human Growth & Devel
BIO 2923	Microbiology Lecture	BIO 1613	Nutrition
BIO 2921	Microbiology Laboratory	MAT 1233	Intermediate Algebra or
PSY 1513	General Psychology	MAT 1313	College Algebra
	14	ART 1113	Art Appreciation or
		MUS 1113	Music Appreciation
			<u>3</u>
			16

#### Freshman Year

#### Summer Session I

NUR 2013	Nursing Transition	3
	Transcript Credit	15*

\*upon successful completion of NUR 2013

#### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
NUR 2113	Mental Health Nursing	NUR 2214	Medical Surging Nursing II
NUR 2111	Clinical Mental Health Nursing	NUR 2213	Clinical Med Surg Nurs II
		NUR 2223	Management of Client Care
NUR 2123	Maternal Nursing	Elective	<u>2</u>
NUR 2121	Clinical Maternal Nursing	Total hours	10/12*
NUR 2133	Pediatric Nursing		
NUR 2131	Clinical Pediatric Nursing		
Elective	<u>1</u>		
Total hours	12/13*		

\*Total semester hours with electives. Elective courses may be selected from available academic transfer courses and are not required. Associate degree nursing electives are available and are designed to provide enrichment, review and depth of study within designated semesters of the program of study. Elective course grades are included in the student's cumulative grade point average.

#### Nursing Electives:

NUR 2141 NCLEX Review II (1) Fall semester year two

NUR 2232 NCLEX Review III (2) – Spring semester year two

Baccalaureate and higher degrees offered by: ASU, DSU, MUW, UMMC, USM

## POLYSOMNOGRAPHY

(Leading to A.A.S. degree)  
 Advisors: K. Davis, A. Brooks  
 Health Sciences Division  
 Major Code: PSG

This program combines general education as well technical and clinical training in Polysomnography to prepare the successful graduate to work as a Polysomnographic Technologist, by; performing diagnostic studies to evaluate sleep related disorders and conditions, as well as to assist the physician in therapeutic modalities.

The Associate of Applied Science (AAS) degree in Polysomnography may be awarded to a student whom successfully completes the requirements of this curriculum.

### Prerequisites

BIO 2513	Anatomy/Phys. Lect.I	3	BIO 2523	Anatomy/Phys. Lect.II	3
BIO 2511	Anatomy/Phys. Lab I	<u>1</u>	BIO 2521	Anatomy/Phys. Lab II	<u>1</u>
Total		4	Total		4

### Freshman Year

<u>Fall Semester</u>	<u>Semester Hours</u>	<u>Spring Semester</u>	<u>Semester Hours</u>
LLS 1311	Orientation	Math Elective /Natural Science Elective	3
SPT 1113	Public Speaking	CSC 1113	Intro Comp Concepts
ENG 1113	English Comp I	PSG 1124	Neuro Cardio A&P
BOT 1613	Medical Terminology	PSG 1112	Polysom. Fundamentals
PSG 1114	Intro to Polysom.	PSG 1212	Intro. to Electricity
	4		<u>2</u>
	14		14

<u>Summer Term I</u>	<u>Semester Hours</u>	<u>Summer Term II</u>	<u>Semester Hours</u>
PSG 1134	Polysomnography I	PSG 1144	Polysomnography II
	4		4

### Sophomore Year

<u>Fall Semester</u>	<u>Semester Hours</u>	<u>Spring Semester</u>	<u>Semester Hours</u>
Humanities/Fine Arts Elective**	3	History/Social Science Elective***	3
PSG 2113	Pediatric Polysom.	PSG 2123	PSG Capstone
PSG 2216	Clinical Applications I	PSG 2226	Clinical Applications II
	<u>6</u>		<u>6</u>
	12		12

\*College Algebra or higher

\*\*Music Appreciation, Art Appreciation, Drawing I, or Painting I

\*\*\*Sociology, Psychology, Western Civilization



**PRACTICAL NURSING**  
 (Leading to a One-Year Certificate)  
 Advisors: E. Gipson, E. Gordon, S. Murphey  
 Health Sciences Division  
 Major Code: PNV

Practical Nursing is a twelve-month certificate program. The Practical Nursing Program prepares students to assist in providing general nursing care under direction of a registered nurse, physician, or dentist. Graduates of the Practical Nursing program will be awarded the Certificate of Practical Nursing and 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**

<u>Fall Semester</u>		<u>Semester Hours</u>	<u>Spring Semester</u>		<u>Semester Hours</u>
PNV 1213	Body Structure/Functions	3	PNV 1614	Med/Surgical Nursing	4
PNV 1426	Fund of Nursing	6	PNV 1622	Med/Surg Nurs Clinic	2
PNV 1436	Fund of Nursing Lab	<u>6</u>	PNV 1634	Alterations Ad Hlth	4
			PNV 1642	Alterations Lab/Clinic	2
			PNV 1524	IV Therapy Concepts	<u>4</u>
		15			16
<u>Summer Semester</u>		<u>Semester Hours</u>			
PNV 1715	Maternal Child Nursing	5			
PNV 1813	Mental Health Concepts	3			
PNV 1914	Nursing Transition	<u>4</u>			
		12			

## RESPIRATORY CARE

(Leading to A.A.S. degree)

Advisors: A. Brooks, TBA

Health Sciences Division

Major Code: RES

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

<u>Prerequisites:</u>	<u>Hours</u>
Human Anatomy and Physiology I Lecture (BIO 2513)	3
Human Anatomy and Physiology I Lab (BIO 2511)	1
Human Anatomy and Physiology II Lecture (BIO 2523)	3
Human Anatomy and Physiology II Lab (BIO 2521)	1

### Freshman Year

<u>Fall Semester</u>			<u>Semester Hours</u>	<u>Spring Semester</u>			<u>Semester Hours</u>
ENG	1113	English Comp	3			Elective Humanities/Fine Arts*	3
CSC	1113	Computer Concepts	3			Math/Natural Science Elective **	3
SPT	1113	Oral Communications	3	LLS	1311	Orientation	1
RCT	2333	Cardiopulmonary Path	3			Elective Social/Behavioral Science ***	3
RCT	1214	Respiratory Care Science	4	RCT	1223	Patient Assess/Planning	3
RCT	1313	Cardiopulmonary A&P	<u>3</u>	RCT	1416	Respiratory Care I	<u>6</u>
Total			19	Total			19

### Summer Terms 1 & 2

RCT	1424	Respiratory Care II	4	RCT	1613	Respiratory Pharm	3
RCT	2613	Neonatal Pediatrics	<u>3</u>	RCT	1322	Pulmonary Functions	<u>2</u>
Total			7	Total			5

### Sophomore Year

<u>Fall Semester</u>			<u>Semester Hours</u>	<u>Spring Semester</u>			<u>Semester Hours</u>
RCT	1516	Clinical Practice I	6	RCT	2534	Clinical Practice III	4
RCT	1524	Clinical Practice II	4	RCT	2546	Clinical Practice IV	6
RCT	2434	Respiratory Care III	<u>4</u>	RCT	2713	Resp. Care Seminar	<u>3</u>
Total			14	Total			13

\* Music or Art Appreciation

\*\* College Algebra or higher, Chemistry I, Microbiology, Physics

\*\*\* Intro to Sociology, Psychology, Marriage and Family

# COURSE DESCRIPTIONS

## ACADEMIC COURSE DESCRIPTIONS

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

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

**ART 1113 ART APPRECIATION** – A course designed to provide an understanding and appreciation of the visual arts. It will also assist students in developing an appreciation and conceptual understanding of the major art forms: (drawing, architecture, sculpture, painting, ceramics, photography, graphics, and crafts. Three hours; 3 credits.

**ART 1313 DRAWING 1**- Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation and synthesis of these components to create an organized visual expression. Black and white media will be stressed. Students will study basic principles of construction of visual forms; with an emphasis on: line, perspective, and shading. Students will primarily use black and white-media, pencil, and charcoal. This class is required for art majors. Three hours; 3 credits.

**ART 1323 DRAWING 2** – Continuation of rendering skills introduced in Drawing I with emphasis on color, composition, creative expression, color dynamics and precision drawing are the hallmarks of Drawing 2. Three hours; 3 credits. Prerequisite: Drawing 1 (ART 1313).

**ART 1433, DESIGN 1** – This class will emphasize principles and materials in visual design, with an introduction to theory and terms. To provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/methodology involving black and white design problems which apply principles and elements of visual design. Students will better learn the use of color theory and basic graphic design, utilizing various visual art media. Three hours; 3 credits.

**ART 1443, DESIGN 2** - To provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. This class is a continuation of the basic principles of design. Students will create a portfolio which can be sent to prospective schools of higher learning. Three hours; 3 credits.

**ART 1453 THREE DIMENSIONAL DESIGN** – To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media. Students will explore various media and create works reflecting their exploration. Three hours; 3 credits.

**ART 1913 ART FOR ELEMENTARY TEACHERS** – Development of essential concepts of children’s art education in compliance with the **National Standards for Arts Education**. A course designed for the needs of the Elementary Education major. This class will focus on essentials of public school art; study of development of the children’s art; experiences with major forms of two dimensional and three dimensional art problems; experiences with a variety of media. Three hours; 3 credits.

**ART 2713 ART HISTORY I** – A survey course of the historical background of art forms from Prehistoric to the Renaissance. Emphasis is placed on painting, architecture, and sculpture as related to art history. Three hours; 3 credits.

**ART 2723 ART HISTORY II** –A survey course of historical background of art forms from Renaissance to present with special emphasis on contemporary expression. Prerequisite: ART 2713 (Art History I) Three hours; 3 credits.

**BAD 1113 INTRODUCTION TO BUSINESS** - This course is designed to introduce students to the basic concepts of business. Students receive instruction regarding the current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers. Three hours; 3 credits.

**BAD 2413 LEGAL ENVIRONMENT OF BUSINESS** – An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment. Three hours; 3 credits.

**BIO 1131 GENERAL BIOLOGY I, Laboratory** - A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I, lecture. Co-requisite BIO 1133. Two hours; 1 credit.

**BIO 1133 GENERAL BIOLOGY I, Lecture** - A lecture course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and physiology, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Co-requisite BIO 1131. Three hours; 3 credits.

**BIO 1141 GENERAL BIOLOGY II, Laboratory** - A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143 General Biology II, Lecture. Prerequisite BIO 1131. Co-requisite BIO 1143. Two hours; 1 credit.

**BIO 1143 GENERAL BIOLOGY II, Lecture** - A lecture course for the science majors that reinforces concepts introduced in BIO 1133 General Biology I, Lecture, while emphasizing the diversity of life. Topics covered include adaptation by natural selection, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Prerequisite BIO 1133. Co-requisite BIO 1141. Three hours; 3 credits

**BIO 1613 NUTRITION** - A lecture course covering the nutrients required for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and their applications for healthcare providers. Three hours; 3 credits.

**BIO 2411 ZOOLOGY I, Laboratory**– A laboratory course that contains experiment and exercises that reinforce the principles introduced in BIO 2413 Zoology I, Lecture. Co-requisite BIO 2413. Two hours; 3 credits.

**BIO 2413 ZOOLOGY I, Lecture** - A lecture course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Co-requisite BIO 2411. Three hours; 3 credits.

**BIO 2421 ZOOLOGY II, Laboratory**– A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2423 Zoology II, Lecture. Prerequisite BIO 2411. Co-requisite BIO 2423. Two hours; 3 credits.

**BIO 2423 ZOOLOGY II, Lecture** - A lecture course that includes in-depth studies of animal phyla with emphasis on the vertebrates and animal systems. Prerequisite BIO 2413. Co-requisite BIO 2421. Three hours; 3 credits.

**BIO 2511 ANATOMY AND PHYSIOLOGY I, Laboratory**– A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513 Anatomy and Physiology I, Lecture. Co-requisite BIO 2513. Two hours; 1 credit.

**BIO 2513 ANATOMY AND PHYSIOLOGY I, Lecture** A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. ( General Chemistry recommended) Co-requisite BIO 2511. Three hours; 3 credits.

**BIO 2521 ANATOMY AND PHYSIOLOGY II, Laboratory**– A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 Anatomy and Physiology II, Lecture. Co-requisite BIO 2523. Prerequisite BIO 2511. Two hours; 1 credit.

**BIO 2523 ANATOMY AND PHYSIOLOGY II, Lecture** - A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Co-requisite BIO 2521. Prerequisite BIO 2513. Three hours; 3 credits.

**BIO 2921 MICROBIOLOGY, Laboratory**— A laboratory course devoted to lab safety and gaining hands-on experience in the area of: microscopy, culturing techniques (pure culture and isolation and media preparation), staining techniques, aseptic technique, diagnostic procedures and effectiveness of antimicrobial agents. 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 on those affecting other forms of life, especially man. Co-requisite BIO 2921. Three hours; 3 credits.

**CHE 1211 GENERAL CHEMISTRY I, Laboratory**— A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Lecture. Co-requisite CHE 1213. Three hours; 1 credit.

**CHE 1213 GENERAL CHEMISTRY I, Lecture**— A lecture course that covers atomic and molecular structure, nomenclature and chemical formulas, chemical reactions, mole concept and stoichiometry, bonding, and gases. Co-requisite CHE 1211. Three hours; 3 credits.

**CHE 1221 GENERAL CHEMISTRY II, Laboratory**— A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II, Lecture. Co-requisite CHE 1223. Three hours; 1 credit.

**CHE 1223 GENERAL CHEMISTRY II, Lecture**— A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Co-requisite CHE 1221. Prerequisite CHE 1213. Three hours; 3 credits.

**CHE 2421 ORGANIC CHEMISTRY I, Laboratory** - A laboratory course that acquaints students with important manipulations and procedures, and the preparation and study of organic compounds being introduced in CHE 2423 Organic Chemistry I, Lecture. Co-requisite CHE 2423. Prerequisite CHE 1221. Three hours; 1 credit.

**CHE 2423 ORGANIC CHEMISTRY I, Lecture** - A lecture course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, and reaction mechanisms. Co-requisite CHE 2421. Prerequisite CHE 1223. Three hours; 3 credits.

**CHE 2431 ORGANIC CHEMISTRY II, Laboratory** - A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II, Lecture. Co-requisite CHE 2433. Prerequisite CHE 2421. Three hours; 3 credits.

**CHE 2433 ORGANIC CHEMISTRY II, Lecture**— A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions, reaction mechanisms and nomenclature. Co-requisite CHE 2431. Prerequisite CHE 2423. Three hours; 3 credits.

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

**CRJ 1323 POLICE ADMINISTRATION AND ORGANIZATION** -Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three hours; 3 credits.

**CRJ 1363 INTRODUCTION TO CORRECTIONS** - An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three hours; 3 credits.

**CRJ 2513 JUVENILE JUSTICE**- The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three hours; 3 credits

**CSC 1113 COMPUTER CONCEPTS** - A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three hours; 3 credits – lecture/lab

**CSC 1123 COMPUTER APPLICATIONS I** - This course is designed to teach computer applications to include: word-processing, electronic spreadsheet, database management, presentation design, and electronic communications with integration of these applications. Three hours; 3 credits – lecture/lab

**CSC 1133 COMPUTER APPLICATIONS II** - This course is a continuation of CSC 1123 with concentration on advanced computer applications to include: Web design, OLE, Macros, and emerging technology. Prerequisite CSC 1123 Three hours; 3 credit– lecture/lab

**CSC 1613 COMPUTER PROGRAMMING I** - Introduction to problem-solving methods and algorithm development which emphasizes the imperative first approach; designing, debugging, looping, scope rules, functions, and a variety of applications in an object-oriented programming language. Three hours; 3 credits, Course has lecture and lab components.

**ECO 2113 PRINCIPLES OF MACROECONOMICS** – The study of a nation’s economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economies and international trade. Three hours; 3 credits.

**ECO 2123 PRINCIPLES OF MICROECONOMICS** – The study of firms, industries, and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures. Three hours; 3 credits.

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

**ENG 0113 BEGINNING ENGLISH** – ENG 0113 is designed to meet the needs of students whose skills in written communication require some standardization. Emphasis is on Basic English grammar through varied writing assignments with a review of mechanics, sentence patterns, and correct usage. Three hours; 3 credits.

**ENG 0110 BEGINNING ENGLISH LAB** – ENG 0110 is designed to reinforce skills in written communication. THIS IS AWARDED NO CREDIT HOURS but is a co-requisite of ENG 0113.

**ENG 1113 ENGLISH COMPOSITION I** – English 1113 is designed to prepare the student for writings required in college and the workplace with an emphasis on effective paragraph and essay development. Earned 15 or above on ACT or Pass Placement Test. Three hours; 3 credits.

**ENG 1123 ENGLISH COMPOSITION II** – ENG 1123 is a continuation of ENG 1113 with emphasis on research and composition. Readings, essays, and a research paper are required. Prerequisite ENG 1113. Three hours; 3 credits.

**ENG 2223 AMERICAN LITERATURE I** – ENG 2223 surveys representative prose and poetry of the United States from its beginnings to the Civil War. Three hours; 3 credits.

**ENG 2233 AMERICAN LITERATURE II** – ENG 2233 surveys representative prose and poetry of the United States from Civil War to the present. Three hours; 3 credits.

**ENG 2423 WORLD LITERATURE I** – ENG 2423 surveys literature from the ancient world through the Renaissance. Three hours; 3 credits.

**ENG 2433 WORLD LITERATURE II** – ENG 2433 surveys literature from the Neoclassical Period through the Twentieth Century. Three hours; 3 credits

**ENG 2513 SURVEY OF AFRICAN-AMERICAN LITERATURE (ONE Semester)** – ENG 2513 surveys African-American literature from its beginnings to the present. Three hours; 3 credits.

**EPY 2513 CHILD PSYCHOLOGY** - A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial and cognitive development from conception into emerging adolescence. Prerequisite PSY 1513. Three hours; 3 credits



**EPY 2523 ADOLESCENT PSYCHOLOGY** - A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development. Prerequisite PSY 1513. Three hours; 3 credits.

**EPY 2533 HUMAN GROWTH AND DEVELOPMENT** - A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial and cognitive development with implications for health professions and others who work with people. Prerequisite PSY 1513. Three hours; 3 credits.

**HIS 1113 WESTERN CIVILIZATION I** - A general survey of European History from ancient times to mid-seventeenth century. Three hours; 3 credits.

**HIS 1123 WESTERN CIVILIZATION II** - A general survey of European History since the seventeenth century. Three hours; 3 credits.

**HIS 1613 SURVEY OF AFRICAN-AMERICAN HISTORY** – This is a survey of African-American History from the study of one or more African civilizations. Three hours; 3 credits.

**HIS 2213 AMERICAN (U.S.) HISTORY I** - This is a survey of American (U.S.) History from pre-history through Reconstruction. Three hours; 3 credits.

**HIS 2223 AMERICAN (U.S.) HISTORY II** - This course is a survey of U.S. History from Reconstruction to the present. Three hours; 3 credits

**HPR 1111 GENERAL PHYSICAL EDUCATION ACTIVITIES I** - This course is designed to give students a modern concept of physical education and recreation by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the school term. One hour; 1 credit.

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

**HPR 1213 PERSONAL AND COMMUNITY HEALTH I** – This course covers the application of principles and practice of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three hours; 3 credits.

**HPR 1223 PERSONAL AND COMMUNITY HEALTH II** – This course is a continuation of HPR 1213. This course covers the application of principles and practice of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three hours; 3 credits.

**HPR 1313 INTRODUCTION TO HEALTH, PHYSICAL EDUCATION & RECREATION**

– This course is an introduction to the objective, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three hours; 3 credits.

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

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

**HPR 2213 FIRST AID & CPR** – This course is designed to teach students how to recognize life-threatening emergencies including cardiac arrest in adults, children, and infant victims. This course will qualify students to train in first-aid/CPR, automated external defibrillators(AED), Bloodborne pathogens, and infant child skills prescribed in the American Red Cross standard and advanced courses. Three hours; 3 credits.

**HPR 2323 RECREATIONAL LEADERSHIP** – This course is designed to teach planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three hours; 3 credits.

**HPR 2443 ATHLETIC TRAINING & TREATMENT OF INJURIES** – This course is 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.

**LLS 1311 ORIENTATION** - This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments. 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.

**MAT 0113 FUNDAMENTALS OF MATHEMATICS** – A review of fundamental arithmetic skills. A study of the four basic operations with whole numbers, fractions, decimals, and percentages. Also covered are ratio and proportions, order of operations, and applications. Three hours; 3 credits.

**MAT 0123 BEGINNING ALGEBRA** - A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, exponents, operations with polynomials, and factoring. Three hours; 3 credits.

**MAT 1233 INTERMEDIATE ALGEBRA** – The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; exponents; radicals; polynomials. Prerequisite MAT 0123 or ACT Score of 15 or above. Three hours; 3 credits.

**MAT 1313 COLLEGE ALGEBRA** – This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Prerequisite MAT 1233. Student must earn ACT Score of 17 or above. Three hours; 3 credits.

**MAT 1323 TRIGONOMETRY** – This course includes trigonometric functions and their graphs; functions of composite angles; fundamental relations; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Prerequisite MAT 1313 or equivalent. ACT Score of 17 or above. Three hours; 3 credits.

**MAT 1513 BUSINESS CALCULUS I** – A study of functions, limits, continuity, derivatives, and their applications to business and economics. Prerequisite MAT 1313. Three hours; 3 credits.

**MAT 1613 CALCULUS I** - This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives. Prerequisite MAT 1313 or permission of instructor. Three hours; 3 credits.

**MAT 1623 CALCULUS II**- Prerequisite: MAT 1613. This course includes the following topics: the definite integral; differentiation and integration of transcendental functions, techniques of integration; applications. Prerequisite MAT 1613. Three hours; 3 credits.

**MAT 1723 REAL NUMBER SYSTEM** – Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Three hours; 3 credits.

**MAT 2613 CALCULUS III** - Prerequisite: MAT 1623. This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite series. Prerequisite MAT 1623. Three hours; 3 credits.

**MAT 2623 CALCULUS IV** – Prerequisite: MAT 2613 or MAT 1825. This course includes the following topics: partial differentiation; multiple integration; vector calculus; quadric surfaces. Prerequisite MAT 2613. Three hours; 3 credits.

**MFL 1213 SPANISH I** – MFL 1213, an oral-aural approach stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on the practical aspects of the language. Three hours; 3 credits.

**MFL 1223 SPANISH II** – MFL 1223 continues MFL 1213 with wider vocabulary and more complex structures and functions. Prerequisite MFL 1213. Three hours; 3 credits.

**MFL 2213 SPANISH III** – MFL 2213 continues MFL 1223 with additional materials of literary and cultural value. Prerequisite MFL 1213, MFL 1223. Three hours; 3 credits.

**MFL 2223 SPANISH IV** – MFL 2223 continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Prerequisite MFL 1213, MFL 1223, MFL 2213. Three hours; 3 credits.

**MUO 1111 BAND I**-- Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques. One hour; 1 credit.

**MUO 1121 BAND II**-- A continuation of MUO 1111. Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques. One hour; 1 credit Prerequisite: MUO 1111. One hour; 1 credit.

**MUO 1211 CHOIR I**—A course for music majors and non-majors focused on performing choral music from a variety of style periods. Prerequisite: audition/director approval. One hour; 1 credit.

**MUO 1221 CHOIR II**-- A continuation of MUO 1211. A course for music majors and non-majors focused on performing choral music from a variety of style periods. Prerequisite: MUO 1211. One hour; 1 credit.

**MUO 2111 BAND III**-- A continuation of MUO 1121. Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques. One hour; 1 credit Prerequisite: MUO 1121. One hour; 1 credit.

**MUO 2121 BAND IV**-- A continuation of MUO 2111. Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques. One hour; 1 credit Prerequisite: MUO 2111. One hour; 1 credit.

**MUO 2211 CHOIR III**-- A continuation of MUO 1221. A course for music majors and non-majors focused on performing choral music from a variety of style periods. Prerequisite: MUO 1221. One hour; 1 credit.

**MUO 2221 CHOIR IV**-- A continuation of MUO 2211. A course for music majors and non-majors focused on performing choral music from a variety of style periods. Prerequisite: MUO 2211. One hour; 1 credit.

**MUS 1113 MUSIC APPRECIATION** – Listening course designed to give the student, thorough aural perception, understanding and appreciation of music as a moving force in Western Culture. Three hours; 3 credits.

**MUS 2513 MUSIC FOR ELEMENTARY TEACHERS** – Designed for the needs of the elementary education student. Essentials of public school music; study of the fundamentals of music. Reading music notations and terminology. Three hours; 3 credits.

**PHY 2241 PHYSICAL SCIENCE I, Laboratory**– A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243 Physical Science Survey I, Lecture. Co-requisite PHY 2243. Two hours; 1 credit.

**PHY 2243 PHYSICAL SCIENCE I, Lecture** - A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Co-requisite PHY 2241. Three hours; 3 credits.

**PHY 2251 PHYSICAL SCIENCE II, Laboratory**– A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253 Physical Science Survey II, Lecture. Co-requisite PHY 2253. Prerequisite PHY 2241. Two hours; 1 credit.

**PHY 2253 PHYSICAL SCIENCE II, Lecture**– A lecture course that includes studies of chemistry, geology, and meteorology. Co-requisite PHY 2251. Prerequisite PHY 2243. Three hours; 3 credits.

**PHY 2511 GENERAL PHYSICS I, Laboratory** - A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2513 General Physics Lecture. Co-requisite PHY 2513. Two hours; 1 credit.

**PHY 2513 GENERAL PHYSICS I, Lecture** - A lecture course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Co-requisite PHY 2511. Prerequisite MAT 1613. Three hours; 3 credits.

**PHY 2521 GENERAL PHYSICS II, Laboratory** - A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2523 General Physics II, Lecture. Co-requisite PHY 2523. Prerequisite PHY 2511. Two hours; 3 credits.

**PHY 2523 GENERAL PHYSICS II, Lecture** – A lecture course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for student of engineering, science, and mathematics. Co-requisite PHY 2521. Prerequisite PHY 2513. Three hours; 3 credits.

**PSC 1113 AMERICAN NATIONAL GOVERNMENT** – Survey of the organizations, political aspects, and basis of national government. Three hours; 3 credits.

**PSC 1123 AMERICAN STATE AND LOCAL GOVERNMENT** – The relationship among states, national and local governments. The organization, function, and operation of the three branches with emphasis on the state of Mississippi. Three hours; 3 credits.

**PSY 1513 GENERAL PSYCHOLOGY** - An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours, 3 credits.

**REA 0113 COMPREHENSION I** - A laboratory course designed to offer special reading instruction to students deficient in reading skills. Three hours; 3 credits.

**SOC 1113 INTRODUCTION TO SOCIAL SCIENCE** – This course gives students insights into people’s behavior by examining ideas from various social sciences. Three hours; 3 credits.

**SOC 2113 INTRODUCTION TO SOCIOLOGY I** – This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined. Three hours; 3 credits.

**SOC 2123 INTRODUCTION TO SOCIOLOGY II** - A continuation of SOC 2113. This course continues to explore human society and social interactions by studying group processes, inequality of races and gender, collective behavior, diverse cultures and groups. Three hours; 3 credit.

**SOC 2133 SOCIAL PROBLEMS** - A study of the nature, scope, and effects of major social problems of today and the theoretical preventive measures to alleviate them. Three hours; 3 credits.

**SOC 2143 MARRIAGE AND FAMILY** - A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three hours; 3 credits.

**SPT 1113 PUBLIC SPEAKING I** – Study and practice in making a variety of speeches, including informative, persuasive, and special occasion speeches. Major emphasis is placed on speech preparation, organization, and delivery as well as practice in group presentations and conversational speech. Three hours; 3 credits.

## CAREER AND TECHNICAL COURSE DESCRIPTIONS

**ABT 1143 -- STRUCTURAL ANALYSIS AND DAMAGE REPAIR I** – A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damage vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (3sch: 2 hr. lecture, 2 hr. lab)

**ABT 1153 – STRUCTURAL ANALYSIS AND DAMAGE REPAIR II** – This is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and installation of glass. (3sch: 2hr. lecture, 2 hr. lab)

**ABT 1223--NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR I --** A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (3sch: 2hr. lecture, 2 hr. lab)

**ABT 1233—NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR II**—This course is a continuation of Non-Structural Analysis and Damage Repair I. This course provides instruction for preparation principles and practices. (3 sch: 1 hr. lecture, 4 hr. lab)

**ABT 1314--REFINISHING I--**A course designed to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. (4 sch: 2 hr. lecture, 2 hr. lab)

**ABT 1443 -- MECHANICAL AND ELECTRICAL COMPONENTS I** – A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations (3 sch: 3 hr.)

**ABT 1453—MECHANICAL AND ELECTRICAL COMPONENTS I --**A continuation. A course designed to provide theory and practice in the areas of brakes and electrical (3 sch: 3 hr. lecture, 3 hr. lab)

**ABT 1511 – RELATED STUDIES LAB** – This course will provide the certificate-seeking student with math (measurement, fractions, whole numbers, integers, decimals, expressions, equations, and word problems); reading (main idea and specific details in a passage, implication or indirect references in a passage, and questions about the author's purpose); sentence skills (nouns, verbs, sentence flow, structure, etc.) and employability skills (filling out applications, resume writing, career choice strategies, job search strategies, and interview skills). (1 sch: 1 hr)

lab) (May be taught as a 48 contact hour lab in open-entry/open-exit vocational programs.)

**Prerequisite: None**

**ABT 2163 – STRUCTURAL ANALYSIS AND DAMAGE REPAIR III** – This course is a continuation of Structural Analysis and Damage Repair II. This course provides instructional and practice in unibody inspection, measurement, and repair. (3sch: 2hr. lecture, 2 hr. lab)

**ABT 2173 – STRUCTURAL ANALYSIS AND DAMAGE REPAIR IV** – This course is a continuation of Structural Analysis and Damage Repair III. This course provides the procedures and practices for frame inspection and repair. (3sch: 2hr. lecture, 2 hr. lab)

**ABT 2243 – NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR III** – This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practice. (3sch: 2hr. lecture, 2 hr. lab)

**ABT 2253 – NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR IV**—This course is a continuation of Non-Structural Analysis and Damage Repair III. This course provides instruction and practice for the following areas: Moveable glass, hardware associated with glass, plastics and adhesive. (3sch: 2 hr. lecture, 2 hr. lab)

**ABT 2333 – REFINISHING III** – A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying. (3sch: 1 hr. lecture, 4 hr. lab)

**ABT 2343 – REFINISHING IV** – A continuation of Refinishing III, with emphasis on advanced techniques of painting, including detailing. (3sch: 1 hr lecture, 4 hr lab)

**ABT 2913 – SPECIAL PROBLEM IN COLLISION REPAIR** – A course to provide students with an opportunity to utilize skills and knowledge gained in other collision Repair Technology courses. This 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 2926 SUPERVISED WORK EXPERIENCE IN COLLISION REPAIR TECHNOLOGY** - A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship)

**BBV 1115--BRICK AND BLOCK LAYING--**This course is designed to give the student experience in laying brick and block. (5 sch: 1 hr lecture, 8 hr lab)

**BBV 1215--MASONRY CONSTRUCTION--**This course is designed to give the student experience in various types of walls, finishing, and masonry construction techniques. (5 sch: 1 hr lecture, 8 hr lab)



**BBV 1223—MASONRY MATH, ESTIMATING, AND BLUEPRINT READING**—This course is designed to give the student experience in calculations, estimating, and blueprint reading. (3 sch: 2 hr lecture, 2 hr lab)

**BBV 1313—TOOLS, EQUIPMENT, AND SAFETY** – This course is designed to give the student experience in the use and care of tools and equipment along with the safety procedures used in the masonry trade. (3 sch: 2 hr lecture, 2 hr lab)

**BBV 1425—ADVANCED BLOCK LAYING** – This course is designed to give the student experience in laying block columns, piers, and various walls. (5 sch: 1 hr lecture, 8 hr lab)

**BBV 1511 – RELATED STUDIES LAB** – This course will provide the certificate-seeking student with math (measurement, fractions, whole numbers, integers, decimals, expressions, equations, and word problems); reading (main idea and specific details in a passage, implication or indirect references in a passage, and questions about the author’s purpose); sentence skills (nouns, verbs, sentence flow, structure, etc.) and employability skills (filling out applications, resume writing, career choice strategies, job search strategies, and interview skills). (1 sch: 1 hr lab) (May be taught as a 48 contact hour lab in open-entry/open-exit vocational programs.)

**Prerequisite: None**

**BBV 1525—ADVANCED BRICKLAYING**—This course is designed to give the student advanced experience in brick columns, piers, and various walls. (5 sch: 1 hr lecture, 8 hr lab)

**BBV 1623—CHIMNEY AND FIREPLACE CONSTRUCTION**--The student will gain advanced experiences in layout and construction of chimneys, fireplaces, and refractory masonry. (3 sch: 1 hr lecture, 4 hr lab)

**BBV 1723—STEPS, ARCHES, AND BRICK FLOORS**--Students will gain advanced experiences in layout and construction of steps, arches, and brick floors. (3 sch: 1 hr lecture, 4 hr lab)

**BBV 1913—SPECIAL PROBLEM IN BRICK, BLOCK, AND STONE MASONRY**—A course to provide students with an opportunity to utilize skills and knowledge gained in other Brick, Block, and Stone Masonry 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)

**BBV 2923—SUPERVISED WORK EXPERIENCE IN BRICK, BLOCK, AND STONE MASONRY**—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)

**BAV 1118--BASIC PRACTICES IN BARBERING--**A course which includes basic practices including orientation, safety, and practical experiences in handling tools and hair cutting. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab)  
**Prerequisites:** None

**BAV 1218--FUNDAMENTAL PRACTICES IN BARBERING I--**A course which includes fundamental practices in styling, shampooing, blow drying, perm rolling, and perm processing. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab)  
**Prerequisites:** None

**BAV 1318--FUNDAMENTAL PRACTICES IN BARBERING II--**A course which includes sanitization, sterilization, prevention and control of contamination and decontamination in the workplace, hygiene and good grooming, hair analysis, and the application of a chemical hair relaxer and style. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab)  
**Prerequisites:** None

**BAV 1418--INTERMEDIATE PRACTICES IN BARBERING I--**A course which includes theory of colors, classifications of hair color, color preparation and applications, and treatment of damaged hair. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab)  
**Prerequisites:** None

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

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

**BAV 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:)

**BOT 1013 – INTRODUCTION TO KEYBOARDING –** This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. (3 sch: 3 hr. lecture). **Prerequisite:** None.

**BOT 1110 – DOCUMENT FORMATTING AND PRODUCTION LAB** – This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 1113 – DOCUMENT FORMATTING AND PRODUCTION** – This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisite:** Prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5- minute timed writing, with a maximum of 1 error per minute or successfully complete Introduction to Keyboarding (BOT 1013).

**BOT 1120 – KEYBOARDING SKILLBUILDING LAB** – This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**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 1130 – MICROCOMPUTER APPLICATIONS LAB** – This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 1133 – MICROCOMPUTER APPLICATIONS** – This course will introduce an operating system, word processing, spreadsheet, database management, and presentation software applications. (3sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** Introduction to Keyboarding (BOT 1013) or consent of instructor.

**BOT 1140 – WORD PROCESSING LAB** – This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**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 skill building. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisites:** Keyboarding Concepts (BOT 1843), Mechanics of Communication (BOT 1713), Microcomputer Applications (BOT 1133) or by consent of instructor.

**BOT 1213—PERSONAL AND PROFESSIONAL DEVELOPMENT--**A course that develops an awareness of interpersonal skills essential for job success. (3 sch: 3 hr. lecture) **Prerequisite:** None

**BOT 1313--APPLIED BUSINESS MATHEMATICS--**A course that is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculators is stressed. (3 sch: 3 hr. lecture) **Prerequisite:** None

**BOT 1413--RECORDS MANAGEMENT--**This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall--paper, image, and digital--and the treatment of these categories in proper management, storage, and retrieval. (3 sch: 3 hr. lecture) Prerequisite: None

**BOT 1433 – BUSINESS ACCOUNTING –** This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business (3 sch: 3 hr. lecture) **Prerequisite:** None.

**BOT 1443 – ADVANCED BUSINESS ACCOUNTING –** This course is a continuation of Business Accounting with emphasis in accounting for corporations. (3 sch: 3 hr. lecture) **Prerequisite:** Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213)

**BOT 1510 – MACHINE TRANSCRIPTION LAB –** This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**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 1610 – MEDICAL OFFICE TERMINOLOGY I LAB –** This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**BOT 1613 – MEDICAL OFFICE TERMINOLOGY I –** This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** None

**BOT 1620 – MEDICAL OFFICE TERMINOLOGY II LAB –** This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**BOT 1623 – MEDICAL OFFICE TERMINOLOGY II –** This course presents medical terminology pertaining to human anatomy in the context of body systems. Emphasis is directed toward medical terminology as it relates to the medical office. (3sch: 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) **Prerequisite:** None

**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 Microcomputer Applications (BOT 1133) or by consent of instructor.

**BOT 1810 – ELECTRONIC SPREADSHEET LAB** – This course requires 2 hr lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**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 2130 – DESKTOP PUBLISHING LAB** – This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**BOT 2320 – DATABASE MANAGEMENT LAB** – This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**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:** Microcomputer Applications (BOT 1133) and Records Management (BOT 1413) or by consent of instructor.

**BOT 2410 – COMPUTERIZED ACCOUNTING LAB** - This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**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 2420 – INCOME TAX ACCOUNTING LAB** – This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**BOT 2423 – INCOME TAX ACCOUNTING** – This course introduces tax accounting including federal income tax laws and report preparation (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisite:** Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213)

**BOT 2463 – PAYROLL ACCOUNTING** – This course provides an in-depth study of payroll accounting. (3 sch: 2 hr. lecture, 2 hr. lab). **BOT 2460 – Payroll Accounting Lab. Prerequisite:** Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213).

**BOT 2470 – COST ACCOUNTING LAB** - This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**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) or Accounting Principles I (ACC 1213).

**BOT 2520 – MEDICAL MACHINE TRANSCRIPTION I LAB** – This course requires 2 hr lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state Guidelines.

**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:** Document Formatting and Production (BOT 1113), Medical Office Terminology I (BOT 1613), and Medical Office Terminology II (BOT 1623).

**BOT 2530 – MEDICAL MACHINE TRANSCRIPTIN II LAB** – This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**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:** Medical Machine Transcription I (BOT 2523)

**BOT 2640 – CPT CODING LAB** – This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**BOT 2643 – CPT CODING** – This course is an introduction to the field of outpatient procedural coding and requirements for insurance reimbursement. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisite:** Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor.

**BOT 2650 – ICD CODING LAB** – This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**BOT 2653 – ICD CODING** – This course is an introduction to the field of diagnostic and inpatient coding. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisites:** Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor.

**BOT 2660 – ADVANCED CODING LAB** – This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines

**BOT 2663 – ADVANCED CODING -** This course includes advanced analysis of diagnostic and procedural coding systems. (3 sch: 2 hr. lecture, 2 hr.) **Prerequisite:** CPT Coding (BOT 2643 and ICD Coding (BOT 2653).

**BOT 2670 – MEDICAL INSURANCE BILLING LAB –** This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines

**BOT 2673 – MEDICAL INSURANCE BILLING –** This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** CPT Coding (BOT 2643 and ICD Coding (BOT 2653)

**BOT 2720 – ADMINISTRATIVE OFFICE PROCEDURES LAB –** This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**BOT 2743 – MEDICAL OFFICE CONCEPTS –** This course will provide coverage and integration of medical office skills. Problem solving will be emphasized. (3 sch: 2 hr. lecture, 2 hr. lab). BOT 2740 – Medical Office Concepts Lab. **Prerequisites:** Document Formatting and Production (BOT 1113) and Records management (BOT 1413).

**BOT 2750 – MEDICAL INFORMATION MANAGEMENT LAB –** This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 2753 - MEDICAL INFORMATION MANAGEMENT –**This course will provide coverage of medical office practices using software simulations. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisite:** Medical Office Concepts (BOT 2743).

**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 2820 – COMMUNICATION TECHNOLOGY LAB –** This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**BOT 2823 – COMMUNICATION TECHNOLOGY –** This course will present an overview of the resources available for communication using currently technology. (3 sch: 2 hr. lecture and 2 hr. lab. **Prerequisite:** Word Processing (BOT 1143) or by consent of instructor.

**BOT 2830 – INTEGRATED COMPUTER APPLICATIONS LAB** - This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet State guidelines.

**BOT 2833--INTEGRATED COMPUTER APPLICATIONS--**A course that integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** Word Processing (BOT 1143), Business Communication (BOT 2813), Database Management (BOT 2323), and Electronic Spreadsheet (BOT 1813), or by consent of instructor.

**BOT 2913 – SUPERVISED WORK EXPERIENCE** – This course provides related on the job training in an office environment. This training must include at least 135 clock hours. (3 sch: 9 hr. externship). **Prerequisite:** Successful completion of at least 30 semester hours in the program and consent of the instructor.

**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) **Prerequisite:** None

**CAV 1133--BLUEPRINT READING--**A course which includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** None

**CAV 1236—FLOOR AND WALL FRAMING—**This course is designed to give the student experience in floor and wall framing. (6 sch: 2 hr. lecture, 8 hr. lab) **Prerequisite:** None

**CAV 1245—CEILING AND ROOF FRAMING—**This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. (5 sch: 1 hr. lecture, 8 hr. lab) **Prerequisite:** None

**CAV 1316--INTERIOR FINISHING AND CABINET MAKING--**This course includes thermal and sound protection, types of interior ceilings, wall coverings, floor coverings, trim work, and cabinet construction. (6 sch: 2 hr. lecture, 8 hr. lab) **Prerequisite:** None

**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) **Prerequisite:** None

**CAV 1511 – RELATED STUDIES LAB** – This course will provide the certificate-seeking student with math (measurement, fractions, whole numbers, integers, decimals, expressions, equations, and word problems); reading (main idea and specific details in a passage, implication or indirect references in a passage, and questions about the author’s purpose); sentence skills (nouns, verbs, sentence flow, structure, etc.) and employability skills (filling out applications, resume writing, career choice strategies, job search strategies, and interview skills). (1 sch: 1 hr lab) (May be taught as a 48 contact hour lab in open-entry/open-exit vocational programs.) **Prerequisite:** None



**CAV 1513--EXTERIOR FINISHING--**This course includes the installation and finishing of wall coverings, cornices, and exterior trim. (3 sch: 1 hr. lecture, 4 hr. lab) **Prerequisite:** None

**CAV 2113--PRINCIPLES OF MULTI-FAMILY AND LIGHT COMMERCIAL CONSTRUCTION--**A course examining the fundamentals of multi-family and light commercial construction. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** None

**CAV 291(1-3)--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) **Prerequisite:** Sophomore standing in Residential Carpentry Technology or consent of the instructor

**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) **Prerequisites:** None

**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) **Prerequisites:** None

**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) **Prerequisites:** None

**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) **Prerequisites:** None

**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) **Prerequisites:** None

**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) **Prerequisites:** None

**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) **Prerequisites:** None

**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) **Prerequisites:** None

**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), or by permission of the ECET Program Coordinator.

**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) **Prerequisites:** None

**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) **Prerequisites:** None

**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, or by permission of the ECET Program Coordinator.

**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 co-requisites 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), or by permission of the ECET Program Coordinator.

**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) **Prerequisite:** Creative Arts (CDT 1314), Guiding Social and Emotional Behavior (CDT 2233), Methods and Materials (CDT 2613), Social Studies, Math, Science for Young Children (CDT 2714), Child Development I (CDT 1214), and Child Development II (CDT 1224) Student Teaching I (CDT 2915), or by permission of ECET Program Coordinator. **Corequisite:** Administration of Programs for Young Children (CDT 2813)

**COV 1122—COSMETOLOGY ORIENTATION—**This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 2 hr. lecture) **Prerequisite:** None

**COV 1245—COSMETOLOGY SCIENCES I – (Cosmetology and Nail Technician)—**This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab). **Prerequisite:** None

**COV 1255—COSMETOLOGY SCIENCES II (Cosmetology)—**This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab) **Pre/corequisite:** Cosmetology Sciences I (COV 1245)

**COV 1263—COSMETOLOGY SCIENCES III (Cosmetology)—**This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (3 sch: 2 hr. lecture, 3 hr. lab) **Prerequisites:** Cosmetology Sciences II (COV 1255)

**COV 1426—HAIR CARE I -** This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions with each. (6 sch: 2 hr. lecture, 12 hr. lab) **Pre/corequisite:** None

**COV 1436—HAIR CARE II-** This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and

safety precautions associated with each (6 sch: 2 hr. lecture, 12 hr. lab) **Pre/corequisite:** Hair Care I (COV 1426)

**COV 1443—HAIR CARE III**—This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; hair enhancements; chemical texture services and hair coloring. Included are classroom theory and lab practices and safety precautions associated with each. (3 sch: 9 hr. lab) **Pre/corequisite:** Hair Care II (COV 1436)

**COV 1522—NAIL CARE I**—This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) **Pre/corequisites:** None

**COV 1532 – NAIL CARE II** –This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr lecture, 3 hr. lab) **Pre/corequisite:** Nail Care I (COV 1522)

**COV 1542 – NAIL CARE III** –This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hr. lab) **Pre/corequisites:** Nail Care II (COV 1532)

**COV 1622 – SKIN CARE I** –This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) **Pre/corequisites:** None

**COV 1632 – SKIN CARE II**—This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab). **Pre/corequisite:** Skin Care I (COV 1622)

**COV 1642 – SKIN CARE III** This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hr. lab) **Pre/corequisites:** Skin Care II (COV 1632).

**COV 1722—SALON BUSINESS I** –This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/corequisite: None

**COV 1732 – SALON BUSINESS II** –This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each (2sch: 1 hr. lecture, 3 hr. lab) Pre/corequisite: Salon Business I (COV 1722)

**COV 2816--COSMETOLOGY TEACHER TRAINEE I**—Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/corequisites: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.

**COV 2826--COSMETOLOGY TEACHER TRAINEE II**—Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/corequisites: 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/corequisites: 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: word processing, spreadsheet, and database management software. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisites:** None

**CST 1114—BASIC ELECTRONICS**--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 SYSTEMS--**Study of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisites:** None

**CST 1414—NETWORKING I--**Concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. (4 sch: 2 hr. lecture, 2 hr. lab). **Prerequisites:** None

**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 Basic Electronics (CST 1114).

**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:** Instructor Approval.

**CST 2134—PC 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/co-requisites:** Computer Servicing Lab I (CST 2113).

**CST 2223—NETWORKING II—**This course focuses on network connectivity, architectures, topologies, protocols, and transport methods of a network. (3 sch: 2 hr. lec, 2 hr. lab). **Prerequisite:** Networking I (CST 1214)

**CST 291(1-3)—SPECIAL PROJECT--**Practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (1-3 sch: 2-6 hr. lab). **Prerequisites:** Consent of instructor.

**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.

**CUT 1114--CULINARY PRINCIPLES I -**This course is a study of the fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. ( sch: 2 hr lecture, 4 hr. lab). **Corequisites:** Sanitation and Safety (HRT 1214) or by permission of instructor.

**CUT 1124-- CULINARY PRINCIPLES II** - This course is an advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4 sch: 2 hr. lecture, 4 hr. lab) **Prerequisites:** Culinary Principles I (CUT 1114)

**CUT 1134-- PRINCIPLES OF BAKING** - This course is a study of the fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. (4 sch: 2hr. lecture, 4 hr. lab) **Prerequisites:** Culinary Principles I (CUT 1114)

**CUT 1511 – RELATED STUDIES LAB** – This course will provide the certificate-seeking student with math (measurement, fractions, whole numbers, integers, decimals, expressions, equations, and word problems); reading (main idea and specific details in a passage, implication or indirect references in a passage, and questions about the author’s purpose); sentence skills (nouns, verbs, sentence flow, structure, etc.) and employability skills (filling out applications, resume writing, career choice strategies, job search strategies, and interview skills). (1 sch: 1 hr lab) (May be taught as a 48 contact hour lab in open-entry/open-exit vocational programs.)  
**Prerequisite: None**

**CUT 1513--GARDE MANGER** - This course serves as an orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It explores the various duties of the modern grade manager. (3 sch: 1 hr. lecture, 4 hr. lab) **Prerequisites:** Culinary Principles I (CUT 1114)

**CUT 2223—MENU PLANNING AND FACILITIES DESIGN** - This course is a study of the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and tastes of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. (3 sch: 3 hr. lecture)  
**Prerequisites:** None

**CUT 2243-- DINING ROOM MANAGEMENT** -This course is the study of management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. Covers French, Russian, American, and English waited table service, limited service, counter, tray, service, and catering. Emphasis will be placed on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. (3 sch: 1 hr. lecture, 4 hr. lab).

**CUT 2314-- AMERICAN REGIONAL CUISINE** - This course is an exploration of the American Cuisine concept emphasizing freshness, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. (4 sch: 2 hr. lecture, 4 hr. lab) **Prerequisites:** Culinary Principles II (CUT 1124), Principles of Baking (CUT 1134), and Garde Manger (CUT 1513), or by permission of instructor.

**CUT 2424—INTERNATIONAL CUISINE** – This course is a study of cuisines of the world. Emphasis is on use of authentic ingredients, methods, and terminology. (4 sch: 2hr. lecture, 4 hr. lab) **Prerequisites:** Culinary Principles II (CUT 1124), Principles of Baking (CUT 1134), and Garde Manger (CUT 1513), or by permission of instructor.

**CUT 2926—SUPERVISED WORK EXPERIENCE IN CULINARY ARTS** – This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. 270 industrial contact hours are required for successful completion of this course. (6 sch: 3-18 hr externship).

**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) **Prerequisite:** None

**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) **Prerequisite:** None

**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) **Prerequisite:** None

**EET 1613--COMPUTER FUNDAMENTALS--**Basic computer science as used in electricity/electronics areas. Computer nomenclature, logic, numbering systems, coding, operating system commands, editing, and batch files are covered. (This course may be substituted for Fundamentals of Microcomputer Applications [CPT 1113] (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisites:** None

**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).

**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)

**EET 2514--INTERFACING TECHNIQUES--**Data acquisition devices and systems including their interface to microprocessors and other control systems. (4 sch: 2 hr. lecture, 4 hr. lab) **Prerequisites:** Microprocessors (EET 1324)

**EET 2813--VIDEO SYSTEMS--**Circuits and systems used in the production, transmission, and reception of video information to include color systems and computer-video interfacing. (3 sch: 2 hr. lecture 2 hr lab).



**ELT 1192 FUNDAMENTALS OF ELECTRICITY.** Fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. (2 sch: 1 hr. lecture 2 hr. lab)

**HRT 1123—INTRODUCTION TO THE 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) **Prerequisite:** None

**HRT 1214--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) **Prerequisite:** None

**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) **Prerequisite:** None

**HRT 1413--ROOMS DIVISION MANAGEMENT--**A systematic approach to rooms division management in the hospitality industry. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** None

**HRT 1573--HOSPITALITY SEMINAR--**Leadership and management skills necessary for success in hospitality and tourism management. The course addresses computer based management systems. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** None

**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) **Prerequisite:** None

**HRT 2623--HOSPITALITY 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) **Prerequisite:** None

**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)  
**Prerequisite:** None

**HRT 2723--HOSPITALITY SALES AND MARKETING--**A course designed to provide students with a solid background in advertising, sales, and promotional techniques. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** None

**HRT 2843--SEMINAR IN TRAVEL AND TOURISM--**A course which affords to students the opportunity to apply their knowledge of the travel tourism industry in a practical application environment. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** None

**HRT 2853--CONVENTION AND MEETING PLANNING--**A course which provides the planning, and promotion, and management of meetings, conventions, and exposition planning. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** None

**HRT 2913 --SUPERVISED WORK EXPERIENCE IN HOTEL AND RESTAURANT MANAGEMENT--**A cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. (3 sch: 3-18 hr. externship)  
**Prerequisite:** Consent of instructor.

**IMM 1112--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.) **Prerequisite:** None

**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.)  
**Prerequisite:** None

**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.)  
**Prerequisite:** None

**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.) **Prerequisite:** None

**IMM 1224—POWER TOOLS APPLICATIONS**—Safe and proper use of various hand and stationary power tools. Includes instruction in the use of hand power tools, bench grinders, threading machines, cut-off saws, and drill presses. (4 sch: 1 hr. lecture, 6 hr. lab) [May be taught as a 120 contact hour lab in open entry-open exit vocational programs.] **Prerequisite:** None

**IMM 1235--PRECISION MACHINING OPERATIONS**--A course designed to provide the student with skills and knowledge associated with the safe and proper use of various hand and stationary power tools. Includes instruction in the use of hand power tools, bench grinders, surface grinders, cutoff-saws, drill presses, engine lathes, and milling machines. (5 sch: 2 hr. lecture, 6 hr. lab) **Prerequisite:** None

**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.) **Prerequisite:** None

**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.) **Prerequisite:** None

**IMM 1511 – RELATED STUDIES LAB** – This course will provide the certificate-seeking student with math (measurement, fractions, whole numbers, integers, decimals, expressions, equations, and word problems); reading (main idea and specific details in a passage, implication or indirect references in a passage, and questions about the author’s purpose); sentence skills (nouns, verbs, sentence flow, structure, etc.) and employability skills (filling out applications, resume writing, career choice strategies, job search strategies, and interview skills). (1 sch: 1 hr lab) (May be taught as a 48 contact hour lab in open-entry/open-exit vocational programs.) **Prerequisite:** None

**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 pre installation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial set-up 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.) **Prerequisite:** None

**IMM 1615—PRINCIPLES OF PIPING AND HYDRO-TESTING**—Instruction on basic principles of piping and pipe fitting, basic pipe fitting procedures, and basic hydro-testing of pipe systems. (5 sch: 2 hr. lecture, 6 hr. lab) [May be taught as a 150 contact hour lab in open entry-open exit vocational programs.] **Prerequisite:** None

**IMM 1734—MAINTENANCE WELDING AND METALS--** 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) [May be taught as a 120 contact hour lab in open entry-open exit vocational programs.] **Prerequisite:** None

**IMM 1813—INDUSTRIAL ELECTRICITY**—Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. (3 sch: 1hr. lecture, 4 hr. lab) [May be taught as a 90 contact hour lab in open entry-open exit vocational programs.] **Prerequisite:** None

**IMM 1913--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 insure 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. **Prerequisite:** None

**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) **Prerequisite:** None

**IMM 1823—ADVANCED INDUSTRIAL ELECTRICITY**—Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. (3 sch: 6 hr. lab). **Prerequisite:** None

**WBL 1913—WORK-BASED LEARNING I--**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. May include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews.

**WBL 1923—WORK-BASED LEARNING II--**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. May include regular meetings and seminars with school personnel and employers for supplemental instruction and progress reviews.

**WBL 2913--WORK-BASED LEARNING--**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. (3 sch: 45 contact hours per sch internship) **Prerequisite:** None

**WBL 2923--WORKED-BASED LEARNING--**A cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (3 sch: 3-18 hr. externship)

**WLV 1116--SHIELDED METAL ARC WELDING I (SMAW)--**A course designed to teach students welding techniques using electrodes. (7 sch: 1 lecture, 12 hr. lab) **Prerequisite:** None

**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) **Prerequisite:** None

**WLV 1136--GAS TUNGSTEN ARC WELDING--**A course designed to give the student experience in various welding applications using the GTAW processes. (6 sch: 1 lecture, 10 hr. lab) **Prerequisite:** None

**WLV 1143--FLUX CORED ARC WELDING--**A course designed to give the student experience using the FCAW processes. (3 sch: 1 lecture, 4 hr. lab) **Prerequisite:** None

**WLV 1171—WELDING SAFETY, INSPECTION AND TESTING PRINCIPLES—**This course is designed to give the student experience in safety procedures, inspection and testing of welds. (1 sch: 2 hr. lab) **Prerequisites:** None

**WLV 1226—SHIELDED METAL ARC WELDING II—**This course is designed to teach students welding techniques using E-7018 electrodes. (6 sch: 1 hr. lecture, 10 hr. lab) **Prerequisites:** None

**WLV 1232—DRAWING AND WELDING SYMBOL INTERPRETATION—**This course is designed to give the student experience in reading welding symbols and drawings. (2sch: 1 hr. lecture, 2 hr. lab) **Prerequisites:** None

**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 hr. lecture, 4 hr. lab) **Prerequisites:** None

**WLV 1511 – RELATED STUDIES LAB –** This course will provide the certificate-seeking student with math (measurement, fractions, whole numbers, integers, decimals, expressions, equations, and word problems); reading (main idea and specific details in a passage, implication or indirect references in a passage, and questions about the author's purpose); sentence skills (nouns, verbs, sentence flow, structure, etc.) and employability skills (filling out applications,

resume writing, career choice strategies, job search strategies, and interview skills). (1 sch: 1 hr lab) (May be taught as a 48 contact hour lab in open-entry/open-exit vocational programs.)

**Prerequisite: None**

**WLV 1913—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 insure that the selection of a project will enhance the student learning experience. (1-3 sch: 2-6 hr. lab) **Prerequisite:** None

# REVISED "NUR" COURSE DESCRIPTIONS

## HEALTH SCIENCE COURSE DESCRIPTIONS

**NUR 1011 NURSING TERMINOLOGY** – A course designed to provide beginning nursing students with an understanding of the medical language necessary to understand diseases, nursing procedures, body systems and abbreviations. Credit: 1 credit hour. Requires admission into the nursing Associate Degree Nursing Program.

**NUR 1033 CLINICAL EXTERNSHIP** - Provides students who have successfully completed the freshman year a diverse clinical mentoring experience with a registered nurse preceptor in a hospital setting. The student will have multiple opportunities to validate, improve or learn new skills. The nursing process and critical clinical problem solving will be emphasized. The student will receive monetary compensation for hours worked with the preceptor. Credits: 3 credit hours. (Elective). Prerequisites: NUR 1011,1117, 1111, 1122, 1223, 1224.

**NUR 1111 DOSAGE CALCULATION FOR NURSES** – This course emphasizes critical thinking in reading, interpreting and solving calculation problems encountered in the preparation of medications. The importance of accuracy, avoidance of medication errors and understanding of common abbreviations used with medications is included to promote safety in medication administration. Credit: 1 credit hour. Prerequisites: NUR 1011.

**NUR 1117 NURSING FUNDAMENTALS** - This course provides a foundation for all subsequent nursing courses. It is an introduction to nursing with an emphasis on normal, basic human needs, the nursing process, therapeutic communication, and clinical skills. Nursing procedures are taught with demonstration of competency in the learning laboratory. Credits: 7 credit hours (5 in theory and 2 in clinical and lab practice). Prerequisites: BIO 2513/2511, BIO 2523/2521, BIO 2923/2921, NUR 1011.

**NUR 1122 INTRODUCTION TO PHARMACOLOGY** - This course provides an introduction to basic pharmacology principles, including drug metabolism, drug action, drug uses, classification, adverse effects and nursing implications of each classification. The roles and responsibilities of the nurse are discussed. Credits: 2 credit hours. Pre-requisites: NUR 1011.

**NUR 1132 NURSING SEMINAR I** - This course is designed for beginning nursing students entering nursing school to enhance their ability to develop study habits, test-taking, review medical terminology, and explore roles within the nursing profession and introductory legal issues in healthcare. A variety of independent and group projects are assigned. This course is offered only in the fall of year one. Credits: 2 hours (Elective). Pre-requisites: NUR 1011.

**NUR 1212 HEALTH ISSUES** - This course provides the students an opportunity for in-depth study of current health, legislative, and practice issues and their impact on the nursing profession. The student is required to use community and web-based resources. Participatory assignments will be given for local, district and state contact. Credit: 2 credit hours (Elective). Offered in spring semester of year one.

**NUR 1223 CLINICAL MEDICAL-SURGICAL NURSING I** - This course emphasizes the nursing process to plan and provide interventions to assist an adult client in meeting basic needs in a hospital environment, develop skills in assessment and clinical decision making, and communication and technology. Credits: 3 credit hours (135 clinical hours). Pre-requisites: NUR 1117, NUR 1111, NUR 1122. Co-requisites: NUR 1224.

**NUR 1224 MEDICAL-SURGICAL NURSING I** – This course provides the study of general principles of caring for selected adult clients with common chronic health-care needs, related to each body system, in a hospital setting. Emphasis is placed on knowledge, judgment, skills and the development of the roles of Provider of Care, Manager of Care, and Member of the Profession. Concepts introduced in NUR 1117, NUR 1111 and NUR 1122 are integrated. Credits: 4 credit hours. Pre-requisites: NUR 1117, NUR 1111, NUR 1122. Co-requisites: NUR 1223.

**NUR 1231 NCLEX REVIEW I** - Nursing content introduced in NUR 1117, NUR 1111, NUR 1122, NUR 1224/1223 is included. Computer based multiple choice testing is integrated and mini round table discussions are held for reinforcement and mastery of year one content. Credit: 1 credit hour (Elective). Pre-requisites: NUR 1117, NUR 1111, NUR 1122. Offered in spring semester of year one.

**NUR 1232 NURSING SEMINAR II** – This course helps the nursing student to understand different levels of advanced nursing roles. It provides depth and breadth to year one content, including topics such as the research process, ethno-cultural beliefs, healthcare delivery systems, continued discussion of legal issues, academic integrity, and emerging topics in healthcare. This course is offered only in the spring of year one. Credits: 2 (Elective). Pre-requisites: NUR 1011, NUR 1111, NUR 1117, NUR 1122

**NUR 2013 NURSING TRANSITION FOR LPN/RN** - This course is designed to facilitate the student's transition from practical nursing to the role of registered nurse. Content in this course is meant to supplement and augment content learned in a practical nurse program. Topics include Nursing Process, Therapeutic Communication, Role Transition, Pharmacology, Expanded Assessment Skills, Computer Skills Orientation and Dosage Calculation. Upon successful completion, the student will progress to the second year of the Associate Degree Nursing program. Credit: 3 credit hours. Pre-requisites: Admission to the LPN/Fast Track Program and completion of general education courses.

**NUR 2111 CLINICAL MENTAL HEALTH NURSING** – This course focuses on the application of the nursing process and development of therapeutic communication skills while implementing nursing interventions with clients experiencing a variety of mental health diagnoses. Clinical practice settings include acute and chronic in patient settings with adolescent and adult clients. Credit: 1 credit hour. Pre-requisites: NUR 1224/1223, NUR 1122, NUR 1111, NUR 1117. Co-requisite: NUR 2113.



**NUR 2113 MENTAL HEALTH NURSING** – This client-centered course focuses on clients of all ages who are experiencing real or potential psychosocial health problems. Hospitals and ambulatory care facilities serve as practice settings. All steps of the nursing process are applied with emphasis given to evaluation. Effective and therapeutic communication skills are integrated. Credit: 3 credit hours. Pre-requisites: NUR 1224/1223, NUR 1122, NUR 1111, NUR 1117. Co-requisite: NUR 2111.

**NUR 2121 CLINICAL MATERNAL HEALTH NURSING** – This course integrates the nursing process and critical thinking to provide care to the pregnant client during the antepartum, labor/delivery, and post partum periods. Nursing care of the infant at delivery and immediate post delivery is included. Clinical experiences are available in outpatient and inpatient settings. Credit: 1 credit hour (45 clinical hours). Pre-requisites: NUR 1224/1223, NUR 1122, NUR 1111, NUR 1117. Co-requisite: NUR 2123.

**NUR 2123 MATERNAL HEALTH NURSING** - This course focuses on prenatal, labor and delivery, post-partum, immediate delivery and evaluation of the mother and newborn. Course content includes normal variations and deviances during childbirth, prenatal, intrapartum, and post-partum periods and the impact to the family unit. Medication administration is included as a clinical skill. The psychosocial aspects of caring for the childbirth family experiencing the grief process are addressed. Credit: 3 credit hours. Pre-requisites: NUR 1224/1223, NUR 1122, NUR 1111, NUR 1117. Co-requisite: NUR 2121.

**NUR 2131 CLINICAL PEDIATRIC NURSING** - Principles of teaching and learning are used promote implementation of nursing interventions in caring for the infant in the newborn nursery and inpatient pediatric settings. Credit: 1 credit hour (45 clinical hours). Pre-requisites: NUR 1117, NUR 1224/1223, NUR 1111, NUR 1122. Co-requisite: NUR 2133.

**NUR 2133 PEDIATRIC NURSING** – This patient-centered course focuses on children from birth through adolescence (age 18) who may be experiencing an acute or chronic illness, born with a congenital defect/disease or experiencing a problem with normal development and maturation. Normal growth and development, physical assessment, nutrition, parenting skills and scheduled immunizations for well and ill children are addressed. Effective and therapeutic communication skills and critical thinking will be utilized. Credits: 3 credit hours. Pre-requisites: NUR 1117, NUR 1224/1223, NUR 1111, NUR 1122. Co-requisite: NUR 2131.

**NUR 2141 NCLEX REVIEW II** - Computer based multiple choice testing is integrated with mini round table discussions of case studies of clients across the life span. Nursing content of the current semester and previous year are reinforced to promote mastery of content. Mental Health, Pediatric and Maternal Health Nursing are reviewed. Credit: 1 credit hour (Elective). Pre-requisites: NUR 1011, NUR 1117, NUR 1122, NUR 1111, NUR 1224/1223. Offered in fall semester of second year.

**NUR 2213 CLINICAL MEDICAL-SURGICAL NURSING II** – This course expands the content of NUR 1224 to include care of complex, acute inpatient clients. Refinement of critical thinking skills, organization, and time management is developed by assignment of several clients. Emphasis is placed on cultural and ethical differences, medication and IV therapy assessment, and documentation of nursing care. Clinical experiences include ambulatory care, emergency rooms, intensive care units and medical-surgical units. Credit: 3 credit hours (135 clinical hours). Pre-requisites: NUR 1117, NUR 1111, NUR 1122, NUR 1224/1223. Co-requisites: NUR 2214

**NUR 2214 MEDICAL-SURGICAL NURSING II** - The nursing roles of Provider of Care, Manager of Care and Member of the Profession are integrated by study of adults with complex, acute health needs of multiple body systems. Emphasis is placed on knowledge, judgment, hands-on skills and professional values within a legal/ethical framework. Credit: 4 credit hours. Pre-requisites: NUR 1117, NUR 1111, NUR 1122, NUR 1224/1223, NUR 2123/2121, 2133/2131, NUR 2113/2111. Co-requisites: NUR 2213.

**NUR 2223 MANAGEMENT OF CLIENT CARE** – This course focuses on patient rights, employer responsibilities, legal/ethical implications of nursing practice, effective use of the nursing process, delegation, prioritizing care, clinical supervision and management styles. Credit: 3 credit hours (2 hours theory and 1 hour clinical – 45 clinical hours). Pre-requisites: NUR 1011, NUR 1117, NUR 1122, NUR 1111, NUR 1224/1223, NUR 2123/2121, NUR 2133/2131, NUR 2113/2111.

**NUR 2232 NCLEX REVIEW III** - Computer based multiple choice testing and round table discussions are administered and held for reinforcement and to promote mastery of content from years one and year two. Students will take a pre-NCLEX test at the end of the semester. Credit: 2 credit hours (Elective). Pre-requisites: all nursing courses in year one and fall semester of year two. Offered in spring of year two.

**PNV 1213--BODY STRUCTURE AND FUNCTION--**A study of body systems. This knowledge is essential to safe and effective application of nursing care. Each system of the body is covered with application to nursing. (3 semester credit hours, 3 hour lecture) .

**PNV 1426--FUNDAMENTALS OF NURSING--**A course designed to introduce the Practical Nursing student to the principles and concepts of nursing. This knowledge will prepare the student with information about the role of the practical nurse, personal health care, patient care, use of the nursing process, patient teaching techniques, prevention of illness by promoting family and community health, and introduction to medical/surgical disorders. (6 semester credit hours: 6 lecture hours) Co-requisite: Concurrent enrollment in PNV 1436 is required. Passing grade required in PNV 1426 and PNV 1436 to receive credit.

**PNV 1436--FUNDAMENTALS OF NURSING LAB & CLINICAL--**A course designed to provide supervised lab practice for mastering and implementing nursing skills safely and accurately. Students will be taught to utilize the nursing process to be used in meeting the basic daily living needs of the client while functioning in the clinical setting. (6 semester credit hours: 9 lab hours, 4.5 clinical hours) Co-requisite: Concurrent enrollment in PNV 1426 is required. Passing grade required in PNV 1426 and PNV 1436 to receive credit.

**PNV 1524—IV THERAPY CONCEPTS** – Course designed to prepare the practical nurse to perform the expanded role of IV therapy as outlined in the Mississippi Nurse Practice Law, Rules and Regulations. The student, upon completion of the Practical Nursing Program and successful passage of the licensure examination, is eligible to apply for IV certification as outlined in the above mentioned rules and regulations. (4 semester credit hours: 3 lecture hours, 2 lab hours). Prerequisite: PNV 1213, PNV 1426, and PNV 1436.

**PNV 1614--MEDICAL/SURGICAL NURSING--**A course that will introduce students to disorders affecting the various systems of the body. It prepares the student to interpret signs and symptoms indicating the condition of the patient through use of the nursing process. Students learn to meet the daily living needs of adult patients through adaptations in personal care, sleep and rest, nutrition and fluids, elimination, body alignment, environment, emotional health, spiritual comfort, mental hygiene, diversion and recreation. (4 semester credit hours: 4 lecture hours) Prerequisites: PNV 1213, PNV 1426, PNV 1436. Co-requisite: PNV 1622. Passing grade required in PNV 1614 and 1622.

**PNV 1622--MEDICAL/SURGICAL NURSING CLINICAL--**A course that will provide the student with laboratory practice and clinical application of learned skills and medical/surgical theory. The student will develop and improve his/her skill in utilizing the nursing process while applying principles of previously learned information. (3 semester credit hours: 6 clinical hours) Prerequisites: PNV 1213, PNV 1426, PNV 1436. Co-requisite: PNV 1614. Passing grade required in PNV 1614 and 1622.

**PNV 1634--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 (4 semester credit hours: 4 lecture hours) Prerequisites: PNV 1213, PNV 1426, and PNV 1436. Concurrent enrollment in PNV 1426 is required. A passing grade in PNV 1634 and 1642 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

**PNV 1642--ALTERATIONS IN ADULT HEALTH CLINICAL--**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. (2 semester credit hours: 6 clinical hours) Prerequisites: PNV 1213, PNV 1426, and PNV 1436. Concurrent enrollment in PNV 1634 is required. A passing grade in PNV 1634 and 1642 is required in order to progress in the practical nursing program. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

**PNV 1715--MATERNAL/CHILD NURSING--**A course divided into two sections - maternity nursing and pediatric nursing. Maternity nursing introduces the student to prenatal care, labor and delivery, post-partal care and the care of the normal newborn. Pediatric nursing introduces the student to diseases and disorders from infancy through adolescence. Clinical experience will allow the student to observe and participate in selected care. (5 semester credit hours: 4.7 lecture hours, 1 clinical hour) Prerequisite: all first semester PNV courses.

**PNV 1813—MENTAL HEALTH--**A course which introduces the student to concepts of mental hygiene and mental illness. Clinical experience will allow the student to observe and participate in the care of selected patients. (3 semester credit hours: 2.7 lecture hours, 1 clinical hours) Prerequisite: all first semester PNV courses.

**PNV 1914--NURSING TRANSITION--**A course designed to bridge the gap from nursing school to nursing employment. This class will focus on the role of specific functions of the new graduate. (4 semester credit hours: 1 lecture hour, 3 clinical hours, 2 lab hours) Prerequisite: all first semester PNV courses.

**PSG 1112 – POLYSOMNOGRAPHY FUNDAMENTALS.** This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. (2 semester credit hours: 2 lecture hours)

**PSG 1114 – INTRODUCTION TO POLYSOMNOGRAPHY.** This course introduces the polysomnography profession. Topics include the history of the profession and role of the polysomnographic technologist, communication, time management, infection control, basic patient assessment, and medical gas therapy. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations. (4 semester credit hours: 3 lecture hours, 2 lab hours)

**PSG 1124 – NEURO/CARDIOPULMONARY ANATOMY AND PHYSIOLOGY.** This course provides a concentrated study of anatomy and physiology essential to the practice of polysomnography. Emphasis is placed on the physiology of the nervous, cardiovascular, and pulmonary systems and basic pharmacological principles. Upon completion, students should be able to demonstrate competence in concepts through written evaluation. (4 semester credit hours: 3 lecture hours and 2 lab hours)

**PSG 1134 – POLYSOMNOGRAPHY I.** This course provides entry-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on medical terminology, instrumentation setup and calibration, recording and monitoring techniques, and patient-technologist interactions. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations. (4 semester credit hours: 3 lecture hours, 2 lab hours)

**PSG 1144 – POLYSOMNOGRAPHY II.** This course provides advanced-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on the knowledge and skills necessary to obtain and evaluate high quality sleep recordings. Upon completion, students

should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations. (4 semester credit hours: 3 lecture hours, 2 lab hours)

**PSG 1212 – INTRODUCTION TO ELECTRICITY.** This course introduces the fundamental concepts of electricity and test equipment in the field of polysomnography. Topics include basic DC/AC principles (voltage, resistance, current, impedance), components (resistors, inductors, capacitors), power and operation of test equipment. (2 semester credit hours: 2 lecture hours)

**PSG 2113 – PEDIATRIC POLYSOMNOGRAPHY.** This course provides the knowledge and skills to perform and score polysomnographic procedures on infants and pediatric patients. Emphasis is placed on infant/pediatric assessment, monitoring, and sleep disorders. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations. (3 semester credit hours: 3 lecture hours)

**PSG 2123 - POLYSOMNOGRAPHY CAPSTONE.** This course is designed to apply the essential elements of polysomnography through the use of case students. Students develop an analytical approach to problem solving. Review of curriculum, test taking skills, and prepare the student for the registry exam. (3 semester credit hours: 3 lecture hours)

**PSG 2216 – CLINICAL APPLICATION I.** This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation. (6 semester credit hours: 18 clinical hours)

**PSG 2226 – CLINICAL APPLICATION II.** This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation. (6 semester credit hours: 18 clinical hours)

**RCT 1214--RESPIRATORY CARE SCIENCE--**Designed to introduce the student practitioner to fundamental elements important to the delivery of health care in a safe, efficient and professional manner. The holistic approach to patient care will be emphasized. (4 semester credit hours: 3 lecture hours, 2 lab hours). Prerequisites: BIO 1514 and BIO 1524; program admission; or program director's approval.

**RCT 1223--PATIENT ASSESSMENT AND PLANNING--**This course is a fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. It is an introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. (3 semester credit hours: 2 lecture hours, 2 lab hours).

**RCT 1313--CARDIOPULMONARY ANATOMY AND PHYSIOLOGY--**This course is a study of cardiopulmonary and renal physiology in relation to the practice of respiratory care. (3 semester credit hours: 3 lecture hours)

**RCT 1322--PULMONARY FUNCTION TESTING--**This course is an introduction to pulmonary function technique and testing equipment. (2 semester credit hours: 1 lecture hour, 2 lab hours) Prerequisites: RCT 1313, or instructor's 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 semester credit hours: 2 lecture hours, 8 lab hours)

**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 semester credit hours: 3 lecture hours, 2 lab hours)

**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 semester credit hours: 18 clinical hours) Prerequisites: BIO 1514, BIO 1524, RCT 1214, RCT 1223, and RCT 1313

**RCT 1524--CLINICAL PRACTICE II--**In this course, students rotate through various respiratory care subspecialty areas for evaluation of competency and performance of respiratory care procedures. (4 semester credit hours: 9 clinical hours).

**RCT 1613--RESPIRATORY CARE PHARMACOLOGY--**This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. (3 semester credit hours: 3 lecture hours) Prerequisites: RCT 1214, RCT 1313, and RCT 1223

**RCT 2333--CARDIOPULMONARY PATHOLOGY--**This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress. (3 semester credit hours: 3 lecture hours) Prerequisites: RCT 1313

**RCT 2434--RESPIRATORY CARE 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 semester credit hours: 3 lecture hours, 2 lab hours) Prerequisites: 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 semester credit hours: 12 clinical hours) Prerequisites: RCT 1516 and RCT 1523

**RCT 2546--CLINICAL PRACTICE IV--**This 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 semester credit hours: 18 clinical hours) Prerequisites: RCT 1516, RCT 1523, and RCT 2534

**RCT 2613--NEONATAL/PEDIATRICS MANAGEMENT--**This course is a study of fetal development and the transition to extra uterine environment. It includes the most common cardiopulmonary disorders, neonatal and pediatric disease processes, and the modes of treatment. (3 semester credit hours: 3 lecture hours) Prerequisite: RCT 2434

**RCT 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 semester credit hours: 1 lecture hour, 2 lab hours) Prerequisites: RCT 1523

# COLLEGE PERSONNEL

## CHIEF EXECUTIVE OFFICER

VIVIAN M. PRESLEY .....President  
B.S., M.Ed., Ed.S., Ed.D., Mississippi State University

## EXECUTIVE OFFICERS

MARTHA P. CATLETTE..... Vice President  
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