

# COAHOMA COMMUNITY COLLEGE



**2001-2003 COLLEGE CATALOG**



BULLETIN  
OF  
COAHOMA COMMUNITY COLLEGE

3240 FRIARS POINT ROAD  
CLARKSDALE, MISSISSIPPI 38614  
TELEPHONE: 662-627-2571  
662-621-4255

CATALOG EDITION  
2001-2003

#####

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



#### COMPLIANCE POLICY

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

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

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

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

## TABLE OF CONTENTS

I.	BOARDS, ADMINISTRATIVE OFFICERS, FACULTY AND STAFF.....	4
II.	GENERAL INFORMATION.....	14
III.	ACADEMIC REQUIREMENTS AND REGULATIONS.....	35
IV.	STUDENT DEVELOPMENT SERVICES.....	54
V.	PROGRAMS OF STUDY.....	65
VI.	COURSE DESCRIPTIONS.....	118
VII.	INDEX.....	141

## SECTION ONE

### BOARDS, ADMINISTRATIVE OFFICERS, FACULTY, AND STAFF

**COAHOMA COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Ned Gathwright, President, Marks, Mississippi  
Johnny McGlown, Vice President, Lyon, Mississippi  
Dr. Keith Shaffer, Secretary, Clarksdale, Mississippi  
Sherard R. Shaw, Assistant Secretary, Clarksdale, Mississippi  
Rena Butler, Second Assistant Secretary, Clarksdale, Mississippi  
William R. Bradley, Legal Advisor, Clarksdale, Mississippi  
Rev. Trueville Black, Shelby, Mississippi  
Jerry Gentry, Tunica, Mississippi  
Bennie S. Gooden, Clarksdale, Mississippi  
Dr. Jonathan Harris, Clarksdale, Mississippi  
Rev. Andrew Hawkins, Glendora, Mississippi  
Howard Hollins, Webb, Mississippi  
Robert G. Mason, Cleveland, Mississippi  
Leroy Matthews, Marks, Mississippi  
David Williams, Tunica, Mississippi

**BOARDS OF SUPERVISORS**

**COAHOMA COUNTY**

Eddie C. Smith, President, Clarksdale, Mississippi  
Timothy Burrell, Clarksdale, Mississippi  
Chris Overton, Clarksdale, Mississippi  
Katherine Young Furr, Clarksdale, Mississippi  
Paul Pearson, Lyon, Mississippi

**BOLIVAR COUNTY**

Richard Coleman, President, Shelby, Mississippi  
Will Gourlay, Rosedale, Mississippi  
James McBride, Cleveland, Mississippi  
Bern Prewitt, Boyle, Mississippi  
Donny Whitten, Cleveland, Mississippi

**QUITMAN COUNTY**

Manuel Killebrew, President, Marks, Mississippi  
Sheridan Boyd, Darling, Mississippi  
Charley Ward Bridges, Lambert, Mississippi  
Brooks Earnest, Marks, Mississippi  
Bobby Turner, Sledge, Mississippi

**TALLAHATCHIE COUNTY**

Jerome Little, President, Webb, Mississippi  
Bobby Banks, Phillips, Mississippi  
Johnny Goodwin, Charleston, Mississippi  
Gregg Hodges, Charleston, Mississippi  
Stanley Tribble, Charleston, Mississippi

**TUNICA COUNTY**

James Dunn, President, Tunica, Mississippi  
Paul Battle, Jr., Tunica, Mississippi  
Cedric Burnette, Tunica, Mississippi  
William Pengram, Tunica, Mississippi  
James Tucker, Tunica, Mississippi

## ADMINISTRATIVE OFFICERS

- VIVIAN M. PRESLEY.....President  
 B.S., M.Ed., Ed.S., Ed.D., Mississippi State University
- CHARLES A. BARNES.....Upward Bound Director  
 B.S., M.S., Jackson State University; Additional Study, Jackson State University
- BARBARA D. BOOKER.....Assistant Superintendent for the High School and  
 Special Assistant to the President  
 A.A., Hinds Community College; B.S. Alcorn State University;  
 M.A., Fisk University, Additional Study, Jackson State University;  
 Delta State University, University of Southern Mississippi
- PATRICIA BROOKS.....Director of Financial Aid  
 B.A., B.S., Mississippi Valley State University
- ANNE SHELTON-CLARK.....Assistant Director, Vocational and Technical Education  
 B.S., Alcorn State University; M.Ed., Delta State University;  
 Additional Study, Delta State University
- HAZELTINE WOODS FOUCHE.....Director of Institutional Advancement/Federal Programs  
 B.S., Mississippi Valley State University; M.Ed., Mississippi College;  
 Ph.D., Kansas State University
- WANDA J. HOLMES.....Director of Admissions and Records and Veterans Coordinator  
 B.S., M.Ed., Chicago State University; Additional Study, Delta State University
- ETHEL HORTON.....Director, ABE/GED  
 A.A., Coahoma Junior College; B.S., Jackson State University;  
 M.Ed., University of Mississippi
- WILLIAM HOUSTON.....Director of Safety and Chief Security Officer  
 Certificate Mississippi Law Enforcement Training Academy
- ROSETTA HOWARD.....Director of Continuing Education  
 B.S., Mississippi State University; M.Ed., Ed.S., Delta State University
- JESSIE MILDRED JAMES.....Director of Vocational and Technical Education  
 A.A., Coahoma Junior College; B.S., Alcorn State University; M.Ed., University of Wisconsin;  
 Additional Study, Mississippi State University, Delta State University
- PANNY MAYFIELD.....Director, Public Relations  
 B.A., University of Mississippi
- LOIS MCMURCHY.....Executive Director, Skill/Tech Center  
 B.A., University of Mississippi; M.Ed., Delta State University
- DEBORAH MEEKS.....Business Manager  
 B.S., University of North Florida; C.P.A.; Additional Study, Delta State University
- JERONE SHAW.....Executive Dean  
 A.A., Coahoma Junior College; B.S., M.Ed., Delta State University;  
 Additional Study, Purdue University, University of Mississippi



OTIS STANFORD.....Director of Student Affairs  
B.S., Jackson State University; M.S., Delta State University

YVONNE STANFORD.....Director of Library and Learning Resources  
B.S., Delta State University; M.L.S., Louisiana State University;  
Additional Study, Delta State University, Mississippi State University,  
Louisiana State University Medical Center

JAMES WASHINGTON.....Director of Athletics, Men's Basketball Coach and  
Chairperson, Health and Physical Education Department  
A.A., Coahoma Junior College; B.S., Campbellville College; M.Ed., Delta State University

CHARLES WHITE.....Director, Technology and Coordinator, Workforce Training  
A.A., Coahoma Junior College; B.S., Mississippi Valley State University;  
M.Ed., Delta State University; Additional Study, IBM Computer Repair School

#### FACULTY

ADRIAN ALLEN.....Instructor, Biology  
B.S., M.S., Alcorn State University

SHIRLEY ARTIS.....Instructor, Mathematics  
A.A., Coahoma Community College; B.S., Alcorn State University,  
M.S., University of Tennessee

LARRY D. BARRETT.....Instructor, Residential Carpentry  
A.A.S., Mississippi Delta Junior College

RICHARD BROWER.....Instructor, Welding  
Certificate, Coahoma Community College, Additional Study, University of Mississippi

CHARLES N. BUTLER.....Coordinator, Work Based Learning  
B.S., Jackson State University; M.Ed. Delta State University

MAURICE CAMPBELL.....Instructor, Collision Repair Technology  
A.S., Coahoma Junior College; B.S., Mississippi Valley State University

JOHN W. CAVENAUUGH.....Instructor, Industrial Maintenance Mechanics Technology  
B.S., Southern Illinois University at Carbondale; Study, Florida Community College

DEBORAH CARTER.....Chairperson, Academic Business Department  
and Instructor, Business  
B.S., Alcorn State University; M.B.A., Additional Study, Delta State University

KAREN WOODS-DONE.....Instructor, Social Science & Reading  
B.A., Amherst College; M.S.S., University of Mississippi

TOMMIE DORRIS.....Instructor, Child Care Technology  
B.S., Jackson State University; Additional Study, University of Mississippi

GLYNDA J. DUNCAN.....Public Relations/Instructor, Journalism  
B.A., University of Arkansas; M.Ed., Delta State University;  
Additional Study, Mississippi Writing/Thinking Institute

LYNDA GAIL ELLIOTT.....Instructor, Business  
B.B.A., M.B.A., Delta State University; Additional Study, Delta State University

- SHIRLEY FERGUSON-HICKS.....Instructor, Cosmetology  
A.A., Coahoma Junior College; Additional Study, Mississippi State University
- PATRICIA FURDGE.....Chairperson, Science, Math and Computer Science Department  
and Instructor, Life Science  
B.S., Alcorn State University; M.Ed., Ed.S., Delta State University
- GLORIA H. GIPSON.....RN, BSN Coordinator/Instructor, Practical Nursing  
A.A., Coahoma Junior College, A.A.S., Phillips County Community College;  
B.S.N., Mississippi College; Additional Study, Mississippi State University
- VERA S. GRIFFIN.....Instructor, English  
A.A., Coahoma Junior College; B.S., Jackson State University;  
M.Ed., Rutgers University
- MILROY HARRIS.....Instructor, Physical Science  
A.A., Coahoma Junior College; B.S., Jackson State University;  
M.S., University of Mississippi
- L. A. LOGGERS.....RN, BSN, Instructor, Practical Nursing  
A.A., Coahoma Junior College, A.A.S., Phillips County Community College;  
B.S.N., Mississippi College
- BARBARA NIELSEN.....Instructor, Hotel & Restaurant Management  
B.S., M.Ed., University of Mississippi
- JOHNNY NOAH.....Instructor, Health and Physical Education  
A.A., Coahoma Junior College; B.S., M.Ed., Delta State University;  
Additional Study, Mississippi Valley State University
- JESSE NUNLEY.....Instructor, Barbering  
Cosmetology License, Debbie's School of Beauty Culture; Barber  
License/Instructor License; Additional Study, Mississippi State University
- MARGARET J. MADDOX.....Instructor, Business and Office Systems Technology  
A.A.S., Coahoma Junior College; B.B.A., Jackson State University
- CARL PITTS.....Instructor, Social Science  
B.S., M.Ed., University of Mississippi; Additional Study, University  
of Mississippi, Jackson State University
- WANDA B. REED.....Instructor, English  
B.S., M.A., Tennessee State University; Ed.S., University of Mississippi
- BEATRICE F. REID.....Chairperson, Social Science, Education and Psychology Department  
and Instructor, Social Science  
B.S., Clark College, M.A.T., Mississippi State University; Further Study, Kansas State University
- LETHA SANDERS-RICHARDS.....Instructor, Biology  
B.S., M.S., Delta State University
- ROBERT L. ROCKETT.....Instructor, English  
A.A., Coahoma Junior College; B.A., Alcorn State University; M.Ed., Delta State University

- RENEE' L. SANFORD.....Counselor, Vocational Technical Education  
B.S., M.S., Jackson State University; Additional Study,  
Mississippi State University, Delta State University
- BHAMA SRIDHARAN.....Instructor, Chemistry  
B.Pharm, Government College of Pharmacy; M.Sc. Drug Assay, All-India Institute of Medical Sciences  
M.S., University of Mississippi
- DOROTHY J. STAMPS.....Instructor, English  
A.A., Coahoma Junior College; B.S., Jackson State University;  
M.Ed., Delta State University; Ed.S., Mississippi State University
- ANDREW THOMPSON, III.....Lab Assistant, Science and Math  
A.A., Coahoma Community College; B.S., Grambling State University
- H. HUNTER TWIFORD, III.....Instructor, Business Law  
B.A., University of Mississippi; J.D., University of Mississippi Law School
- KATARA TYLER-BURTON.....Instructor, Child Care Technology  
A.A., Coahoma Community College; B.S., Jackson State University
- ROOSEVELT WADE.....Instructor, Social Science  
B.S., Jackson State University; M.Ed., Ed.S., Mississippi University
- CAMILLE WALKER.....Instructor, English  
B.S., Mississippi State University; M.A., Mississippi College
- BECKEY WEST.....Instructor, Education  
A.A., Mississippi Delta Junior College; B.S., University of Mississippi;  
M.Ed., University of Texas; Additional Study, Delta State University;  
Mississippi Writing/Thinking Institute
- DAVID WOOLWORTH.....Instructor, Physics  
B.S., Rensselaer Polytechnic Institute; M.A., University of Mississippi
- OTHA E. WILLIAMS, III.....Instructor, Science & Technology  
B.S., Industrial Technology, Alcorn State University  
Additional Study, University of Southern Mississippi
- FANE YOUNG.....Instructor, Art/Spanish  
B.S., B.A., M.Ed., Delta State University; Additional Study,  
Cemanahuac Institute, Mexico, University of Southern Mississippi
- AMICK YOUNGBLOOD.....Computer Lab Assistant  
B.S., Mississippi Valley State University

#### STAFF

- BONITA AMOS.....Academic Counselor  
B.A., M.Ed., Delta State University
- SHIRLEY BAKER.....Literacy Assistant  
Study, Coahoma Community College
- CHERYL BARNES.....Secretary, Director of Institutional Advancement/Federal Programs  
A.A., Coahoma Junior College; B.B.A., Delta State University

TARA BARNES.....Police Officer  
A.A.S., Certificate for E.M.T., Coahoma Community College

KAYE H. BENNETT.....Secretary, Admissions & Records  
A.A., Coahoma Community College

CAROL BROOKS.....Accounts Payable  
A.A., Coahoma Junior College, Additional Study, Delta State University

MILDRED CANNON.....Payroll Officer  
A.A., Coahoma Junior College

MARY CARADINE.....Librarian/Media Specialist  
A.A., Coahoma Junior College, B.B.A., Lemoyne Owen College;  
MLIS, University of Southern Mississippi

JAMES CLARK.....Police Officer  
A.A., Coahoma Community College

ANGELA COLLINS.....Clerical Support  
Study, Coahoma Junior College

TRINA COX.....Secretary, Social Science, Education, and Psychology Department  
State On-line Assistant, and Lab Assistant  
A.A., Coahoma Community College; Additional Study, Delta State University

ROSEMARY CRAVEN DILL.....Coordinator, Tech Prep  
B.S.E., Delta State University; M.Ed., University of Mississippi

KENNETH DONE.....Admissions Recruiter/Counselor  
A.A., Coahoma Junior College; B.A., M.S., Mississippi Valley State University

MELISSA FARRIS.....Computer Systems Specialist  
B.B.A., Delta State University

PEDRICK GIPSON.....Police Officer  
A.A., Coahoma Community College; B.S., Mississippi Valley State University  
Certificate, North Mississippi Law Enforcement Training Academy

LASHASA GRIFFIN.....ABE/GED Instructor  
B.S., Jackson State University; Additional Study, Delta State University

ANN A. HALE.....Office Manager, Financial Aid  
Certificate, Coahoma Community College;  
Additional Study, Alcorn State University

DOROTHA HARRELL.....School Nurse  
LPN, Mississippi Delta Community College

ROBERT HAYWOOD.....Police Officer

TERESESE HOOKER.....Dispatcher  
A.A., Coahoma Community College; Professional Certificate,  
Board of Emergency Telecommunications Standards and Training

MICHAEL HOUSTON.....Accountant  
A.A., Coahoma Community College; B.S., Alcorn State University

BETTY L. HUNT.....Workforce Specialist  
B.S., Mississippi University for Women; Additional Study, Delta State University

BRIAN O. JAMES.....Director, Student Employment  
A.A., Coahoma Community College; B.B.A., Jackson State University

BERTHA JONES.....Clerk, Shipping & Receiving  
A.A.S., Coahoma Community College

MARY F. JONES.....Manager, Bookstore  
A.A.S., Coahoma Community College; B.B.A., Lemoine Owen College

STEVEN JOSSELL.....Personal Development Specialist  
B.S., Mississippi Valley State University; Additional Study, Delta State University

MANIKA D. KEMP.....Counselor, Workforce Investment Act (WIA)  
B.S., University of Southern Mississippi; M.Ed., Delta State University;  
Additional Study, Delta State University

YOLANDA KEMP.....ABE/GED Administrative Assistant  
A.A., Coahoma Community College; Additional Study, Lemoine -Owen

DELORES LACKEY.....Clerical Support  
A.A., Coahoma Community College

DIANE LAWS.....Office Manager, Admissions and Records  
A.A., Coahoma Community College

VELMA W. LYNOM.....Assistant Director, Financial Aid  
A.A.S., Coahoma Junior College; B.B.A., Delta State University

SAMUEL MILLER.....Computer Technician  
B.S., Electrical Engineering Technology, University of Southern Mississippi;  
Additional Study, Mississippi State University

YOLANDA MILLER.....Secretary, President  
B.S., Delta State University

SHAWN MILLS.....Coordinator, Remote Sensing  
M.B.A., Delta State University

GLADYS MILTON.....Workforce Training Assistant, Skill/Tech Center  
Certificate, Coahoma Junior College; Additional Study, Mississippi Delta  
Junior College, Coahoma Community College

MONICA MOORE.....Secretary/Career Center Technician, Student Affairs  
B.S., Rust College

STACIE NEAL.....Clerical Support  
A.A., Coahoma Junior College

GREGORY NEELY.....Police Officer

KYRIE NILSON.....Coordinator, JASON Project  
B.S., Western Washington University; Additional Study, Delta State University

MAMIE PAYNE.....Director, Housing  
B.S., Alcorn State University

JOYCE M. PRYOR.....Technical Assistant, Library  
A.A.S., Coahoma Junior College

FLO REDMOND.....Coordinator, Literacy  
B.S., Delta State University

DELORES ROBINSON.....Director, Special Populations Personnel  
A.A., Coahoma Junior College; B.S., Alcorn State University;  
Additional Study, Delta State University, Mississippi Valley  
State University, Mississippi State University

SHEILA SANDERS.....Instructor, Special Populations Personnel  
B.S., M.Ed., Alcorn State University

BRENDALYN L. SCULARK.....Secretary, Vocational and Technical Dean  
A.A.S., Coahoma Community College; B.B.A., Lamoyne Owen College;  
Additional Study, Delta State University

ERMA F. SEALS.....Secretary, Public Relations  
A.A., A.S., Coahoma Junior College; B.B.A., Lemoyne Owen College

ERICA SHUMPERT.....Admissions Counselor/Recruiter  
B.A., Alcorn State University

JACQUELYN SMITH.....Counselor, Upward Bound  
B.S., Alcorn State University; M.Ed., Delta State University

NANCY STUBBS.....Secretary, Upward Bound  
B.S., Mississippi Valley State University

JOHN SUMLIN.....Police Officer  
A.A., Coahoma Junior College

DAVELINE TAYLOR.....Secretary, LPN Program  
B.S., University of Mississippi

ALLEAN HALE-THOMAS.....Secretary, Executive Dean  
A.S., Coahoma Junior College; Additional Study, Mississippi Valley State University

DIANE THOMAS.....Administrative Assistant, ABE/GED Director  
Study, Coahoma Community College

AVRIE TOLIVER.....Director, Computer Center  
A.A.S., Coahoma Junior College, B.S., Mississippi Valley State University  
Additional Study, Mississippi State University

ROBBIE WALLACE.....Accounts Receivable  
B.A., Mississippi Valley State University

WILLIAM WEST.....Coordinator, CCN  
 B.S., University of Texas at El Paso; Additional Study, Delta State University,  
 Mississippi State University

HELEN WILLIAMS.....Cashier/Purchasing  
 Certificate, A.A.S., Additional Study, Coahoma Community College

JOHNNY WILLIAMS.....Police Officer  
 A.A.S., Phillips Community College

SHIRLEY WILLIAMS.....Systems Operator, Computer Services  
 A.A., Coahoma Community College; B.S., Mississippi Valley State University

CREMAYA PARISCENE WILSON.....Office Manager, Skill/Tech Center  
 A.A., Coahoma Community College

SHELIA WINTERS.....Acting Director, YOUTHBILL  
 A.S., Coahoma Junior College; B.B.A., Lemoyne Owen College

CATHA YOUNGBLOOD.....Clerk, Communications  
 A.S., Coahoma Community College;  
 Additional Study, Mississippi Valley State University

SECTION TWO

GENERAL INFORMATION



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

**2001-2002 College Calendar**

**Fall Semester 2001**

August	6	Monday	Registration for Barbering, Cosmetology and Practical Nursing
August	7	Tuesday	Classes Begin for Barbering, Cosmetology and Practical Nursing
August	15	Wednesday	Faculty Orientation
August	15	Wednesday	Dormitories and Cafeteria Open
August	16	Thursday	Orientation & Registration
August	17	Friday	Registration
August	20	Monday	Classes and Late Registration Fee Begin
August	31	Friday	Last Day to Register or Add Courses
September	3	Monday	Labor Day Holiday
September	4	Tuesday	Regular Class Schedules Resume
October	10-12	Wednesday-Friday	Mid-term Examinations
October	19	Friday	Last Day to Officially Drop a Course Without Receiving a Grade and to Remove Incompletes of previous semester
November	21-23	Wednesday-Friday	Thanksgiving Holidays
November	26	Monday	Regular Class Schedules Resume
December	1	Friday	Last Day to Officially Withdraw from the Institution (receiving "WP or WF" grade)
December	10-12	Monday-Wednesday	Final Examinations
December	14	Friday	Final Grades due in Admissions and Records Office
December	14	Friday	Christmas Holidays Begin

**Spring Semester 2002**

January	3	Thursday	Dormitories and Cafeteria Open
January	3	Thursday	Orientation & Registration
January	4	Friday	Registration
January	7	Monday	Classes and Late Registration Fee Begin
January	21	Monday	Martin Luther King's Birthday Holiday
January	22	Tuesday	Regular Class Schedules Resume
January	18	Friday	Last Day to Register or Add Courses
March	6-8	Wednesday-Friday	Mid-term Examinations
March	11-15	Monday-Friday	Professional Meetings & Spring Holidays
March	18	Monday	Regular Class Schedules Resume and Last Day to Officially Drop a Course Without Receiving a Grade and to Remove Incompletes of Previous Semester
March	29	Friday	Easter Holiday
April	1	Monday	Easter Holiday
April	2	Tuesday	Regular Class Schedules Resume
April	24	Wednesday	Last Day to Officially Withdraw from the Institution (receiving "WP or WF" grade)
May	1-3	Wednesday-Friday	Final Examinations for graduating students
May	6	Monday	Final Grades due in Admissions and Records Office for graduating students
May	6-8	Monday-Wednesday	Final Examinations for non-graduating students
May	10	Friday	Final Grades due in Admissions and Records Office for non-graduating students
May	11	Saturday	Graduation Exercises

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

**Summer Session 2002**

**First Term**

May	28	Tuesday	Registration
May	29	Wednesday	Classes and Late Registration Fee Begin
May	30	Thursday	Last Day to Register or Add Courses
June	1	Saturday	Classes Will Meet
June	8	Saturday	Mid-term Examinations
June	17	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
June	22	Saturday	Final Examinations

**Second Term**

June	24	Monday	Registration
June	25	Tuesday	Classes and Late Registration Fee Begin
June	26	Wednesday	Last Day to Register or Add Courses & First Summer Session Final Grades Due
July	4	Thursday	July 4 <sup>th</sup> Holiday
July	6	Saturday	Mid-term Examinations
July	13	Saturday	Classes Will Meet
July	15	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
July	20	Saturday	Final Examinations
July	22	Monday	Summer Graduates Final Grades Due
July	24	Wednesday	Second Summer Session Final Grades Due
July	27	Saturday	Graduation Exercises

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

**2002-2003 College Calendar**

**Fall Semester 2002**

August	5	Monday	Registration for Barbering, Cosmetology and Practical Nursing
August	6	Tuesday	Classes Begin for Barbering, Cosmetology and Practical Nursing
August	14	Wednesday	Faculty Orientation
August	14	Wednesday	Dormitories and Cafeteria Open
August	15	Thursday	Orientation & Registration
August	16	Friday	Registration
August	19	Monday	Classes and Late Registration Fee Begin
August	30	Friday	Last Day to Register or Add Courses
September	2	Monday	Labor Day Holiday
September	3	Tuesday	Regular Class Schedules Resume
October	9-11	Wednesday-Friday	Mid-term Examinations
October	18	Friday	Last Day to Officially Drop a Course Without Receiving a Grade and to Remove Incompletes of previous semester
November	27-29	Wednesday-Friday	Thanksgiving Holidays
December	2	Monday	Regular Class Schedules Resume
December	2	Monday	Last Day to Officially Withdraw from the Institution (receiving "WP or WF" grade)
December	9-11	Monday-Wednesday	Final Examinations
December	13	Friday	Final Grades due in Admissions and Records Office
December	13	Friday	Christmas Holidays Begin

**Spring Semester 2003**

January	2	Thursday	Dormitories and Cafeteria Open
January	2	Thursday	Orientation & Registration
January	3	Friday	Registration
January	6	Monday	Classes and Late Registration Fee Begin
January	20	Monday	Martin Luther King's Birthday Holiday
January	21	Tuesday	Regular Class Schedules Resume
January		Friday	Last Day to Register or Add Courses
March	5-7	Wednesday-Friday	Mid-term Examinations
March	10-14	Monday-Friday	Professional Meetings & Spring Holidays
March	17	Monday	Regular Class Schedules Resume and Last Day to Officially Drop a Course Without Receiving a Grade and to Remove Incompletes of Previous Semester
April	18-21	Friday & Monday	Easter Holidays
April	22	Tuesday	Regular Class Schedules Resume
April	23	Wednesday	Last Day to Officially Withdraw from the Institution (receiving "WP or WF" grade)
April	30	Wednesday	Final Examinations for graduating students
May	1-2	Thursday-Friday	Final Examinations for graduating students
May	5	Monday	Final Grades due in Admissions and Records Office for graduating students
May	5-7	Monday-Wednesday	Final Examinations for non-graduating students
May	9	Friday	Final Grades due in Admissions and Records Office for non-graduating students
May	10	Saturday	Graduation Exercises

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

**Summer Session 2003**

**First Term**

May	27	Tuesday	Registration
May	28	Wednesday	Classes and Late Registration Fee Begin
May	29	Thursday	Last Day to Register or Add Courses
May	31	Saturday	Classes Will Meet
June	7	Saturday	Mid-term Examinations
June	16	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
June	21	Saturday	Final Examinations

**Second Term**

June	23	Monday	Registration
June	24	Tuesday	Classes and Late Registration Fee Begin
June	25	Wednesday	Last Day to Register or Add Courses & First Summer Session Final Grades Due
July	4	Friday	July 4 <sup>th</sup> Holiday
July	5	Saturday	Mid-term Examinations
July	12	Saturday	Classes Will Meet
July	14	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
July	19	Saturday	Final Examinations
July	21	Monday	Summer Graduates Final Grades Due
July	23	Wednesday	Second Summer Session Final Grades Due
July	26	Saturday	Graduation Exercises

## HISTORY OF COAHOMA COMMUNITY COLLEGE

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

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

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

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

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

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

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

## MISSION STATEMENT OF COAHOMA COMMUNITY COLLEGE

The mission of Coahoma Community College is to provide access to a post secondary education for all students through diverse opportunities and programs. Coahoma Community College offers academic, vocational, technical, and life-long learning. Coahoma Community College is committed to quality and excellence in its educational and community programs. To accomplish this mission, the college shall achieve the following objectives:

1. Provide the first two years of university parallel programs which will prepare students to transfer to four-year institutions.
2. Provide vocational and technical training which will prepare students to enter the job market upon completion of a training program.
3. Provide life-long opportunities through credit and non-credit programs.
4. Provide specialized training programs designed to produce a productive workforce which meets the needs of area businesses and industry and to maintain an active partnership with them.

5. Provide a student service program that will help students develop intellectually, socially, personally, and physically.
6. Provide an interactive telecommunications system for use by the institution as well as by business, industry, and community groups.
7. Plan, evaluate, and assess all activities and programs in order to ensure institutional effectiveness.

#### **LOCATION OF SCHOOL**

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

#### **COAHOMA COMMUNITY COLLEGE POLICIES**

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

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

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

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

#### **ACCREDITATION**

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

#### **HIGH SCHOOL AND COLLEGE**

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

The community college provides educational opportunities in three areas: general studies, vocational-technical education, adult and continuing education, and the institution also offers short term training for business and industry at the Skill/Tech Center. Transfer curricula in the academic programs parallel curricula at Mississippi's publicly-supported four-year colleges and universities. The students who desire to pursue degrees at such institutions may transfer without loss of credit.

## **BUILDINGS**

### **J. W. ADDISON ADMINISTRATION BUILDING**

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

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

Named in honor of one of the former organizers of the school, Zee A. Barron, this modern air-conditioned building houses facilities for various types of activities such as bowling, billiards, ping pong, and student government. It also houses student health care, the bookstore, campus security office, lounges and student affairs, public relations, which includes counseling, student publications and food service. This building, which is the center of student activities, was constructed in 1975.

### **THE BLACKBURN ANNEX**

This modern building which is named in honor of Samuel Blackburn houses shops for college vocational programs. It also houses secondary automotive mechanics.

### **ROSIE BROWN SANDY BAYOU BUILDING**

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

### **CAIN VOCATIONAL BUILDING**

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

### **CONSUELLA CARTER MUSIC HALL**

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

### **MARTIN CENTER FOR LIFELONG LEARNING**

This building was originally constructed in 1928 as the college dining hall. An addition was made in 1969, and it was renovated in 1975 to serve as the central location for the Division of Continuing Education. In 1987 it was named in honor of McKinley C. Martin, former president/superintendent of Coahoma Community College and Agricultural High School.

### **CHRISTINE J. CURRY HALL**

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

### **DICKERSON-JOHNSON LIBRARY CENTER**

The Dickerson-Johnson Library and Learning Resources Center contains the general, reference, and Black Heritage collections of the College. It strives to provide resources that support the curriculum and various programs of Coahoma Community College. The building is named in honor of the school's first librarian, Ethel Dickerson, and Lillian Rogers Johnson who helped organize the college. The library occupies the second and third floors of the building with Reference being housed on the second floor and the General Collection, Main Reading Room, Black Heritage Collection and Media Center residing on the third floor.

The library is designed to facilitate research and study with open stacks and continuously available assistance from library staff. It offers a wide variety of materials including over 30,000 bound volumes, nearly 400 periodicals in several formats including full-text CD-ROM data bases, over 2,000 microforms, as well as current issues of more than 150 magazines, journals and newspapers. Services provided include inter-library loan, a microfilm reader/printer, microfilm readers, photocopier, typewriters, a computer network with word processing programs, Internet access and reference sources on CD-ROM, typing rooms, a large group conference room which also serves as a viewing room, and a media center that houses a collection of books, audio-visual materials and equipment. The library automation system provides easy access to the library's collection and facilitates efficient circulation of materials.

### **LEE FLOWERS VOCATIONAL BUILDING**

This facility was named in honor of Lee Flowers, a deceased instructor in the building trades. The facility was originally constructed in 1962 to house classrooms, shops, and laboratories for brick masonry. After the building sustained heavy damages from a tornado in 1984, it was completely renovated in 1986 to a two-story structure. The first floor houses the Barbering & Cosmetology Vocational Programs. The second floor is designed for courses and includes laboratories for accounting and computer training. It also houses the Child Care Technology Programs.

### **FRIENDS HALL**

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

### **FRANK W. GAMBRELL, JR. RESIDENCE HALL**

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

### **B. F. MCLAURIN VOCATIONAL -TECHNICAL CENTER**

Named in honor of the first president of the school, B. F. McLaurin, this modern air-conditioned building houses facilities for Hotel Restaurant Management Technology, Vehicle and Mobile Mechanic Technology, Basic Related Studies, Industrial Maintenance, carpentry, welding, and offices. It was constructed in 1969.

### **SEZZIE MCLAURIN RESIDENCE HALL**

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



### **JAMES S. MILLER STADIUM**

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

### **MARION M. REID GYMNASIUM**

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

### **TRUSTEE CENTER FOR PHYSICAL OPERATIONS**

This facility was named in honor of all present and past members of the Board of Trustees. It houses Shipping and Receiving, Buildings and Grounds, and a bus shop.

### **MARY G. WHITESIDE ACADEMIC HALL**

Named in honor of a deceased faculty member Mary G. Whiteside, who was registrar and academic dean, this two-story building was originally constructed in 1958. Additions were made in 1961 and 1968. This building houses classrooms and various offices.

### **IRMA GAMBRELL CHILD CARE CENTER**

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

### **THE BARRON-MILLER CENTER FOR FINE ARTS**

The Barron-Miller Center for Fine Arts was originally constructed in 1965 as a small gymnasium to be used primarily by Coahoma Agricultural High School. The facility was used for physical education classes, small assemblies and basketball practice when originally constructed. The facility was renovated in 1990-91 to be used primarily by Coahoma Community College as a facility for art classes, performing arts and small assemblies. The attractive two-story building houses the Henry Dorsey Studio, the Thomas A. Richardson Studio, the Georgia A. Lewis Theater, the Eddie Mae Jackson Drama Laboratory, and the Mirian Green Writer and Artist Laboratory.

### **THE MARVIN F. SIGMON JR. VOCATIONAL/TECHNICAL BUILDING**

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

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

### **THE PINNACLE**

The Pinnacle was constructed in 1992-93. This modern air conditioned 38,000 square foot facility houses four classrooms, several offices, athlete dressing rooms, a permanent stage area, and an arena floor area for sporting events. The arena seats more than 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**

The President's Home was constructed in 1997. This beautiful one-story frame building provides 4252 square feet of living space and is located on the south end of the campus east of Friars Point Road.



### **CONTINUING EDUCATION AND COMMUNITY SERVICES**

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

### **ALUMNI ASSOCIATION**

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

### **PUBLIC RELATIONS**

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

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

**DAY STUDENTS**

Tuition (per semester) .....	\$600.00
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**

Board & Board Fee (per semester).....	\$1,422.00
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 15<sup>th</sup> (Fall Semester) or March 15th (Spring Semester). Strict adherence to these dates will be required.

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

LATE REGISTRATION .....	\$25.00
-------------------------	---------

It is very important that students register during the days provided for registration.  
 A late registration fee of \$25.00 is charged for any student who registers late.

**CLASS CHANGES AND WITHDRAWAL**

(For each class change after 1 <sup>st</sup> day of class meeting).....	\$10.00
---	---------

AUDIT FEE (per semester hour) .....	\$78.00
TRANSPORTATION FEE-BUS (per semester).....	\$200.00
OUT-OF-STATE FEE (per semester).....	\$950.00
INTERNATIONAL FEE (per semester) .....	\$1,050.00
RETURNED CHECK .....	\$30.00
PARKING PERMITS .....	\$8.00
PARKING TICKET .....	\$15.00
GRADUATION FEE .....	\$50.00
STUDENT IDENTIFICATION CARD (replacement).....	\$10.00

**EVENING STUDENTS**

Tuition (per semester hour) .....	\$78.00
Evening Registration fee .....	\$25.00
Off-Campus Fee .....	\$35.00
Publication Fee (Full-time students only/once per year).....	\$60.00

**SUMMER SCHOOL FEES**

Tuition (per semester hour) .....	\$78.00
Registration Fee (per summer term).....	\$25.00

**GRADUATION FEES**

A graduation fee of \$50.00 is required of all students who are graduating. This includes the costs of the degree/certificate and cap/gown rental.

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

### **FEE 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 of Week of Classes .....	50%

#### Summer Term

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

### **REFUNDS OF FEDERAL/STATE GRANTS AND STUDENT LOANS**

Refunds of Pell Grant/Other Federal and State Grants/ and All Other Gift Aid will begin at mid-point (usually the 9<sup>th</sup> week) of each semester.

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

### **DELINQUENT ACCOUNTS**

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

### **BOOKS AND SUPPLIES**

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

## STUDENT FINANCIAL AID

### General Information

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

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

### TO APPLY FOR FINANCIAL AID

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

### PRIORITY DEADLINES

Fall Semester	March 15
Spring Semester	November 1
Summer Session	April 15

Applications will continue to be accepted after these dates and will be considered according to the availability of funds.

### SOURCES OF FINANCIAL AID

**Federal Pell Grant**—A federal student aid program designed to provide a foundation of aid to students who demonstrate financial need. All undergraduate students enrolled for their first undergraduate degree are eligible to apply for the Pell Grant. The formula for determining need is developed by the Department of Education and approved by Congress. To be eligible for the Federal Pell Grant, a student must be a U.S. citizen (or and eligible non-citizen) or be enrolled in an eligible program. Pell Grant awards may range from \$400 to \$3,750 per year. (Subject to change).

**Federal Supplemental Educational Opportunity Grant (FSEOG)**—A federally sponsored program to provide gift aid for those students with exceptional financial need, as determined by the financial aid administrator, based on the availability of funds. SEOG awards may range from \$100 to \$4,000 per academic year.

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

**The Mississippi Resident Tuition Assistance Grant (MTAG)**—offers financial assistance to Mississippi residents attending state approved public and nonprofit two-year or four-year eligible colleges and universities. Entering freshmen must have a 2.5 high school grade point average and a 15 ACT score as well as meet other eligibility requirements as listed on the MTAG application.

**The Mississippi Eminent Scholars Grant (MESG)**—offers up to \$2,500 to Mississippi residents who are first-time Freshman attending state approved public and nonprofit two-year or four-year eligible colleges and universities. Students must have a 3.5 high school grade point average and a 29 ACT score as well as meet other eligibility requirements as listed on the MESG application.

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

**Federal Community Service Work Study Program (FCSWS)**--A component of FWS designed to encourage students to participate in community service activities. These part-time positions will be related to improving the quality of life for community service residents or to solving particular problems related to their needs.

**Federal Perkins Loan Program**--The Perkins Loans (formerly NDSL) are reserved for the neediest students. Undergraduate students may borrow up to \$3,000 per year with an aggregate limit of \$15,000. Repayment will begin six or nine months after a student ceases to be enrolled at least half-time.

**Federal Stafford Student Loan Program (Subsidized and Unsubsidized)**--Banks, credit unions, savings and loan associations and similar agencies make loan funds available for educational purposes.

**Williams D. Ford Direct Loan Program (Federal Direct Subsidized/Unsubsidized and Federal Direct Plus)**--Loan capital is provided directly to students and parents borrowers by the Federal Government rather than through private lenders as in the Federal Family Education Loan Program.

**The Federal Student Loan Program** enables a student to meet his or her educational expenses by borrowing from an eligible lender at a low interest rate. Borrowers must be enrolled at least half-time (6 hours) in an eligible program of study.

Freshman students may borrow up to \$2,625 and sophomore students may borrow up to \$3,500 per year. Students must show eligibility by filing the Free Application for Federal Student Aid.

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

Repayment will begin six months after a student ceases to be enrolled at least half-time. Applications are available at various lending institutions.

**Federal Parent Loan for Undergraduate Students (PLUS)**--The Federal PLUS loan program is a non-need based source of loan funds for parents of dependent undergraduates. Parents can borrow for each undergraduate dependent child, not to exceed the cost of attendance minus financial aid. Repayment will begin sixty (60) days after the loan is disbursed.

**Critical Needs Teacher Loan/Scholarship**--This program is available for students who commit to teach in a critical needs area of the state for three years. The recipients will receive all 4 years of college paid, including tuition, student housing, meals, books and fees. Recipients may be given up to \$1,000 in moving expenses when they begin teaching in a geographic shortage area. Also, special home loans or low-cost rental housing may be available to participants. Call 1-800-327-2980 to request an application for this program.

**William Winter Teacher Scholarship Loan Program**--This program pays up to \$1,000 per academic year for freshmen and sophomores. Students receiving assistance are expected to teach in Mississippi one year for each year of financial aid awarded. **Deadline April 1.** To request an application, call 1-800-327-2980.

#### SATISFACTORY PROGRESS FOR FINANCIAL AID

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

- a. minimum cumulative grade point average of 1.0 after one semester;
- b. minimum cumulative grade point average of 1.5 after two semesters;

- c. minimum cumulative grade point average of 2.0 after three semesters;
- d. minimum cumulative grade point average of 2.0 for all remaining semesters

Students must pass at least twelve (12) hours of the total number of hours attempted. Courses may be repeated once. Students will not receive aid for courses repeated with a grade of C or better. For computational purposes, the "NF", "NA", "W", and "I" grades count the same as "F", zero quality points.

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

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

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

#### ELIGIBILITY TIME FRAMES

Full-time students (minimum 12 hours) are expected to complete their educational program within eight semesters. Evening and part-time students are expected to complete their educational program within ten semesters. This time allotment will allow for a student's changing his/her major twice, completion of non-credit remedial courses, repetition of courses failed, or withdrawal. Receipt of any financial aid beyond this time will require approval of the Financial Aid Committee.

#### STANDARD OF SATISFACTORY PROGRESS

Satisfactory progress determination will be based on:

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

#### FINANCIAL AID PROBATION

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

#### CONDITIONAL FINANCIAL AID PROBATION (for ONE semester ONLY)

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

### **FINANCIAL AID SUSPENSION**

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

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

### **DEVELOPMENTAL COURSES**

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

### **WITHDRAWAL, "NF", "NA", AND "F" GRADES**

A student receiving "NF", "NA", and "F" grades will be treated the same as students receiving "W" grades. The student will be placed on probation. If the student does not attain the prescribed GPA after two probationary semesters, the student will be placed on financial aid suspension.

### **REINSTATEMENT AFTER FINANCIAL AID SUSPENSION**

Students may re-establish their eligibility for financial aid if they are recommended for readmission by the Academic Dean.

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

### **APPEAL PROCESS**

Any student wishing to appeal a ruling regarding the failure to meet standards for receiving financial aid may appeal to the Financial Aid Committee.

The following will be considered as a basis of appeal:

- extended illness or disability
- surgery and/or hospitalization
- loss of job or income
- death or serious illness of a member of the immediate family
- other cases deemed extenuating by the Financial Aid Administrator

The steps to appeal are as follows:

The student must submit, in writing, to the Financial Aid Office details describing the claim. Complete documentation must be furnished by the student verifying the facts of the appeal. In all cases, the burden of proof rests with the student. A Coahoma Community College faculty member or administrator who is familiar with the circumstances may be asked to supply a letter of support. Appeals based on medical or psychological problems should be accompanied by a statement from a physical or mental health professional familiar with the circumstances. This statement should be sent directly to the Financial Aid Administrator.

Once the appeal is filed, a committee will be appointed to review for appeal. The student's current semester academic record will be considered by the committee in reaching a decision.

Students will be notified by mail of the results of the appeal within approximately two weeks of the submission of the appeal and all documentation.



## GENERAL INFORMATION

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

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

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

### What Is Financial Aid?

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

**Grants are awards that you do not pay back.**

**Scholarships are awards based on academic excellence or special skills.**

**Work Programs allow you to work and earn money to help pay for college.**

**Loans are borrowed money that you must repay with interest.**

### How Eligibility Is Determined

Coahoma Community College uses the Free Application for Federal Student Aid to assess the financial condition of financial aid applicants. Information is analyzed according to the requirements of the U.S. Congress and federal, state, and institutional guidelines. Such items as income, assets, family size, marital status, number of family members in college, and family medical and dental expenses are used to determine eligibility.

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

### Students Eligibility Requirements

- Generally, have financial need.
- Have a high school diploma, a GED, or TABE (the ability to benefit) test.
- Be enrolled as a regular student in an eligible program. Eligible program includes a degree or certificate program.
- Be enrolled at least half-time—except for the campus based programs.
- Be a U. S. citizen or eligible non-citizen.
- Make satisfactory academic progress as outlined in this publication.
- Not be in default on any educational loan or owe a refund or repayment on an educational grant.
- Sign a statement of education purpose/certification statement on refunds and defaults.
- Sign an Anti-Drug Abuse Act Certification.
- Sign a statement of registration status with Selective Service, if applicable.

### Points To Remember

- YOU must initiate the Application for Financial Aid.
- YOU should be aware that applications are processed throughout the year.

- YOU must reapply for financial aid for each academic year. Aid for the summer is awarded separately.
- YOU should apply BEFORE April 1 and be guaranteed your share of available funds if eligible.
- YOU must apply for financial aid in order to get College Work-Study.
- YOU must report changes in address or status promptly.
- YOU must be an eligible student enrolled in an eligible program seeking a degree or certificate to receive aid, and must maintain satisfactory progress to continue eligibility.

#### **SCHOLARSHIPS OPERATION GUIDELINES**

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

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

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

#### **SCHOLARSHIPS**

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

Information regarding scholarship applications may be secured from the Financial Aid Office.

#### **SCHOLARSHIP POLICIES**

1. Any student on a scholarship who fails to maintain required GPA and full-time status (minimum of 12 semester hours) forfeits his/her scholarship.
2. Any student who drops out of school forfeits his/her chances of eligibility then and in the future. The student cannot resume the scholarship if he/she returns to Coahoma Community College. Extenuating circumstances should be submitted in writing to the Scholarship Committee for consideration.
3. Any student expelled because of disciplinary action forfeits his/her scholarship and will not be eligible for another scholarship.
4. If a student ceases to attend class and does not withdraw officially he/she will forfeit his/her scholarship then and in the future.
5. Any student who officially withdraws from school will not be required to pay back his/her tuition but must leave any remaining portion of the money in the scholarship account. Official withdrawal papers will be submitted to the Financial Aid Office.
6. If a student officially withdraws, he/she may be granted special approval by the College Scholarship Committee (See policy #11).
7. A student's scholarship applies directly to institution fees only (tuition, room/board, educational supplies, and other related fees).
8. A student may receive an academic scholarship for four semesters if he/she maintains required GPA and full-time status (completing 12 or more hours).

9. If a student fails to attend school in consecutive fall/spring semesters (excluding summer school), he/she will forfeit his/her academic scholarship.
10. Any student receiving a scholarship should be contacted by the donor and must be present at the scholarship awards program. If the student is unable to attend because of extenuating circumstances, these reasons should be put in writing to the Scholarship Committee.
11. The Scholarship Committee will take under advisement a student's special circumstances. To process this review a student must submit in writing and/or have an interview regarding his/her special request.
12. Any student receiving an activity scholarship, such as band, cheerleader, or choir, will risk having the scholarship automatically prorated or terminated if the student ceases to participate in the activity for which the scholarship was awarded.
13. Only the Scholarship Committee, with the approval of the President of Coahoma Community College, can make any changes in these policies.

#### **ACT SCHOLARSHIPS**

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

#### **COAHOMA COMMUNITY COLLEGE DESCRIPTIONS OF AWARDS AND SCHOLARSHIPS**

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

**THE 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 Audiovisual Education, or show some promise in that field, or an athlete in need of financial assistance. Need is the main criteria for selection as well as scholarship. The award 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 MARION M. REID AWARD** is a cash award given to a freshman from Coahoma County with good academic potential, leadership ability, and one who participates in civic activities and expresses a desire to continue his/her formal education beyond two years of college.

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

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

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

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

**THE FRIARS POINT SCHOLARSHIP AWARD** is an annual award given to a Coahoma Agricultural High school senior from Friars Point with the highest scholastic average.

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

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

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

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

**THE DELTA WIRE SCHOLARSHIP** is awarded annually to a Coahoma County student who has participated in the work-study program during high school or a summer work program and wishes to continue his/her education. The student must exhibit leadership abilities, possess a good work ethic, demonstrate outstanding job skills, and maintain at least a "B" average (3.0). The student who applies for the Delta Wire Scholarship must submit a letter of application, a resume, official copy of high school transcript, and copy/proof of high school diploma. The application process also includes completing a form and being interviewed by the Scholarship Committee.

**THE EDIE FURNISS LPN SCHOLARSHIP** is an annual \$300.00 cash award given to a graduating Practical Nursing candidate who is over 25 years of age and who has overcome many obstacles to receive her/his degree. The Edie Furniss LPN Scholarship was established in 1993 by State Senator Delma Furniss in honor of his wife who received her LPN degree at age 31 and her RN degree at age 34.

**THE FRED'S SECOND OPPORTUNITY SCHOLARSHIP** is sponsored by the Mississippi Network. The Mississippi Network will provide one (1) \$1,050 scholarship per school year to be paid on a semester basis. The Student must have a "C" average their first semester to be able to qualify for the second semester scholarship. The applicant selected for the Fred's Second Opportunity Scholarship will be chosen by the Coahoma Community College District Scholarship Committee.

**THE ERIC SHELBY SCHOLARSHIP** was established in 2000 by Alvin Shelby in memory of his brother Eric. The scholarship provides \$100 per year to an applicant who is a full-time student; has a GPA between 2.0 and 3.2; plans to further his or her education after leaving Coahoma; attends Sunday School, attend Church and assumes an active role in religious activities; is a Sophomore; and does not use drugs.

### SCHOLARSHIP REQUIREMENTS

Each scholarship applicant must have on file at Coahoma Community College the following: (1) Application for Admission; (2) ACT score report; (3) Coahoma Financial Aid Information Form; (4) Federal Financial Aid Form; (5) Completed High School Transcript on file after graduation. A variety of other scholarships are available including cheerleading, band, choir, and athletic.

Trustee Scholarship (MS Resident Only)	Full Tuition & Fees; Room & Board \$400/yr. Book Allowance	26 + ACT 3.50-4.00 HS GPA
Presidential Scholarship* (MS Resident Only)	Full Tuition & Fees Room & Board	23-25 ACT 3.25-3.49 HS GPA
Academic Scholarship*	Full Tuition & Fees	20-22 ACT 3.0 HS GPA
Valedictorian Scholarship	Full Tuition & Fees	
Salutatorian Scholarship	Full Tuition Only	
Principal Scholarship*	Full Tuition Only	
CCC Ambassadors Scholarship	\$175.00 (one time for uniform) will be Awarded CWS 21 hrs/mo (1,080)	Selection by Sponsor Committee Approval
CCC Leadership	Full Tuition & Fees	Selection to the Offices & 3.00 GPA Miss CCC SGA President Yearbook Editor Newspaper Editor
CCC Citizen	Full Tuition & Fees	Involvement in CCC community, 2.5 GPA Approval by President

\*Recommendation of Principal or Counselor

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

**SECTION THREE**

**ACADEMIC REQUIREMENTS AND REGULATIONS**

**ACADEMIC REQUIREMENTS**

**REGULATIONS**

**APPENDIX**

**TABLE OF CONTENTS**

## ADMISSIONS

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

### GENERAL ADMISSIONS POLICIES

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

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

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

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

### TYPES OF ADMISSIONS

Admissions approval is one of three types:

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

### ADMISSIONS REQUIREMENTS FOR ACADEMIC AND TECHNICAL STUDENTS

1. First time entering students seeking admission to the college should provide a transcript with proper verification from the high school attended. Students who have completed a minimum of 19 acceptable high school units but have not graduated from high school may be accepted.
2. For mature students (above 17 years of age), a satisfactory score on the high school level General Education Development Test (GED) may be accepted in lieu of certification for graduation.
3. Students should request that their American College Test (ACT) scores be mailed to the Admissions and Records Office.
4. Transfer students: A student from a college of recognized standing may be admitted to the College on the basis of an official transcript of credits from the institution previously attended. However,

transfer credit will be accepted in accordance with the following policy: a student whose transcript indicates an overall quality point average of C (2.0) or better will be allowed to transfer all courses relative to a chosen major of study. If the transcript indicates an overall average of below C, only those courses bearing grades of C or better will be accepted. All transfer degree seeking students should have their transcripts evaluated in the Office of Admissions and Records during the first semester of enrollment. Transfer students are denied admission for the period that's required if they are on academic suspension from the previous institution.

5. All applicants are required to submit a copy of their signed social security card.
6. All applicants are required to submit completed applications that are supplied by the institution.
7. All applicants are notified of their admission status as completed applications and other required admission data are received in the Admissions and Records Office. When all required admission materials are on file in the Admissions and Records Office, each applicant will be sent a "Notice of Acceptance Form" which must be presented when the applicant begins registration.

### **ADMISSIONS REQUIREMENTS FOR VOCATIONAL PROGRAMS**

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

The Practical Nursing Program admits students into this vocational training program once a year, in August. The following admission policies are either mandated by the State Department of Education, the Mississippi Board of Nursing, or Coahoma Community College. It is the applicant's responsibility to provide the required data.

- The applicant must be at least 18 years of age
- The applicant must be of good moral character, and should not have a record of conviction or a felony. Having such a record may make him/her ineligible to take the State Board Exam.
- The ACT composite score of 16, with a score of 12 in math and reading.
- The applicant must be a high school graduate or have an equivalent score on the G.E.D.
- The applicant must submit transcripts from previous colleges.
- The applicant is required to have an interview or orientation. (date to be announced).
- Each applicant must have a completed physical form, signed by a physician, on the form provided by the College. It is each applicant's responsibility to insure that this is completed and ready to turn in on or before the first day of class. Failure to provide this proof of health will prevent your starting class.
- Hepatitis B immunization is required (at applicant's expense), or a waiver must be signed.
- Immunizations must be updated and records provided. MMR immunization is required.
- A current TB Skin test must be provided.
- A current CPR card from a health care provider must be submitted on or before the first day of class.



### **ADMISSIONS REQUIREMENTS FOR EVENING STUDENTS**

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

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

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

Veterans who intend to utilize G. I. Benefits cannot be admitted to the College under special admission status and be eligible to receive financial benefits under the G. I. Bill.

### **ADMISSION OF INTERNATIONAL STUDENTS**

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

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

### **RE-ADMISSION OF FORMER STUDENTS**

A former student who not in attendance the semester prior to the one for which he/she wishes to be enrolled is required to submit an "Application for Re-Admission." A student in attendance the semester preceding the one for which he/she wishes to be enrolled does not need to submit an application for re-admission.

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

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

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

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

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

#### HOME SCHOOLING

The application of a student graduating from a homeschool program or from a non-accredited school will be referred to the Admissions/Readmission Committee and will be considered on an individual basis. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed affidavit and a written recommendation from one of the above personnel. 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 Executive Dean of the College regarding enrollment status.

## TRANSFER STUDENTS

A transfer student is defined as one who has satisfactorily completed twelve or more semester hours of college transfer credit at another regionally accredited college or university.

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

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

A student who is transferring less than twelve semester hours of credit must also meet the requirements of first-time entering students as outlined in the College Catalog. If 28 or more semester hours are accepted for transfer, a student may be admitted as a sophomore.

Students who have been in Practical Nursing programs at other schools may be granted transfer credit pending space. After sending a letter requesting a transfer, the person requesting such must see that the following information is forwarded to Coahoma Community College. Coahoma Community College must have a copy of the transcript, a letter from the last school validating that this applicant left that school in good standing, a documentation of the courses taken (course number, classroom hours, course content, course grades, clinical hours) to insure that this applicant meets Coahoma Community College admission requirements.

Transfer students must meet admission requirements (see stated requirements under admission recommendations and policies). In addition, applicants may be subject to clinical procedure check-offs if requested by the faculty. Transfer students are expected to be proficient in the competencies which the other students have at that level. The faculty reserves the right to critique previously learned clinical skills. In addition, the transfer student must be validated through a challenge test with a grade of 80% or greater.

### TRANSFER OF ACADEMIC COURSES FOR USE IN LIEU OF THE PRACTICAL NURSING COURSES:

- A. Students entering the Practical Nursing Program may use up to six hours of prior credit in designated courses. These courses must be comparable with first semester content as determined by an interview, course description and/or a grade of "C" or above must be validated through challenge tests with a grade of 80% or greater. Course work after five years is not acceptable.
- B. Students who are admitted to the practical nursing program must be full time students. Transfer credits must not exceed six (6) semester hours. Students are advised to read the course syllabus before making their final decision about using prior credit.
- C. The academic courses which may be substituted for first semester practical nursing courses are:  
HEC 1253 may be used in lieu of PNV 1113 Nutrition.  
EPY 2533 may be used in lieu of PNV 1312 Grown and Development.  
BIO 2513 & BIO 2511 Lab and BIO 2523 & 2521 Lab may be used in lieu of  
PNV 1213 Body Structure and Function.

### DUAL ENROLLMENT POLICY OR PROGRAM

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

- a. A minimum of fourteen (14) core high school units;
- b. Application for admission to Coahoma Community College

- c. Minimum ACT composite score of twenty-one (21) or the equivalent SAT score;
- d. An overall 3.0 grade point average on a 4.0 scale, or better, on all high school courses, as documented by an official high school transcript; and
- e. Unconditional letter of recommendation from their high school principal and/or guidance counselor stating ACT score and GPA.
- f. Adult Immunization record
- g. Photo copy of Social Security Card

### **EARLY ADMISSIONS PROGRAMS**

Between their junior and senior year in high school, students may earn as many as twelve semester hours college credit in summer session classes. Applicants for early admission must meet all requirements listed in a, b, c, d, e, f, and g, of the dual enrollment requirements listed above and have a minimum ACT composite of twenty-six (26) or the equivalent SAT score, and a recommendation from the principal or guidance counselors that early admission is in the best additional interest of the student and that the student's age will not prevent him/her from being successful. There is no obligation on the part of the student to enroll at Coahoma Community College after high school graduation. Credits earned by students enrolled in the Early Admissions Program are held until regular admission status is obtained at some college or university. Students enrolled in the Early Admissions Program are not permitted to receive any Federal or Institutional Financial Assistance. All regulations and fee schedules apply to Early Admissions Program students as apply to regular students.

### **GRADUATION REQUIREMENTS**

#### **Degree Programs**

Coahoma Community College awards two degrees: the Associate in Arts and Associate in Applied Science. For either degree, the minimum requirement is 63 semester hours and 125 quality point (cumulative career GPA of 2.0) based upon all courses completed.

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

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

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

1. Earn a minimum of 63 semester hours which must include 6 semester hours of English Composition, 6 semester hours of literature, 6 semester hours of Laboratory science, 3 semester hours of art or music appreciation, 6 semester hours of social science or history, 2 semester hours of physical education, 1 semester hour of orientation, 3 semester hours of oral communication, 3 semester hours of computer science, and 6 semester hours of Math to include College Algebra. The remaining 3 hours of math should exclude the selection of developmental math.
2. Earn an average of two quality points for each semester hour completed.
3. Complete the last sixteen (16) semester hours at Coahoma Community College.
4. Satisfactorily meet his/her financial obligations at Coahoma Community College.

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

1. Complete the course requirements of the appropriate curriculum outlined in the catalog.
2. Earn an average of two quality points for each semester hour completed.
3. Complete the last sixteen (16) semester hours at Coahoma Community College.
4. Satisfactorily meet his/her financial obligations at Coahoma Community College.

Exceptions:

1. A student may comply with the catalog requirements of the first two years of the specific four-year accredited institution to which he/she will transfer. However, the student must provide the Director of Admissions and Records and the appropriate instructional dean with the name of the institution within the **first month** of the **second semester** of the student's **freshman year**.
2. A student who is physically disabled may earn equivalent semester hours in lieu of those required in general activities if his/her claim is verified by a written statement from a physician and approved by the appropriate instructional dean.

#### **Certificate Programs**

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

1. Satisfactorily complete all courses in the chosen program as indicated in the catalog.
2. Complete the final semester as a full-time student at Coahoma Community College.
3. Satisfactorily meet his/her financial obligations at Coahoma Community College.

Exception:

In order for a student to be eligible for graduation they must have completed PN course requirements with a grade of C or above.

#### **State Board Of Examination**

Students who successfully complete the program requirements for Coahoma Community College Practical Nursing Program will be recommended to write the NCLEX-PN. This licensure examination is taken on computer and will be scheduled for each individual applicant.

The Board of Nursing in the jurisdiction in which the student makes application to take the licensure exam determines eligibility. This is based on the student's application and school transcript. Any student who has been convicted of, pled no test no, or have charges pending for a felony or misdemeanor in any state or jurisdiction; must report this to the Board of Nursing. The board will consider the nature of the charges and determine eligibility. Completion of the Coahoma Community College Practical Nursing Program does not guarantee approval to take the licensure exam. Only the Board of Nursing can give this approval.

#### **EARNING A SECOND DEGREE FROM COAHOMA**

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

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

A Coahoma Community College student who has received an AA degree may earn an AAS degree by completing the degree requirements.

A student who wishes to earn a second degree should request a transcript evaluation by the Executive Dean prior to enrolling for courses.

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

#### **LETTER OF APPLICATION FOR GRADUATION**

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

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

The graduation fees cover the cost of certificate/degree, cap, and gown. These fees must be paid whether or not the student participates in the formal exercises. All financial obligations to the institution must also be cleared with a (zero) balance.

A transfer student must complete sixteen (16) hours in residency at Coahoma concurrent before a degree is awarded.

#### **REGISTRATION**

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

#### **CHANGE OF SCHEDULE**

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

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

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

#### **DIRECTED INDEPENDENT STUDY (DIS)**

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

1. Possesses an overall grade point average of 2.0;
2. Enters into a contractual agreement with the instructor of the courses desired;
3. Enrolls in scheduled course, but has not dropped that course due to insufficient enrollment;
4. Shows where circumstances beyond his/her control would prevent him/her from enrolling in a course prescribed in his/her program.
5. No student entering as a first semester freshman or first-time student will be permitted to enroll in a DIS course.

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

#### STUDENT LOAD

The minimum number of semester hours which classifies one as a full-time student is twelve (12). The "normal student load" is fifteen (15) to nineteen (19) hours. In order for a student to carry a load in excess of the "normal student load," the student must receive permission from the appropriate instructional dean. Students who have been placed on academic probation or who are taking remedial courses are advised to reduce the number of hours to (12), and they may not take more than fourteen (14) hours without first securing the permission of that instructional dean.

#### CLASSIFICATION OF STUDENTS

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

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

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

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

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

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

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

**Returning student**--a student who has previously attended Coahoma Community College and earned credits, stopped attending, did not last semester, and is now returning.

**Transfer student**--a student who has earned credit at another accredited college or university and plans to enroll at Coahoma Community College. This student will be unable to enroll at Coahoma Community College if he/she has been expelled from another college or university. However, a student who received an administrative or judicial suspension, must appeal to the Admissions/Readmission Committee before being accepted.

## SEMESTER HOURS CREDIT

Coahoma Community College operates on the semester system, having changed from the quarter system in the fall of 1976. Semester hour credit is determined by the number of hours a course meets per week. A course which gives three semester hours credit will normally meet for the three lecture/recitation hours per week or for two lecture/recitation hours and two laboratory hours per week or, for some, a combination of the above.

## AUDITING COURSES

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

## EXAMINATIONS

Examinations are given periodically during the academic year. The academic year is divided into two semesters and two summer sessions. Each semester is approximately seventeen weeks in length and each summer session is approximately five weeks in length. All students are required to take a written examination at the time designated on the schedule.

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

## INCOMPLETE GRADES

The grade of "I" (Incomplete) indicates that the student has not completed the 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 following the semester in which the "I" was received or not later than the next semester in which the course is taught. If the student fails to complete the course within the specified time, the grade of "F" will be recorded by the Office of Admissions and Records. The student has the responsibility of making the necessary arrangements with the instructor concerned. In some cases, an Audit Fee may be charged in order to remove an "I".

## GRADE SCALE/GRADE DESCRIPTIONS AND CHANGE OF GRADES

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

GRADE	SCALE	QUALITY POINTS
A - Excellent	92 - 100	4
B - Good	83 - 91	3
C - Average	74 - 82	2
D - Poor	65 - 73	1
F - Failure	Below 65	0
I - Incomplete		0
NA - Non-Attendance		0
WF - Withdrawal Failing		0
WP - Withdrawal Passing		0
NF - Excessive Absentees		0
Z - Unassigned grade		0



In the Practical Nursing Program the grading system is:

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

Student must have a final grade of 80 in each subject (lecture, lab, and clinical) in order to progress in the program.

#### **Grade Descriptions**

I--This grade will be assigned when a student has missed classwork (including exams) which can be reasonable made up in the time specified in the college catalog.

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

NF--This grade will be assigned when a student stops attending class and the unexcused absences exceed the number allowed under current policy. The instructor must assign the "NF" at the point where the absences exceed the allowable number. The date of attendance should then be reported to the Admissions and Records and Financial Aid Offices through the department chairman, and the appropriate dean. In terms of determining academic progress, the "NF" will be calculated in the total hours attempted and carry a quality point value of 0.

NA--This grade will be assigned when a student registers in a class but fails to attend and failed to officially drop the class. In terms of determining academic progress, the "NA" will be calculated in the total hours attempted and carry a quality point value of 0.

WP and WF--A grade of "WP" or "WF" is recorded if the student officially withdraws before the scheduled time for the final examination. In terms of determining academic progress, the "WP" or "WF" 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 admissions and records office by the instructor at the time that grades are posted for releasing to the students at the end of each semester. A corrected grade will be assigned when received in the admissions and records office.

#### **Change of Grades**

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

#### **Grade Reports**

A report of the student's work is made at mid-term and at the end of each semester. Grade reports are mailed to the student's mailing address at the end of each semester enrolled.

### **Student Grade Appeal Policy**

Students who feel that they have been treated unfairly may appeal as follows:

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

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

### **QUALITY POINTS**

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

To be in good standing academically, students are required to earn a 2.0 average on the 4.0 system.

Each grade reported as having been earned by the student at the end of a semester or summer term will be included in computing his/her grade point average. The student should observe that the grade "F" carries zero quality points and will be included in the computation. The grade of "I" will not be computed until after some disposition has been made concerning it. (See section on INCOMPLETE GRADE.) The grade of "WF" or "WP" will not affect the student's grade point average. The student should be reminded, however, that the unofficial withdrawal from any class will result in the recording of the grade of "NF".

### **REPEATED COURSES**

On any course which is repeated, the grade recorded last will be considered when computing the student's cumulative grade point average except for the selection of valedictorian and salutatorian ranking of highest honors. The first initial grades will be computed for the two highest honor positions. A (/) sign will be recorded over the initial grade earned upon receipt of the new grade in the records office.

### **HONORS**

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

Students who earn an average of 3.0 for each semester hour will graduate with honor; those who earn an average of 3.5 for each semester hour will graduate with high honor; and those who earn an average of 3.8 or more for each semester hour will graduate with highest honor. The two graduating students with the highest averages that have completed their requirements in two consecutive years carrying a full load of 15 hours or more will be valedictorian and salutatorian, respectively. A minimum quality point average of 2.0 is required for graduation from the College.

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

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

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

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

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

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

After completing four semesters of work, the student must have and maintain a 2.0 GPA. Students failing to achieve and maintain this average will be suspended from the College and will be re-admitted only at the discretion of the appropriate dean.

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

#### **CLASS ATTENDANCE POLICIES AND PROCEDURES**

Regular class attendance and punctuality are expected. All arrangements for completing missed work are to be made with the instructor. It is the STUDENT'S responsibility to initiate these arrangements.

Excessive absences may result in loss of credit for the course concerned as well as loss of grant refunds and/or financial aid eligibility.

The nature of the educational programs in Coahoma Community College is such that it is necessary for every student to attend class regularly. Instructors will keep accurate class records, and those records will become part of the student's official record.

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

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

#### **Academic and Technical Courses**

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

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

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

### Vocational Programs

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

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

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

Attendance in the Practical Nursing Program is carefully monitored, and the student is permitted a limited number of absences as directed by the State Department of Education and Coahoma Community College. Each student must be familiar with the attendance policy, as stated in the Coahoma Community College Handbook and on the individual course syllabus sheets. Each course syllabus is very specific about the attendance in that class, and careful records are maintained. The following is information about attendance that each student should become familiar with.

·Absence and/or Tardy Form: When a student is absent or tardy from any class, lab or clinical, this form must be completed and signed before attending the next class period. It will save time and effort for you if this is completed prior to class time. The forms will be kept and attendance added to a cumulative record kept in the coordinator's office or appointee.

·Calling: Each student is expected to assume responsibility for calling a faculty member, or getting a message to the instructor when he/she will not be in class.

·Absences: The student is allowed to miss no more than three (3) days per 1<sup>st</sup> and 2<sup>nd</sup> semester and two (2) days during the Summer Semester for a total of not more than eight (8) days during the twelve month program.

·Tardies: Students are expected to be prompt in arriving for all classes. A tardy means arriving five (5) minutes after the class begins, or not arriving at your clinical assigned area at 6:45 a.m. If a student arrives tardy, he/she must complete an absence/tardy slip before being permitted to attend class/clinical. Three (3) tardies in a class=one day absence.

Students are advised to give the advisor's name and the faculty telephone number to family members in the event of an emergency. When it is necessary to contact the student, it is recommended that this contact be made through the advisor. Also, please advise family members to call only regarding emergencies.

A student may not remain in the program beyond the eighth month of pregnancy without the written approval of her physician. The end of a semester should be considered in taking maternity leave from the program. The student may re-enter a future program and she will not have to repeat the subjects in units she has successfully completed.

Weather/School Closure: The President, may declare the school "closed" during bad weather. When such weather persists, students are advised to listen to the TV or radio for an announcement. This announcement will be made very early. Absence without an official closure is treated as an unexcused absence unless there is a danger for the student to drive.

#### Class Cancellation Policy

The minimum enrollment in each class should be ten students. The College reserves the right to cancel any course in which less than ten students enroll.

#### WITHDRAWAL PROCEDURES

Students officially withdrawing from school completely, should initiate the process at the admissions office. The Admissions Office will issue the proper form and inform the student of the procedures to be followed. A student who officially withdraws will receive final grades of "WF" or "WP" in all classes. The withdrawal process must be completed one week prior to the beginning of final exams. Official withdrawal fee of \$25.00 is required.

1. Academic/Technical and Vocational Students
  - A. Return Student I.D. to the Admissions Office
  - B. Obtain withdrawal slip from Admissions Office
  - C. Obtain Signature from:
    1. Divisional Dean, Financial Aid Director, Housing Director (Dormitory students only), and Business ManagerCopies of Official withdrawal will be disseminated to:
    - (1) Registrar/Veteran's Coordinator
    - (2) Business Office
    - (3) Financial Aid Office
    - (4) Student
  - D. Return withdrawal slip to Admissions Office after obtaining proper signatures. Withdrawal is not official until student returns withdrawal slip to Admissions Office.

#### EVENING CLASSES

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

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

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

The regular academic, technical, and vocational evening classes are an extension of the college program. They provide educational opportunities for people who are unable to attend regular day classes. The courses offered are taught by the regular faculty members or instructors with equivalent qualifications. Classes are scheduled between 6 and 10 p.m. weekdays and on Saturdays when necessary. These requirements are the same as for regular day students.

#### **SUMMER SCHOOL**

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

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

The summer session for day classes is approximately eight weeks, divided into four-week terms. The "normal student class load" is six semester hours per term. The summer session for evening classes is eight continuous weeks. The normal class load is six semester hours. Detailed information concerning course offerings, admissions requirements, fees, and facilities will be available by April 1. Additional information may be obtained from the Office of Admissions and Records, Office of Continuing Education, and Office of the Academic Dean.

#### **ACADEMIC RECORDS**

Student records management is under the supervision of the Director of Admissions and Records and includes a consistent retention and disposal policy. The records are the property of the College; however, the Director of Admissions and Records will honor a students' written request that his/her official academic records not be released or information contained in his/her records not be disclosed. Unless there is written request to the contrary, the following information will be made available to parents, spouses, prospective employees, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for membership, and organizations awarding financial assistance (grants, scholarships and loans): name, date and place of birth, address, dates of attendance, major field of study, and quality point average (GPA). Transcripts are released only at the request of the student, and in compliance with the Privacy Act of 1974, or in compliance with court order.

#### **TRANSCRIPTS**

Transcripts are released only upon written and signed requests by the student. A fee of three dollars (\$3) is charged for each copy. Personal checks will not be accepted. A fax transcript will be sent for an additional fee of \$10.00 if requested by the student with a written signature and social security number. Note: faxed copies of transcripts are "working copies" only.

#### **FAMILY EDUCATIONAL PRIVACY RIGHTS ACT**

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

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

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want 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 or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

4. The right to file a complaint with a U. S. Department of Education concerning alleged failures by Coahoma Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

## VETERANS

Coahoma Community College is an approved institution for providing educational training for veterans, spouse 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.

### Admissions Requirements

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

### **Previous Education and Training Records**

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

### **Progress Records**

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

### **Changing Enrollment Status**

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

### **Attendance**

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

### **Reports of the Veterans Administration**

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

### **RESIDENCY REQUIREMENTS**

A legal resident of Mississippi is defined as a person who has lived within the state for the past six consecutive months with a legal guardian, spouse of a legal residency or head of household. Several documents must be produced for proof of residency. A list of these documents can be requested from the Office of Admissions and Records. An out-of-district resident is defined as a person who does not live within Bolivar, Coahoma, Quitman, Tallahatchie and Tunica counties, but does live in some other county in Mississippi. An out-of-state resident is defined as a person who has not lived in the state of Mississippi for the past six consecutive months. Accordingly, application for admission to Coahoma Community College falls into one of three categories: (1) "District" which includes Bolivar, Coahoma, Quitman, Tallahatchie and Tunica counties; (2) "Non-District" which includes other Mississippi counties, and (3) "Out-of-state." The student is responsible for identifying and enrolling under the appropriate residential status.

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

### **FOLLOW-UP AND PLACEMENT**

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



## SECTION FOUR

### STUDENT DEVELOPMENT SERVICES

## STUDENT DEVELOPMENT SERVICES OBJECTIVES

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

The Student Development Program objectives are as follows:

- a. To provide multiple non-teaching services that aid the student in developing socially, academically, and professionally as he/she participates in the programs the school provides.
- b. To develop good citizens by providing a democratic setting and an atmosphere of learning in which students may develop individually and collectively through co-curricular activities.
- c. To assist students in setting attainable goals and making the beginning step toward those goals in the transfer program and becoming "job ready" through the terminal program.
- d. To screen students and provide for them developmental programs and appropriate counseling predicated upon their individual needs and desire for assistance.

The Student Development Program provides the following services:

- a. Orientation
- b. Counseling and Guidance Services
- c. Testing Services
- d. Health Services
- e. Housing Services
- f. Student Organizations
- g. Religious Life
- h. Career Planning, Placement and Follow-Up
- i. Student Life
- j. Student Discipline
- k. Student Government
- l. Campus Police
- m. Financial Aid
- n. Publications (Newspaper & Yearbook)

## ORIENTATION

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

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

## MANDATORY TESTING AND PLACEMENT PROCEDURE

Placement is mandatory for all entering first year students (including on-campus and off-campus evening students) whose declared program of study is academic or technical and who began their college studies after the spring session of 1996.

The college will utilize sub-scores of ACT or Freshman Placement Examination for placement purposes. Any student desiring to challenge the ACT test results for placement may have the opportunity to take a challenge test prior to registration (by appointment only) or upon his/her first day of class.

The following scale will be used:

<u>English ACT Score</u>	<u>Place In</u>
14 or less	ENG 1103
15 or above	ENG 1113
<u>Reading ACT Score</u>	<u>Place In</u>
14 or less	REA 1103
15 or above	No Reading Course Required
<u>Math ACT Score</u>	<u>Place In</u>
15 or less	MAT 1103
16 or above	MAT 1313

Students who take the challenge test and score below standard are placed in developmental courses in reading, English, and/or mathematics. If after having completed 1103 English, reading, and/or math, evaluations by the instructor/chairperson will be used to determine if the student needs to enroll in 1203 English, reading, and/or math which is a continuation of 1103. Developmental courses **ARE NOT** used to meet credit hour requirements for graduation.

## ACADEMIC ADVISEMENT/CAREER CENTER

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

Counselors are available to help each student reach his/her highest potential. Students are welcome to visit the center for assistance as needed. Referral services are also available.

## DRUG AND ALCOHOL POLICY

The 1989 Drug Free School and Communities Act Amendment requires Coahoma Community College to certify that it has adopted and implemented a program that cautions students and employees about the dangerous aspects of alcohol and drug abuse.

Coahoma prohibits the manufacture, distribution, dispensing, possession or use of alcoholic beverages and controlled substances on campus and at all school sponsored functions.

The possession or consumption of alcoholic beverages or controlled substances or the possession of alcoholic beverages, substance abuse containers, or paraphernalia (regardless of age) is prohibited.

## STUDENT CONSUMER INFORMATION

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

The financial aid office will provide this information to students requesting it or help students obtain the information.

## DUE PROCESS

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

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

## CAMPUS SECURITY

The campus police force is responsible for the general safety, protection, and security of students, faculty, and property of the College. In this regard, it is particularly concerned with the following responsibilities:

1. The enforcement of campus traffic regulations.
2. The maintenance of sound security measures regarding the properties belonging to the College.
3. The performance of other duties regarding social conduct as stated in the student handbook.
4. The enforcement of all laws of the state, county, city, and College will fall under its jurisdiction.

The campus police officers are charged with the duties and vested with all the powers of police officers. They may eject trespassers from the College buildings and grounds and may, without warrant, arrest any person guilty of disorderly conduct, trespassing on the property of the College, or for any public offense committed in their presence. The campus police should be contacted for assistance on any questions of security, auto ownership, parking and traffic.

### **STUDENT HEALTH SERVICES**

Student Health Services is located on the second floor of the Z. A. Barron Student Union Building. The college nurse is available five days a week, Monday through Friday, from 9:00 a.m. to 1:00 p.m. to discuss any questions or help students in regard to physical disorder or health related matters, and to provide emergency first-aid treatment. However, it is recommended that students subscribe to the Student Health Insurance program or have a private policy that provides medical and surgical benefits. The Student Health Insurance program may be purchased during registration or at any time during the semester. See the college nurse for more information.

In cases of emergency, the college nurse makes use of the local doctors or Northwest Mississippi Regional Medical Center in Clarksdale. Local ambulance service is available.

The college nurse is equipped to take students' temperature, blood pressure, pulse and respiration. If necessary, other services can be arranged through local agencies. Health information and materials are also available in the center.

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

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

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

Notification of non-compliance of these regulations will be made by the Dean of Students.

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

### **RELIGIOUS LIFE**

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

## ZEE A. BARRON STUDENT UNION

The Zee A. Barron Union is the community of the College for all members for the College family, students, faculty, staff, administration, alumni, and guests. It is not just a building; it is also an organization and a program. Together, they represent a well-considered plan for the community life of the College. The Union houses the cafeteria, snack bar, bookstore, game room, bowling alley, career center, health services, college athletics, Dean of Students, and Student Government Association.

## CLUBS AND ORGANIZATIONS

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

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

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

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

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

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

The objectives of this club are as follows:

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

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

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

**THE BAND:** The Community College band has achieved acclaim for its proficiency and is very popular. The band, which is an essential part of campus activities, participates regularly in off-campus activities.

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

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

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

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

**VOCATIONAL INDUSTRIAL CLUBS OF AMERICA(VICA):** VICA is the official student organization for those individuals enrolled in trade, industrial, technical, and training programs. As an integral part of the instructional program, the club activities that are planned, initiated, and conducted by members help the students develop social and leadership abilities as well as occupational skills. All vocational and technical students are expected to be "active" and "supportive" in club activities.

**HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA), INC:** HOSA is a non-profit, 501 © (3) , educational association of student members preparing for health care careers. HOSA, the student association, has three divisions: secondary (students enrolled in high school who have not yet received a high school diploma); postsecondary (students who have graduated from high school but are not pursuing a baccalaureate degree); and collegiate (students seeking a baccalaureate degree). Students are required to be a member of HOSA.

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

**PHI THETA KAPPA (ALPHA OMICRON PI CHAPTER):** A national junior college honorary society promoting scholarship, leadership and the development of character. Eligibility for membership includes a grade-point average (GPA) of 3.50 or better, evidence of good character and membership in extra-curricula activities. In addition, students desirous of joining the society must have completed a minimum of twelve (12) semester hours at Coahoma Community College and must be enrolled for a minimum of twelve academic semester hours during the semester he/she is elected to the society. The present (changes periodically) initiation fee of \$30.00 is a one-time assessment. Students who become members are eligible for academic scholarships set up specifically for them at numerous colleges and universities throughout the United States.

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

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

### **STUDENT RIGHTS AND RESPONSIBILITIES**

In order to assure that all students are familiar with their rights and responsibilities, Coahoma Community College provides the following information.

#### **STUDENT RIGHTS**

In order to provide conditions indispensable to the full achievement of the objectives of higher education, Coahoma Community College guarantees the following to all students:

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

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

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

#### **SEXUAL HARASSMENT POLICY & PROCEDURES**

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

When people feel coerced, threatened, intimidated or otherwise pressured by others into granting sexual favors, or are singled out for ridicule or abuse because of their gender, their academic and/or work performance is likely to suffer. Such actions violate the dignity of the individual and the integrity of the College as an institution of learning.



### **How Do You Know If You Are Being Harassed???**

Sexual harassment is unwanted and unwelcomed sexual behavior which interferes with your life. It can be...

- touching or grabbing
- comments about your body
- sexual remarks or suggestions
- conversations that are too personal
- pornographic pictures or stories
- dirty jokes
- obscene gestures
- offensive displays of sex related objects or staring in a way that seems too personal.

Students and employees sometimes may be unsure about whether they are being sexually harassed. Sometimes it is difficult to tell the difference between sexual harassment and flirting and/or teasing. There is a difference; flirting feels good, harassment feels bad. Harassment is unwanted; it makes people feel trapped and helpless, frustrated, confused, resentful and/or angry.

### **If You Believe You Are Being Sexually Harassed...**

Sexual harassment is a serious matter. You do not have to tolerate any behavior that is offensive, humiliating, threatening or unwelcome. Any employee or student who believes he/she has been the victim of sexual harassment or intimidation is encouraged to report the incident(s) or action(s) as soon as possible to any or all of the following:

1. the harasser, requesting that the action stops immediately
2. the immediate supervisor of the harasser or department chair of the harasser
3. the college EEO Officer (Mrs. Bonita Amos, Student Union Building, 2<sup>nd</sup> floor, 627-2571, ext. 142).
4. Campus police chief (Student Union Building, 1<sup>st</sup> floor, 627-5446, ext. 226).

### **CODE OF STUDENT CONDUCT**

Students who register at Coahoma Community College agree to conform to its rules, regulations and policies and are subject to disciplinary actions upon violation of these rules, regulations and policies.

All rules, regulations, and policies governing student behavior and conduct on and off campus are established by a committee composed of administrators, faculty, staff, and students. The Judicial Council will act as the official agency for the disposition of all cases involving punitive measures.

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

One of the purposes of Coahoma Community College is to assist each student in developing his/her potential as a mature person and enhance his/her ability to contribute to society. You, the student of this Institution, are in a position of social responsibility and moral behavior. Generally, college students have reached the age of maturity; therefore, you must assume the major responsibility for your own success in college as well as success in other endeavors.

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

Some acts of misconduct which are unacceptable and subject to disciplinary action are:

1. The possession, sale, consumption, manufacture, distribution, or creation of a control substance (illegal drugs) as stated in Section 41-29-139 of the Mississippi statute is unlawful on campus or at any activity or social event sponsored by a club or organization of the college.
2. Possession of paraphernalia as defined in Section 41-29-105 9v and 41-29-139 (d) on campus or at any activity or social event sponsored by a club or organization of the college.
3. Possession, consumption, or indication by and of the senses or otherwise evidence of being under the influence of any intoxicating beverage on campus or at any activity or social event sponsored by a club or organization of the college.
4. Vandalism: Destroying, damaging, or defacing the college, state, federal, public or private property.
5. Indecent exposure, inappropriate or extreme in dress.
6. Firearms: Possession of or keeping firearms, explosive, or fireworks on campus.
7. Traffic Violation: Repeated traffic violations or failure to register a motor vehicle.
8. Cheating: Cheating on tests, examinations, term papers, etc. or stealing.
9. Cutting lines on the campus (cafeteria, registration, etc.)
10. Producing noise and loud music that disrupts study or the teaching-learning process on campus. Radios and tape/disc cannot be played in the union or placed in windows in dormitory (this includes speakers).
11. Moving or exchanging furniture (anywhere on the campus) without special permission or abusing and destroying college property.
12. Using profane or vulgar language in routine expression and/or mental attack on another person.
13. Carrying food or utensils from the cafeteria without permission.
14. Entering academic or other buildings after the school day without special permission.
15. Loitering in the high school and college buildings.
16. Littering the campus and buildings and grounds or trespassing.
17. Displaying unbecoming behavior during school-sponsored activities.
18. Coahoma Community College is a smoke free campus. Smoking is not allowed in buildings.
19. Permitting and/or using another person's ID or meal card.
20. Pets are not allowed on campus or in the Residence Halls (does not apply to guide dog).
21. Gambling in any form.
22. Possessing or using instruments, devices, or weapons which endanger the safety of others.
23. Breaking and entering (dormitory rooms or buildings).

24. Obstruction of free flow of traffic (pedestrian and vehicular) on college owned property.
25. Participation in a riot, raid, or unauthorized demonstration or gathering or refusing to leave the scene of such when ordered to do so by an authorized official.
26. Forgery, falsification or plagiarizing.
27. Unauthorized possession or use of a key to any college facility or property.
28. Failure to comply with direction of college official and/or campus police acting in performance of their duties and to identify one's self to these officials when requested to do so.
29. Falsifying records, and giving false information willfully is prohibited. This includes oral or written statements to college officials, faculty, or staff.
30. Forgery - (alteration or misuse of college documents, records, or identification cards is prohibited).
31. Disregarding financial obligation to Coahoma Community College.
32. Assault of any kind on any resident, college employee, or any person.
33. Setting of, or adding to, unauthorized fires on college property. Also included tampering with, destroying, or discharging any fire safety equipment, fire extinguisher, or causing any false alarms.
34. Students are not allowed to wear or display any gang symbols, to act or speak in ways that show gang affiliation, and that encourage gang activity.

Gang activity has become prevalent and dangerous in the Mississippi Delta. Students who are found to be engaging in such activity on Coahoma Community College campus will be subject to disciplinary action.

Violations of the Code of Student Conduct or infractions that will result in reprimands, demerits, fines, and/or other disciplinary action, withdrawal, dismissal, suspension, or expulsion. Fines may range from \$10 to \$100.

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

NOTE: Suspension varies in length.

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

**SECTION FIVE**  
**PROGRAMS OF STUDY**

**Academic**

Accounting  
Art  
Athletic Administration & Coaching  
Biology  
Chemistry  
Child Development  
Computer Science  
Criminal Justice  
Early Childhood Education  
Elementary Education  
English  
General Business  
General Education  
Health, Physical Education, and Recreation  
Mathematics  
Mathematics Education  
Pre-Dental Hygiene  
Pre-Health Information Management  
Pre-Law  
Pre-Medical  
Pre-Medical Technology  
Pre-Nursing  
Pre-Occupational Therapy  
Pre-Optometry  
Pre-Pharmacy  
Pre-Physical Therapy  
Radio & Television Broadcasting  
Recreation  
Social Science  
Social Science Education  
Social Work

**Vocational and Technical**

Business and Office Systems Technology  
Child Development Technology  
Collision Repair Technology  
Hotel and Restaurant Management Technology  
Industrial Maintenance Mechanics Technology  
Residential Carpentry Technology  
Barber/Stylist  
Barbering Instructor Training  
Cosmetology  
Cosmetology Teacher Training  
Practical Nursing  
Welder/Welding Technology

## DEPARTMENT OF BUSINESS

### ACCOUNTING

(Leading to B. S. degree)

Major Code: 268

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

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

#### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization II	3
BIO 1133 General Biology I	3	BOA 1113 Elementary Typewriting or	
BIO 1131 General Biology Lab I	1	CSC 1113 Intro. to Comp. Concepts	3
MAT 1313 College Algebra	3	MAT 1323 Trigonometry	3
ART 1113 Art Appreciation or		SPT 1113 Oral Communication	3
MUS 1113 Music Appreciation	3	HPR 1121 General Activities	<u>1</u>
HPR 1111 General Activities	1		16
EDU 1311 Orientation	<u>1</u>		
	18		

#### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2223 American Literature or		CSC 1123 Microcomputer Appli.	3
ENG 2423 World Literature	3	ACC 1223 Prin. of Accounting II	3
BAD 2413 Legal Envir. of Bus.	3	SEC 2613 Business Comm. I	3
ACC 1213 Prin. of Accounting I	3	ECO 2123 Prin. of Economics II	3
PHY 2242 Physical Sci. I	2	PSY 1513 General Psychology	<u>3</u>
PHY 2241 Physical Sci. Lab I	1		15
ECO 2113 Prin. of Economics I	3		
MAT 1333 Finite Mathematics	<u>3</u>		
	18		

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

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

## GENERAL BUSINESS

(Leading to B. S. degree)

Major Code: 211

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

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

### Freshman Year

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

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BAD 2513 Prin. of Management	3	SPT 1113 Oral Communication	3
BAD 2413 Legal Envir. of Bus.	3	BAD 2213 Prin. of Marketing	3
ACC 1213 Prin. of Accounting I	3	ACC 1223 Prin. of Accounting II	3
ECO 2113 Prin. of Economics I	3	SEC 2613 Bus. Communication	3
CSC 1123 Microcomputer Appli.	3	ECO 2123 Prin. of Economics II	3
ENG 2223 American Literature or		PSC 1113 American National Government	<u>3</u>
ENG 2423 World Literature	<u>3</u>		18
	18		

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

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

**DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGE**

**ENGLISH**  
(Leading to B. S. degree)  
Major Code: 140

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

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

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
MFL 1213 Elementary Spanish I	3	MFL 1223 Elementary Spanish II	3
BIO 1133 General Biology I	3	BIO 1143 General Biology II	3
BIO 1131 General Biology Lab I	1	BIO 1141 General Biology Lab II	1
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization II	3
JOU 1313 Prin. of Journ.	3	PSY 1513 General Psychology	3
EDU 1311 Orientation	<u>1</u>	CSC 1113 Intro. to Comp. Concepts	<u>3</u>
	17		19

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2223 American Literature or		ENG 2233 American Language or	
ENG 2423 World Literature	3	ENG 2433 World Literature	3
MFL 2213 Intermediate Spanish I	3	MFL 2223 Intermediate Spanish II	3
MAT 1313 College Algebra	3	SPT 1113 Oral Communication	3
*Social/Behavior Science Elective	3	*Social/Behavior Science Elective	3
PHY 2242 Physical Sci. I	2	PHY 2252 Physical Sci. II	2
PHY 2241 Physical Sci. Lab I	1	PHY 2251 Physical Sci. Lab II	1
ART 1113 Art Appreciation or		HPR 1121 General Activities	<u>1</u>
MUS 1113 Music Appreciation	3		16
HPR 1111 General Activities	<u>1</u>		
	19		

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

\*Suggested elective(s) - Introduction to Sociology, and Marriage and Family.

## RADIO & TELEVISION BROADCASTING

(Leading to B. S. degree)

Major Code: 232

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
MFL 1213 Elementary Spanish I	3	MFL 1223 Elementary Spanish II	3
BIO 1133 General Biology I	3	BIO 1143 General Biology II	3
BIO 1131 General Biology Lab I	1	BIO 1141 General Biology Lab II	1
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization II	3
COM 1413 Fund. of Broadcasting	3	JOU 1313 Prin. of Journ. I	3
HPR 1111 General Activities	1	HPR 1121 General Activities	<u>1</u>
EDU 1311 Orientation	<u>1</u>		17
	18		

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2223 American Literature or		ENG 2233 American Literature or	
ENG 2423 World Literature	3	ENG 2433 World Literature	3
MFL 2213 Intermediate Spanish I	3	MFL 2223 Intermediate Spanish II	3
MAT 1313 College Algebra	3	SPT 1113 Oral Communication	3
CSC 1113 Intro. to Comp. Concepts	3	MAT 1323 Trigonometry	3
PSY 1513 General Psychology	3	JOU 1323 Prin. of Journ. II	3
ART 1113 Art Appreciation or		*Social/Behavior Science Elective	<u>3</u>
MUS 1113 Music Appreciation	<u>3</u>		18
	18		

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

\*Suggested elective(s) - Introduction to Sociology, and Marriage and Family.



## DEPARTMENT OF FINE ARTS

### ART

(Leading to B. S. degree)

Major Code: 269

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

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

#### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization II	3
SOC 2113 Intro. to Sociology	3	MAT 1313 College Algebra	3
ART 1213 Introductory Art	3	BIO 1143 General Biology II	3
BIO 1133 General Biology I	3	BIO 1141 General Biology Lab II	1
BIO 1131 General Biology Lab I	1	ART 1413 Design I	3
EDU 1311 Orientation	<u>1</u>	CSC 1113 Intro. to Comp. Concepts	<u>3</u>
	17		19

#### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2223 American Literature I or		ENG 2233 American Literature II or	
ENG 2423 World Literature I	3	ENG 2433 World Literature II	3
PHY 2242 Physical Sci. I	2	PHY 2252 Physical Sci. II	2
PHY 2241 Physical Sci. Lab I	1	PHY 2251 Physical Sci. Lab II	1
ART 1313 Drawing I	3	ART 1323 Drawing II	3
PSY 1513 General Psychology	3	SPT 1113 Oral Communication	3
ART 2713 Art History I	<u>3</u>	ART 2723 Art History II	3
	15	ART 2513 Painting	<u>3</u>
			18

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

\*Suggested elective(s) - Introduction to Sociology, and Marriage and Family.

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

**DEPARTMENT OF HEALTH, PHYSICAL EDUCATION AND RECREATION**

**ATHLETIC ADMINISTRATION & COACHING**

(Leading to B. S. degree)

Major Code: 220

The Department of Health, Physical Education, and Recreation has as its primary role the preparation of prospective health educators, physical educators, recreation leaders, athletic administrators, and coaches who plan to continue their education beyond the two-year college level.

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

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization II	3
HPR 1313 Intro. to HPR	3	HPR 1223 Per. & Comm. Health	3
HPR 1551 Conditioning & Weight Training	1	MAT 1313 College Algebra	3
PHY 2242 Physical Science I	2	PSY 1513 General Psychology	3
PHY 2241 Physical Science Lab I	1	HPR 1121 General Activities II	<u>1</u>
EDU 1311 Orientation	1		16
HPR 1111 General Activities I	<u>1</u>		
	15		

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2223 American Literature I or		ENG 2233 American Literature II or	
ENG 2423 World Literature I	3	ENG 2433 World Literature II	3
BIO 2513 Hum. Anat. & Phy. I	3	SPT 1113 Oral Communication	3
BIO 2511 Hum. Anat. & Phy. Lab I	1	*Soc./Behav. Science Elective	3
ART 1113 Art Appreciation or		BIO 2523 Hum. Anat. & Phy. II	3
MUS 1113 Music Appreciation	3	BIO 2521 Hum. Anat. & Phy. Lab II	1
PSC 1113 American Gov't.	3	HPR 1713 Sports Appreciation	3
HPR 2111 General Activities III	1	HPR 2121 General Activities IV	<u>1</u>
CSC 1113 Intro. to Comp. Concepts	<u>3</u>		17
	17		

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

\*Suggested elective(s) - Introduction to Sociology, and Marriage and Family.

## HEALTH, PHYSICAL EDUCATION, AND RECREATION

(Leading to B. S. degree)

Major Code: 214

The Department of Health, Physical Education, and Recreation has as its primary role the preparation of prospective health educators, physical educators, recreation leaders, and coaches who plan to continue their education beyond the two-year college level. Further, this department contributes to the general education of all students through its health and physical education activity classes. The teaching faculty consists of dedicated members who believe that good health, physical education, and adequate recreation are important parts of one's total education.

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

### Freshman Year

	Fall Semester	Semester Hours	Spring Semester	Semester Hours
3	ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
3	BIO 1133 General Biology I	3	BIO 1143 General Biology II	3
3	BIO 1131 General Biology Lab I	1	BIO 1141 General Biology Lab II	1
3	HPR 1313 Intro. to HPR	3	HPR 1223 Per & Comm. Health	3
3	HPR 1213 Per. & Com. Health	3	HIS 1123 Western Civilization II	3
1	HIS 1113 Western Civilization I	3	MAT 1313 College Algebra	3
16	HPR 1111 General Activities I	1	HPR 1121 General Activities II	1
	EDU 1311 Orientation	1		17
		<u>18</u>		

### Sophomore Year

	Fall Semester	Semester Hours	Spring Semester	Semester Hours
	ENG 2223 American Literature I or		ENG 2233 American Literature II or	
3	ENG 2423 World Literature I	3	ENG 2433 World Literature II	3
3	PHY 2242 Physical Sci. I	2	PHY 2252 Physical Sci. II	2
3	PHY 2241 Physical Sci. Lab I	1	PHY 2251 Physical Sci. Lab II	1
3	PSY 1513 General Psychology	3	SPT 1113 Oral Communication	3
1	HPR 2213 First Aid	3	ART 1113 Art Appreciation or	
3	HPR 2111 General Activities III	1	MUS 1113 Music Appreciation	3
1	CSC 1113 Intro. to Comp. Concepts	3	HPR 2413 Individual Team Sports	3
17		<u>16</u>	HPR 2121 General Activities IV	1
				16

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

**RECREATION**  
(Leading to B. S. degree)  
Major Code: 221

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

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

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
BIO 1133 General Biology I	3	BIO 1143 General Biology II	3
BIO 1131 General Biology Lab I	1	BIO 1141 General Biology Lab II	1
HPR 1713 Sports Appreciation	3	ART 1113 Art Appreciation or	3
HPR 1213 Per. & Com. Health	3	MUS 1113 Music Appreciation	3
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization II	3
HPR 1111 General Activities I	1	MAT 1313 College Algebra	3
EDU 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	3	ENG 2233 American Literature II or	3
ENG 2423 World Literature I	3	ENG 2433 World Literature II	3
SOC 2113 Intro. to Sociology	3	HPR 2213 First Aid	3
PSY 1513 General Psychology	3	SPT 1113 Oral Communication	3
HPR 1313 Intro. to HPR	3	HPR 2323 Rec. Leadership	3
CSC 1113 Intro. to Comp. Concepts	3	HPR 2413 Ind. & Team Sport Off.	3
HPR 2111 General Activities III	<u>1</u>	HPR 2121 General Activities IV	<u>1</u>
	16		16

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

Degree offered by: ASU, USM

**DEPARTMENT OF SCIENCE, MATHEMATICS, AND  
COMPUTER SCIENCE**

**BIOLOGY**

(Leading to B. S. degree)

Major Code: 210

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

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

**Freshman Year**

	Fall Semester	Semester Hours	Spring Semester	Semester Hours
1	ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
	CHE 1213 Gen. Chemistry I	3	CHE 1223 Gen. Chemistry II	3
3	CHE 1211 Gen. Chemistry Lab I	1	CHE 1221 Gen. Chemistry Lab II	1
3	BIO 2414 Gen. Zoology I	4	BIO 2424 Gen. Zoology II	4
3	BIO 2411 Gen. Zoology Lab I	1	BIO 2421 Gen. Zoology Lab II	1
1	MAT 1313 College Algebra	3	MAT 1323 Trigonometry	3
17	HPR 1111 General Activities I	1	HPR 1121 General Activities II	1
	EDU 1311 Orientation	<u>1</u>	SPT 1113 Oral Communication	<u>3</u>
		17		19

**Sophomore Year**

	Fall Semester	Semester Hours	Spring Semester	Semester Hours
3	ENG 2223 American Literature or		PSY 1513 General Psychology	3
3	ENG 2423 World Literature	3	CHE 2433 Organic Chem. II	3
3	CHE 2423 Organic Chem. I	3	CHE 2431 Organic Chem. Lab II	1
3	CHE 2421 Organic Chem. Lab I	1	PHY 2423 Gen. Physics II	3
1	PHY 2413 Gen. Physics I	3	PHY 2421 Gen. Physics Lab II	1
16	PHY 2411 Gen. Physics Lab I	1	HIS 1123 Western Civilization II	3
	HIS 1113 Western Civilization I	3	ART 1113 Art Appreciation or	
	CSC 1113 Intro. to Comp. Concepts	<u>3</u>	MUS 1113 Music Appreciation	<u>3</u>
		17		17

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

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

**CHEMISTRY**  
(Leading to B. S. degree)  
Major Code: 202

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

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

**Freshman Year**

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

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
CHE 2423 Organic Chem. I	3	CHE 2433 Organic Chem. II	3
CHE 2421 Organic Chem. Lab I	1	CHE 2431 Organic Chem. Lab II	1
PHY 2413 Gen. Physics I	3	PHY 2423 Gen. Physics II	3
PHY 2411 Gen. Physics Lab I	1	PHY 2421 Gen. Physics Lab II	1
ENG 2223 American Literature or		SPT 1113 Oral Communication	3
ENG 2423 World Literature	3	MAT 1623 Calculus II	<u>3</u>
MAT 1613 Calculus I	3		14
CSC 1113 Intro. to Comp. Concepts	<u>3</u>		
	17		

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

\*Suggested elective(s) - Afro American History and American Government.

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

## COMPUTER SCIENCE

(Leading to B.S. degree)

Major Code: 205

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
HIS 1113 Western Civilization I	3	*Social Science Elective	3
EDU 1311 Orientation	1	ART 1113 Art Appreciation or	
CSC 1613 Computer Prog. I	3	MUS 1113 Music Appreciation	3
MAT 1313 College Algebra	3	CSC 2623 Computer Prog. II	3
BIO 2414 General Zoology	4	MAT 1323 Trigonometry	<u>3</u>
BIO 2411 General Zoology Lab	<u>1</u>		15
	18		

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
PHY 2413 Gen. Physics I	3	PHY 2423 Gen. Physics II	3
PHY 2411 Gen. Physics Lab I	1	PHY 2421 Gen. Physics Lab II	1
CHE 1213 General Chemistry	3	MAT 1623 Calculus II	3
CHE 1211 General Chemistry Lab	1	SPT 1113 Oral Communication	3
MAT 1613 Calculus I	3	**Math Elective	3
ENG 2223 American Literature or		CSC 2413 COBOL Prog.	<u>3</u>
ENG 2423 World Literature	3		16
**Math Elective	<u>3</u>		
	17		

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

\*Suggested elective(s) - Psychology, Introduction to Sociology, or Economics.

\*\*Suggested elective(s) - MAT 2113 and MAT 2913

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

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

**MATHEMATICS**  
(Leading to B.S. degree)  
Major Code: 217

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

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

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
CHE 1213 Gen. Chemistry I	3	CHE 1223 Gen. Chemistry II	3
CHE 1211 Gen. Chemistry Lab I	1	CHE 1221 Gen. Chemistry Lab II	1
BIO 2414 General Zoology	4	MAT 1323 Trigonometry	3
BIO 2411 General Zoology Lab	1	HIS 1123 Western Civilization II	3
HIS 1113 Western Civilization I	3	CSC 1113 Intro. to Comp. Concepts	3
HPR 1111 General Activities I	1	HPR 1121 General Activities II	<u>1</u>
EDU 1311 Orientation	<u>1</u>		17
	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
CSC 1613 Comp. Prog. I	3	* Social Science Elective	3
PHY 2413 Physics I	3	MAT 1623 Calculus II	3
PHY 2411 Physics Lab I	1	SPT 1113 Oral Communication	3
ART 1113 Art Appreciation or		PHY 2423 Physics II	3
MUS 1113 Music Appreciation	3	PHY 2421 Physics Lab II	<u>1</u>
MAT 1613 Calculus I	<u>3</u>		16
	16		

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

\*Suggested elective(s) - Afro-American History or American Government.

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

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



## MATHEMATICS EDUCATION

(Leading to B.S. degree)

Major Code: 216

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
MAT 1313 College Algebra	3	MAT 1323 Trigonometry	3
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization II	3
CHE 1213 Gen. Chemistry I	3	CHE 1223 General Chemistry II	3
CHE 1211 Gen. Chemistry Lab I	1	CHE 1221 General Chemistry Lab II	1
HPR 1111 General Activities I	1	HPR 1121 General Activities II	1
EDU 1311 Orientation	1	CSC 1113 Intro. To Comp. Concepts	3
	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 1133 General Biology I	3	BIO 1143 General Biology II	3
BIO 1131 General Biology Lab I	1	BIO 1141 General Biology Lab II	1
PHY 2413 General Physics I	3	PHY 2423 General Physics II	3
PHY 2411 General Physics Lab I	1	PHY 2421 General Physics Lab II	1
PSY 1513 General Psychology	3	MAT 1623 Calculus II	3
MAT 1613 Calculus I	3	SPT 1113 Oral Communication	3
	17		17

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

## PRE-DENTAL HYGIENE

(Leading to B.S. degree)

Major Code: 222

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
BIO 2414 General Zoology I	4	PSY 1513 General Psychology	3
BIO 2411 General Zoology Lab I	1	CHE 1223 General Chemistry II	3
MAT 1313 College Algebra	3	CHE 1221 General Chemistry Lab II	1
CHE 1213 General Chemistry I	3	CSC 1113 Intro. to Comp. Concepts	3
CHE 1211 General Chemistry Lab I	1	ART 1113 Art Appreciation or	
EDU 1311 Orientation	<u>1</u>	MUS 1113 Music Appreciation	<u>3</u>
	16		16

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BIO 2513 Human Anat. & Phy. I	3	BIO 2523 Human Anat. & Phy. II	3
BIO 2511 Human Anat. & Phy. Lab I	1	BIO 2521 Human Anat. & Phy. Lab II	1
BIO 2923 Microbiology	3	EPY 2513 Child Psychology	3
BIO 2921 Microbiology Lab	1	ECO 2123 Prin. of Economics	3
SOC 2113 Intro. to Sociology	3	SPT 1113 Oral Communication	3
ECO 2113 Prin. of Economics	3	ENG 2233 American Literature II or	
ENG 2223 American Literature I or		ENG 2433 World Literature II	<u>3</u>
ENG 2423 World Literature	<u>3</u>		16
	17		

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

## PRE-HEALTH INFORMATION MANAGEMENT

(Leading to B.S. degree)

Major Code: 702

The Health Information Management program offered at Coahoma Community College is a two-year program that meets the requirements for transfer to The Mississippi Medical Center or other professional schools. Employment opportunities include hospitals, clinics, rehabilitation centers, health departments, other agencies, and schools. The student should be aware that entrance into this program in Jackson or to programs in other states is highly competitive, and a high GPA should be maintained.

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BIO 2414 General Zoology I	4	BIO 2424 General Zoology II	4
BIO 2411 General Zoology Lab I	1	BIO 2421 General Zoology Lab II	1
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
MAT 1313 College Algebra	3	SPT 1113 Oral Communication	3
CSC 1113 Intro. to Comp. Concepts	3	MAT 1323 Trigonometry	3
HPR 1111 General Activities	1	ART 1113 Art Appreciation or	
EDU 1311 Orientation	<u>1</u>	MUS 1113 Music Appreciation	3
	16	HPR 1121 General Activities	<u>1</u>
			18

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BIO 2513 Human Anat. & Phy. I	3	BIO 2523 Human Anat. & Phy. II	3
BIO 2511 Human Anat. & Phy. Lab I	1	BIO 2521 Human Anat. & Phy. Lab II	1
ACC 1213 Accounting I	3	ACC 1223 Accounting II	3
ENG 2223 American Literature I or		ENG 2233 American Literature II or	
ENG 2423 World Literature I	3	ENG 2433 World Literature II	3
*Elective	<u>6</u>	BAD 2513 Prin. of Management	3
	16	PSY 1513 Gen. Psychology	<u>3</u>
			16

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

\*Approved elective(s) - History, Foreign Language, Journalism, additional Computer Science course, or Business Communication.

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

**PRE-MEDICAL**  
(Leading to B.S. degree)  
Major Code: 226

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

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

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
BIO 2414 General Zoology I	4	BIO 2424 General Zoology II	4
BIO 2411 General Zoology Lab I	1	BIO 2421 General Zoology Lab II	1
CHE 1213 Gen. Chemistry	3	MAT 1323 Trigonometry	3
CHE 1211 Gen. Chemistry Lab I	1	CHE 1223 General Chemistry II	3
EDU 1311 Orientation	<u>1</u>	CHE 1221 General Chemistry Lab II	1
	13	CSC 1113 Intro. to Comp. Concepts	<u>3</u>
			18

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
PHY 2413 General Physics I	3	PHY 2423 General Physics II	3
PHY 2411 General Physics Lab I	1	PHY 2411 General Physics Lab II	1
ENG 2223 American Literature I or		ENG 2233 American Literature II or	
ENG 2423 World Literature	3	ENG 2433 World Literature	3
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization II	3
SPT 1113 Oral Communication	3	CHE 2433 Organic Chem. II	3
CHE 2423 Organic Chem. I	3	CHE 2431 Organic Chem. Lab II	1
CHE 2421 Organic Chem. Lab I	<u>1</u>	ART 1113 Art Appreciation or	
	17	MUS 1113 Music Appreciation	<u>3</u>
			17

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

## PRE-MEDICAL TECHNOLOGY

(Leading to B.S. degree)

Major Code: 218

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
BIO 2414 General Zoology	4	PSY 1513 General Psychology	3
BIO 2411 General Zoology Lab	1	SPT 1113 Oral Communication	3
MAT 1313 College Algebra	3	CSC 1113 Intro. to Comp. Concepts	3
CHE 1213 Gen. Chemistry I	3	CHE 1223 General Chemistry II	3
CHE 1211 Gen. Chemistry Lab I	1	CHE 1221 General Chemistry Lab II	1
HPR 1111 General Activities	1	HPR 1121 General Activities	<u>1</u>
EDU 1311 Orientation	<u>1</u>		17
	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
CHE 2423 Organic Chem. I	3	SOC 2113 Intro. to Sociology	3
CHE 2421 Organic Chem. Lab I	1	ART 1113 Art Appreciation or	
BIO 2513 Human Anat. & Phy. I	3	MUS 1113 Music Appreciation	3
BIO 2511 Human Anat. & Phy. Lab I	1	BIO 2523 Human Anat. & Phy. II	3
BIO 2923 Microbiology	3	BIO 2521 Human Anat. & Phy. Lab II	1
BIO 2921 Microbiology Lab	<u>1</u>	*Elective	<u>3</u>
	15		16

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

\*Suggested elective: Principles of Management

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

**PRE-NURSING**  
(Leading to B.S. degree)  
Major Code: 227

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

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

The suggested schedule of classes fits the basic requirements for the Bachelor of Science degree at senior institutions.

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
CHE 1213 Gen. Chemistry I	3	CHE 1223 General Chemistry II	3
CHE 1211 Gen. Chemistry Lab I	1	CHE 1221 General Chemistry Lab II	1
MAT 1313 College Algebra	3	HEC 1253 Nutrition & Diet Therapy	3
CSC 1113 Intro. to Comp. Concepts.	3	PSY 1513 General Psychology	3
HPR 1111 General Activities I	1	*Soc./Behav. Science Elective	3
EDU 1311 Orientation	<u>1</u>	HPR 1121 General Activities II	<u>1</u>
	15		17

**Sophomore Year**

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

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

\*Suggested elective(s) - Introduction to Sociology or Marriage and Family.

Students who desire to take on-line courses should consult with their advisors.

## PRE-OCCUPATIONAL THERAPY

(Leading to B.S. degree)

Major Code: 209

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
BIO 2414 General Zoology I	4	BIO 2424 General Zoology II	4
BIO 2411 General Zoology Lab I	1	BIO 2421 General Zoology Lab II	1
MAT 1313 College Algebra	3	PSY 1513 General Psychology	3
CHE 1213 Gen. Chemistry I	3	CSC 1113 Intro. to Comp. Concepts	3
CHE 1211 Gen. Chemistry Lab I	1	HPR 1121 General Activities	<u>1</u>
HPR 1111 General Activities I	1		15
EDU 1311 Orientation	<u>1</u>		
	17		

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BIO 2513 Human Anat. & Phy. I	3	BIO 2523 Human Anat. & Phy. II	3
BIO 2511 Human Anat. & Phy. Lab I	1	BIO 2521 Human Anat. & Phy. Lab II	1
PHY 2413 General Physics I	3	EPY 2533 Human Growth & Dev.	3
PHY 2411 General Physics I Lab	1	EPY 2513 Child Psychology	3
ENG 2223 American Literature I or		ENG 2233 American Literature II or	
ENG 2423 World Literature I	3	ENG 2433 World Literature II	3
SPT 1113 Oral Communication	3	ART 1113 Art Appreciation or	
SOC 2113 Intro. to Sociology	<u>3</u>	MUS 1113 Music Appreciation	<u>3</u>
	17		16

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

## PRE-OPTOMETRY

(Leading to B.S. degree)

Major Code: 228

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
BIO 2414 General Zoology I	4	BIO 2424 General Zoology II	4
BIO 2411 General Zoology Lab I	1	BIO 2421 General Zoology Lab II	1
MAT 1313 College Algebra	3	MAT 1323 Trigonometry	3
CHE 1213 Gen. Chemistry I	3	CHE 1223 General Chemistry II	3
CHE 1211 Gen. Chemistry Lab I	1	CHE 1221 General Chemistry Lab II	1
HPR 1111 General Activities I	1	HPR 1121 General Activities II	1
EDU 1311 Orientation	<u>1</u>	CSC 1113 Intro. to Comp. Concepts	<u>3</u>
	17		19

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BIO 2513 Human Anat. & Phys. I	3	BIO 2523 Human Anat. & Phys. II	3
BIO 2511 Human Anat. & Phys. Lab I	1	BIO 2521 Human Anat. & Phys. Lab II	1
PHY 2413 General Physics I	3	PHY 2423 General Physics II	3
PHY 2411 General Physics Lab I	1	PHY 2421 General Physics Lab II	1
ENG 2223 American Literature I or		ENG 2233 American Literature II or	
ENG 2423 World Literature	3	ENG 2433 World Literature II	3
SPT 1113 Oral Communication	<u>3</u>	ART 1113 Art Appreciation or	
	14	MUS 1113 Music Appreciation	<u>3</u>
			14

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.



## PRE-PHARMACY

(Leading to B.S. degree)

Major Code: 229

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
CHE 1213 Gen. Chemistry I	3	CHE 1223 General Chemistry II	3
CHE 1211 Gen. Chemistry Lab I	1	CHE 1221 General Chemistry Lab II	1
MAT 1313 College Algebra	3	MAT 1323 Trigonometry	3
BIO 2414 General Zoology I	4	BIO 2424 General Zoology II	4
BIO 2411 General Zoology Lab I	1	BIO 2421 General Zoology Lab II	1
HPR 1111 General Activities	1	HPR 1121 General Activities	1
EDU 1311 Orientation	<u>1</u>	CSC 1113 Intro. to Comp. Concepts	<u>3</u>
	17		19

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
CHE 2423 Organic Chem. I	3	CHE 2433 Organic Chem. II	3
CHE 2421 Organic Chem. Lab I	1	CHE 2431 Organic Chem. Lab II	1
PHY 2413 General Physics I	3	PHY 2423 General Physics II	3
PHY 2411 General Physics Lab I	1	PHY 2421 General Physics Lab II	1
ENG 2223 American Literature I		ENG 2233 American Literature II or	
ENG 2423 World Literature	3	ENG 2433 World Literature	3
MAT 1613 Calculus I	<u>3</u>	SPT 1113 Oral Communication	<u>3</u>
	14		14

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

## PRE-PHYSICAL THERAPY

(Leading to B.S. degree)

Major Code: 230

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
CHE 1213 Gen. Chemistry I	3	CHE 1223 General Chemistry II	3
CHE 1211 Gen. Chemistry Lab I	1	CHE 1221 General Chemistry Lab II	1
SOC 2113 Intro. to Sociology	3	MAT 1313 College Algebra	3
BIO 2414 General Zoology I	4	BIO 2424 General Zoology II	4
BIO 2411 General Zoology Lab I	1	BIO 2421 General Zoology Lab II	1
EDU 1311 Orientation	1	HIS 1123 Western Civilization II	3
HIS 1113 Western Civilization I	3		18
	19		

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BIO 2513 Human Anat. & Phy. I	3	BIO 2523 Human Anat. & Phy. II	3
BIO 2511 Human Anat. & Phy. Lab I	1	BIO 2521 Human Anat. & Phy. Lab II	1
PHY 2413 General Physics I	3	PHY 2423 General Physics II	3
PHY 2411 General Physics Lab I	1	PHY 2421 General Physics Lab II	1
ENG 2223 American Literature I or		ENG 2233 American Literature II or	
ENG 2423 World Literature	3	ENG 2433 World Literature	3
SPT 1113 Oral Communication	3	ART 1113 Art Appreciation or	
CSC 1113 Intro. to Comp. Concepts	3	MUS 1113 Music Appreciation	3
	17		14

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

## DEPARTMENT OF SOCIAL SCIENCE, EDUCATION AND PSYCHOLOGY

### CHILD DEVELOPMENT

(Leading to B.S. degree)

Major Code:

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

#### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization II	3
MAT 1233 Intermediate Algebra	3	MAT 1313 College Algebra	3
EPY 2513 Child Psychology	3	SPT 1113 Oral Communication	3
HPR 1213 Per. & Comm. Health	3	CSC 1113 Intro. to Computer Concepts	3
EDU 1311 Orientation	<u>1</u>	SOC 2113 Intro. to Sociology	<u>3</u>
	16		18

#### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2423 World Literature I	3	ENG 2433 World Literature II	3
BIO 1133 General Biology I	3	BIO 1143 General Biology II	3
BIO 1131 General Biology Lab I	1	BIO 1141 General Biology Lab II	1
ART 1913 Art for Elementary Teachers	3	HEC 1263 Mat/Infant & Child Nutrition	3
MUS 2513 Music for Children	3	EPY 2533 Human Growth & Development	3
HEC 1213 Food Selection & Preparation	3	HPR 2213 First Aid	3
HPR 1111 General Activities I	<u>1</u>	HPR 1121 General Activities II	<u>1</u>
	17		17

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

Students who desire to take on-line courses should consult with their advisors.

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

## CRIMINAL JUSTICE

(Leading to B.S. degree)

Major Code: 204

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
CRJ 1313 Intro. to Crim. Justice	3	CRJ 1383 Criminology	3
*Biological Science Elective	4-5	*Biological Science Elective	4-5
MFL 1213 Elementary Spanish I	3	MFL 1223 Elementary Spanish II	3
HPR 1111 General Activities I	1	ART 1113 Art Appreciation or	
EDU 1311 Orientation	<u>1</u>	MUS 1113 Music Appreciation	3
	15-16	HPR 1121 General Activities II	<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
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization II	3
CRJ 2313 Police Operations	3	CRJ 2323 Criminal Law	3
MAT1313 College Algebra	3	CRJ 2513 Law Enf. & The Juvenile	3
SOC 2113 Intro. to Sociology	3	SPT 1113 Oral Communication	<u>3</u>
CSC 1113 Intro. to Comp. Concepts	<u>3</u>		15
	18		

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

\*Suggested elective(s) - General Biology or General Zoology.

Students who desire to take on-line courses should consult with their advisors.

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

## EARLY CHILDHOOD EDUCATION

(Leading to B.S. degree)

Major Code: 206

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
MAT 1233 Intermediate Algebra	3	MAT 1313 College Algebra	3
BIO 1133 General Biology I	3	SPT 1113 Oral Communication	3
BIO 1131 General Biology Lab I	1	PSY 1513 General Psychology	3
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization	3
HPR 1213 Per. & Comm. Health	3	HPR 1121 General Activities II	<u>1</u>
HPR 1111 General Activities I	1		16
EDU 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
MUS 2513 Music for Children	3	ART 1913 Art for Elem. Teachers	3
CSC 1113 Intro. to Comp. Con.	3	HPR 2213 First Aid	3
EPY 2513 *Child Psychology	3	ART 1113 Art Appreciation or	
**Soc./Behav. Science Elective	3	MUS 1113 Music Appreciation	3
PHY 2242 Physical Science I	2	***Social Science Elective	<u>3</u>
PHY 2241 Physical Science Lab I	<u>1</u>		15
	18		

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

\*General Psychology is a prerequisite to Child Psychology.

\*\*Suggested elective(s) - Introduction to Sociology or Marriage and Family.

\*\*\*Suggested elective(s) - Introduction to Sociology, Marriage and Family, Afro American History, American Government or State & Local Government

## ELEMENTARY EDUCATION

(Leading to B.S. degree)

Major Code: 208

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
**Biological Science Elective	4-5	***Soc./Behav. Science Elective	3
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization II	3
PSY 1513 General Psychology	3	MAT 1313 College Algebra	3
MAT 1233 Intermediate Algebra	3	EDU 1613 Foundation in Education	3
EDU 1311 Orientation	1	HPR 1121 General Activities II	1
HPR 1111 General Activities I	<u>1</u>		16
	18-19		

### 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 1113 Art Appreciation or		ART 1913 Art for Elem. Teachers	3
MUS 1113 Music Appreciation	3	SPT 1113 Oral Communication	3
EPY 2513 *Child Psychology	3	SOC 2113 Intro. to Sociology	3
PHY 2242 Physical Science I	2	MUS 2513 Music for Children	3
PHY 2241 Physical Science Lab I	1	HPR 1223 Per. & Comm. Health	<u>3</u>
CSC 1113 Intro. to Comp. Concepts	<u>3</u>		18
	15		

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

\*General Psychology is a prerequisite to Child Psychology.

\*\*Suggested elective(s) - General Biology or General Zoology.

\*\*\*Suggested elective(s) - Introduction to Sociology or Marriage and Family.

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

## GENERAL EDUCATION

(Leading to B.S. degree)

Major Code: 212

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
MAT 1233 Intermediate Algebra	3	MAT 1313 College Algebra	3
*Biological Science Elective	4-5	*Biological Science Elective	4-5
HIS 1113 Western Civilization I	3	HIS 1123 Western Civilization II	3
PSY 1513 General Psychology	3	Elective	3
HPR 1111 General Activities I	1	HPR 1121 General Activities II	<u>1</u>
EDU 1311 Orientation	<u>1</u>		17-18
	18-19		

### 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
ART 1113 Art Appreciation or		Elective	6
MUS 1113 Music Appreciation	3	SPT 1113 Oral Communication	3
HPR 1213 Per. & Comm. Health	3	**Soc./Behav. Science Elective	<u>3</u>
PHY 2242 Physical Science I	2		15
PHY 2241 Physical Science Lab I	1		
CSC 1113 Intro. to Comp. Concepts	<u>3</u>		
	15		

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

\*\*Suggested elective(s) - General Biology or General Zoology.

\*\*Suggested elective(s) - Introduction to Sociology or Marriage and Family.

Degree offered by: ASU, MSU

**PRE-LAW**  
(Leading to B.S. degree)  
Major Code: 225

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

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

**Freshman Year**

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

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2223 American Literature I or		ENG 2233 American Literature II or	
ENG 2423 World Literature I	3	ENG 2433 World Literature II	3
PSC 1113 Amer. Government	3	PSC 1123 Amer. State & Local Gov't.	3
CSC 1113 Intro. to Comp. Concepts	3	SPT 1113 Oral Communication	3
MFL 2213 Intermediate Spanish I	3	MFL 2223 Intermediate Spanish II	3
HPR 2111 General Activities III	1	ART 1113 Art Appreciation or	
Elective	<u>3</u>	MUS 1113 Music Appreciation	3
	16	HPR 2121 General Activities IV	<u>1</u>
			16

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.



## SOCIAL SCIENCE

(Leading to B.S. degree)

Major Code: 310

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
MAT 1313 College Algebra	3	HIS 1123 Western Civilization II	3
HIS 1113 Western Civilization I	3	BIO 1143 General Biology II	3
BIO 1133 General Biology I	3	BIO 1141 General Biology Lab II	1
BIO 1131 General Biology Lab I	1	HPR 1121 General Activities	1
MFL 1213 Elementary Spanish I	3	MFL 1223 Elementary Spanish II	3
HPR 1111 General Activities I	1	ART 1113 Art Appreciation or	
EDU 1311 Orientation	<u>1</u>	MUS 1113 Music Appreciation	<u>3</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
HIS 1613 Surv. of Afro. Hist.	3	SOC 2143 Marriage & Family	3
CSC 1113 Intro. to Comp. Concepts	3	SPT 1113 Oral Communication	3
MFL 2213 Intermediate Spanish I	3	MFL 2223 Intermediate Spanish II	3
PHY 2242 Physical Sci. I	2	PHY 2252 Physical Sci. II	2
PHY 2241 Physical Sci. Lab I	1	PHY 2251 Physical Sci. Lab II	1
HPR 2111 General Activities	<u>1</u>	HPR 2121 General Activities	<u>1</u>
	16		16

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

## SOCIAL SCIENCE EDUCATION

(Leading to B.S. degree)

Major Code: 236

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

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

### Freshman Year

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

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2223 American Literature I or		ENG 2233 American Literature II or	
ENG 2423 World Literature I	3	ENG 2433 World Literature II	3
PHY 2242 Physical Science I	2	PHY 2252 Physical Science II	2
PHY 2241 Physical Science Lab I	1	PHY 2251 Physical Science Lab II	1
SOC 2113 Intro. to Sociology	3	SOC 2123 Intro. to Sociology	3
CSC 1113 Intro. to Comp. Concepts	3	ART 1113 Art Appreciation or	
ECO 2113 Prin. of Economics I	3	MUS 1113 Music Appreciation	3
SPT 1113 Oral Communication	<u>3</u>	ECO 2123 Prin. of Economics II	<u>3</u>
	18		15

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

**SOCIAL WORK**  
(Leading to B.S. degree)  
Major Code: 238

The Social Work curriculum is primarily for those who will continue at the four-year college or university level in sociology and are interested in working in the area of Human Services.

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

**Freshman Year**

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

**Sophomore Year**

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

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

Students are encouraged to conference with area advisors prior to registering. Electives must be approved by faculty advisor.

Students who desire to take on-line courses should consult with their advisors.

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

## DISTANCE LEARNING

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

## SPECIAL PROGRAM

### UPWARD BOUND

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

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

VOCATIONAL AND TECHNICAL EDUCATION DIVISION

TECHNICAL PROGRAMS

BUSINESS AND OFFICE SYSTEMS TECHNOLOGY CURRICULUM

(Leading to B.S. degree)

Major Code: 241

Business and Office Systems Technology is a two-year Associate of Applied Science degree program. Students will become familiar with entire functions of the modern business office; the relationship between people and technology; and the relationship between the management of people, equipment, and financial resources to meet the goals of the corporation.

Freshman Year

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

Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BOT 2413 Computerized Accounting	3	BOT 2833 Integrated Computer Applications	3
BOT 2133 Desktop Publishing	3	BOT 2723 Administrative Office Procedures	3
BOT 2323 Database Management	3	Humanities/Fine Arts Elective	3
BOT 2823 Communication Technology	3	Social/Behavioral Science Elective	3
MAT 1313 College Algebra	3	BOT 1513 Machine Transcription	<u>3</u>
SPT 1113 Oral Communication	<u>3</u>		15
	18		

## CHILD DEVELOPMENT TECHNOLOGY CURRICULUM

(Leading to B.S. degree)

Major Code: 701

Child Development Technology is a two-year Associate of Applied Science program. The curriculum is designed to prepare students to gain employment in occupations in child care and guidance at entry, assistant and management levels.

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
CDT 1114 Child Care Profession	4	CDT 1224 Child Growth & Dev.	4
CDT 1313 Art for Preschool Child.	3	CDT 1514 Child Nutrition & Health Care	4
CDT 1214 Infant and Toddler Development	4	CDT 1333 Language Arts for Pres. Child.	3
CDT 1323 Mus/Mov. Preschool Child.	3	BOT 1133 Microcomputer Concepts	3
ENG 1113 English Comp. I	3	MUS 1113 Music Appreciation or	
EDU 1311 Orientation	<u>1</u>	ART 1113 Art Appreciation	<u>3</u>
	18		17

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
CDT 2233 Guiding Social & Emotional Behavior	3	CDT 2925 Technical Practicum II	5
CDT 2613 Methods and Materials	3	CDT 2713 Social Studies, Math, & Sci. for Preschool Children	3
CDT 2915 Technical Practicum I	5	CDT 2813 Admin. of Preschool Prog.	3
CDT 2413 Atypical Child Development	3	SPT 1113 Oral Communication	3
MAT 1313 College Algebra	<u>3</u>	Social/Behavior Science	<u>3</u>
	17		17

## COLLISION REPAIR TECHNOLOGY

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

Major Code: 252

Collision Repair Technology is a two-year degree program. Classroom and laboratory experiences are designed to prepare students to enter the field of collision repair technology. Students are provided theory and practical experiences in the areas of body repair, frame straightening, glasswork, painting, refinishing and shop management along with twelve (12) other academic hours.

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ABT 1113 Restraint System & Inter. Trim	3	ABT 1323 Refinishing II	3
ABT 1123 Bolted Units, Assem. & Elec Sys	3	ABT 1133 Glass & Rel Hard. Instal. Scal.	3
ABT 1213 Automotive Body Welding	3	ABT 1414 Sheet Metal Repair	4
ABT 1313 Refinishing I	3	ABT 1423 Body Panels/Upp Stru Rep I	3
ENG 1113 English Comp.	3	MAT 1313 College Algebra	3
EDU 1311 Orientation	<u>1</u>	ATE 1113 Science and Technology	<u>3</u>
	16		19

### Sophomore Year

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

## COLLISION REPAIR TECHNOLOGY

(Two-Year Certificate Program)

Major Code: 400

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ABT 1113 Restraint System & Inter. Trim	3	ABT 1323 Refinishing II	3
ABT 1123 Bolted Units, Assem. & Elec Sys	3	ABT 1133 Glass & Rel Hard. Instal. Scal.	3
ABT 1213 Automotive Body Welding	3	ABT 1414 Sheet Metal Repair	4
ABT 1313 Refinishing I	3	ABT 1423 Body Panels/Upp Stru Rep I	<u>3</u>
EDU 1311 Orientation	1		13
ATE 2263 Science and Technology	<u>3</u>		
	16		

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ABT 2333 Refinishing III	3	ABT 2613 Fiberglass & Plastic Repair	3
ABT 2434 Body Panels/Upp Stru Rep II	4	ABT 2713 Collision Analysis & Esti.	3
ABT 2513 Frame & Underbody Repair	3	ABT 2913 Special Prob Coll. Rep Tech. or	
ABT 2524 Frame/Underbody Stru Rep. II	<u>4</u>	WBL 2923 Work-Based Learn Coll Rep	<u>3</u>
	14		9



## HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

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

Major Code: 250

The Hotel and Restaurant Management Technology concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as manager/supervisors in the hospitality and tourism industry. Completion of the two-year program leads to an Associate of Applied Science degree. A student may receive a certificate by successfully completing all courses listed in the Hotel and Restaurant Management Technology concentration.

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
HRT 1113 Hospitality & Tourism Ind.	3	HRT 1114 Culinary Principles I	4
ENG 1113 English Comp. I	3	HRT 2233 Food/Beverage Control	3
HRT 1413 Rooms Division Management	3	HRT 2613 Hospitality Supervision	3
HRT 1214 Sanitation & Safety	4	BOT 2833 Integrated Computer Concepts	3
BOT 1313 Business Math	3	PSY 1513 General Psychology	<u>3</u>
EDU 1311 Orientation	<u>1</u>		16
	17		

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
HRT 1224 Restaurant/Catering	4	HRT 2713 Marketing Hospitality Serv.	3
HRT 2623 Human Resource Management	3	HRT 1513 Hospitality Seminar	3
BAD 2413 Legal Environment of Business	3	SPT 1113 Oral Communication	3
MAT 1313 College Algebra	3	ACC 1223 Principles of Accounting	3
MUS 1113 Music Appreciation or		HRT 2923 Super. Work Exper. in Hotel	
ART 1113 Art Appreciation	<u>3</u>	& Restaurant Management or	
	16	WBL 2923 Work-Based Learning	<u>3</u>
			15

## HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

(Leading to Certificate from CCC)

Major Code: 405

The Hotel and Restaurant Management Technology concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers/supervisors in the hospitality and tourism industry. Completion of the two-year program leads to an Associate of Applied Science degree. A student may receive a certificate by successfully completing all courses listed in the Hotel and Restaurant Management Technology concentration.

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
HRT 1113 Hospitality & Tourism Ind.	3	HRT 1114 Culinary Principles I	4
HRT 1413 Rooms Division Management	3	HRT 2613 Hospitality Supervision	3
HRT 1214 Sanitation & Safety	4	HRT 2233 Food/Beverage Control	3
EDU 1311 Orientation	<u>1</u>	ATE 1113 Science and Technology	<u>3</u>
	11		13

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
HRT 1224 Restaurant/Catering	4	HRT 2713 Marketing Hospitality Serv.	3
HRT 2623 Human Resource Management	3	HRT 2423 Security Management	3
BAD 2413 Legal Environment of Business	<u>3</u>	HRT 2923 Super. Work Exper. in Hotel & Restaurant Management or	
	10	WBL 2923 Work-Based Learning	<u>3</u>
			9

## INDUSTRIAL MAINTENANCE MECHANICS TECHNOLOGY

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

Major Code: 264

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

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
IMM 1111 Industrial Safety	1	IMM 1314 Prin. of Hydr/Pne Equip.	4
IMM 1122 Indust. Main. Math/Mea.	2	IMM 1415 Pump and Valve Operations	5
IMM 1132 Indust. Main. Blue. Read.	2	IMM 1515 Equip. Install/Alignment	5
IMM 1213 Indust. Hand Tools/Mech.	3	ENG 1113 English Comp. I	<u>3</u>
IMM 1235 Precision Machining	5		17
MAT 1313 College Algebra	3		
EDU 1311 Orientation	<u>1</u>		
	17		

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
IMM 2114 Equip. Main. Trou./Rep	4	IMM 2134 Ind. Weld/Metals	4
IMM 2145 Ind. Piping/Hydra Test	5	*Technical Electives	6
IMM 2124 Industrial Electricity	4	Social/Behav. Sci. Elective	3
SPT 1113 Oral Communication	3	Humanities/Fine Arts Elect.	3
*Technical Elective	<u>2</u>	ATE 1113 Science and Technology	<u>3</u>
	18		19

## INDUSTRIAL MAINTENANCE MECHANICS TECHNOLOGY

(Two-Year Certificate Program)

Major Code: 410

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
IMM 1111 Industrial Safety	1	IMM 1314 Prin. of Hydr/Pne Equip.	4
IMM 1122 Indust. Main. Math/Mea.	2	IMM 1415 Pump and Valve Operations	5
IMM 1132 Indust. Main. Blue. Read.	2	IMM 1515 Equip. Install/Alignment	5
IMM 1213 Indust. Hand Tools/Mech.	3	ATE 1113 Science and Technology	3
IMM 1235 Precision Machining	5		17
EDU 1311 Orientation	<u>1</u>		
	14		

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
IMM 2114 Equip. Main. Trou./Rep	4	IMM 2134 Ind. Weld/Metals	4
IMM 2145 Ind. Piping/Hydra Test	5	*Technical Electives	8
IMM 2124 Industrial Electricity	<u>4</u>		12
	13		

## RESIDENTIAL CARPENTRY TECHNOLOGY

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

Major Code: 257

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

The Associate of Applied Science (AAS) degree in Residential Carpentry may be awarded to a student who successfully completes the two years or 63 semester credit hours of required courses. Included in the requirements are 15 semester credit hours of academic courses.

### Freshman Year

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

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
DDT 1113 Fund. of Drafting	3	CAV 2113 Prin. Mul-Fam. & Light Comm	3
DDT 1213 Construction Materials	3	Social/Behavioral Elective	3
ENG 1113 English Comp. I	3	DDT 2243 Cost Estimating	3
SPT 1113 Oral Comm	3	CAV 2913 Special Prob. in Res. Carp. or	
Humanities/Fine Arts Elective	3	WBL 2923 Work-Based Learning	<u>3</u>
CSC 1113 Intro. to Comp. Concepts	<u>3</u>		12
	18		

## RESIDENTIAL CARPENTRY TECHNOLOGY

(Two-Year Certificate Program)

Major Code: 415

### Freshman Year

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

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
DDT 1113 Fund. of Drafting	3	CAV 2113 Prin. Mul-Fam. & Light Comm	3
DDT 1213 Construction Materials	3	DDT 2233 Cost Estimating	3
CAV 2913 Special Prob. in Res. Carp. or		CAV 2923 Special Prob. in Res. Carp. or	
WBL 2913 Work-Based Learning	<u>3</u>	WBL 2923 Work-Based Learning	<u>3</u>
	9		9

## VOCATIONAL PROGRAMS

### BARBER/STYLIST

(Leading to Certificate from CCC)

Major Code: 255

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.

#### Freshman Year

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

#### Summer Term

BAV 1518 Intermediate Pract. in Barb. II	8
BAV 1618 Adv. Practice in Barbering	<u>8</u>
	16

#### Barbering Recertification Course

BAV 1816 Barbering Recertification	12
------------------------------------	----

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

NOTE: The ratio of lab hours to lecture hours for Barber/Stylist is 3 to 1.

BARBERING INSTRUCTOR TRAINING  
PROGRAM DESCRIPTION & REQUIREMENTS

Major Code: 420

This course is designed to prepare students to become instructors in the field of barbering. The course includes theory and practical methodology and techniques in hair cutting, styling, lectures, student supervision and office work. 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 totally 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

12



**COSMETOLOGY**  
 (Leading to Certificate from CCC)  
 Major Code: 260

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

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
COV 1117 Fund. of Cosmetology	7	COV 1225 Cosmetology Theory II	5
COV 1213 Cosmetology Theory I	3	COV 1512 Manicure and Pedicure	2
COV 1311 Scalp & Hair Treatment	1	COV 1333 Permanent Waves	3
COV 1321 Hair Shaping	1	COV 1343 Hair Coloring & Lightening	3
COV 1322 Hair Styling	2	COV 1352 Chemical Hair Relaxing	<u>2</u>
COV 1412 Artistry of Artificial Hair	<u>2</u>		15
	16		

**Summer Term**

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

**COSMETOLOGY**  
 (Leading to Certificate from CCC)  
 Major Code: 425

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

**First Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
COV 2816 Cosmetology Teacher Training I	6	COV 2836 Cosmetology Teacher Training III	6
COV 2826 Cosmetology Teacher Training II	<u>6</u>	COV 2846 Cosmetology Teacher Training 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. These hours must be completed before a student will be allowed to take the cosmetology instructor licensing examination. More information concerning these hours can be obtained from the Mississippi State Board of Cosmetology.

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

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

**PRACTICAL NURSING**  
(Leading to Certificate from CCC)  
Major Code: 700

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

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

In addition to regular college admission requirements, the minimum admission criteria for practical nursing programs are as follows:

- a. The applicant must be of at least 18 years of age.
- b. The applicant must be of good moral character, and should not have a record of conviction or a felony. Having such a record may make him/her ineligible to take the State Board Examination.
- c. The applicant must have an ACT composite score of 16 with a score of 12 in math and reading.
- d. The applicant must be a high school graduate or have an equivalent score on the G.E.D.
- e. Interview or orientation required (date to be announced)
- f. Each applicant must complete physical form provided by the college and have form signed by a physician. It is each applicant's responsibility to complete and turn in form on, or before, the first day of class. Failure to provide this proof of health will prevent student from starting class.
- g. Hepatitis B immunization is required (at applicant's expense), or a waiver must be signed.
- h. Immunizations must be updated and records provided. MMR immunization is required.
- i. A TB skin test current for full school year must be provided.
- j. A CPR card current for full school year from a health care provider must be provided on, or before, the first day of class and.

### Freshman Year

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

### Summer Term

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

## WELDER/WELDING TECHNOLOGY

(Leading to Certificate from CCC)

Major Code: 261

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
WLV 1117 Shld. Metal Arc Welding	7	WLV 1162 Gas Metal Arc Alum. Welding	2
WLV 1124 Gas Metal Arc Welding	4	WLV 1222 Air Carbon Arc Cutting	2
WLV 1242 Oxyace. Welding & Cutting	2	WLV 1136 Gas Tungsten Arc Welding	6
WLV 1212 Plasma Arc Cutting	2	WLV 1143 Flux Cored Arc Welding	3
EDU 1311 Orientation	<u>1</u>	WLV 1155 Pipe Welding	<u>5</u>
	16		18

## **SPECIAL VOCATIONAL PROGRAMS/ACTIVITIES**

### **Vocational Related Studies**

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

### **Student Support Services**

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

## **WORK-BASED LEARNING**

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

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 21st Century. The components provide students with information, skills, and competencies focused on future employability.

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

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

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

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

1. Applicant for credit meets all college admissions requirements and is a registered full-time student in good standing in one of CCC's vocational-technical or certificate programs.
2. Applicant has on file a letter of recommendation from the secondary vocational-technical instructor.

3. Applicant has successfully completed two units in the high school course for which articulation credit is requested and has maintained an A, B, or C average.
4. Applicant has completed an Advanced Technical Credit Application Form.
5. Applicant has demonstrated mastery on a competency exam at the level required by the cooperating teachers. 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 an A, B, C, according to the student's score on the competency exam. Furthermore, this advanced technical credit will count toward the appropriate degree or certification in the specified vocational-technical program (following provisions of the Southern Association of Colleges and Schools).
8. A high school graduate may exercise this privilege no later than the beginning of the second year following graduation from high school.
9. It is further understood that the student will not be charged for this advanced technical credit.

#### NON-TRADITIONAL PROGRAMS

The goal of the Office of Vocational 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 vocational education.
2. Provide preparatory services and vocational education programs, services, and 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 vocational education programs, services, and activities designed to eliminate sex bias and sex role stereotyping.
4. Provide student orientation sessions to present general information regarding career opportunities.
5. Increase the awareness of female and male students regarding the wide spectrum of career options available.
6. Ensure that parents and others outside the educational community understand the outreach and recruitment efforts, and realize the important value of their efforts in preparing students, regardless of gender, for nontraditional fields and new and emerging careers.
7. Bring about change in the classroom to ensure an equitable learning environment for "all students."

## VOCATIONAL AND TECHNICAL GUIDANCE & COUNSELING SERVICES

The Counseling Office, located in the B.F. McLaurin Building, 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 vocational skills (including those in Tech Prep, School-To-Work, 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 vocational-technical programs.
- \*Guidance services provide occupational, educational, personal, and social information for vocational-technical students to use in effective decision-making and problem-solving.
- \*Guidance services are provided which direct students to appropriate school and community resources that are capable of 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 VOCATIONAL PROGRAMS

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

## SKILL/TECH CENTER

The primary function of the Coahoma Community College Skill/Tech Center is to meet the training needs of business and industry by creating a pool of qualified applicants with basic employable skills and providing retraining resources for currently employed workers to upgrade their skills. Skill/Tech Center initiatives represent a unique partnership between Coahoma Community College and business and industry throughout Northwest Mississippi.

The Skill/Tech Center is designed to provide individuals and companies with all types of training and education, job analysis, long range planning, total quality management programs, technology transfer, management analysis, economic development, career counseling and literacy skills. The goal is to give Northwest Mississippi companies a clear advantage in creating productive companies...learning corporations that will be continually on the leading edge of their markets; and to help Mississippi achieve a world-class workforce that will exceed the needs of high performance organizations which are so necessary in today's and tomorrow's global markets.



SECTION SIX

COURSE DESCRIPTIONS

## COURSE DESCRIPTIONS ACADEMIC

**ACC 1213--PRINCIPLES OF ACCOUNTING--**A study of the elementary accounting principles as applied to various forms of business organizations and an introduction to specialized fields of accounting. Three hours; 3 credits.

**ACC 1223--PRINCIPLES OF ACCOUNTING--**A continuation of ACC/TAC 1213. Includes a practice set. Prerequisite: ACC/TAC 1213. Three hours lecture, 1 hour lab; 3 credits.

**ART 1113--ART APPRECIATION--**A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics minor art, and industrial arts) on a conceptual basis. Three hours; 3 credits.

**ART 1213--INTRODUCTORY ART--**A studio course designed to familiarize the student with the the fundamental elements of drawing and painting and to develop in the student a visually creative vocabulary. A study of the work of prominent artists will augment the student's own creative work in several different media and approaches. Four hours; 3 credits.

**ART 1243--INCENTIVE CRAFTS--**A survey of art-craft ideas and production methods. Emphasis on creative invention. Six hours; 3 credits.

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

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

**ART 1413--DESIGN I--**Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Required of art majors. Prerequisite: ART 1313. Six hours; 3 credits.

**ART 1913--ART FOR ELEMENTARY TEACHERS--**A course designed for the needs of the elementary education student. Essentials of public school art; study of development of the children's art; experiences with major forms of two-dimensional art problems; experiences with a variety of media. Four hours; 3 credits.

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

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

**ART 2723--ART HISTORY II--**A study of art of the renaissance to the Twentieth Century. Special emphasis on modern expressions in fields of art. Three hours; 3 credits.

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

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

**BAD 2413 -- LEGAL ENVIRONMENT--**A course designed to acquaint the student with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special

attention is given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three hours; 3 credits.

**BAD 2513--PRINCIPLES OF MANAGEMENT--**A study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communications in business enterprise. Three hours; 3 credits.

**BIO 1131--GENERAL BIOLOGY I LAB--**A lab course which must be taken concurrently with BIO 1133 lecture. Selected experiments to illustrate the principles taught in BIO 1132. Two hours; 1 credit.

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

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

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

**BIO 1311--GENERAL BOTANY I LAB--**A lab course which must be taken concurrently with BIO 1313 lecture. Selected experiments to illustrate the principles taught in BIO 1313. Co-requisite: BIO 1313. Two hours; 1 credit.

**BIO 1313--GENERAL BOTANY I--**A lecture course dealing with application of biological principles to the study of plants including classification, anatomy and physiology, and function. Co-requisite: BIO 1311. Three hours; 3 credits.

**BIO 1321--GENERAL BOTANY II LAB--**A lab course dealing with selected experiments to illustrate the principles taught in BIO 1323. Co-requisite: BIO 1323. Prerequisite: BIO 1311. Two hours; 1 credit.

**BIO 1323--GENERAL BOTANY II--**A lecture course of principles listed but not covered in BIO 1313. Co-requisite: BIO 1321. Prerequisite: BIO 1313. Three hours; 3 credits.

**BIO 2411--GENERAL ZOOLOGY I LAB--**A lab course dealing with selected experiments to illustrate the principles taught in BIO 2414. Co-requisite: BIO 2414. Two hours; 1 credit.

**BIO 2414--GENERAL ZOOLOGY I--**A lecture course dealing with the application of biological principles of the study of animals including classifications, structure and function. Emphasis is on invertebrates. Co-requisite: BIO 2411. Four hours; 4 credits.

**BIO 2421--GENERAL ZOOLOGY II LAB--**A lab course which includes selected experiments requiring dissection to illustrate the principles taught in BIO 2424. Co-requisite: BIO 2424. Prerequisite: BIO 2411. Two hours; 1 credit.

**BIO 2424--GENERAL ZOOLOGY II--**A continuation of BIO 2414 with emphasis on vertebrates. Co-requisite: BIO 2421. Prerequisite: BIO 2414. Four hours; 4 credits.

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

**BIO 2513--HUMAN ANATOMY AND PHYSIOLOGY I LECTURE--**A lecture course dealing with the physiology of the human body as an integrated whole with detail study of the skeletal, muscular, and nervous systems. (General Chemistry recommended) Co-requisite: BIO 2511. Prerequisites: BIO 2413/2423 and BIO 2411/2421. Three hours; 3 credits.

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

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

**BIO 2921--MICROBIOLOGY LAB--**A lab course devoted to basic techniques of microbial study such as identification, control, morphology, physiology, life cycles, and cultural techniques in BIO 2923. Co-requisite: BIO 2923. Prerequisite: BIO 2421. Two hours; 1 credit.

**BIO 2923--MICROBIOLOGY LECTURE--**A lecture course providing a survey of the microbes (microscopic organisms) with emphasis and detailed study being placed on those affecting other forms of life, especially man. Co-requisite: BIO 2921. Prerequisite: BIO 2423. Three hours; 3 credits.

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

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

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

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

**CHE 1223--GENERAL CHEMISTRY II LECTURE--**A study of gases, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, coordination and compounds. Co-requisite: CHE 1221. Prerequisite: CHE 1213. Three hours; 3 credits.

**CHE 2421--ORGANIC CHEMISTRY I LAB--**A laboratory course designed for the beginning student in organic chemistry. Acquaints students with important manipulations and procedures and the preparation and study of organic compounds. Co-requisite: CHE 2423. Prerequisite: CHE 1221. Three hours; 1 credit.

**CHE 2423--ORGANIC CHEMISTRY I LECTURE--**A study of the basic principles of carbon chemistry, bonding structure, and behavior; aliphatic compounds; identification and preparation of compounds. Co-requisite: CHE 2421. Prerequisite: CHE 1213 or 1223. Three hours; 3 credits.

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

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

**COM 1413--FUNDAMENTALS OF BROADCASTING--**A course designed to acquaint the student with the basic techniques of audio and video television broadcasting and audio for radio broadcasting. Three hours; 3 credits.

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

**CRJ 1383--CRIMINOLOGY I**--A study of the nature and significance of criminal behavior. Theories, statistics, trends and programs concerning criminal behaviors. Three hours; 3 credits.

**CRJ 2313--POLICE OPERATIONS**--A study of the operation and administration of enforcement agencies with particular emphasis on the functions of the patrol division. Three hours; 3 credits.

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

**CRJ 2333--CRIMINAL INVESTIGATION**--A study of fundamentals, search and recording, collection and preservation of evidence, for finger printing, photography, sources of information, interviews and interrogation. Follow-up. Three hours; 3 credits.

**CRJ 2343--CRIMINAL INVESTIGATION II**--A course designed to teach the use of scientific techniques in investigation; methods to investigate problems in major crime; arrests, apprehensions, and raids; finger printing; rules of evidence and testifying in courts. Three hours; 3 credits.

**CRJ 2513--LAW ENFORCEMENT AND THE JUVENILE**--A study of the role of police in juvenile delinquency and control/organizations, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three hours; 3 credits.

**CSC 1113--INTRODUCTION TO COMPUTER CONCEPTS**--An introduction to the basic concepts, terminology, and structure of computers; introduction to program logic and BASIC programming; introduction to the use of an integrated application software package which includes word processing, spreadsheet and database. It is not designed for computer science or engineering students. Three hours; 3 credits.

**CSC 1123--MICROCOMPUTER APPLICATIONS**--A course designed to teach the use of a major application package(s) as used in microcomputers in business, education, and other environments. - e.g. Lotus 1-2-3, Microsoft Word, Appleworks, Base III, etc. Two hours lecture, two hours lab; 3 credits.

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

**CSC 2413--COBOL PROGRAMMING**--A study of the structures, data bases, and operating systems. Applications place particular emphasis on business systems and operations. Three hours; 3 credits.

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

**ECO 2113--PRINCIPLES OF ECONOMICS**--An introduction to economic principles. Emphasis is on demand and supply under competition, monopoly, and monopolistic competition. Three hours; 3 credits.

**ECO 2123--PRINCIPLES OF ECONOMICS**--A study of nations income, monetary-fiscal policies, investment, growth, consumption, money. Three hours; 3 credits.

**EDU 1311-ORIENTATION**--A course designed to help new students adjust to college life. It will teach them good study skills along with giving them the history of Coahoma Community College and CCCs rules, regulations and policies. The course will also assist students in determining career goals. It will help prepare the students for the job market by providing assessment tools; exploring available careers; and evaluating employability skills. One hour; 1 credit.

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

**ENG 1103--DEVELOPMENTAL ENGLISH I**--A course which stresses basic communication skills--writing of paragraphs, outlines, summaries and essays. General review of mechanics and reading of ideas included. Three hours; 3 credits.

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

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

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

**ENG 2223--AMERICAN LITERATURE**--A survey of major American writers from the colonial era to the end of the nineteenth century. Three hours; 3 credits.

**ENG 2233--AMERICAN LITERATURE**--A survey of major American writers from 1900 to the present. Three hours; 3 credits.

**ENG 2423--WORLD LITERATURE**--A survey of selected writings of the Orient, Greece, Rome, and Medieval Europe. Three hours; 3 credits.

**ENG 2433--WORLD LITERATURE**--A continuation of ENG 2423. Selected European writings from the Renaissance to the present. Three hours; 3 credits.

**ENG 2701--LITERATURE FOR CHILDREN**--A course designed to acquaint students in Early Childhood Education with children's literature. Reading and telling stories to children are emphasized. Films of children's stories are observed and evaluated. Three hours; 3 credits.

**EPY 2513--CHILD PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT I)**--A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social and emotional development from infancy through preadolescence. Special attention is given to the implementations for education. Prerequisite: PSY 1513. Three hours; 3 credits.

**EPY 2523--ADOLESCENT PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT II)**--A study of the individual during adolescent years. Three hours; 3 credits.

**EPY 2533--HUMAN GROWTH & DEVELOPMENT**--A study of the growth and development of the human organism from conception through old age to death. Topics include changes in abilities, interest, social and emotional adjustments of each maturity level, and implications of growth and development to health professionals and others who work with people. Three hours; 3 credits.

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

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

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

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

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

**HIS 1613--SURVEY OF AFRO-AMERICAN HISTORY--**A survey of Afro-American history from the study of one or more African civilizations to the present day. Attention will be given to the activities of other minority groups. Three hours; 3 credits.

**HIS 2213--AMERICAN (U.S.) HISTORY--**A survey of the U.S. history from the period of discovery and exploration through Reconstruction. Three hours; 3 credits.

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

**HPR 1111--GENERAL ACTIVITIES--**A course designed to give students a modern concept of physical education and recreation by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the regular nine weeks school term according to the season, each unit complete within itself. Two hours; 1 credit.

**HPR 1121--GENERAL ACTIVITIES--**A continuation of HPR 1111. Prerequisite: HPR 1111. Two hours; 1 credit.

**HPR 1131--VARSITY SPORTS--**A course designed to give students a modern concept of the fundamentals of basketball. The course is open to all students but it is especially designed for prospective basketball players. Two hours; 1 credit.

**HPR 1141--VARSITY SPORTS--**A course designed to give students a modern concept of the fundamentals of football. The course is open to all students but it is especially designed for prospective football players. Two hours; 1 credit.

**HPR 1213--PERSONAL & COMMUNITY HEALTH--**Applications of principles and practices of healthful living to the individual and the community; major health problems and mutual responsibilities of home, school and health agencies. Three hours; 3 credits.

**HPR 1223--PERSONAL & COMMUNITY HEALTH--**A continuation of HPR 1213. Prerequisite: HPR 1213. Three hours; 3 credits.

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

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

**HPR 1713--SPORTS APPRECIATION--**A course designed to develop spectator awareness and appreciation of the major sports in our society. Material will include a brief history of sports, rules, equipment, and etiquette associated with sports. Three hours; 3 credits.

**HPR 2111--GENERAL ACTIVITIES--**A second year continuation of HPR 1121. Prerequisite: HPR 1121. Two hours; 1 credit.

**HPR 2121--GENERAL ACTIVITIES--**A continuation of HPR 2111. Prerequisite: HPR 2111. Two hours; 1 credit.

**HPR 2131--VARSITY SPORTS--**A continuation of HPR 1131. Prerequisite: HPR 1131. Two hours; 1 credit.

**HPR 2141--VARSITY SPORTS--**Participation in (name sport) varsity sport. Continuation of HPR 1141. Designed for Sophomore football athletes. 1 credit.

**HPR 2213--FIRST AID--**Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. (Does not transfer to some schools as a physical education course.) Three hours; 3 credits.

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

**HPR 2413--INDIVIDUAL & TEAM SPORTS OFFICIATING--**Instruction in rules, interpretations, officiating techniques, and tournament organizations for individual and team sports for men and women. Open primarily to physical education majors. Three hours; 3 credits.

**HPR 2423--FOOTBALL THEORY--**Theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, sportsmanship, rules and team play. Three hours; 3 credits.

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

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

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

**JOU 1313--PRINCIPLES OF JOURNALISM--**An introduction to journalism, news reporting, construction of news story, sources, construction of features and speciality news writing. Three hours; 3 credits.

**JOU 1323--PRINCIPLES OF JOURNALISM--**The preparation of advertising copy and layouts of newspaper, magazines, agencies, retail advertising, and advertising in broadcast medium of radio and television. Emphasis on research and survey methods of demographics, types of layouts, copy writing and proofreading. Prerequisite: JOU 1313. Three hours; 3 credits.

**MAT 1103--DEVELOPMENTAL MATH I--**A course designed for the student who is lacking in fundamental arithmetic skills. This course includes fractions, decimals, percentages, and verbal problems. Three hours; 3 credits.

**MAT 1203--DEVELOPMENTAL MATH II--**A continuation of MAT 1103 with emphasis on signed numbers, first degree equations, products and factors, fractions, and solutions of two equations and two variables. Three hours; 3 credits.

**MAT 1233--INTERMEDIATE ALGEBRA--**A course designed for students whose preparation in algebra is inadequate for regular college algebra. Materials covered include algebraic factoring, fractions, problem solving, exponents, radicals, and quadratics. Prerequisite: one year high school algebra. Three hours; 3 credits.

**MAT 1313--COLLEGE ALGEBRA--**A course which includes equations, inequalities, functions and graphs, circles, polynomial and rational functions, and systems of equations and inequalities. Prerequisite: At least two units of high school algebra or MAT 1233. Three hours; 3 credits.

**MAT 1323--TRIGONOMETRY--**A study of trigonometric functions of the composite angle; fundamental relations, trigonometric equations; logarithms; radian measure; solution of right and oblique triangles, inverse trigonometric functions; and vectors. Prerequisite: MAT 1313 or equivalent. Three hours; 3 credits.

**MAT 1333--FINITE MATHEMATICS--**A course which includes the introduction and application of sets, functions, matrices, sequences, and linear programming oriented to business decision making and behavioral sciences. Prerequisite: MAT 1313 or equivalent. Three hours; 3 credits.



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

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

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

**MAT 2613--CALCULUS III--**A course which includes solid analytics; vectors; improper integrals; line integration. Prerequisite: MAT 1623. Three hours; 3 credits.

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

**MFL 1223--ELEMENTARY SPANISH II--**A continuation of MFL 1213. Special attention is given to irregular verbs and the subjunctive mood. Prerequisite: MFL 1213. Three hours; 3 credits.

**MFL 2213--INTERMEDIATE SPANISH I--**A verb and grammar review and a further development of language skills. Reading materials used have literary and cultural value. Recording equipment is available for student's use. Prerequisite: MFL 1223. Three hours; 3 credits.

**MFL 2223--INTERMEDIATE SPANISH II--**A continuation of MFL 2213. Special attention is given to rapid reading. Recording equipment permits the student to record and listen to his own and other students' use of the language. Prerequisite: MFL 2213. Three hours; 3 credits.

**MUO 1111--BAND I--**Fundamentals of the marching and concert band. Organized to serve the institution at games, concerts, and other public and special functions. Prerequisite: High participation in band or instructor's consent. One hour daily; 1 credit.

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

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

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

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

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

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

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

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

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

- PHY 2241--PHYSICAL SCIENCE I LAB--**A course that includes selected experiments to illustrate the principles taught in lecture. Co-requisite: PHY 2241. Two hours; 1 credit.
- PHY 2242--PHYSICAL SCIENCE I LECTURE--**A lecture course designed for the non-technical student. Co-requisite: PHY 2241. Two hours; 2 credits.
- PHY 2251--PHYSICAL SCIENCE II LAB--**A course that includes selected experiments to illustrate the principles taught in lecture. Co-requisite: PHY 2252. Prerequisite: PHY 2241. Two hours; 1 credit.
- PHY 2252--PHYSICAL SCIENCE II LECTURE--**A survey of chemistry, meteorology, and geology. Co-requisite: PHY 2251. Prerequisite: PHY 2242. Two hours; 2 credits.
- PHY 2411--GENERAL PHYSICS I LAB--**A course that includes selected experiments to illustrate the principles taught in lecture. Corequisite: PHY 2413. Two hours; 1 credit.
- PHY 2413--GENERAL PHYSICS I LECTURE--**A lecture course that deals with laws of mechanics and heat. Co-requisite: PHY 2411. Prerequisites: MAT 1313 and MAT 1323. Two hours; 3 credits.
- PHY 2421--GENERAL PHYSICS II LAB --**A course that includes selected experiments to illustrate the principles taught in lecture. Co-requisite: PHY 2423. Prerequisite: PHY 2411. Two hours; 1 credit.
- PHY 2423--GENERAL PHYSICS II LECTURE--**A lecture course that deals with laws of electricity, magnetism, light, and modern physics. Co-requisite: PHY 2421. Prerequisite: PHY 2413. Three hours; 3 credits.
- PSC 1113--AMERICAN NATIONAL GOVERNMENT--**A survey of the organizations and political structure of the basic operation of American government. Three hours; 3 credits.
- PSC 1123--AMERICAN STATE AND LOCAL GOVERNMENT--**A study of the relationship between state and federal government; and between states and their subdivisions; organizations, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three hours; 3 credits.
- PSY 1513--GENERAL PSYCHOLOGY--**An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three hours; 3 credits.
- REA 1103--DEVELOPMENTAL READING I--**A laboratory course designed to offer special reading instruction to students deficient in reading skills. Three hours; 3 credits.
- REA 1203--DEVELOPMENTAL READING II--**A continuation of REA 1103. Three hours; 3 credit.
- SEC 2613--BUSINESS COMMUNICATIONS--**A course designed to offer study and practice in writing different types of business letters and reports, with emphasis on correct spelling, grammar, punctuation, and clarity of communication. Three hours; 3 credits.
- SOC 2113--INTRODUCTION TO SOCIOLOGY--**Deals with human relationships. Students will receive a synopsis of the whole field of sociology; including the social world, the social and cultural process within this world, and the integration of these processes in relation to the individual, the group, and the institution. Three hours; 3 credits.
- SOC 2123--INTRODUCTION TO SOCIOLOGY--**A continuation of SOC 2113. Three hours; 3 credits.
- SOC 2143--MARRIAGE AND FAMILY--**A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three hours; 3 credits.

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

**SPT 1113--ORAL COMMUNICATION (PRINCIPLES OF SPEECH)--**A study of correct and effective English; correct pronunciation and enunciation; breath control; study and practice in making speeches for all occasions; major emphasis on organization of material and practice in speaking before a group. Three hours; 3 credits.

### **COURSE DESCRIPTIONS VOCATIONAL AND TECHNICAL**

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

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

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

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

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

**ABT 1323--REFINISHING II--**A continuation of Refinishing I. Included are types of refinishing materials and their specific application procedures. Included are ways to prevent painting problems, solving problems that occur, basic blending for color matching, and basecoat/clear coat applications. (4 sch: 2 hr. lecture, 4 hr. lab)  
Prerequisites: Refinishing I (ABT 1313)

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

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

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

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

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

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

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

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

**ABT 2911 (1-3)--SPECIAL PROBLEM IN COLLISION REPAIR TECHNOLOGY--**A course designed to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (1-3 sch: 2-6 hr. lab)

**WBL 292(1-3)--WORKED-BASED LEARNING IN COLLISION REPAIR TECHNOLOGY--**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:)

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

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

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

**BOT 1213--PROFESSIONAL DEVELOPMENT--**A course that develops an awareness of interpersonal skills essential for job success. (3 sch: 3 hr. lecture) 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 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 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 Operating Systems (BOT 2143) or by consent of instructor.

**BOT 1843--KEYBOARD CONCEPTS--**A course that emphasizes improving keyboard techniques using the touch method. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

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

**BOT 2143--OPERATING SYSTEMS--**A course that will provide training in using operating systems and a multi-tasking environment. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

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

**BOT 2413--COMPUTERIZED ACCOUNTING--**A course that applies basic accounting principles using a computerized accounting system. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Business Accounting (BOT 1433) or Principles of Accounting I (ACC 1213)

**BOT 2723--ADMINISTRATIVE OFFICE PROCEDURES--**A course that will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Word Processing (BOT 1143)

**BOT 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 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.

**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 1125--FOUNDATIONS II--**A course designed to provide students with skills and knowledge in layout and construction of the various types of foundations used in the building construction industry. Instruction and practice are provided in the selection and calculation of materials, use of transits, and concrete finishing. Prerequisite: None

**CAV 1133--ADVANCED BLUEPRINT READING--**A course which includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

**CAV 1216--FRAMING I--**A course designed to give the student experience in floor and wall framing. (6 sch: 2 hr. lecture, 8 hr. lab) Prerequisite: None

**CAV 1225--FRAMING II--**A course which applies the techniques of cutting and assembly of framing materials based on predetermined specifications. (5 sch: 1 hr. lecture, 8 hr. lab) Prerequisite: Framing I (CAT 1216)

**CAV 1316--INTERIOR FINISHING AND CABINET MAKING--**A course which includes experience in all types of interior ceiling, wall covering, trim work, and floor covering including 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 1513--EXTERIOR FINISHING--**A study of types of trims (moldings, cornices, and door and window trims). Also included are wall covering techniques, styles, installation, and finishing. (3 sch: 1 hr. lecture, 4 hr. lab) Prerequisite: None

**CAV 1515--EXTERIOR FINISHING--**A course designed to provide students with skills, knowledge selection, preparation, and installation exterior finishing materials. Instruction and practice is provide in the installation of moldings, cornices, door and windows trims, and wall covering techniques. (3 sch: 1 hr. lecture, 4 hr. lab) Prerequisite: None

**CAV 2113--PRINCIPLES OF MULTI-FAMILY AND LIGHT COMMERCIAL CONSTRUCTION**--A course including the fundamentals of multi-family and light commercial construction. Emphasis will be placed on the application of local codes and standards. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

**CAV 2133--ADVANCED CABINET MAKING**--A course which includes principles of building and installation of cabinets, drawers, and shelves. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Interior Finishing and Cabinet Making (CAV 1316)

**CAV 2313--ADVANCED INTERIOR FINISHING**--A course which stresses procedures for advanced ceiling and wall interior finishing and for stair calculation and construction. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: Interior Finishing and Cabinet Making (CAV 1316).

**CAV 291(1-6)--SPECIAL PROBLEM IN RESIDENTIAL CARPENTRY TECHNOLOGY**--A course to provide students with an opportunity to utilize skills and knowledge gained in other Residential Carpentry Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (1-3 sch: 2-6 hr. lab) Prerequisite: None

**WBL 292(1-3)--WORK-BASED LEARNING IN RESIDENTIAL CARPENTRY TECHNOLOGY**--A cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship) Prerequisite: Sophomore standing in Residential Carpentry Technology.

**CDT 1114--CHILD CARE PROFESSION**--A course designed to provide activities in types of child care, and observing and recording child behavior. Room arrangements, software, play, and safety are evaluated. (4 sch: 3 hr. lecture, 2 hr. lab) Prerequisite: None

**CDT 1214--INFANT AND TODDLER DEVELOPMENT**--A course designed to provide knowledge concerning the care of infants and toddlers in group care. Practice is given in infant and toddler care giving in group care through classroom laboratory or collaborative centers. (4 sch: 3 hr. lecture, 2 hr. lab) Prerequisite: None

**CDT 1224--CHILD GROWTH AND DEVELOPMENT**--A course which places emphasis on the cognitive, physical, emotional, and social developmental characteristics of children ages three through five. Concentration is placed on all children including the exceptional child. (4 sch: 3 hr. lecture, 2 hr. lab) Prerequisites: Infant and Toddler Development (CDT 1214)

**CDT 1313--ART FOR PRESCHOOL CHILDREN**--A course which emphasizes planning and developing art experiences beneficial to the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 sch: 3 hr. lecture) Prerequisite: None

**CDT 1323--MUSIC/MOVEMENT FOR PRESCHOOL CHILDREN**--A course designed to teach the development of the preschool child in the areas of listening, singing, and movement. Planning musical/movement experiences for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 sch: 3 hr. lecture) Prerequisite: None

**CDT 1333--LANGUAGE ARTS FOR PRESCHOOL CHILDREN**--A course which emphasizes planning, developing, and presenting language arts activities for preschool children. Lab activities with the children are implemented during Technical Practicum I and II. (3 sch: 3 hr. lecture) Prerequisite: None

**CDT 1514--CHILD NUTRITION AND HEALTH CARE**--A study of nutrition and health care for preschool children. Planning and implementing health, safety, and nutritional experiences are an important part of the course. Lab activities with the children are implemented during Technical Practicum I and II. (4 sch: 4 hr. lecture) Prerequisite: None

**CDT 2233--GUIDING SOCIAL AND EMOTIONAL BEHAVIOR**--A course designed to help students identify and practicing effective techniques in guiding preschool children's behavior. Lab activities with the children are implemented during Technical Practicum I and II. (3 sch: 3 hr. lecture) Prerequisite: None

**CDT 2413--ATYPICAL CHILD DEVELOPMENT--**A course which provides information concerning growth and development, intervention strategies, and working with families having atypical child. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisites: Infant/Toddler (CDT 1214) and Child Growth and Development (CDT 1224)

**CDT 2613--METHODS AND MATERIALS--**A study of the appropriate methods and materials to be used in a preschool learning environment. (3 sch: 3 hr. lecture) Prerequisite: None

**CDT 2713--SOCIAL STUDIES, MATH AND SCIENCE FOR PRESCHOOL CHILDREN--**A course designed to assist students in planning developmentally appropriate activities in social studies, math, and science for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3 sch: 3 hr. lecture) Prerequisite: None

**CDT 2813--ADMINISTRATION OF PRESCHOOL PROGRAMS--**A study of concepts in the administration of quality preschool programs. (3 sch: 3 hr. lecture) Prerequisites: Three semesters of core courses.

**CDT 2915--TECHNICAL PRACTICUM I--**A course which allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children [birth - 5 years old]. Completion of the competencies provides opportunities for students to implement experiences planned in the corequisites and ensures a balance of all curriculum areas. Not all competencies will be achieved at the end of this course due to the variance that exists in the child care settings used for student experiences. Other competencies will be achieved and documented by the end of the two-year program of study. (5 sch: 10 hr. lab) Corequisites: Art for Preschool Children (CDT 1313), Child Nutrition and Health Care (CDT 1514), Language Arts for Preschool Children (CDT 1333), and Music Movement for Preschool Children (CDT 1323)

**CDT 2925--TECHNICAL PRACTICUM II--**A course which allows advanced child care students an opportunity to implement knowledge and experience in preparing and implementing positive experience for children [birth -5 years of age]. (5 sch: 10 hr. lab) Prerequisite: None

**COV 1117--FUNDAMENTALS OF COSMETOLOGY--**A course which provides students with laboratory experiences in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulation, laboratory experiences are provided on mannequins or classmates; students are not allowed to work on patrons paying for services until this course is completed. (7 sch: 3 hr. lecture, 12 hr. lab) Prerequisite: None

**COV 1213--COSMETOLOGY THEORY I--**A course which provides students with basic theory of cosmetology; topics covered include sterilization and sanitation, safety, hygiene and good grooming, professional ethics, sales. Emphasis is placed on the theory of bacteriology, hair treatment, hair shaping, hair styling, and finger waves. (3 sch: 2 hr. lecture, 3 hr. lab) Prerequisite: None

**COV 1225--COSMETOLOGY THEORY II--**A study of theory in the areas of anatomy and physiology, dermatology, trichology, onychology, and chemistry. Care and styling of wigs, manicure and pedicure, permanent waving, hair coloring and lightening, and safety practices are also covered. (5 sch: 4 hr. lecture, 3 hr. lab) Prerequisite: None

**COV 1236--COSMETOLOGY THEORY III--**A course which provides students with advanced theory in facials and make-up, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, and basic salon management and operation theory. (6 sch: 5 hr. lecture, 3 hr. lab) Prerequisites: Cosmetology II (COV 1225)

**COV 1311--SCALP AND HAIR TREATMENT--**A course which provides students with laboratory experiences in the practical application of shampoo, including preparation, procedures, completion, safety rules, brushing, selection and use of shampoo products; and practical application of treatment for different types of hair and scalps. (1 sch: 3 hr. lab) Prerequisites: Cosmetology I (COV 1213)



**COV 1321--HAIR SHAPING AND STYLING--**A course which provides students with laboratory experiences in the art of hair shaping with scissors and razors. Emphasis is placed on the identification and use of implements for sectioning and thinning hair, styling and finger waves. The course also provides instruction and practice in production selection and preparation, and techniques used in setting, combing, brushing, and artistically styling hair. (1 sch: 3 hr. lab) Prerequisite: None

**COV 1333--PERMANENT WAVES--**A course which provides students with theory and practical application in permanent waving. Instruction and practice are provided in application principles, processes, and requirements, and product and supply selection. (3 sch: 9 hr. lab) Pre/corequisites: Cosmetology I (COV 1213)

**COV 1343--HAIR COLORING AND LIGHTENING--**A course which provides students with practical and application and instruction in hair classification, permanent hair color, hair lightening, retouch, highlighting, and shampoo tinting. (3 sch: 9 hr. lab) Prerequisite: None

**COV 1352--CHEMICAL HAIR RELAXING--**A course which provides students with instruction and practical application experiences in chemical hair relaxing techniques, basic steps and processes, product selection, and safety precautions. (3 sch: 9 hr. lab) Pre/corequisites: Cosmetology Theory II (COV 1225)

**COV 1362 --THERMAL TECHNIQUES--**A course designed to provide students with practical laboratory experiences in thermal hair styling. Instruction on purpose, procedures, product selection, and safety precautions is emphasized. (2 sch: 6 hr. lab) Pre/corequisites: Cosmetology Theory III (COV 1236)

**COV 1412--ARTISTRY OF ARTIFICIAL HAIR--**A course designed to provide students with theory and laboratory experiences in the care and styling of wigs and hairpieces. Instruction in reasons for using wigs, determining wig quality, types of wigs, taking wig measurements, and ordering wigs is emphasized. (2 sch: 1 hr. lecture, 3 hr. lab) Prerequisite: None

**COV 1512--MANICURE AND PEDICURE--**A course designed to provide students with theory and practical application in manicuring and pedicuring. Instruction provided include nail structure, adjoining structure, nail growth and disorders, nail irregularities and diseases, massage and sanitary care, and safety considerations. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/corequisites: Cosmetology Theory II (COV 1225)

**COV 1612--FACIALS AND MAKE-UP--**A course designed to provide students with practical laboratory experiences in the selection and application of facial and skin treatments, and cosmetic and corrective make-up. (2 sch: 6 hr. lab) Pre/corequisites: Cosmetology Theory III (COV 1236)

**COV 1712--BEAUTY SALON MANAGEMENT--**A course designed to provide students with theory and practice in opening, operating, and managing a beauty salon in accordance with state regulations. (2 sch: 6 hr. lab) Pre/corequisites: Cosmetology Theory III (COV 1236)

**COV 2816--COSMETOLOGY TEACHER TRAINEE I--**A course which gives instruction in the developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/corequisites: Students who have at least two years active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.

**COV 2826--COSMETOLOGY TEACHER TRAINEE II--**A course which gives instruction in the development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/corequisites: Cosmetology Teacher Training I (COV 1816)

**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)

**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

**HRT 1113--HOSPITALITY AND TOURISM INDUSTRY--**An introduction to the hospitality and tourism industry. Discussions and industry observations are designed to discover the opportunities, trends, problems, and organizations in the field. (3 sch: 3 hr. lecture) Prerequisite: None

**HRT 1114 CULINARY PRINCIPLES I--**Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4 sch: 2 hr. lecture, 4 hr. lab) Corequisites: Sanitation and Safety (HRT 1213) or by permission of instructor.

**HRT 1213--SANITATION AND SAFETY--**A course which covers the basic principles of microbiology, sanitation, and safety for a food service operation. The class studies the environmental control application through the prevention of food-borne illnesses, cleaning materials and procedures, general safety regulations, food processing methods, first aid, and fire prevention. (3 sch: 2 hr. lecture, 2 hr. lab) 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 151(1-4)--HOSPITALITY SEMINAR--**Leadership and management skills necessary for success in hospitality and tourism management. The course addresses computer based management systems. (1 sch: 2 hr. lab; 4 sch: 2 hr. lecture, 4 hr. lab) Prerequisite: None

**HRT 1813--THE PROFESSIONAL TOUR GUIDE--**A course which explores all activities associated with organizing, booking, and conducting escorted tours. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

**HRT 1823--THE TRAVEL AGENCY--**A detailed exploration of travel agency operation to include physical structure, staffing needs, client needs, legal implication, interaction with travel and lodging, and accreditation. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

**HRT 1833--TRAVEL AND TOURISM GEOGRAPHY--**A study of the location, currency, port of entry, and form of governments in various countries around the world. Exercises involve itinerary planning, knowledge of time zones, and familiarity with the countries' natural, cultural and entertainment attractions. (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 2423--SECURITY MANAGEMENT--**A study of the issues surrounding the need for individualized security programs. The course examines a variety of security equipment and procedures and discusses internal security for food service and lodging operations. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

**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

**WBL 291(1-3)--WORK-BASED LEARNING IN HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY--**A cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. (1-6 sch: 3-18 hr. externship) Prerequisite: Consent of instructor.

**IMM 1111--INDUSTRIAL MAINTENANCE SAFETY--**A course designed to acquaint entering students with shop and industry safety practices and precautions. Includes instruction in general safety practices, personal safety, electrical safety practices, and power equipment safety. (1 sch: 1 hr. lecture, 1 hr. lab) (May be taught as a 30 contact hour lab in open entry-open exit vocational programs.) 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 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 1515--EQUIPMENT INSTALLATION AND ALIGNMENT--**A course designed to provide students with skills and knowledge associated with the installation and alignment of various pieces of equipment used in an industrial setting. Includes instruction in preinstallation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial 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 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 2124--INDUSTRIAL ELECTRICITY--**A course designed to provide students with fundamental skills and knowledge associated with electrical systems in a industrial setting. Includes instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. (4 sch; 2 hr. lecture, 4 hr. lab). Prerequisite: None

**IMM 2134--INDUSTRIAL WELDING AND METALS--**A course designed to provide students with skills and knowledge associated with metals and metal welding processes. Includes instruction in different metals and their properties, and in basic SMAW welding and oxy-fuel cutting and brazing. (4 sch; 1 hr. lecture, 6 hr. lab) Prerequisite: None

**IMM 2145--INDUSTRIAL PIPING AND HYDRO-TESTING--**A course designed to provide students with skills and knowledge associated with piping, pipe-fitting, and hydrotesting of piping systems. Includes instruction on basic principles of piping and pipe fitting, basic pipe fitting procedures, and basic hydrotesting of pipe systems. (5 sch; 2 hr. lecture, 6 hr. lab). Prerequisite: None

**WBL 291(1-6)--WORK-BASED LEARNING FOR INDUSTRIAL MAINTENANCE MECHANICS--**A course designed to provide the student with on-site work experience in an industrial setting. Students are supervised by industry personnel and complete a formal training program under the observation of community college instructors and coordinators. (1-6 sch; 45 contact hours per sch internship) Prerequisite: None

**IMM 191(1-3)--SPECIAL PROJECT FOR INDUSTRIAL MAINTENANCE MECHANICS--**A course designed to provide the student with practical applications of skills and knowledge gained in other Industrial Maintenance Mechanics courses. The instructor works closely with the student to 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

**PNV 1014**--An optional pre-practical nursing course which is available to those who have met admission criteria, and who are waiting admission into the program. Credit is given for this four (4) semester hour course of critical content and laboratory experience. Successful completion of this material will offer self-assurance to the learner that continuation in this vocational training program will fulfill a personal goal. During this class, the student will renew study/learning skills, and after admission into the regular program of study, it will allow for extra time to pursue other learning needs. (4 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

**PNV 1113--BASIC NUTRITION**--A course which consists of content which will provide the student with a study of normal nutrition for health. The student will be introduced to the vital body nutrients, the digestive process, the metabolism of nutrients, and to diet therapy for practical nurses. (3 sch: 3 hr. lecture) Prerequisite: None

**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 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

**PNV 1312--GROWTH AND DEVELOPMENT**--A two (2) hour course of content which will provide the student with a knowledge of the normal developmental process of humans from infancy to middle adulthood. This study will include physical, emotional, social and intellectual aspects of growth. (2 sch: 2 hr. lecture) Prerequisite: None

**PNV 1412--GERIATRIC NURSING**--A course designed to provide the student with information about the developmental process and problems of the older adult. Students will be given the opportunity to provide nursing care for a geriatric client for one week, implementing skills and recalling information to provide for the physical, emotional, social and intellectual needs of the aging client. (2 sch: 1 hr. lecture, 3 hr. Clinical) Pre/co-requisite PNV 1425 and PNV 1434

**PNV 1425--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. (5 sch: 5 hr. lecture) Co-requisite 1434. Passing grade required in 1425 and 1434 to receive credit.

**PNV 1434--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. (4 sch: 8 hr. lab, 3 hr. clinical) Pre/co-requisite: Concurrent registration in PNV 1425 is required. Passing grade required in PNV 1425 and 1434 to receive credit.

**PNV 1513--PHARMACOLOGY**--A course designed to provide the student with appropriate basic, theoretical and clinical information related to drugs and their dispensation. This class will introduce the student to the classifications, sources, dosages, measurements, regulatory requirements and basic principles of administration of medications. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: All first semester PNV courses

**PNV 1615--MEDICAL/SURGICAL NURSING I**--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. (5 sch: 5 hr. lecture) Prerequisite PNV 1113, PNV 1213, PNV 1312, PNV 1412, PNV 1425, PNV 1434. Co-requisite 1624. Passing grade required in PNV 1615 and 1624.

**PNV 1624--MEDICAL/SURGICAL LAB AND CLINICAL I**--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. (4 sch: 2 hr. lab, 9 hr. Clinical) Prerequisite PNV 1113, PNV 1213, PNV 1312, PNV 1412, PNV 1425, PNV 1434. Co-requisite PNV 1615 and 1624.

**PNV 1633--ALTERATIONS IN ADULT HEALTH--**This course introduces nursing theory for the following medical-surgical disorders: urological, endocrine, reproductive, musculoskeletal, and skin and special senses. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member (3 sch: 5 hr. lecture) Prerequisites: Basic Nutrition (PNV 1113), Body Structure and Function (PNV 1213), Growth and Development (PNV 1312), Geriatric Nursing (PNV 1412), Fundamentals of Nursing (PNV 1425), and Fundamentals of Nursing Lab (PNV 1434). Concurrent registration in PNV 1644 is required. A passing grade in PNV 1633 and 1644 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 1644--ALTERATIONS IN ADULT HEALTH LAB AND CLINICAL--**This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. (4 sch: 2 hr. lab, 9 hr. Clinical) Prerequisites: Basic Nutrition (PNV 1113), Body Structure and Function (PNV 1213), Growth and Development (PNV 1312), Geriatric Nursing (PNV 1412), Fundamentals of Nursing (PNV 1425), and Fundamentals of Nursing Lab (PNV 1434). Concurrent registration in PNV 1633 is required. It also requires a passing grade in PNV 1633 and PNV 1644 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 1717--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. (7 sch: 5 hr. lecture, 6 hr. Clinical) Prerequisite: all first semester PNV courses

**PNV 1813--PSYCHIATRIC CONCEPTS--**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 sch: 2 hr. lecture, 3 hr. Clinical) Prerequisite: all first semester PNV courses.

**PNV 1912--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. (2 sch: 1 hr. lecture, 3 hr. Clinical) Prerequisite: all first semester PNV courses.

**WLV 1117--SHIELDED METAL ARC WELDING (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 with the GTAW welder. (6 sch: 1 lecture, 10 hr. lab) Prerequisite: None

**WLV 1143--FLUX CORED ARC WELDING--**A course designed to give the student experience in FCAW. (3 sch: 1 lecture, 4 hr. lab) Prerequisite: None

**WLV 1155--PIPE WELDING--**A course designed to give the student experience in pipe welding procedures. (5 sch: 1 lecture, 8 hr. lab) Prerequisite: None

**WLV 1162--GAS METAL ARC ALUMINUM WELDING--**A course designed to give the student experience in gas metal aluminum welding. (2 sch: 1 lecture, 2 hr. lab) Prerequisite: None

**WLV 1212--PLASMA ARC CUTTING--**A course designed to give the student experience in plasma arc cutting. (2 sch: 1 lecture, 2 hr. lab) Prerequisite: None

**WLV 1222--AIR CARBON ARC CUTTING AND GOUGING--**A course designed to give students experience in air carbon cutting and gouging. (2 sch: 1 lecture, 2 hr. lab) Prerequisite: None

**WLV 1242--OXYFUEL GAS CUTTING PRINCIPLES AND PRACTICES--**A course designed to give the student experience in oxyfuel cutting principles and practices. (2 sch: 1 lecture, 2 hr. lab) Prerequisite: None

**WLV 191(1-3)--SPECIAL PROBLEM IN WELDING AND CUTTING--**A course designed to provide the student with practical applications of skills and knowledge gained in other welding and cutting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student learning experience. (1-3 sch: 2-6 hr. lab) Prerequisite: None





## INDEX

### A

Academic Advising/Career Center.....	56
Academic Calendars.....	15
Academic Course Descriptions.....	119
Academic Progress for Resident Hall Students.....	58
Academic Probation and Suspension Policies.....	47
Academic Records.....	51
Accounting Curriculum.....	66
Accreditation.....	20
ACT Scholarship.....	32
Administrative Officers.....	6
Admissions.....	36
Admissions of International Students.....	38
Admissions Requirements for Academic and Technical Students.....	36
Admissions Requirements for Evening Students.....	37
Admissions Requirements for Veterans or Eligible Persons.....	37
Admissions Requirements for Vocational Students.....	37
Alumni Association.....	24
Appeal Process.....	29
Art Curriculum.....	70
Athletic Administration and Coaching Curriculum.....	71
Auditing Courses.....	45

### B

Barber/Stylist Curriculum.....	108
Biology Curriculum.....	74
Board of Supervisors.....	5
Board of Trustees.....	5
Books and Supplies.....	25
Buildings.....	21
Business and Office Systems Technology Curriculum.....	98

### C

Campus Security.....	57
Change of Schedule.....	43
Chemistry Curriculum.....	75
Child Development Curriculum.....	88
Child Development Technology Curriculum.....	99
Class Attendance Policies and Procedures.....	48
Class Cancellation Policy.....	50
Classification of Students.....	44
Clubs and Organizations.....	59
Coahoma Community College Policies.....	20
Code of Student Conduct.....	62
Collision Repair Technology.....	100
Collision Repair Technology Two-Year Certificate Program.....	101
Completion of Vocational Programs.....	117
Compliance Policy.....	2
Computer Science Curriculum.....	76
Continuing Education and Community Services.....	24
Cosmetology Curriculum.....	110
Criminal Justice Curriculum.....	89

<b>D</b>	
Delinquent Accounts.....	25
Developmental Courses.....	29
Directed Independent Study (DIS) .....	43
Drug and Alcohol Policy.....	56
Due Process.....	57

<b>E</b>	
Early Admissions Program.....	41
Early Childhood Education Curriculum.....	90
Earning a Second Degree from Coahoma.....	42
Elementary Education.....	91
Eligibility Time Frames.....	28
English.....	68
Evening Classes.....	50
Examinations.....	45

<b>F</b>	
Faculty.....	7
Family Educational Privacy Rights Act.....	51
Federal Parent Loan for Undergraduate Students.....	27
Federal Grant.....	26
Federal Perkins Loan Program.....	27
Federal Stafford Student Loan.....	27
Federal Supplemental Educational Opportunities Grant.....	26
Financial Aid.....	26
Financial Aid Probation.....	28
Financial Aid Suspension.....	29
Follow-Up and Placement.....	53

<b>G</b>	
General Admissions Policies.....	36
General Business.....	67
General Education.....	92
Grade Reports.....	46
Grading Scale/Grade Descriptions and Change of Grades.....	45
Graduation Fee.....	25
Graduation Requirements.....	41

<b>H</b>	
Health, Physical Education and Recreation.....	72
History of Coahoma Community College.....	19
Home Schooling.....	39
Honors.....	47
Hotel and Restaurant Management Curriculum.....	102

<b>I</b>	
Incomplete Grades.....	45
Industrial Maintenance Technology.....	104

<b>L</b>	
Letter of Application for Graduation.....	43
Location of School.....	20

<b>M</b>	
Mandatory Testing and Placement Procedures.....	56
Mathematics Curriculum.....	77
Mathematics Education Curriculum.....	78
Mission Statement of Coahoma Community College.....	19
<b>O</b>	
Orientation.....	55
<b>P</b>	
Practical Nursing.....	112
Pre-Dental Hygiene Curriculum.....	79
Pre-Health Information Management Curriculum.....	80
Pre-Law Curriculum.....	93
Pre-Medical Curriculum.....	81
Pre-Medical Technology Curriculum.....	82
Pre-Nursing Curriculum.....	83
Pre-Occupational Therapy Curriculum.....	84
Pre-Optometry Curriculum.....	85
Pre-Pharmacy Curriculum.....	86
Pre-Physical Therapy Curriculum.....	87
Public Relations.....	24
<b>Q</b>	
Quality Points.....	47
<b>R</b>	
Radio and Television Broadcasting Curriculum.....	69
Readmission of Former Students.....	38
Recreation.....	73
Refunds Policies.....	25
Registration.....	43
Reinstatement After Financial Aid Suspension.....	29
Religious Life.....	58
Repeated Courses.....	47
Residency Requirements.....	53
Residential Carpentry.....	106
Residential Carpentry Technology Two-Year Certificate Program.....	107
Reports to the Veterans Administration.....	53
<b>S</b>	
Satisfactory Progress for Financial Aid.....	27
Schedule of Student Expenses.....	24
Scholarships.....	31
Semester Hours Credit.....	45
Sexual Harassment Policy & Procedures.....	61
Skill-Tech Center.....	117
Social Science Curriculum.....	94
Social Science Education Curriculum.....	95
Social Work Curriculum.....	96
Sources of Financial Aid.....	26
Special Vocational Programs/Activities.....	115
Staff.....	9
Standard of Satisfactory Progress.....	28
Student Consumer Information.....	57
Student Development Services Objectives.....	55

Student Eligibility Requirements.....	30
Student Grade Appeal Policy.....	47
Student Health Services.....	58
Student Load.....	44
Student Rights and Responsibilities.....	61
Summer School.....	51
Summer School Fees.....	25

**T**

Table of Contents.....	3
Tech Prep Program.....	115
Transcripts.....	51
Types of Admissions.....	38

**U**

Upward Bound Program.....	97
---------------------------	----

**V**

Veterans.....	52
Vocational/Technical Course Descriptions.....	128

**W**

Welder/Welding Technology Curriculum.....	114
Withdrawal, NF, NA, and F Grades.....	29
Withdrawal Procedures.....	50



Student Eligibility Requirements .....	10
Student Credit Award Policy .....	11
Student Health Services .....	12
Student Load .....	13
Student Rights and Responsibilities .....	14
Summer Schools .....	15
Summer School Fees .....	16

Table of Contents .....	17
Table of Contents .....	18
Table of Contents .....	19
Table of Contents .....	20

Open-Ended Programs .....

Mathematics .....	21
Mathematics .....	22

Bridge-Ready Technology Curriculum .....	23
Washington, DC, and Other Grades .....	24
Washington, DC, and Other Grades .....	25



**COAHOMA COMMUNITY COLLEGE**

3240 Friars Point Road  
Clarksdale, MS 38614