



**Coahoma Community College**  
2007-2009 Catalog

**COAHOMA  
COMMUNITY COLLEGE**

3240 Friars Point Road  
Clarksdale, MS 38614

662-627-2571  
www.coahomacc.edu

**ACCREDITATION**

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

**MEMBERSHIP**

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

---

---

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

Volume XXXI  
Number I

## TABLE OF CONTENTS

I.	GENERAL INFORMATION .....	4
II.	STUDENT SERVICES .....	19
III.	FINANCIAL AID & STUDENT EXPENSES.....	31
IV.	ACADEMIC REQUIREMENTS AND REGULATIONS.....	48
V.	ACADEMIC PROGRAMS .....	72
VI.	CAREER TECHNICAL EDUCATION.....	121
VII.	GOVERNING BOARD & CCC FACULTY/STAFF .....	196
VIII.	INDEX.....	210

# **GENERAL INFORMATION**



## **HISTORY OF COAHOMA COMMUNITY COLLEGE**

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

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

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

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

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

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

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

## **MISSION STATEMENT OF COAHOMA COMMUNITY COLLEGE**

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

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

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

**2007-2008 College Calendar**

**Fall Semester 2007**

July	13	Friday	Admission Applications and Supporting Documents Due in the Admissions and Records Office
August	13	Monday	Professional Development
August	14	Tuesday	Dormitories and Cafeteria Open
August	14-28	Tuesday-Tuesday	<b>REGISTRATION</b>
August	20	Monday	Classes and Late Registration Fee Begin
August	28	Tuesday	<b>LAST DAY TO REGISTER OR CHANGE CLASS SCHEDULE</b>
September	3	Monday	Labor Day Holiday
September	4	Tuesday	Regular Class Schedule Resumes
October	10-12	Wednesday-Friday	Mid-term Examinations
October	15	Monday	Last Day to Officially Drop a Course Without Receiving a Grade, Remove Incompletes of Previous Semester, and Submit Grade Corrections
November	19-23	Monday-Friday	<b>FALL BREAK AND THANKSGIVING HOLIDAYS</b>
November	26	Monday	Regular Class Schedule Resumes and Last Day to Officially Withdraw from the Institution (receiving "W" grade)
December	12-14	Wednesday-Friday	<b>FINAL EXAMINATIONS</b>
December	14	Friday	Final Grades Due in Admissions and Records Office
December	17	Monday	<b>CHRISTMAS HOLIDAYS BEGIN</b>

**Spring Semester 2008**

January	3	Thursday	Dormitories and Cafeteria Open
January	3-17	Thursday-Thursday	<b>REGISTRATION</b>
January	7	Monday	Classes and Late Registration Fee Begin
January	17	Thursday	<b>LAST DAY TO REGISTER OR CHANGE CLASS SCHEDULE</b>
January	21	Monday	Martin Luther King Holiday
January	22	Tuesday	Regular Class Schedule Resumes
March	5-7	Wednesday-Friday	Mid-term Examinations
March	10-14	Monday-Friday	<b>SPRING BREAK</b>
March	17	Monday	Regular Class Schedule Resumes and Last Day to Officially Drop a Course Without Receiving a Grade, Remove Incompletes of Previous Semester, and Submit Grade Corrections
March	21	Friday	<b>GOOD FRIDAY</b>
March	24	Monday	Regular Class Schedule Resumes
April	21	Friday	Last Day to Officially Withdraw from the Institution (receiving "W" grade)
May	5-7	Monday-Wednesday	<b>FINAL EXAMINATIONS</b>
May	7	Wednesday	Final Grades Due in Admissions and Records Office
May	10	Saturday	<b>GRADUATION EXERCISES</b>

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

**Summer Session 2008**

**First Term**

May	27	Tuesday	<b>REGISTRATION</b>
May	28	Wednesday	Classes and Late Registration Fee Begin
May	29	Thursday	<b>LAST DAY TO REGISTER OR ADD COURSES</b>
June	11	Wednesday	Mid-term Examinations
June	13	Friday	Last Day to Officially Drop a Course Without Receiving a Grade
June	25	Wednesday	<b>FINAL EXAMINATIONS</b>
June	26	Thursday	Final Grades Dues in Admissions and Records Office

**Second Term**

June	30	Monday	<b>REGISTRATION</b>
July	1	Tuesday	Classes and Late Registration Fee Begin
July	2	Wednesday	<b>LAST DAY TO REGISTER OR ADD COURSES</b>
July	4	Friday	July 4 <sup>th</sup> Holiday
July	15	Tuesday	Mid-term Examinations
July	21	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
July	29	Tuesday	<b>FINAL EXAMINATIONS</b>
July	30	Wednesday	Final Grades Due in Admissions and Records Office



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

**2008-2009 College Calendar**

**Fall Semester 2008**

July	11	Friday	Admission Applications and Supporting Documents Due in the Admissions and Records Office
August	13	Wednesday	Professional Development
August	14	Thursday	Dormitories and Cafeteria Open
August	14-28	Thursday-Thursday	<b>REGISTRATION</b>
August	18	Monday	Classes and Late Registration Fee Begin
August	28	Thursday	<b>LAST DAY TO REGISTER OR CHANGE CLASS SCHEDULE</b>
September	1	Monday	Labor Day Holiday
September	2	Tuesday	Regular Class Schedule Resumes
October	8-10	Wednesday-Friday	Mid-term Examinations
October	13	Monday	Last Day to Officially Drop a Course Without Receiving a Grade, Remove Incompletes of Previous Semester, and Grade Corrections
November	24-28	Monday-Friday	<b>FALL BREAK AND THANKSGIVING HOLIDAYS</b>
December	1	Monday	Regular Class Schedule Resumes and Last Day to Officially Withdraw from the Institution (receiving "W" grade)
December	10-12	Wednesday-Friday	<b>FINAL EXAMINATIONS</b>
December	12	Friday	Final Grades Due in Admissions and Records Office
December	15	Monday	<b>CHRISTMAS HOLIDAYS BEGIN</b>

**Spring Semester 2009**

January	5	Monday	Dormitories and Cafeteria Open
January	5-20	Monday-Tuesday	<b>REGISTRATION</b>
January	7	Wednesday	Classes and Late Registration Fee Begin
January	20	Tuesday	<b>LAST DAY TO REGISTER OR CHANGE CLASS SCHEDULE</b>
January	19	Monday	Martin Luther King Holiday
January	20	Tuesday	Regular Class Schedule Resumes
March	4-6	Wednesday-Friday	Mid-term Examinations
March	9-13	Monday-Friday	<b>SPRING BREAK</b>
March	16	Monday	Regular Class Schedule Resumes and Last Day to Officially Drop a Course Without Receiving a Grade, Remove Incompletes of Previous Semester, and Grade Corrections
April	10	Friday	<b>GOOD FRIDAY</b>
April	13	Monday	Regular Class Schedule Resumes
April	24	Friday	Last Day to Officially Withdraw from the Institution (receiving "W" grade)
May	6-8	Wednesday-Friday	<b>FINAL EXAMINATIONS</b>
May	8	Friday	Final Grades Due in Admissions and Records Office
May	16	Saturday	<b>GRADUATION EXERCISES</b>

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

**Summer Session 2009**

**First Term**

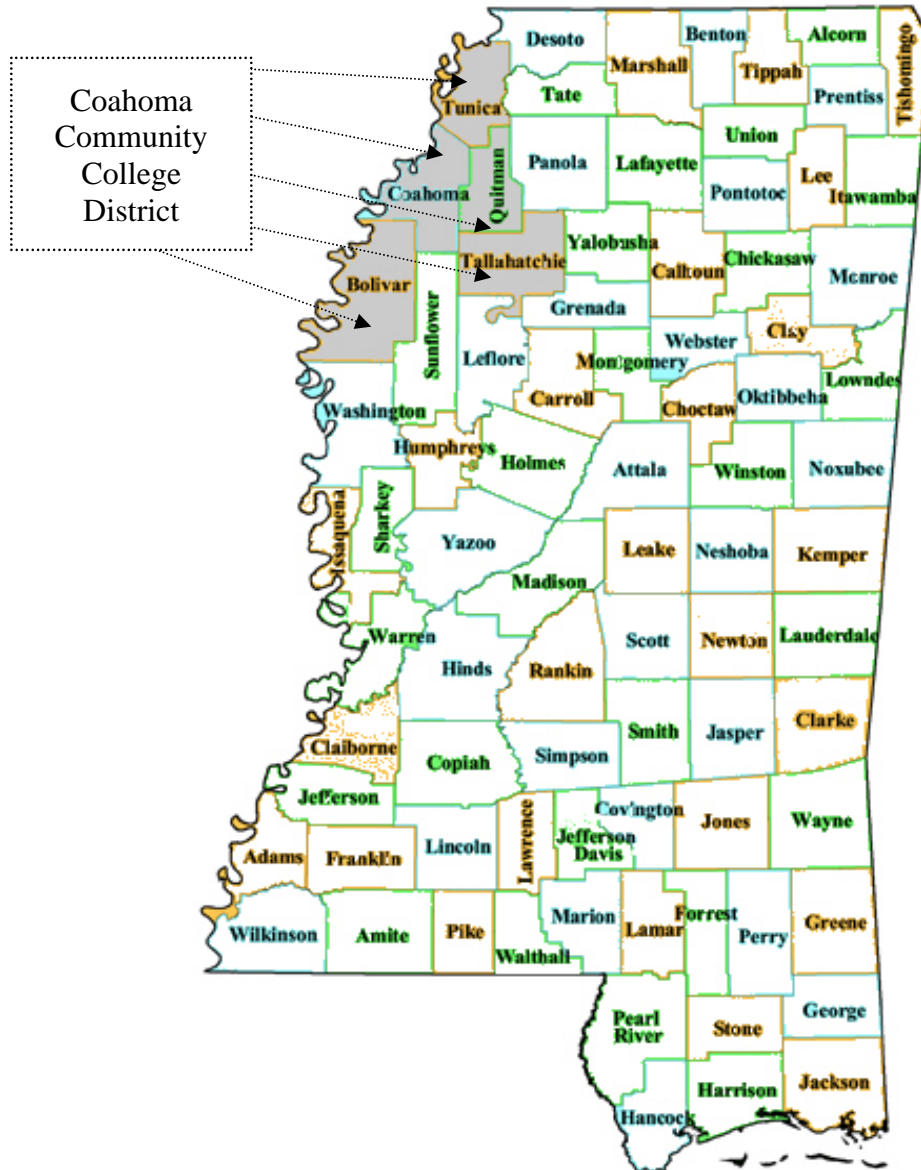
June	1	Monday	<b>REGISTRATION</b>
June	2	Tuesday	Classes and Late Registration Fee Begin
June	3	Wednesday	<b>LAST DAY TO REGISTER OR ADD COURSES</b>
June	12	Friday	Mid-term Examinations
June	15	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
June	26	Friday	<b>FINAL EXAMINATIONS</b>
June	26	Friday	Final Grades Due in Admissions and Records Office

**Second Term**

June	29	Monday	<b>REGISTRATION</b>
June	30	Tuesday	Classes and Late Registration Fee Begin
July	1	Wednesday	<b>LAST DAY TO REGISTER OR ADD COURSES</b>
July	3	Friday	July 4 <sup>th</sup> Holiday
July	10	Friday	Mid-term Examinations
July	13	Monday	Last Day to Officially Drop a Course Without Receiving a Grade
July	24	Friday	<b>FINAL EXAMINATIONS</b>
July	29	Wednesday	Final Grades Due in Admissions and Records Office

## LOCATION OF SCHOOL

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



## **COAHOMA COMMUNITY COLLEGE POLICIES**

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

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

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

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

## **ACCREDITATION**

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

## **HIGH SCHOOL AND COLLEGE**

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

The community college provides educational opportunities in the following areas: general studies, career-technical education, and lifelong learning. The institution also offers short-term training for business and industry at the Workforce Development Center. Transfer curricula in the academic programs parallel curricula at Mississippi's publicly supported four-year colleges and universities. Students who desire to pursue degrees at such institutions may transfer without loss of credit.

## **PHYSICAL PLANT**

**THE J. W. ADDISON ADMINISTRATION BUILDING** was originally constructed in 1963 and enlarged in 1969. This building is the center for the administrative activities of the campus. It houses the president's office, business office, and other administrative offices. It is named in honor of J. W. Addison, a former superintendent of Coahoma Agricultural High School.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**THE MARY G. WHITESIDE ACADEMIC HALL**, constructed in 1958, is named in honor of Mary G. Whiteside, a deceased faculty member who was also a registrar and academic dean. Additions were made in 1961 and 1968. This building houses classrooms and various offices. The first floor was renovated in 2005.

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

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

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

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

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

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

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

**THE GEORGE A. GREEN ATHLETIC FIELD HOUSE**, constructed in 2002, is named in honor of former football coach, George Green. This modern facility has two dressing rooms, a

state-of-the-art weight room, a meeting room, three offices, a reception area, laundry room, and medical room.

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

**THE COAHOMA COMMUNITY COLLEGE ALLIED HEALTH TRAINING CENTER**, constructed in 2007, is a 26,000 square feet state-of-the art allied health care training facility that houses the Respiratory Care Program, the Practical Nursing program, the Associate Degree Nursing Program, and other allied health care training programs.



## **COMPLIANCE POLICIES**

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

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

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

## **NOTICE OF NON-DISCRIMINATION POLICY**

Coahoma Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Evelyn Washington; Coordinator for Section 504/ADA, Title IX; 3240 Friars Point Road; Clarksdale, MS 38614; Telephone # (662) 621-4148; Email: [ewashington@coahomacc.edu](mailto:ewashington@coahomacc.edu); Office Location: 2<sup>nd</sup> Floor Whiteside Hall, Room #218.

## **NON-DISCRIMINATION POLICY**

Coahoma Community College is committed to creating and maintaining a community/campus in which students, faculty, and staff can work in an environment free of all forms of harassment, exploitation, or intimidation. Harassment on the basis of race, color, religion, sex (including sexual harassment), national origin, age, disability, or veteran status is a form of discrimination in violation of the law and will not be tolerated. Harassment based on sexual orientation or group affiliation is prohibited by this policy and also will not be tolerated.

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

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

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

Any student with a disability who requests special accommodation, enrolling in Coahoma Community College, must first provide a current evaluation of the disability from a professional.

This documentation, which is required by federal guidelines, will remain on file in the Admissions and Records Office.

## **EDUCATIONAL OUTREACH**

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

## **ALUMNI ASSOCIATION**

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

## **PUBLIC RELATIONS**

The program of public relations at Coahoma Community College endeavors to foster and maintain public goodwill toward the institution by evaluating public attitudes, identifying the policies of the College with the public interest, and carrying out other activities to earn public understanding and acceptance. Specifically, the Public Relations Office seeks to (1) interpret the College's philosophy and objectives; (2) advertise the public services of the College; and (3) enlist the support of the public.

## **SPONSORED PROGRAMS**

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



# STUDENT SERVICES

## **STUDENT DEVELOPMENT SERVICES OBJECTIVES**

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

The Student Service Program objectives are as follows:

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

The Student Service Program provides the following services:

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

## **ORIENTATION**

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

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

## **MANDATORY TESTING AND PLACEMENT PROCEDURE**

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

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

The following scale will be used for placement:

### English ACT Score

14 or less  
15 or above

### Placement

ENG 1103 Development English  
ENG 1113 English Composition I

### Reading ACT Score

14 or less

### Placement

REA 1103 Developmental Reading

### Math ACT Score

15 or less  
16 or above

### Placement

MAT 1103 Developmental Math  
MAT 1313 College Algebra

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

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

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

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

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

### **THE CAREER CENTER**

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

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

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

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

The Library is designed to facilitate research and study with open stacks and continuously available assistance from library staff. It offers a wide variety of materials including over 45,000 bound volumes, nearly 400 periodicals in several formats including full-text CD-ROM databases, over 2,000 microforms, as well as current issues of more than 125 magazines and journals. Services provided include a microfilm reader/printer, photocopier, typewriters, Internet access, typing rooms, a large group conference room which also serves as a viewing room, and a media center that houses a collection of books, audio-visual materials and equipment. The Library provides computerized on-line access to its book collection. Access to the book collection and periodical databases is available both on and off campus.

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

## **DRUG AND ALCOHOL POLICY**

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

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

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

## **STUDENT CONSUMER INFORMATION**

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

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

## **DUE PROCESS**

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

Due Process procedures are as follows:

1. The student affected shall be notified in writing of the charges made against him/her and of the time and place where the hearing will be held. The letter of notification shall be dated at

least three (3) days prior to the time designated for the student to appear before the appropriate Judicial Council. In cases requiring immediate action, notification shall be at once.

2. The letter of notification will inform the student that he may bring witnesses to the arranged meeting to testify in his behalf. The letter of notification will further inform the student that he has the right to be accompanied by an advisor during any appearance he makes before the council.
3. The student will be permitted to face and question his accuser(s) and witnesses testifying against him at the hearing.
4. A record of the hearing before the appropriate Judicial Council shall be made by the secretary of the council and filed with the Dean of Students.
5. After due consideration, the appropriate 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 appropriate Judicial Council. A request for appeal shall be written and submitted to the Dean of Students for referral to the President no more than three days after the student has been notified of the committee's recommendations.
7. The right to appeal shall be based on:
  - new evidence
  - new witnesses

**NOTE:** In cases of extreme emergencies, the Dean of Students may temporarily suspend a student for breaking a civil law or violating a college regulation. Infractions of the College's rules, regulations, and policies where penalties consist of fines reprimands, probation and work assignments will not become a part of a student's permanent record.

## **CAMPUS POLICE**

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

1. The enforcement of campus traffic regulations
2. The maintenance of sound security measures regarding the properties belonging to the College
3. The performance of other duties regarding social conduct as stated in the student handbook



4. The enforcement of all laws of the state, county, city, and College will fall under its jurisdiction

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

### **STUDENT HEALTH SERVICES**

The Office of Student Health Services is located in the Student Affairs Multi-Complex Building. The college nurse is available five days a week, Monday through Friday, to discuss any questions or help students in regard to physical disorders or health-related matters and to provide emergency first-aid treatment. A nurse practitioner is available every Tuesday, from 8:00 a.m. – 12:00 noon. A Doctor and Social Worker will be available upon referral. However, it is recommended that students subscribe to the Student Health Insurance program or have a private policy that provides medical and surgical benefits. The Student Health Insurance program may be purchased during registration or at any time during the semester. Students may contact the college nurse for more information. In cases of emergency, the college nurse makes use of the local doctors or Northwest Mississippi Regional Medical Center in Clarksdale. Local ambulance service is available at the expense of the student. The college's full-time nurse is equipped to take students' temperature, blood pressure, pulse and respiration. If necessary, other services can be arranged through a partnership with the Aaron E. Henry Clinic. Health information and materials are also available in the center.

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

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

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

## **RELIGIOUS LIFE**

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

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

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

## **CLUBS AND ORGANIZATIONS**

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

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

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

**CLASS ORGANIZATIONS:** The students in the college are organized into class clubs. Members and their sponsors plan and carry out social and other class programs.

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

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

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

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

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

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

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

**THE BAND:** The Community College band is an essential part of campus activities and participates regularly in off-campus activities.

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

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

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

**THE PHYSICAL EDUCATION MAJORS CLUB:** This club affords physical education majors and other interested students the opportunity to participate in many phases of physical

education athletics. Members are taught to officiate and render this service to the school's intramural program.

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

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

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

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

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

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

## **STUDENT RIGHTS**

Coahoma Community College guarantees the following rights to all students:

1. Consideration for admission and for scholarship without regard to race, sex, national origin, religious or political beliefs, or disability

2. Participation in campus, local, national, or international organizations for intellectual, religious, social, political, economical, or cultural purposes when such organizations do not infringe upon the rights of others
3. Democratic student governance
4. Petition for change through proper channels
5. Issuance of publication following appropriate procedures
6. Use of campus facilities with appropriate approval
7. Choice of speakers and topics subject to approval
8. Due process in all disciplinary matters

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

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

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

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

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

### **CODE OF STUDENT CONDUCT**

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

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

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

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

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

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

# **FINANCIAL AID STUDENT EXPENSES**



## STUDENT FINANCIAL AID

### GENERAL INFORMATION

The Financial Aid Office is located on the first floor of the Dickerson-Johnson Library.

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

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

### SOURCES OF FINANCIAL AID

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

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

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

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

**Federal Pell Grant** – A federal student aid program designed to provide a foundation of gift aid to students who demonstrate financial need. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or graduate degree. Awards may range from \$400 to \$4,310 per year (subject to change).

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



**The Mississippi Resident Tuition Assistance Grant (MTAG)** – This grant offers up to \$500 per academic year for eligible students who are Mississippi residents attending state approved public and nonprofit two-year colleges. Funds will be made available to eligible participants for eight (8) semesters or the normal time required to complete the degree program, whichever comes first. Interested students should apply online at [www.ihl.state.ms.us](http://www.ihl.state.ms.us) (Click on Financial Aid). Application deadline: September 15<sup>th</sup>.

**The Mississippi Eminent Scholars Grant (MESG)** – This grant offers up to \$2,500 per academic year, but may not exceed tuition and required fees. Funds will be made available to eligible Mississippi residents for eight (8) semesters or the normal time required to complete the degree program, whichever comes first. Interested students should apply online at [www.ihl.state.ms.us](http://www.ihl.state.ms.us) (Click on Financial Aid). Application deadline: September 15<sup>th</sup>.

**The Higher Education Legislative Plan (Help)** – This grant offers tuition and required fees for Mississippi residents attending public or private institutions. Participants attending a private institution will receive an award amount equal to the award of a student attending the nearest comparable public institution. A recipient may receive this grant while pursuing a first baccalaureate degree, not to exceed ten (10) semesters. Interested students should apply online at [www.ihl.state.ms.us](http://www.ihl.state.ms.us) (Click on Financial Aid). Application deadline: March 31<sup>st</sup> of each year. Supporting documents deadline: April 30<sup>th</sup> of each year.

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

- Be a U. S. citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled full-time in a degree program;
- Be enrolled in the first or second academic year of his or her program of study at a two-year or four-year degree-granting institution;
- Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second-year student);
- If a first-year student, not have been previously enrolled in an undergraduate program; and
- If a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale for the first academic year.

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

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

To be considered for WIA funds, a student must be admitted to an approved program, must have applied for a Pell Grant, and must have registered with the Mississippi State Employment Service. Eligibility is determined through the local WIN Center.

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

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

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

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

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

### **TREATMENT OF OVERPAYMENTS**

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

### **PROFESSIONAL JUDGMENT**

An aid administrator may use professional judgment on a case-by-case basis only to alter the data elements and calculate the EFC. An aid administrator's decision regarding adjustments are final and cannot be appealed to the Department of Education. Any student who believes he/she has special circumstances that should be taken into account such as a significant change in income from one year to the next or unusual medical or dental expenses should contact the Office of Student Financial Aid.

### **FINANCIAL AID VERIFICATION REQUIREMENT**

Recipients of Title IV funds with missing documents should submit the required information to the Financial Aid Office within sixty days from the date of registration. Recipient's failure to

provide required documentation within the specified time-frame will be responsible for payment of all charges incurred.

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

Once the Financial Aid Office receives the requested documentation, the Financial Aid Office will make the necessary corrections if recipient's application warrants corrections. The recipient may also make corrections on line via the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Recipients must use their PIN to access records online or mail corrections to Federal Student Aid Programs, Post Office Box 4694, Mt. Vernon, IL 62864-0064. Any modifications made due to verified information collected will be mailed to recipients.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

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

Students receiving Title IV funds must conform to the standards for Satisfactory Academic Progress set by the College. These standards encourage students to progress successfully toward the completion of a degree, diploma, or certificate. Satisfactory academic progress for financial aid purposes requires both a qualitative and quantitative measurement of a student's academic performance.

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

**Quantitative Measurement:** A student must make steady progress toward completing the educational goal within a limited period of time. The time frame includes all period of attendance at Coahoma Community College whether or not a student received financial aid. Federal regulations allow a maximum time frame of 150 percent of the published total hours of the program. At the end of this period, a student will not be eligible to receive financial aid.

Students are required to meet the following academic standards to receive Title IV funds:

<b>CUMULATIVE SEMESTER HOURS ATTEMPTED</b>	<b>SEMESTER GRADE POINT AVERAGE</b>	<b>CUMULATIVE HOURS COMPLETED</b>
1-24	1.0	Must have successfully completed a minimum of 50% of the hours attempted*
25-47	1.5	Must have successfully completed a minimum of 50% of the hours attempted*
48 and above	2.0	Must have successfully completed a minimum of 50% of the hours attempted*

\*Hours attempted include courses in which a “W” is awarded.

A student’s record is evaluated at the end of each semester of attendance. A student who is not making satisfactory academic progress is notified in writing.

### **SPECIAL CIRCUMSTANCES**

Second Degree/Certificate: Once a student has attempted 96 semester hours and has received a degree or certificate, he must contact his advisor for re-evaluation to pursue a second degree. The student must present a copy of his evaluation to the Office of Financial Aid listing the credits needed for the second degree or certificate. Financial aid will be limited to the number of credits required for the second degree/certificate. There are no provisions for financial aid beyond the second degree and/or certificate.

### **FINANCIAL AID PROBATION**

Probation is a warning period imposed the first time a student fails to meet satisfactory academic progress. Students not meeting satisfactory academic progress at the end of the semester will be placed on probation. Students placed on probation are eligible to receive Title IV funds. A student on probation must pass at least 12 hours (quantitative measure) the following semester of enrollment with at least a 2.0 grade point average (qualitative measure) to continue financial aid eligibility.

### **FINANCIAL AID SUSPENSION**

A student is suspended from receiving financial aid under the following conditions:

- A student on probation fails to meet satisfactory academic progress as outlined in the Probation Policy.
- A student has attempted 150 percent of the published total hours of his program.

## **APPEAL PROCESS**

A student who is suspended during any semester of enrollment may appeal, in writing, to the Dean of Academic Affairs for reinstatement. In the appeal, the student should describe and document any extenuating or mitigating circumstances (for example: serious illness, severe injury, death of an immediate family member, etc.) contributing to the reason for suspension. The Dean of Academic Affairs will consider each case on an individual basis and will respond in writing to all appeals.

## **NON-CREDIT COURSES, DEVELOPMENTAL COURSES, INCOMPLETES, AUDITS, AND WITHDRAWALS**

Non-credit courses do not count toward hours attempted or completed. For financial aid purposes only, developmental courses are treated the same way as regular academic courses. An incomplete grade (I) has the same effect as a failing grade (F) with regard to quality points (qualitative measure) and hours attempted (quantitative measure). An audit (CR) and a withdrawal grade (W) have no effect on a student's grade point average (qualitative measure) but are a factor in the total hours attempted (quantitative measure).

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

**DAY STUDENTS**

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

**DORMITORY AND MEALS**

Room & Board Fee (per semester).....	\$1,757.00
Room/Key Deposit.....	\$100.00

**DEFERRED PAYMENT FOR DORMITORY STUDENTS ONLY**

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

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

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

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

**CLASS CHANGE AND WITHDRAWAL**

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

**AUDIT FEE (per semester hour).....\$90.00**

**TRANSPORTATION FEE-BUS (per semester).....\$250.00**

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

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

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

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

**PARKING TICKET.....\$15.00**

**GRADUATION FEE** .....\$65.00

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

**EVENING STUDENTS**

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

Evening Registration Fee.....\$25.00

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

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

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

**SUMMER SCHOOL FEES**

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

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

**GRADUATION FEES**

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

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

**REFUND POLICY**

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

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

Fall/Spring Term

First Week of Classes.....90%

Second Week of Classes .....75%

Third Week of Classes .....50%

Summer Term

First Week of Classes.....90%

Second Week of Classes.....0%

**REFUNDS OF FEDERAL/STATE GRANTS**

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

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

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

### **DELINQUENT ACCOUNTS**

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

### **BOOKS AND SUPPLIES**

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



## SCHOLARSHIPS

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

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

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

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

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

## SCHOLARSHIP REQUIREMENTS

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

1. Application for Admission;
2. ACT score;
3. Coahoma Community College Information Form;
4. Free Application for Federal Student Aid (FAFSA); and
5. Complete High School Transcript.

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

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

### **SCHOLARSHIP POLICIES**

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

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

## **ACT SCHOLARSHIPS**

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

## **SCHOLARSHIP OPERATION GUIDELINES**

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

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

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

## **DESCRIPTIONS OF AWARDS AND SCHOLARSHIPS**

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

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

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

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

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

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

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

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

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

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

**POLITICAL EDUCATION AND ECONOMIC DEVELOPMENT FOUNDATION, INC. SCHOLARSHIP** was established in 2003 by the Political Education and Economic

Development Foundation, Inc. in Jackson, Miss., and is awarded to a student in financial need and maintaining a 2.0 GPA.

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

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

**THE DELTA WIRE SCHOLARSHIP** is awarded annually to a Coahoma County student who has participated in the work-study program during high school or a summer work program and wishes to continue his/her education. The student must exhibit leadership abilities, possess a good work ethic, demonstrate outstanding job skills, and maintain at least a **2.5 GPA**. The student who applies for the Delta Wire Scholarship must submit a letter of application, a resume, official copy of high school transcript, and copy/proof of high school diploma. The application process also includes completing a form and being interviewed by the Scholarship Committee.

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

**THE FRED'S SECOND OPPORTUNITY SCHOLARSHIP** is sponsored by the Mississippi Network. The Mississippi Network will provide one (1) \$1,050 scholarship per school year to be paid on a semester basis. The student must have a 2.5 GPA in the first semester to be able to qualify for the second semester scholarship. Applicants must pick up application forms at any local Fred's Discount Dollar Store, complete the form, and send it back to Fred's. Fred's will then forward the information to the CCC Scholarship Committee for consideration.

**THE ALLIED HEALTH CARE SCHOLARSHIP** as established in 2006 as a result of the First Annual Coahoma Community College Golf Tournament. The scholarship is awarded to students with good academic potential, leadership ability, community involvement, and a passion for the health care profession.

#### **OTHER SCHOLARSHIP REQUIREMENTS**

The following scholarships listed are administrative scholarships and are not selected by the Scholarship Committee.

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

1. Application for Admission;
2. ACT score report;
3. Coahoma Community College Information Form;
4. Free Application for Federal Student Aid (FAFSA); and
5. High School Transcript with school's seal and principal's signature.

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

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

\*Recommendation of Principal or Counselor

### OTHER SCHOLARSHIPS

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

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

# **ACADEMIC REQUIREMENTS AND REGULATIONS**



## **ADMISSIONS**

Inquiries about admission to Coahoma Community College should be addressed to the Office of Admissions and Records. The Director of Admissions and Records receives and processes all general 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 summer school terms. Application forms may be secured from the Office of Admissions and Records or on our website.

### **GENERAL ADMISSION POLICIES**

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

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

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

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

### **TYPES OF ADMISSIONS**

Admission approval is one of three types:

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



## **ADMISSION REQUIREMENTS FOR ACADEMIC AND TECHNICAL STUDENTS**

1. First-time entering students seeking admission to the college should provide a transcript with proper verification from the high school attended. Students who have completed a minimum of 19 acceptable high school units but have not graduated from high school may be accepted.
2. For mature students (above 17 years of age), a satisfactory score on the high school level General Education Development Test (GED) may be accepted in lieu of a high school diploma.
3. Students should request their American College Test (ACT) scores be mailed to the Office of Admissions and Records.
4. Transfer students: A student from a college of recognized standing may be admitted to the College on the basis of an official transcript of credits from the institution previously attended. However, transfer credit will be accepted in accordance with the following policy: a student whose transcript indicates an overall quality point average of C (2.0) or better will be allowed to transfer all courses relative to a chosen major of study. If the transcript indicates an overall average of below C, only those courses bearing grades of C or better will be accepted. All transfer degree-seeking students should have their transcripts evaluated in the Office of Admissions and Records during the first semester of enrollment. (Transfer students are denied admission for the period that is required if they are on academic suspension from the previous institution.)
5. Each applicant is required to submit a copy of his signed social security card.
6. Each applicant is required to submit a completed application supplied by the institution.
7. Each applicant is notified of his admission status as completed applications and other required admission data are received in the Office of Admissions and Records. When all required admission materials are on file in the Office of Admissions and Records, each applicant will be sent a "Notice of Acceptance" which must be presented at registration.

## **ADMISSION REQUIREMENTS FOR VOCATIONAL STUDENTS**

Students may be admitted to vocational programs at Coahoma Community College if they are interested in the trades. High school graduation or satisfactory scores on the General Education Development test are not required in certain programs. However, a transcript or record of previous education and training is required. Students who enroll in barbering and cosmetology are required to have received a high school diploma or GED. Prior to registering, students pursuing enrollment in a vocational program without a high school diploma or GED must complete the ACCUPLACER to demonstrate "ability to benefit" for financial aid.

## **ADMISSION REQUIREMENTS FOR ASSOCIATE DEGREE NURSING PROGRAM**

Applicants for the **Traditional Two-Year** Associate Degree Nursing Program must meet the following requirements:

### General Admission Requirements:

- Application for Admission to Coahoma Community College
- Adult Immunization Record
- Official High School Transcript or Official GED Scores
- Official College Transcript if applicable
- Copy of Social Security Card

### Associate Degree Nursing Program Requirements:

1. Application for the Associate Degree Nursing Program
2. Must Complete the following pre-requisites:
  - English Composition I
  - English Composition II
  - Anatomy & Physiology Lecture I
  - Anatomy & Physiology Laboratory I
  - Anatomy & Physiology Lecture II
  - Anatomy & Physiology Laboratory II
  - Microbiology Lecture
  - Microbiology Lab
  - Intermediate Algebra or College Algebra
  - Nutrition
  - General Psychology
  - Human Growth & Development
3. ACT composite score of 18 or ACT composite scores of 15-17 and 15 semester credit hours of nursing prerequisites with a 2.5 GPA
4. Submit official high school and/or college transcripts to the Associate Degree Nursing Department
5. Current two-year CPR Card
6. Adult TD, TB Skin Test
7. Other credentials or certificates earned
8. Be interviewed by the Associate Degree Nursing Selection Committee

Applicants for the **LPN to RN Fast Track** Associate Degree Nursing Program must meet the following requirements:

General Admission Requirements:

- Application for Admission
- Adult Immunization Record
- Official High School Transcript or Official GED Scores
- Official College Transcript if applicable
- Copy of Social Security Card

Associate Degree Nursing Program Requirements:

1. Application for the Associate Degree Nursing Program
2. Must Complete the following pre-requisites:
  - English Composition I
  - English Composition II
  - Anatomy & Physiology Lecture I
  - Anatomy & Physiology Laboratory I
  - Anatomy & Physiology Lecture II
  - Anatomy & Physiology Laboratory II
  - Microbiology Lecture
  - Microbiology Lab
  - Intermediate Algebra or College Algebra
  - Nutrition
  - General Psychology
  - Human Growth & Development
3. ACT composite score of 18 or ACT composite scores of 15-17 and 15 semester credit hours of nursing prerequisites with a 2.5 GPA
4. Submit official high school and/or college transcripts to the Associate Degree Nursing Department
5. Current two-year CPR Card
6. Adult TD, TB Skin Test
7. Other credentials or certificates earned
8. Current Mississippi PN license
9. Proof of one-year continuous clinical practice
10. Letter of current employment
11. Be interviewed by the Associate Degree Nursing Selection Committee

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

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

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

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

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

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

9. Provide evidence of current physical examination.
10. A current CPR card.

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

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

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

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

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

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

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

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

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

## **ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS**

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

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

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

## **ADMISSION REQUIREMENTS FOR DUAL ENROLLMENT**

High school students may earn college credit while they are still attending high school and enrolled in high school courses. Only students with a 2.5 grade point average on a 4.0 scale, or better, on all high school courses are eligible to enroll. There is no obligation on the part of the student to enroll at Coahoma Community College after high school graduation. 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. To be admitted to the Dual Enrollment Program, students must have the following:

1. A minimum of fourteen (14) Carnegie high school units
2. An overall 2.5 grade point average on a 4.0 scale, or better on all high school courses as documented by an official high school transcript
3. Unconditional letter of recommendation from the high school principal and/or guidance counselor
4. Application for admission to Coahoma Community College
5. Adult immunization record
6. Photocopy of social security card
7. Dual enrollment students must earn a minimum grade of "B" to continue in the dual enrollment program.

## **EARLY ADMISSION PROGRAM**

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

## **READMISSION OF FORMER STUDENTS**

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

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

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

## **RESIDENCY REQUIREMENTS**

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

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

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

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

## **ACADEMIC RESTART POLICY**

Many students return to Coahoma after having been out for several semesters because of many unfortunate reasons. Upon their return they discover that they were not academically successful. These students are faced with a deficit in quality points and a low GPA. Sometimes this deficit in earlier grades is such that it prevents these students from graduating from Coahoma or getting into a certain program.

In many cases, these students were not serious about their studies during their earlier years at Coahoma. In other cases, students began in a major for which they were not prepared. This lack of preparation resulted in academic deficiencies.

The student must complete a Declaration of Academic Restart and submit it to the registrar. Academic restart may be declared only one time at Coahoma Community College.

The student must not have been enrolled for five academic years (60 months) prior to applying for academic restart.

The student must re-enter at Coahoma Community College and successfully complete at least one semester before any grades are removed from calculations.

Academic restart does not affect eligibility for federal financial aid.

The student will not be allowed to specify the grades that will be forgiven. All grades will remain on the transcript with a special notation for forgiven grades.

Other colleges or universities may not honor the scholastic restart. Students are advised to consult with those institutions for individual policies.

A student who has received a degree or certificate is not eligible for scholastic restart.

The registrar is responsible for providing the necessary interpretations on questions not expressly answered in this policy.

Copies of the Academic Restart applications are available in the offices of the Academic Dean, Career/Technical Dean, and Director of Admissions and Records.

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

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



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

## GRADUATION REQUIREMENTS

### DEGREE PROGRAMS

Coahoma Community College awards two degrees: the Associate of Arts and the Associate of Applied Science. For either degree, the minimum requirement is 65 semester hours and 125 quality points (cumulative career GPA of 2.0) based upon all courses completed.

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

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

To receive the Associate in Arts degree in General Education, a student must:

1. Earn a minimum of 65 semester hours which must include 6 semester hours of English Composition, 6 semester hours of literature, 6 semester hours of laboratory science, 3 semester hours of art or music appreciation, 6 semester hours of social science or history, 2 semester hours of physical education, 1 semester hour of orientation, 3 semester hours of oral communication, 3 semester hours of computer science, and 6 semester hours of math to include college algebra. The remaining 3 hours of math should exclude the selection of developmental math.
2. Earn an average of two quality points for each semester hour completed.
3. Complete a minimum of 25% of coursework through instruction offered by Coahoma Community College.
4. Must be enrolled the fall semester preceding graduation.
5. Satisfactorily meet financial obligations at Coahoma Community College.

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

1. Complete the course requirements of the appropriate curriculum prescribed in the catalog.
2. Earn an average of two quality points for each semester hour completed.

3. Complete a minimum of 25% of coursework through instruction offered by Coahoma Community College.
4. Must be enrolled the fall semester preceding graduation.
5. Satisfactorily meet financial obligations at Coahoma Community College.

***Exceptions:***

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

**CERTIFICATE PROGRAMS**

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

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

**EARNING A SECOND DEGREE**

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

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

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

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

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

## **APPLICATION FOR GRADUATION**

Any student wishing to apply for a certificate or for one of the degrees conferred by Coahoma Community College must make application the semester **prior** to the semester of graduation and pay graduation fees at that time. No student will graduate and have a degree or certificate awarded until all degree or certificate requirements have been met.

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

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

## **REGISTRATION**

Registration for each semester will take place on the dates stated in the college calendar, but are subject to change when deemed necessary by the institution. (Failure to register within the designated dates as indicated by the college calendar will result in a late registration fee.) All students are expected to register at the beginning of the semester and remain in classes until the end of the semester.

## **CHANGE OF SCHEDULE**

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

## **STUDENT LOAD**

The minimum number of semester hours which classifies one as a full-time student is twelve (12). The "normal student load" is fifteen (15) to nineteen (19) hours. In order for a student to carry a load in excess of the "normal student load," the student must have a 3.0 cumulative grade point average and must receive permission from the appropriate instructional dean. Students who have been placed on academic probation are limited to 12 semester credit hours.

## **CLASSIFICATION OF STUDENTS**

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

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

## **SEMESTER HOURS CREDIT**

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

## **AUDITING COURSES**

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

## **EXAMINATIONS**

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

## INCOMPLETE GRADES

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

## GRADE SCALE/GRADE DESCRIPTIONS AND CHANGE OF GRADES

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

GRADE	SCALE	QUALITY POINTS
A - Excellent	92 - 100	4
B - Good	83 - 91	3
C - Average	74 - 82	2
D - Poor	65 - 73	1
F - Failure	Below 65	0
I - Incomplete		0
W - Withdrawal		0
Z - Unassigned grade		0

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

Each grade reported as having been earned by the student at the end of a semester or summer term will be included in computing his grade point average. The student should observe that the grade "F" carries zero quality points and will be included in the computation. The grade of "I" will not be computed until after some disposition has been made concerning it. (See section on INCOMPLETE GRADE)

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

In the Practical Nursing Program the grading system is:

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

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

## **GRADE DESCRIPTIONS**

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

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

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

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

## **CHANGE OF GRADES/GRADE CORRECTION**

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

**NOTE:** Grade changes or corrections must be made the following semester of attendance and by the date indicated on the College Calendar.

## **GRADE REPORTS**

Grades are posted on the campus web module at the end of each semester. Students may access the campus web module to retrieve or view final grades.

## **STUDENT GRADE APPEAL POLICY**

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

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

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

## **HONORS**

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

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

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

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

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

## **CLASS ATTENDANCE POLICIES AND PROCEDURES**

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

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

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

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

## **ACADEMIC AND TECHNICAL COURSES**

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



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

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

## **CAREER PROGRAMS**

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

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

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

## **EVENING CLASSES**

Students enrolled in evening classes are expected to attend class on a regular basis. When student absences in evening classes exceed three absences, the student will be dropped from the course.

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

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

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

## **SUMMER SCHOOL**

Coahoma Community College offers summer school to render services to the College community; to give students an opportunity to accelerate their efforts in meeting academic

requirements for graduation; and to give students who are deficient in academic subjects an opportunity to remove the deficiencies.

Students desiring to attend summer school will comply with the regular admission requirements. An applicant must make application through the Office of Admissions and Records.

The summer session for day classes is approximately eight weeks, divided into four-week terms. The "normal student class load" is six semester hours per term.

### **CLASS CANCELLATION POLICY**

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

### **WITHDRAWAL PROCEDURES**

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

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

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

### **ACADEMIC RECORDS**

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

## **TRANSCRIPTS**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **VETERANS**

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

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

## **ADMISSION REQUIREMENTS**

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

## **PREVIOUS EDUCATION AND TRAINING RECORDS**

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

## **PROGRESS RECORDS**

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

## **ACADEMIC PROBATION AND SUSPENSION POLICIES (VA Students Only)**

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

At the end of the next semester enrolled, a VA student is removed from academic probation if he/she achieves a GPA of 2.0. VA 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 VA 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 VA 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.

## **CHANGING ENROLLMENT STATUS**

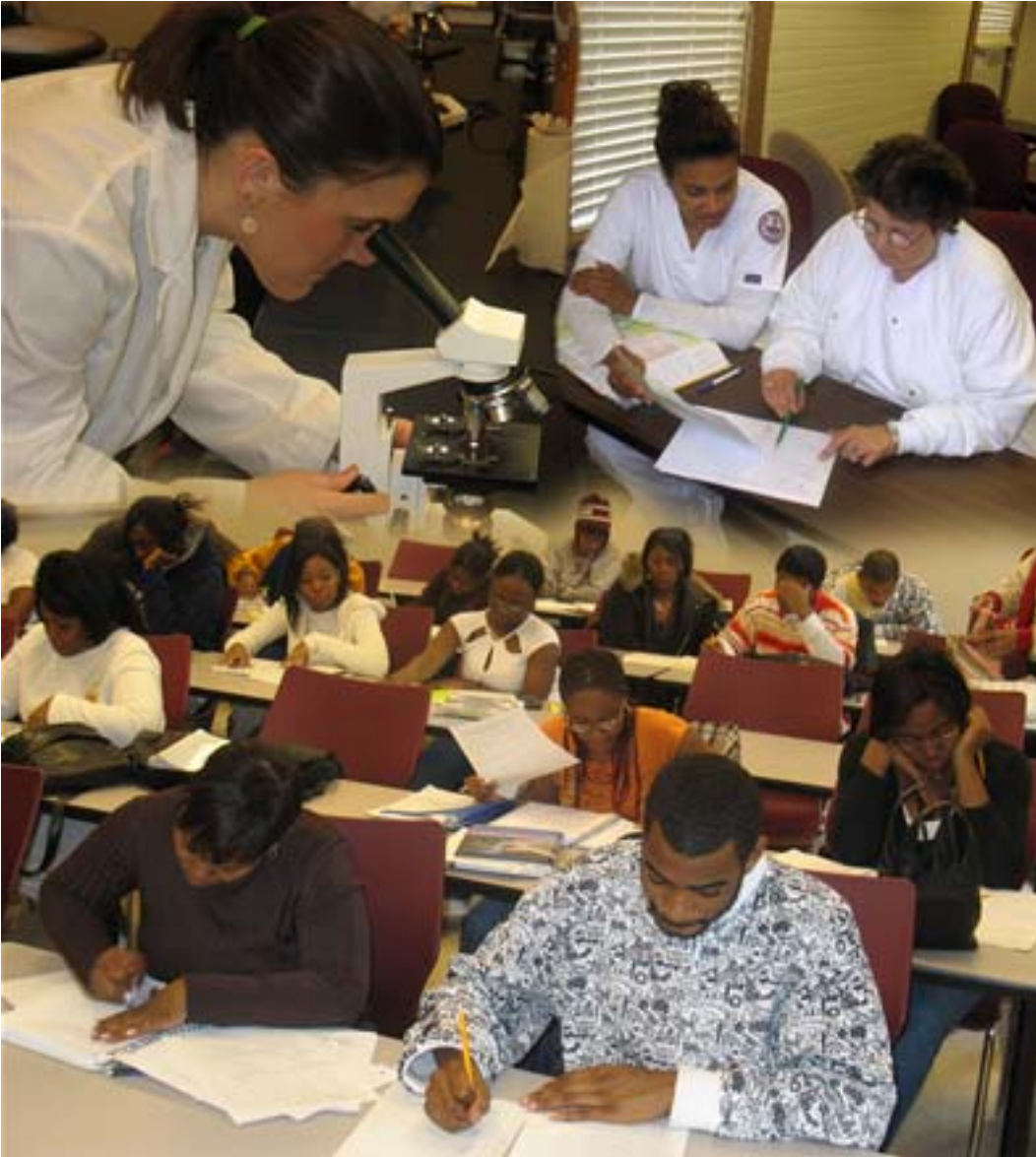
Students receiving veterans benefits may not drop any course or stop attending any class without prior approval of the Office of Veterans Affairs and without executing formal drop/withdrawal procedures as outlined in the College Catalog. Students who fail to comply with this regulation will be liable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

## **ATTENDANCE**

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



# ACADEMIC PROGRAMS

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

The Division of Academic Affairs offers university parallel programs designed to meet the needs of students who plan to transfer to four-year institutions to pursue a baccalaureate or professional degree. Students who plan to transfer to a senior college upon graduating from Coahoma Community College are encouraged to follow the course of study for the freshman and sophomore years outlined by the institution to which they plan to transfer.

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

University Parallel General Education Assessment of Student Learning:

Coahoma Community College is committed to excellence in teaching and learning. As reflected in its mission statement, the institution provides accessible, accredited, affordable, diverse, and quality learning opportunities for the development of intellectual skills, job skills, personal growth and/or transfer to a baccalaureate program.

In order to meet the purpose set forth in the mission statement, Coahoma Community College will measure the extent that students are mastering program learning outcomes in the University Parallel General Education Degree Program. Coahoma Community College uses a method of randomly selecting samples of student work from courses which are designed to meet one or more of the institution's competencies or objectives for general education. These items of student work, evaluated by program assessment committees, provide data for analysis of student learning outcomes and identify opportunities for improvement.

Upon completion of the University Parallel General Education Degree Program, students will be able to demonstrate mastery of the following competencies and student learning outcomes:

1. **Written Communication:** Students will be able to write a clear, well-organized composition and research paper using appropriate documentation.
2. **Oral Communication:** Students will be able to construct and deliver a clear, well-organized oral presentation.
3. **Information Literacy:** Students will be able to demonstrate proficiency in using library learning resources by performing the following skills: use online computerized catalog to locate information; construct a basic keyword search to retrieve materials in a general electronic database; outline the differences between scholarly and popular periodicals; locate and evaluate materials found on the World Wide Web; e-mail or download citations, data,



and text from electronic resources; and edit or manage the information using appropriate computer applications.

4. **Technology Usage:** Students will be able to identify and use appropriate computer applications.
5. **Mathematics and Science Reasoning:** Students will be able to use mathematics and science reasoning to solve problems.
6. **Historical and Cultural Awareness:** Students will be able to analyze how history and culture affect society.

PLEASE REFER TO ADDENDUM FOR THE ADN PROGRAMS OF STUDY.

**ASSOCIATE DEGREE NURSING**

Traditional Two-Year Program

Dr. Evelyn Smith, Director

Advisors: Y. Hulum, N. Mosley, L. Reid, C. Smith

Code: 318

**Required Prerequisites**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab	1	BIO 2521	Anat & Physiology Lab II	1
BIO 2923	Microbiology Lecture	3	EPY 2533	Human Growth & Devel	3
BIO 2921	Microbiology Laboratory	1	FCS 1253	Nutrition	3
PSY 1513	General Psychology	<u>3</u>	MAT 1233	Intermediate Algebra or	
		14	MAT 1313	College Algebra	<u>3</u>
					16

**Summer Session I**

NUR 2012	Nursing Transition	2
----------	--------------------	---

**Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
NUR 1119	Nursing I-Fundamentals	9	NUR 1212	Health Issues	2
NUR 1111	Dosage Calcu. for Nurses	1	NUR 1224	Clinical-Med. Surg Nsg. I	4
NUR 1122	Intro to Pharmacology	2	NUR 1225	Medical Surg. Nsg. I	5
			NUR 1231	NCLEX Review I	<u>1</u>
					12

**OPTIONAL EIGHT WEEK SUMMER EXTERNSHIP**

**Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
NUR 2113	Mental Health Nursing	3	NUR 2215	Medical Surging Nursing II	5
NUR 2111	Clinical Mental Health	1	NUR 2214	Clinical Medical Surgical	4
	Nursing			Nursing II	
NUR 2123	Maternal/OB Nursing	3	NUR 2223	Management of Client Care	3
NUR 2121	Clinical Maternal/OB	1	NUR 2231	NCLEX Review III	<u>1</u>
NUR 2133	Pediatric Nursing	3			13
NUR 2131	Clinical Pediatrics	1			
NUR 2141	NCLEX Review II	<u>1</u>			
		13			

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

PLEASE REFER TO ADDENDUM FOR THE ADN PROGRAMS OF STUDY.

PLEASE REFER TO ADDENDUM FOR THE ADN PROGRAMS OF STUDY.

**ASSOCIATE DEGREE NURSING  
LPN/RN FAST TRACK PROGRAM**

Dr. Evelyn Smith, Director

Advisors: Y. Hulum, N. Mosley, L. Reid, C. Smith

Code: 318

**Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab	1	BIO 2521	Anat & Physiology Lab II	1
BIO 2923	Microbiology Lecture	3	EPY 2533	Human Growth & Devel	3
BIO 2921	Microbiology Laboratory	1	FCS 1253	Nutrition	3
PSY 1513	General Psychology	<u>3</u>	MAT 1233	Intermediate Algebra or	
		14	MAT 1313	College Algebra	<u>3</u>
					16

**Summer Session I**

NUR 2012	Nursing Transition	2
----------	--------------------	---

**Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
NUR 2113	Mental Health Nursing	3	NUR 2215	Medical Surging Nursing II	5
NUR 2111	Clinical Mental Health Nursing	1	NUR 2214	Clinical Medical Surgical Nursing	4
NUR 2123	Maternal/OB Nursing	3	NUR 2223	Management of Client Care	3
NUR 2121	Clinical Maternal/OB Nursing	1	NUR 2231	NCLEX Review III	<u>1</u>
					13
NUR 2133	Pediatric Nursing	3			
NUR 2131	Clinical Pediatrics	1			
NUR 2141	NCLEX Review II	<u>1</u>			
		13			

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

PLEASE REFER TO ADDENDUM FOR THE ADN PROGRAMS OF STUDY.

## ACCOUNTING

(Leading to B.S.)

Advisors: D. Carter, L. Elliott

Major Code: 268

### Freshman Year

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

### Sophomore Year

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

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

## BUSINESS

(Banking, Finance, Business Administration, Insurance, Real Estate,  
Marketing, and Management)

(Leading to B.S.)

Advisors: D. Carter, G. Elliott, T. Hearst, J. Pittman, A. Youngblood

Code: 211

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
MAT 1313	College Algebra	3	MAT 1513	Business Calculus	3
HPR 1111	General Activities I	1	CSC 1113	Intro to Comp Concepts	3
EDU 1311	Orientation	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		15			17

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BAD 2413	Legal Environ of Business	3	SPT 1113	Oral Communication	3
ACC 1213	Prin of Accounting I	3	ACC 1223	Prin of Accounting II	3
ECO 2113	Prin of Economics I	3	ECO 2123	Prin of Economics II	3
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
ART 1113	Art Appreciation or		BAD 2513	Management	3
MUS 1113	Music Appreciation	3	PSY 1513	General Psychology	<u>3</u>
BAD 1113	Introduction to Business	<u>3</u>			18
		18			

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

## **BUSINESS MANAGEMENT**

(Gaming Management or Hospitality Services Management)

(Leading to B.B.A.)

Advisors: D. Carter, G. Elliott, T. Hearst, J. Pittman, A. Youngblood

Code: 713

### **Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
ACC 1213	Prin of Accounting I	3	ACC 1223	Prin of Accounting II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
SPT 1113	Oral Communication	3	CSC 1123	Microcomputer Appl I	3
EDU 1311	Orientation	<u>1</u>	ART 1113	Art Appreciation or	
		17	MUS 1113	Music Appreciation	<u>3</u>
					19

### **Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ECO 2113	Prin of Economics I	3	ECO 2123	Prin of Economics II	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
BAD 2513	Management	3	SEC 2613	Business Communications	3
MAT 1313	College Algebra	3	BAD 2213	Marketing	3
BAD 2413	Legal Environ of Business	3	PSY 1513	General Psychology	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			16

Degree offered by: DSU

**COMPUTER INFORMATION SYSTEMS  
MANAGEMENT INFORMATION SYSTEMS**

(Leading to B.S.)

Advisors: D. Carter, J. Pittman, A. Youngblood

Code: 205

**Freshman Year**

Fall Semester	Semester Hours		Spring Semester	Semester Hours	
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
CSC 1123	Microcomputer Appl I	3	MAT 1313	College Algebra	3
HPR 1111	General Activities I	1	CSC 1133	Microcomputer Appl II	3
EDU 1311	Orientation	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		15			17

**Sophomore Year**

Fall Semester	Semester Hours		Spring Semester	Semester Hours	
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	
ENG 2423	World Literature I		ENG 2433	World Literature II	3
ACC 1213	Prin of Accounting I	3	ACC 1223	Prin of Accounting II	3
ECO 2113	Prin of Economics I	3	ECO 2123	Prin of Economics II	3
CSC 1613	Computer Prog I	3	BAD 2413	Legal Environ of Business	3
MAT 1613	Calculus I	3	PSY 1513	General Psychology	3
MAT 1611	Calculus Laboratory I	<u>1</u>	ART 1113	Art Appreciation or	
		16	MUS 1113	Music Appreciation	<u>3</u>
					18

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

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

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

Advisors: D. Carter, J. Pittman, A. Youngblood

Code: 728

### **Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Lab I	1	BIO 1141	Biology Lab II	1
ACC 1213	Prin of Accounting I	3	ACC 1223	Prin of Accounting II	3
MAT 1313	College Algebra	3	MAT 1323	Trigonometry	<u>3</u>
EDU 1311	Orientation	<u>1</u>			16
		17			

### **Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
ART 1113	Art Appreciation or		CSC 1113	Intro to Comp Concepts	3
MUS 1113	Music Appreciation	3	SPT 1113	Oral Communication	3
SOC 2113	Intro to Sociology	3	ECO 2123	Prin of Economics II	3
PSY 1513	General Psychology	3		Elective	3
ECO 2113	Prin of Economics I	3	HPR 1121	General Activities II	<u>1</u>
BAD 2413	Legal Environ of Business	3			16
HPR 1111	General Activities I	<u>1</u>			
		19			

Degree offered by: USM



## CRIMINAL JUSTICE AND CORRECTIONAL SERVICES

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

Advisor: K. Done

Code: 204

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History II	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
CRJ 1313	Intro to Criminal Justice	3	CRJ 1383	Criminology	3
ART 1113	Art Appreciation or		SPT 1113	Oral Communication	3
MUS 1113	Music Appreciation	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	1			17
EDU 1131	Orientation	<u>1</u>			
		18			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	3
ENG 2223	American Literature I	3	ENG 2233	American Literature II	
CRJ 2313	Police Operations	3	CRJ 2513	Law Enforce & the Juvenile	3
MAT 1313	College Algebra	3	PSY 1513	General Psychology	3
SOC 2113	Sociology	3	MAT 1323	Trigonometry	3
CSC 1113	Intro to Comp Concepts	3	MFL 1223	Spanish II	<u>3</u>
MFL 1213	Spanish I	<u>3</u>			15
		18			

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

## ELEMENTARY EDUCATION/EARLY CHILDHOOD EDUCATION

(Leading to B.S.)

Advisors: E. Melton, B. West

Code: 206

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
PSY 1513	General Psychology	3	ART 1113	Art Appreciation or	
PSC 1113	American Government	3	MUS 1113	Music Appreciation	3
BIO 1133	Biology Lecture I	3	MAT 1313	College Algebra	3
BIO 1131	Biology Laboratory I	1	CSC 1113	Intro to Comp Concepts	<u>3</u>
EDU 1311	Orientation	<u>1</u>			15
		17			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I	3	ENG 2233	World Literature II	3
SOC 2113	Sociology	3	ART 1913	Art for Elem Teachers	3
PHY 2243	Physical Science Lecture I	3	HPR 2213	First Aid	3
PHY 2241	Physical Science Lab I	1	SPT 1113	Oral Communication	3
MUS 2513	Music for Children	3		Elective	3
	Elective	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		17			

Suggested Elective: SOC 2123, SOC 2143

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

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

**GENERAL EDUCATION  
GENERAL STUDIES/INTERDISCIPLINARY STUDIES**

(Leading to B.S.)

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

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
PSY 1513	General Psychology	3	ART 1113	Art Appreciation or	
HPR 1213	Personal & Comm Health	3	MUS 1113	Music Appreciation	3
BIO 1133	Biology Lecture I	3	SPT 1113	Oral Communication	3
BIO 1131	Biology Laboratory I	1	BIO 1143	Biology Lecture II	3
HPR 1111	General Activities I	1	BIO 1141	Biology Laboratory II	1
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	ENG 2233	American Literature II or		
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
MAT 1313	College Algebra	3		Math Elective	3
SOC 2113	Sociology	3		Elective	3
CSC 1113	Intro to Comp Concepts	3		Elective	3
	Elective	<u>3</u>		Elective	<u>3</u>
		15			15

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

Degree offered by: ASU, DSU, MSU

## PARALEGAL STUDIES

(Leading to B.A.)

Advisors: K. Done

Code: 732

### Freshman Year

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

### Sophomore Year

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

Degree offered by: MUW, USM

## POLITICAL SCIENCE

(Leading to B.S.)

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

Code: 306

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
HPR 1111	General Activities I	1	ART 1113	Art Appreciation or	
EDU 1131	Orientation	<u>1</u>	MUS 1113	Music Appreciation	3
		15	HPR 1121	General Activities II	<u>1</u>
					17

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
MAT 1313	College Algebra	3	PSC 1123	American St & Local Gov't	3
MFL 2213	Spanish III	3	MFL 2222	Spanish IV	3
PSC 1113	American National Gov't	3	CSC 1113	Intro to Comp Concepts	3
SOC 2113	Intro to Sociology	<u>3</u>	SPT 1113	Oral Communication	<u>3</u>
		15			15

Suggested Electives: SOC 2113, CRJ 2323, ECO 2113

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

**PRE LAW**  
 (Leading to B.S.)  
 Advisor: K. Done  
 Code: 225

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
MAT 1313	College Algebra	3	MFL 1223	Spanish II	3
MFL 1213	Spanish I	3	ART 1113	Art Appreciation or	
EDU 1311	Orientation	<u>1</u>	MUS 1113	Music Appreciation	<u>3</u>
		17			16

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	ENG 2233	American Literature II or		
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PSC 1113	American National Gov't	3	PSC 1123	American St & Local Gov't	3
MFL 2213	Spanish III	3	MFL 2223	Spanish IV	3
SPT 1113	Oral Communication	3	CSC 1113	Intro to Computers	3
PSY 1513	General Psychology	3	HPR 1121	General Activities II	1
HPR 1111	General Activities I	<u>1</u>		Elective	<u>3</u>
		16			16

Degree offered by: UM

## PSYCHOLOGY

(Leading to B.A.)

Advisors: K. W. Done, B. West

Code: 308

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
MAT 1313	College Algebra	3	ART 1113	Art Appreciation or	
MFL 1213	Spanish I	3	MUS 1113	Music Appreciation	3
EDU 1311	Orientation	<u>1</u>	MFL 1223	Spanish II	<u>3</u>
		17			16

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
EPY 2513	Child Psychology	3	SPT 1113	Oral Communication	3
SOC 2113	Intro to Sociology	3	CSC 1113	Intro to Comp Concepts	3
MFL 2213	Spanish III	3	EPY 2533	Human Growth & Devel	3
PSY 1513	General Psychology	3	MFL 2223	Spanish IV	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			16

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

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

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

## PUBLIC ADMINISTRATION/PUBLIC POLICY STUDIES

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

Advisors: K. Done

Code: 734

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I	3	ART 1113	Art Appreciation or	
BIO 1131	Biology Lab I	1	MUS 1113	Music Appreciation	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
PSC 1113	American Government I	3	PSC 1123	American Government II	3
EDU 1311	Orientation	<u>1</u>	BIO 1143	Biology Lecture II	3
		17	BIO 1141	Biology Lab II	<u>1</u>
					18

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
MAT 1313	College Algebra	3	MAT 1323	Trigonometry	3
ECO 2113	Prin of Economics I	3	ECO 2123	Prin of Economics II	3
CSC 1113	Intro to Comp Concepts	3	SPT 1113	Oral Communication	3
	Elective	3		Elective	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			16

Degree offered by: MVSU, UM



## SECONDARY EDUCATION

(Leading to B.S.)

Advisors: K. W. Done, B. West

Code: 312

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	MAT 1313	College Algebra	3
BIO 1131	Biology Laboratory I	1	CSC 1113	Intro to Comp Concepts	3
	Elective	3		Elective	<u>3</u>
SOC 2113	Intro to Sociology	3			15
EDU 1311	Orientation	<u>1</u>			
		17			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PHY 2243	Physical Science Lecture I	3	SOC 2123	Intro Sociology II	3
PHY 2241	Physical Science Lab I	1	ART 1113	Art Appreciation or	3
PSY 1513	General Psychology	3	MUS 1113	Music Appreciation	3
SPT 1113	Oral Communication	3		Elective	3
	Elective	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		17			

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

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

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

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

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
HPR 1213	Personal & Comm Health	3	SPT 1113	Oral Communication	3
ART 1113	Art Appreciation or		MAT 1313	College Algebra	3
MUS 1113	Music Appreciation	3	ART 1113	Art for Elem Teachers	<u>3</u>
BIO 1133	Biology Lecture I	3			15
BIO 1131	Biology Laboratory I	1			
EDU 1311	Orientation	<u>1</u>			
		17			

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
PHY 2243	Physical Science Lecture I	3	EPY 2533	Human Growth & Devel	3
PHY 2241	Physical Science Lab I	1	SOC 2123	Sociology II	3
MUS 2513	Music for Children	3	CSC 1113	Intro to Comp Concepts	3
PSY 1513	General Psychology	3	EPY 2513	Child Psychology	3
SOC 2113	Sociology I	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		17			

Suggested Electives: SOC 2123, PSC 1123, SOC 2143

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

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

**SOCIAL SCIENCE**  
 (Leading to B.S.)  
 Advisor: K. W. Done  
 Code: 310

**Freshman Year**

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

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2423	World Literature I or		ENG 2433	World Literature or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
HIS 2213	American History I	3	HIS 2223	American History II	3
ECO 2113	Prin of Economics I	3	CSC 1113	Intro to Comp Concepts	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
SOC 2113	Intro to Sociology	3	MAT 1313	College Algebra	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			16

Degree offered by: DSU, MUW

## SOCIAL SCIENCE EDUCATION

(Leading to B.S.)

Advisor: E. Melton

Code: 236

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
PSC 1113	American National Gov't	3	SOC 2113	Intro to Sociology	3
PSY 1513	General Psychology	3	MAT 1313	College Algebra	3
BIO 1133	Biology Lecture I	3	PSC 1123	State & Local Government	3
BIO 1131	Biology Laboratory I	1		Elective	3
EDU 1311	Orientation	1	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		18			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
PHY 2243	Physical Science Lecture I	3		Elective	3
PHY 2241	Physical Science Lab I	1	SPT 1113	Oral Communication	3
	Elective	3	ART 1113	Art Appreciation or	
CSC 1113	Intro to Comp Concepts	3	MUS 1113	Music Appreciation	3
ECO 2113	Prin of Economics I	<u>3</u>	ECO 2123	Prin of Economics II	<u>3</u>
		16			15

Suggested Elective: HIS 2213, SOC 2143, SOC 2123

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

Degree offered by: DSU, JSU

**SOCIAL WORK**  
 (Leading to B.S.)  
 Advisor: K. W. Done  
 Code: 238

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
PSC 1113	American National Gov't	3	ART 1113	Art Appreciation or	
EDU 1311	Orientation	<u>1</u>	MUS 1113	Music Appreciation	<u>3</u>
		17			16

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
ECO 2113	Prin of Economics I	3	SOC 2143	Marriage & Family	3
MAT 1313	College Algebra	3	SPT 1113	Oral Communication	3
SOC 2113	Intro to Sociology	3	SOC 2163	Intro to Social Work	3
PSY 1513	General Psychology	3		Elective	3
HPR 1111	General Activities I	<u>1</u>	EDU 1121	General Activities II	<u>1</u>
		16			16

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

## ENGLISH

(Leading to B.S.)

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

Code: 140

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
SPT 1113	Oral Communication	3	CSC 1113	Intro to Comp Concepts	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 I	3	SOC 2123	Intro to Sociology II	3
MFL 2213	Spanish III	3	MFL 2223	Spanish IV	3
MAT 1313	College Algebra	3	PSY 1513	General Psychology	3
ART 1113	Art Appreciation or			Elective	<u>3</u>
MUS 1113	Music Appreciation	<u>3</u>			15
		15			

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

## RADIO & TELEVISION BROADCASTING

(Leading to B.A.)

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

Code: 232

### Freshman Year

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

### Sophomore Year

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

Degree offered by: USM

## SPANISH/FOREIGN LANGUAGE

(Leading to B.A.)

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

Code: 304

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
HPR 1111	General Activities I	1	PSY 1513	General Psychology	3
EDU 1311	Orientation	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		15			17

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
SOC 2113	Intro to Sociology	3	MFL 2223	Spanish IV	3
MFL 2213	Spanish III	3	MAT 1323	Trigonometry	3
MAT 1313	College Algebra	3	CSC 1113	Intro to Comp Concepts	3
SPT 1113	Oral Communication	3	ART 1113	Art Appreciation or	
	Elective	<u>3</u>	MUS 1113	Music Appreciation	<u>3</u>
		18			15

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



**SPEECH PATHOLOGY/AUDIOLOGY  
COMMUNICATIVE DISORDERS  
(Leading to B.A.)**

Advisors: D. Burnside, G. Duncan, V. Griffin, D. Jones, C. Metcalf, W. Reed, R. Rockett  
Code: 316

**Freshman Year**

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

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours
ENG 2223 American Literature I or		ENG 2233 American Literature II or	
ENG 2423 World Literature I	3	ENG 2433 World Literature II	3
MAT 1313 College Algebra	3	CSC 1113 Intro to Comp Concepts	3
SOC 2113 Intro to Sociology I	3	ART 1113 Art Appreciation or	
PHY 2243 Physical Science Lecture I	3	MUS 1113 Music Appreciation	3
PHY 2241 Physical Science Lab I	1	Social Science Elective	3
Elective	<u>3</u>	Elective	<u>3</u>
	16		15

Degree offered by: UM, USM

**ART**  
 (Leading to B.A., B.F.A., B.S.)  
 Advisor: M. Atkinson  
 Code: 269

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
ART 1413	Design I	3	ART 1423	Design II	3
SOC 2113	Intro to Sociology	3	CSC 1113	Intro to Comp Concepts	3
HPR 1111	General Activities I	1	HPR 1111	General Activities II	<u>1</u>
EDU 1311	Orientation	<u>1</u>			17
		18			

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
ART 1313	Drawing I	3	ART 1323	Drawing II	3
ART 1313	Art History I	3	ART 2723	Art History II	3
MAT 1313	College Algebra	3	ART 2513	Painting	3
PSY 1513	General Psychology	<u>3</u>	SPT 1113	Oral Communication	<u>3</u>
		15			15

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

**BIOCHEMISTRY**  
 (Leading to B.S.)  
 Advisors: B. Sridharan  
 Code: 718

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
BIO 2413	General Zoology Lecture I	3	MAT 1623	Calculus II	3
BIO 2411	General Zoology Lab I	1	MAT 1621	Calculus Lab II	1
MAT 1613	Calculus I	3	ART 1113	Art Appreciation or	
MAT 1611	Calculus Lab I	<u>1</u>	MUS 1113	Music Appreciation	3
		18	EDU 1311	Orientation	<u>1</u>
					18

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2423	World Literature I or	3	ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
CHE 2423	Organic Chemistry Lect I	3	CHE 2433	Organic Chemistry Lect II	3
CHE 2421	Organic Chemistry Lab I	1	CHE 2431	Organic Chemistry Lab II	1
BIO 2923	Microbiology Lecture	3	CSC 1113	Intro to Comp Concepts	3
BIO 2921	Microbiology Lab	1	SOC 2123	Intro to Sociology II	3
SOC 2113	Intro to Sociology I	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			14
		15			

Degree offered by: MSU

## BIOLOGY

(Leading to B.S.)

Advisors: A. Allen, A. Reynolds

Code: 210

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Lab I	1	BIO 1141	Biology Laboratory II	1
CHE 1213	General Chemistry Lecture I	3	CHE 1223	General Chemistry Lecture II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
MAT 1313	College Algebra	3	MAT 1323	Trigonometry	3
ART 1113	Art Appreciation or		CSC 1113	Intro to Comp Concepts	<u>3</u>
MUS 1113	Music Appreciation	3			17
EDU 1311	Orientation	<u>1</u>			
		18			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		SPT 1113	Oral Communication	3
ENG 2423	World Literature I	3	HIS 1123	Western Civilization II	3
HIS 1113	Western Civilization I	3	PHY 2323	General Physics Lecture II	3
PHY 2313	General Physics Lecture I	3	PHY 2321	General Physics Lab II	1
PHY 2311	General Physics Lab I	1	CHE 2433	Organic Chemistry Lecture II	3
CHE 2423	Organic Chemistry Lecture I	3	CHE 2431	Organic Chemistry Lab II	1
CHE 2421	Organic Chemistry Lab I	1	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			15
		15			

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

**CHEMISTRY**  
 (Leading to B.S.)  
 Advisor: B. Sridharan  
 Code: 202

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
MAT 1313	College Algebra	3	ART 1113	Art Appreciation or	
CSC 1113	Intro to Comp Concepts	3	MUS 1113	Music Appreciation	3
HPR 1111	General Activities I	1	SPT 1113	Oral Communication	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	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PHY 2313	General Physics Lecture I	3	PHY 2323	General Physics Lecture II	3
PHY 2311	General Physics Lab I	1	PHY 2321	General Physics Lab II	1
CHE 2423	Organic Chemistry Lect I	3	CHE 2433	Organic Chemistry Lect II	3
CHE 2421	Organic Chemistry Lab I	1	CHE 2431	Organic Chemistry Lab II	1
MAT 1613	Calculus I	3	MAT 1623	Calculus II	3
MAT 1611	Calculus Laboratory I	<u>1</u>	MAT 1621	Calculus Laboratory II	<u>1</u>
		15			15

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

## ENVIRONMENTAL SCIENCE

(Leading to B.S.)

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

Code: 724

### Freshman Year

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

### Sophomore Year

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

Degree offered by: DSU

## HEALTH SCIENCES

(Leading to B.S.)

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

Code: 720

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Lab I	1	BIO 1141	Biology Lab II	1
MAT 1613	Calculus I	3	MAT 1623	Calculus II	3
MAT 1611	Calculus Lab I	1	MAT 1621	Calculus Lab II	1
MFL 1213	Spanish I	3	MFL 1223	Spanish II	<u>3</u>
EDU 1311	Orientation	<u>1</u>			17
		18			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
SOC 2113	Intro to Sociology	3	MFL 2223	Spanish IV	3
MFL 2213	Spanish II	3	PSY 1513	General Psychology	3
SPT 1113	Oral Communication	3	FCS 1253	Nutrition	3
CSC 1113	Intro to Comp Concepts	3	CSC 1123	Microcomputer Appl I	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			16

Degree offered by: UMMC

**MATHEMATICS**  
 (Leading to B.A., B.S.)  
 Advisor: S. Burnett  
 Code: 217

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
MAT 1613	Calculus I	3	MAT 1623	Calculus II	3
MAT 1611	Calculus Laboratory I	1	MAT 1621	Calculus Laboratory 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>
		16			18

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
CSC 1613	Computer Programming I	3	SPT 1113	Oral Communication	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
CHE 1213	General Chemistry Lect I	3	ART 1113	Art Appreciation or	
CHE 1211	General Chemistry Lab I	1	MUS 1113	Music Appreciation	3
MAT 2613	Calculus III	3	MAT 2623	Calculus IV	3
MAT 2611	Calculus Laboratory III	<u>1</u>	MAT 2621	Calculus Laboratory IV	<u>1</u>
		17			16

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



## MATHEMATICS EDUCATION

(Leading to B.S.)

Advisor: L. Howard

Code: 216

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
MAT 1313	College Algebra	3	MAT 1323	Trigonometry	3
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>
		15			17

### 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 Lecture I	3	ART 1113	Art Appreciation or	
BIO 1131	General Biology Lab I	1	MUS 1113	Music Appreciation	3
MAT 1613	Calculus I	3	SPT 1113	Oral Communication	3
MAT 1611	Calculus Laboratory I	1	MAT 1623	Calculus II	3
MFL 1213	Spanish I	3	MAT 1621	Calculus Laboratory II	1
SOC 2113	Intro to Sociology	<u>3</u>		Elective	<u>3</u>
		17			16

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

## METEOROLOGY

(Leading to B.S.)

Advisors: B. Sridharan

Code: 730

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
ART 1113	Art Appreciation or		BIO 1143	Biology Lecture II	3
MUS 1113	Music Appreciation	3	BIO 1141	Biology Lab II	1
BIO 1133	Biology Lecture I	3	MAT 1323	Trigonometry	<u>3</u>
BIO 1131	Biology Lab I	1			13
MAT 1313	College Algebra	3			
EDU 1311	Orientation	<u>1</u>			
		17			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature II	3	ENG 2233	American Literature II	3
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
MAT 1613	Calculus I	3	MAT 1623	Calculus II	3
MAT 1611	Calculus Laboratory I	1	MAT 1621	Calculus Laboratory II	1
CSC 1613	Computer Prog I	3	PSY 1513	General Psychology	3
	Elective	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			15
		18			

Degree offered by: JSU

## PRE CLINICAL LABORATORY SCIENCE

(Leading to B.S.)

Advisor: P. Furdge

Code: 218

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 1133	Biology Lecture I	3	CHE 1223	General Chemistry Lect II	3
BIO 1131	Biology Laboratory I	1	CHE 1221	General Chemistry Lab II	1
CHE 1213	General Chemistry Lect I	3	MAT 1323	Trigonometry	3
CHE 1211	General Chemistry Lab I	1	CSC 1113	Intro to Comp Concepts	<u>3</u>
MAT 1313	College Algebra	3			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
CHE 2423	Organic Chemistry Lect I	3	SOC 2113	Intro to Sociology	3
CHE 2421	Organic Chemistry Lab I	1	SPT 1113	Oral Communication	3
BIO 2513	Anat & Physiology Lect I	3	ART 1113	Art Appreciation or	
BIO 2511	Anat & Physiology Lab I	1	MUS 1113	Music Appreciation	3
BIO 2923	Microbiology Lecture	3	PSY 1513	General Psychology	3
BIO 2921	Microbiology Lab	1	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			16
		16			

Degree offered by: ASU, MSU, UM, USM

## PRE DENTAL HYGIENE

(Leading to B.S.)

Advisor: A. Allen

Code: 222

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
BIO 1133	Biology Lecture I	3	CHE 1223	General Chemistry Lect II	3
BIO 1131	Biology Laboratory I	1	CHE 1221	General Chemistry Lab II	1
CHE 1213	General Chemistry Lect I	3	CSC 1113	Intro to Comp Concepts	3
CHE 1211	General Chemistry Lab I	1	PSY 1513	General Psychology	3
MAT 1313	College Algebra	3	ART 1113	Art Appreciation or	
HPR 1111	General Activities I	1	MUS 1113	Music Appreciation	3
EDU 1311	Orientation	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			17

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature II or	3
ENG 2423	World Literature I	3	ENG 2433	World Literature II	
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
BIO 2923	Microbiology Lecture	3	EPY 2513	Child Psychology	3
BIO 2921	Microbiology Laboratory	1	FCS 1253	Nutrition	<u>3</u>
SPT 1113	Oral Communication	<u>3</u>			16
		17			

Degree offered by: UMC

## PRE-HEALTH INFORMATION MANAGEMENT

(Leading to B.S.)

Advisor: A. Allen

Code: 714

### Freshman Year

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

### Sophomore Year

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

Degree offered by:

**PRE MEDICAL**  
 (Leading to B.S.)  
 Advisor: P. Furdge  
 Code: 226

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 2413	General Zoology Lect I	3	BIO 2423	General Zoology Lect II	3
BIO 2411	General Zoology Lab I	1	BIO 2421	General Zoology Lab II	1
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
MAT 1313	College Algebra	3	CSC 1113	Intro to Comp Concepts	<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 or		
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PHY 2313	General Physics Lect I	3	PHY 2323	General Physics Lect II	3
PHY 2311	General Physics Lab I	1	PHY 2321	General Physics Lab II	1
CHE 2423	Organic Chemistry Lect I	3	CHE 2433	Organic Chemistry Lect II	3
CHE 2421	Organic Chemistry Lab I	1	CHE 2431	Organic Chemistry Lab II	1
SPT 1113	Oral Communication	3	ART 1113	Art Appreciation or	3
HPR 1111	General Activities I	<u>1</u>	MUS 1113	Music Appreciation	<u>1</u>
		15	HPR 1121	General Activities II	15

Degree offered by: UMC

**PRE NURSING**  
 (Leading to B.S.)  
 Advisor: P. Furdge  
 Code: 227

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
PSY 1513	General Psychology	3	SPT 1113	Oral Communication	3
EDU 1311	Orientation	1	MAT 1313	College Algebra	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		15			17

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	ENG 2233	American Literature II or		
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
BIO 2923	Microbiology Lect	3	FCS 1253	Nutrition	3
BIO 2921	Microbiology Lab	1	CSC 1113	Intro to Comp Concepts	3
SOC 2113	Intro to Sociology	3	EPY 2533	Human Growth & Develop	<u>3</u>
ART 1113	Art Appreciation or				16
MUS 1113	Music Appreciation	<u>3</u>			
		17			

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

## PRE OCCUPATIONAL THERAPY

(Leading to B.S.)

Advisor: A. Allen

Code: 209

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
BIO 2413	General Zoology Lect I	3	BIO 2423	General Zoology Lect II	3
BIO 2411	General Zoology Lab I	1	BIO 2421	General Zoology Lab II	1
CHE 1213	General Chemistry Lect I	3	CSC 1113	Intro to Comp Concepts	3
CHE 1211	General Chemistry Lab I	1	PSY 1513	General Psychology	<u>3</u>
MAT 1313	College Algebra	3			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
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
PHY 2313	General Physics Lect I	3	EPY 2533	Human Growth & Devel	3
PHY 2311	General Physics Lab I	1	ART 1113	Art Appreciation or	
SOC 2113	Intro to Sociology	3	MUS 1113	Music Appreciation	3
HPR 1111	General Activities I	<u>1</u>	SPT 1113	Oral Communication	3
		15	HPR 1121	General Activities II	<u>1</u>
					17

Degree offered by: UMMC



## PRE OPTOMETRY

(Leading to B.S.)

Advisor: B. Sridharan

Code: 228

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
MAT 1313	College Algebra	3	MAT 1323	Trigonometry	3
HPR 1111	General Activities I	1	CSC 1113	Intro to Comp Concepts	3
EDU 1311	Orientation	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			18

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
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
PHY 2313	General Physics Lect I	3	PHY 2323	General Physics Lect II	3
PHY 2311	General Physics Lab I	1	PHY 2321	General Physics Lab II	1
BIO 2923	Microbiology Lect	3	ART 1113	Art Appreciation or	
BIO 2921	Microbiology Lab	1	MUS 1113	Music Appreciation	3
PSY 1513	General Psychology	<u>3</u>	SPT 1113	Oral Communication	<u>3</u>
		17			16

Degree offered by: UMMC

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

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
MAT 1613	Calculus I	3	CSC 1113	Intro to Comp Concepts	3
MAT 1611	Calculus I Laboratory	1	ART 1113	Art Appreciation or	
HPR 1111	General Activities I	1	MUS 1113	Music Appreciation	3
EDU 1311	Orientation	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		16			17

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or		ENG 2233	American Literature I or	
ENG 2423	World Literature I	3	ENG 2433	World Literature I	3
PHY 2313	General Physics Lecture I	3	PHY 2323	General Physics Lecture II	3
PHY 2311	General Physics Lab I	1	PHY 2321	General Physics Lab II	1
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
CHE 2423	Organic Chemistry Lect I	3	SPT 1113	Oral Communication	3
CHE 2421	Organic Chemistry Lab I	<u>1</u>	CHE 2433	Organic Chemistry Lect II	3
		15	CHE 2431	Organic Chemistry Lab II	<u>1</u>
					18

Degree offered by: UMMC

## PRE PHYSICAL THERAPY

(Leading to B.S.)

Advisor: P. Furdge

Code: 230

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Laboratory I	1	BIO 1141	Biology Laboratory II	1
MAT 1313	College Algebra	3	CSC 1113	Intro to Comp Concepts	<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
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
BIO 2413	General Zoology Lecture I	3	BIO 2423	General Zoology Lecture II	3
BIO 2411	General Zoology Lab I	1	BIO 2421	General Zoology Lab II	1
ART 1113	Art Appreciation or		SPT 1113	Oral Communication	3
MUS 1113	Music Appreciation	3	HPR 1121	General Activities II	<u>1</u>
HPR 1111	General Activities I	<u>1</u>			15
		15			

Degree offered by: UMMC

## COACHING & SPORTS ADMINISTRATION/ATHLETIC TRAINING

(Leading to B.S.)

Advisors: S. Edwards, J. Noah

Code: 220

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 2213	American History I	3	HIS 2223	American History II	3
HPR 1213	Personal & Comm Health	3	PSY 1513	General Psychology	3
CSC 1113	Intro to Comp Concepts	3	MAT 1313	College Algebra	3
PSC 1113	American Government	3	SPT 1113	Oral Communication	3
HPR 1551	Conditioning & Weight Training	1	FCS 1253	Nutrition	<u>3</u>
EDU 1311	Orientation	<u>1</u>			18
		17			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
PHY 2243	Physical Science Lecture I	3	HPR 2443	Athletic Training & Treat	3
PHY 2241	Physical Science Lab I	1	ART 1113	Art Appreciation or	
HPR 2213	First Aid & CPR	3	MUS 1113	Music Appreciation	3
SOC 2113	Intro to Sociology	3	HPR 1761	Wellness & Fitness	1
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		18			15

Degree offered by: DSU, USM

**EXERCISE SCIENCE**  
 (Leading to B.S.)  
 Advisors: S. Edwards, J. Noah  
 Code: 726

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
BIO 1133	Biology Lecture I	3	BIO 1143	Biology Lecture II	3
BIO 1131	Biology Lab I	1	BIO 1141	Biology Lab II	1
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
CHE 1213	General Chemistry Lect I	3	CSC 1113	Intro to Comp Concepts	3
CHE 1211	General Chemistry Lab I	1	MAT 1313	College Algebra	3
MFL 1213	Spanish I	<u>3</u>	EDU 1311	Orientation	<u>1</u>
		17			17

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
PHY 2313	General Physics Lecture I	3	HPR 2213	First Aid	3
PHY 2311	General Physics Lab I	1	ART 1113	Art Appreciation or	
MAT 1323	Trigonometry	3	MUS 1113	Music Appreciation	3
HPR 1213	Personal & Comm Health	3	SPT 1113	Oral Communication	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		18			17

Degree offered by: UM

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

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

Advisors: S. Edwards, J. Noah

Code: 214

**Freshman Year**

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

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
HPR 1313	Intro to HPR	3	PSY 1513	General Psychology	3
SOC 2113	Intro to Sociology I	3	SOC 2123	Intro to Sociology II	3
PHY 2243	Physical Science Lecture I	3	HPR 2213	First Aid & CPR	3
PHY 2241	Physical Science Lab I	1	SPT 1113	Oral Communication	3
HPR 2111	General Activities III	1	HPR 2121	General Activities IV	<u>1</u>
HPR 1213	Personal & Comm Health	<u>3</u>			16
		17			

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

## KINESIOLOGY/SPORT MANAGEMENT

(Leading to B.S.)

Advisors: S. Edwards, J. Noah

Code: 722

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
MFL 1213	Spanish I	3	CSC 1113	Intro to Comp Concepts	3
MAT 1313	College Algebra	3	SPT 1113	Oral Communication	3
PSY 1513	General Psychology	3	ART 1113	Art Appreciation or	
EDU 1311	Orientation	1	MUS 1113	Music Appreciation	3
HPR 1111	General Activities I	<u>1</u>	HPR 1121	General Activities II	<u>1</u>
		17			16

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2423	World Literature I or		ENG 2433	World Literature II or	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
SOC 2113	Intro to Sociology	3	SOC 2143	Marriage & Family	3
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
FCS 1253	Nutrition	3	HPR 2213	First Aid	3
HPR 1213	Personal & Comm Health	<u>3</u>		Elective	<u>3</u>
		16			16

Degree offered by: MUW, USM

## RECREATION

(Leading to B.S.)

Advisors: S. Edwards, J. Noah

Code: 221

### Freshman Year

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

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ENG 2223	American Literature I or		ENG 2233	American Literature II or	
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
HPR 1213	Personal & Comm Health I	3	HPR 1223	Personal & Comm Health II	3
SOC 2113	Intro to Sociology	3	SPT 1113	Oral Communication	3
PSY 1513	General Psychology	3	HPR 2323	Recreational Leadership	3
ART 1113	Art Appreciation or		HPR 2213	First Aid & CPR	<u>3</u>
MUS 1113	Music Appreciation	3			15
FCS 1253	Nutrition	<u>3</u>			
		18			

Degree offered by: DSU





# CAREER TECHNICAL EDUCATION

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

#### Career-Technical General Education Assessment of Student Learning

Coahoma Community College is committed to excellence in teaching and learning. As reflected in its mission statement, the institution provides accessible, accredited, affordable, diverse, and quality learning opportunities for the development of intellectual skills, job skills, personal growth and/or transfer to a baccalaureate program.

In order to meet the purpose set forth in the mission statement, Coahoma Community College will measure the extent that students are mastering program learning outcomes in the Career-Technical General Education and Certificate Program.

Coahoma Community College uses a method of randomly selecting samples of student work from courses which are designed to meet one or more of the institution's competencies or objectives for general education. These items of student work, evaluated by program assessment committees, provide data for analysis of student learning outcomes and identify opportunities for improvement.

Upon completion of the Career-Technical General Education Degree and Certificate Program, students will be able to demonstrate mastery of the following competencies and student learning outcomes:

1. **Written Communication:** Students will be able to write a clear, well-organized resume and research paper using appropriate documentation.
2. **Oral Communication:** Students will be able to construct and deliver a clear, well-organized oral presentation; students will also be able to demonstrate effective interview skills.
3. **Information Literacy:** Students will be able to demonstrate proficiency in using library learning resources by performing the following skills: use online computerized catalog to locate information; construct a basic keyword search to retrieve materials in a general electronic database; outline the differences between scholarly and popular periodicals; locate and evaluate materials found on the World Wide Web; e-mail or download citations, data, and text from electronic resources; and edit or manage the information using appropriate computer applications.
4. **Technology Usage:** Students will be able to demonstrate proficient technology skills.
5. **Mathematics and Science Reasoning:** Students will be able to use effective problem-solving skills.
6. **Occupational Skills:** Students will be able to demonstrate proficient occupational-specific skills.

# CAREER TECHNICAL EDUCATION DIVISION TECHNICAL PROGRAMS

## Business and Office Related Technology

### Program Description

The Business and Office Related Technology programs include a basic core of courses designed to prepare a student for a variety of entry-level positions through selection of a concentration of 67 to 72 semester credit hours in the following areas:

Accounting Technology  
Medical Billing and Coding  
Medical Office Technology  
Office Systems Technology

The two-year programs of study are designed for students who desire full-time employment after graduation from Coahoma Community College. The student will be well-prepared with background knowledge and skills needed to meet the demands and changing technology of today's business and professional offices.

### Graduation Requirements

**Maintain Progression:** The student must maintain a 2.0 cumulative grade point average to be eligible for graduation and must earn at a least a "C" in each BOT course and English course (written and oral).

**Take the Occupational Skills Exam:** Mississippi Career Planning and Assessment (MSCPAS)  
**National Certification Exams:**

IC3 Exam – Computer Fundamental, Key Applications, and Internet  
Microsoft Specialist Exams – WORD, EXCEL, OR ACCESS.

**ACCOUNTING TECHNOLOGY**  
 (Leading to A.A.S. Degree)  
**Advisors: B. DeShazer & K. Hollins**  
 Code: 223

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

**Freshman Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours	
BOT 1213	Professional Development	3	BOT 2813 Business Comm.	3
BOT 1313	Applied Business Math	3	BOT 1143 Word Processing	3
BOT 1713	Mech. of Communication	3	BOT 1443 Advanced Business Acct.	3
BOT 1433	Business Accounting	3	ENG 1113 English Comp I	3
BOT 1113	Docu. Form. & Prod. or		BOT 1813 Electronic Spreadsheet	3
BOT 1013	Intro. to Keyboarding	3	Accounting Elective****	<u>3</u>
BOT 1133	Microcomputer Appli	3		18
EDU 1311	Orientation	<u>1</u>		
		19		

**Sophomore Year**

Fall Semester	Semester Hours	Spring Semester	Semester Hours	
BOT 2413	Computerized Accounting	3	BOT 2833 Integrated Comp. Appli.	3
	Accounting Elective****	3	Accounting Elective****	3
BOT 2323	Database Management	3	BOT 2133 Desktop Publishing	3
	Math/Science Elective	3	Soc/Behav. Sci. Elective	3
SPT 1113	Oral Communication	<u>3</u>	Hum/Fine Arts Elective	<u>3</u>
		15		15

- \* A student who lacks entry level skills in math, English, science, etc., will be provided related studies.
- \*\* Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.
- \*\*\* Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).
- \*\*\*\* The accounting electives will be chosen from Income Tax Accounting (BOT 2423), Payroll Accounting (BOT 2463), Supervised Work Experience (BOT 2913), Principles of Accounting I (ACC 1213), Principles of Accounting II (ACC 1223), or Cost Accounting (BOT 2473).
- \*\*\*\*\* Principles of Economics (ECO 2113) is strongly recommended for this elective.

## MEDICAL BILLING AND CODING TECHNOLOGY

(Leading to A.A.S. Degree)

Advisors: B. DeShazer & K. Hollins

Code: 710

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BOT 1313 Applied Business Math	3	BOT 2813 Business Communication	3
BOT 1613 Medical Office Term. I	3	BOT 1143 Word Processing	3
BOT 1713 Mech. of Communication	3	BOT 1413 Records Management	3
BOT 1433 Business Accounting	3	BOT 1623 Medical Office Term. II	3
BOT 1113 Doc. Form. & Production or		BOT 2743 Medical Office Concepts	3
BOT 1013 Intro to Keyboarding	3	Social/Behav. Sci. Elective	<u>3</u>
BOT 1133 Microcomputer Appli	3		18
EDU 1311 Orientation	<u>1</u>		
	19		

**(Certificate Program Exit Point)**

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BOT 2413 Computerized Accounting	3	BOT 2663 Advanced Coding	3
BOT 2523 Medical Mach. Trans. I	3	BOT 2753 Medical Info. Manage.	3
BOT 2643 CPT Coding	3	BOT 2673 Medical Insurance Billing	3
BOT 2653 ICD Coding	3	Elective	3
Math/Science Elective	3	SPT 1113 Oral Communication	3
Written Commun. Elective	<u>3</u>	Hum/Fine Arts Elective	<u>3</u>
	18		18

\* Total hours required for completion of this program may be reduced through articulation agreements with local High Schools/Vocational Centers. Local demands for notetaking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

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

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

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

#### APPROVED ELECTIVES

Electronic Spreadsheet (BOT 1813), Database Management (BOT 2323), Medical Machine Transcription II (BOT 2533), Supervised Work Experience (BOT 2913), Communication Technology (BOT 2823), Work-Based Learning I, II, III, IV, V, and VI [WBL 191(1-3), WBL 192(1-3), WBL 193(1-3), WBL 291(1-3), WBL 292(1-3)]

## MEDICAL OFFICE TECHNOLOGY

(Leading to A.A.S Degree)

Advisors: B. DeShazer & K. Hollins

Code: 244

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

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BOT 1613	Medical Office Term. I	BOT 2813	Business Communication
BOT 1313	Applied Business Math	BOT 1143	Word Processing
BOT 1713	Mechanics of Comm.	BOT 1413	Records Management
BOT 1433	Business Accounting	BOT 1123	Keyboard Skillbuilding
BOT 1113	Doc. Form & Production or	BOT 1623	Medical Terminology II
BOT 1013	Intro. to Keyboarding	BOT 2743	Medical Office Concepts
BOT 1133	Microcomputer Appli.		
EDU 1311	Orientation		
	<u>1</u>		<u>3</u>
	19		18

### (Certificate Program Exit Point)

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
BOT 2413	Computerized Accounting		Transcription Elective****
	Transcription Elective****	BOT 2753	Medical Info. Management
BOT 2643	CPT Coding	SPT 1113	Oral Communication
BOT 2653	ICD Coding		Soc./Behav. Sci. Elective
	Math/Science Elective		Hum/Fine Arts Elective
BOT 2823	Communication Tech.	ENG 1113	English Composition I
	<u>3</u>		<u>3</u>
	18		18

- \* A student who lacks entry level skills in math, English, science, etc., will be provided related studies.
- \*\* Baseline competencies are taken from the high school Business and Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.
- \*\*\* Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy material at a minimum of 35 GWPM, on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in Introduction to Keyboarding (BOT 1013).
- \*\*\*\* The transcription electives will be chosen from Machine Transcription (BOT 1513), Medical Machine Transcription I (BOT 2523), and Medical Machine Transcription II (BOT 2533).

# OFFICE SYSTEMS TECHNOLOGY

(Leading to A.A.S. Degree)

Advisors: B. DeShazer & K. Hollins

Code: 241

The Office Systems Technology curriculum provides training in administrative office procedures, integrated computer applications, business financial systems, communication and related technologies. The Associate of Applied Science degree is earned upon successful completion of the program. Successful completion of the first year entitles a student to receive an Office Assistant certificate.

## Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BOT 1213	Professional Development	3	BOT 2813	Business Communication	3
BOT 1313	Applied Business Math	3	BOT 1143	Word Processing	3
BOT 1713	Mechanics of Commun.	3	BOT 1413	Records Management	3
BOT 1433	Business Accounting	3	BOT 1123	Keyboard Skillbuilding	3
BOT 1113	Doc. Format. & Prod. or		BOT 1813	Electronic Spreadsheet	3
BOT 1013	Intro. to Keyboarding	3	ENG 1113	English Composition	<u>3</u>
BOT 1133	Microcomputer Appli.	3			18
EDU 1311	Orientation	<u>1</u>			
		19			

## (Certificate Program Exit Point)

## Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
BOT 2413	Computerized Accounting	3	BOT 2833	Integrated Computer App.	3
BOT 1513	Machine Transcription	3	BOT 2723	Admin. Office Proc. or	
BOT 2323	Database Management	3	BOT 2913	Super. Work Experience	3
BOT 2823	Communication Tech.	3	BOT 2133	Desktop Publishing	3
	Math/Science Elective	3		Soc./Behav. Sci. Elective	3
SPT 1113	Oral Communication	<u>3</u>		Hum/Fine Arts Elective	<u>3</u>
		18			15

\* Total hours required for completion of this program may be reduced through articulation agreements with local High Schools/Vocational Centers. Local demands for notetaking skills may be implemented through Continuing Education, Adult Education, Industry Services, etc.

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

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

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

## **CHILD DEVELOPMENT TECHNOLOGY**

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

Advisors: T. Butler, T. Taylor

Code: 701

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

### **Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CDT 1113	Early Childhood Profession	3	CDT 1224	Child Development II	4
CDT 1314	Creative Arts/Young Child.	4	CDT 1713	Lang. & Literacy Develop	3
CDT 1214	Child Development I	4	CDT 2714	Soc Stud Math & Sci/Child	4
CDT 1343	Child Health and Safety	3	ENG 1123	English Composition II	3
ENG 1113	English Composition I	3		Elective (District Option)	<u>3</u>
EDU 1311	Orientation	<u>1</u>			17
		18			

### **Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CDT 2233	Guid. Soc. & Emot. Behav.	3	CDT 2925	Practicum II	5
CDT 1513	Nutrition for Young Child.	3	CDT 2413	Atypical Child Dev.	3
CDT 2915	Practicum I	5	CDT 2813	Admin. Prog./Young Child.	3
CDT 2613	Methods and Materials	3		Oral Commun. Elective	3
	Math/Science Elective	<u>3</u>		Social/Behav. Sci. Elective	<u>3</u>
		17			17



## COLLISION REPAIR TECHNOLOGY

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

Advisor: M. Campbell

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 1143	Struct. Anlys. & Dam. Rpr	3	ABT 1153	Strut. Anly. & Dam. Rep. II	3
ABT 1223	Non-Stru. Anly./Dam. Rpr	3	ABT 1233	Non-Stru. Anly./Dam. Rep II	3
ABT 1443	Mech. & Elect. Comp. I	3	ABT 1453	Mech & Elect. Comp. II	3
ABT 1314	Refinishing I	4	ABT 1323	Refinishing II	3
ENG 1113	English Comp. I	<u>3</u>	MAT 1313	Math/Science Elective	<u>3</u>
		16			15

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
ABT 2163	Stru. Anly. & Dam. Rpr III	3	ABT 2173	Strut. Anly. & Dam. Rpr IV	3
ABT 2243	Non-Stru. Anly./Dam. Rpr III	3	ABT 2253	Non-Stru. Anly./Dam. Rpr IV	3
ABT 2333	Refinishing III	3	ABT 2343	Refinishing IV	3
	Elective	4		Hum/Fine Art Elective	3
	Soc/Behav. Sci. Elect.	<u>3</u>		Oral Commun. Elective	<u>3</u>
		16			15

- Students who lack entry level skills in math, English, science, etc. will be provided related studies.
- Baseline competencies are taken from the high school Automotive Collision Repair program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

#### APPROVED ELECTIVES'

Other instructor approved electives Fundamentals of Microcomputer Applications (CPT 1113), Science & Technology (ATE 1113), Special Problem in Collision Repair Technology (ABT 291(1-3), Supervised Work Experience in Collision Repair Technology (ABT 292(1-^), Work-Based Learning I, II, III, IV, V, and VI (WBL 19(1-3), WBL 192(1-3) WBL 193(1-3), WBL 291(1-3), WBL 292(1-3), and WBL 293(1-3)

## COLLISION REPAIR TECHNOLOGY

(Two-Year Certificate Program)

Advisor: M. Campbell

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			Spring Semester		
		Semester Hours			Semester Hours
ABT 1143	Struct. Anlys. & Dam. Repr.	3	ABT 1153	Strut. Anly. & Dam. Rpr. II	3
ABT 1223	Non-Stru. Anly./Dam. Rpr.	3	ABT 1233	Non-Stru. Anly./Dam. Rpr II	3
ABT 1443	Mech. & Elect. Comp. I	3	ABT 1453	Mech & Elect. Comp. II	3
ABT 1314	Refinishing I	<u>4</u>	ABT 1323	Refinishing II	<u>3</u>
		13			12

### Sophomore Year

Fall Semester			Spring Semester		
		Semester Hours			Semester Hours
ABT 2163	Stru. Anly. & Dam. Rpr. III	3	ABT 2173	Strut. Anly. & Dam. Rpr. IV	3
ABT 2243	Non-Stru. Anly./Dam. Rpr III	3	ABT 2253	Non-Stru. Anly./Dam. Rpr IV	3
ABT 2333	Refinishing III	3	ABT 2343	Refinishing IV	3
	Elective	<u>3</u>		Elective	<u>3</u>
		12			12

- Students who lack entry level skills in math, English, science, etc. will be provided related studies.
- Baseline competencies are taken from the high school Automotive collision Repair program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

#### APPROVED ELECTIVES'

Other instructor approved electives Fundamentals of Microcomputer Applications (CPT 1113), Science & Technology (ATE 1113), Special Problem in Collision Repair Technology (ABT 291(1-3)), Supervised Work Experience in Collision Repair Technology (ABT 292(1-^)), Work-Based Learning I, II, III, IV, V, and VI (WBL 19(1-3), WBL 192(1-3) WBL 193(1-3), WBL 291(1-3), WBL 292(1-3), and WBL 293(1-3)

## COMPUTER SERVICING TECHNOLOGY

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

Advisor: D. Ford

Code: 707

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

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

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

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CST 1114	Electr Comp Serv. Tech	4	CPT 1113	Fund of Micro. Application	3
EET 1214	Digital Electronics	4	EET 1324	Microprocessors	4
CST 1333	Operating Platform	3	ATE 1113	Science & Tech	3
ENG 1113	English Comp. I	3	CST 1123	Basic Comp Systems	3
MAT 1313	College Algebra	3	CST 1413	Fund. Of Data Comm	<u>3</u>
EDU 1311	Orientation	<u>1</u>			16
		18			

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CST 2113	Computer Service Lab I	3	CST 2134	Diagn/Trouble Shoot	4
CST 2913	Special Project	3	CST 2123	Comp. Serv Lab II	3
ART 1113	Art Appreciation	3	WBL 2913	Work Based Learning	6
CST 1523	Network Components	3		Oral Comm Elective	3
CST 2926	Supervisory Work Exper.	<u>6</u>		Social/Behav. Sci/Elect	<u>3</u>
		18			19

## CULINARY ARTS TECHNOLOGY

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

Advisor: R. Rhymes

Code: 711

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

### First Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
HRT 1123	Intro. Hospit. & Tour. Ind	3	CUT 1124	Culinary Principles II	4
HRT 1114	Culinary Principles	4	CUT 1134	Principles of Baking	4
HRT 1213	Sanitation and Safety	3	CUT 1513	Garde Manger	3
HRT 1224	Rest. & Cater. Operations	4		Math/Science Elect.	3
	Written Comm. Elect.	<u>3</u>	HRT 2613	Hospitality Supervision	<u>3</u>
		17			17

### Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CUT 2314	American Regional Cuisine	4	HRT 2623	Hosp. Human Res. Man. or	
CUT 2424	International Cuisine	4	MMT 2233	Human Resource Manage.	3
CUT 2223	Menu Planning & Fac. Design	3	CUT 292(1-6)	Super. Work Experience in Culinary Arts Tech. or	
HRT 2713	Marketing Hospitality Services	3	WBL 191(1-3), WBL 192(1-3), WBL 193(1-3), WBL 291-(1-3), WBL 292(1-3), WBL 293(1-3)	Work-Based Learning I, II, III, IV, V, VI	6
	Social/Behavioral Science Elective	<u>3</u> 17	CUT 2243	Dining Room Management	3
				Hum./Fine Arts Elect.	3
				Oral Comm. Elect.	<u>3</u>
					18

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

NOTE: In order to be ACF certified, an additional 3 sch of Nutrition is required.

**CULINARY ARTS TECHNOLOGY  
(One Year Certificate)**

Advisor: R. Rhymes

Code: 712

**First Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CUT 1114	Culinary Principles I	4	CUT 1124	Culinary Principles II	4
HRT 1213	Sanitation and Safety	3	CUT 1513	Garde Manger	3
CUT 1134	Prin of Baking	4	CUT 292(2-6)	Work Experience	<u>5</u>
CUT 2921	Super. Work Exper.	<u>1</u>			12
		12			

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

NOTE: In order to be ACF certified, an additional 3 sch of Nutrition is required.

## HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

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

Advisor: B. Nielsen

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.

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
HRT 1123	Hospit. & Tourism Intro.	3	HRT 1114	Culinary Principles I	4
HRT 1413	Rooms Division Manage.	3	HRT 2233	Food/Beverage Control	3
HRT 1214	Sanitation & Safety	3	HRT 2613	Hospitality Supervision	3
BOT 1313	Business Math	3	BOT 2143	Operating Systems	3
ENG 1113	English Comp.	3	PSY 1513	General Psychology	<u>3</u>
EDU 1311	Orientation	<u>1</u>			16
		<u>16</u>			

### Sophomore Year

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

## INDUSTRIAL MAINTENANCE MECHANICS TECHNOLOGY

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

Advisor: L. Sonley

Code: 264

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

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

### Freshman Year

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

### Sophomore Year

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

### Suggested Technical Electives

Science and Technology (ATE 113), Precision Machining Operations, Preventive Maintenance and Service of Equipment (IMM 1524), Special Project in Industrial Maintenance Mechanics (IMM 191(1-3)), Supervised Work Experience in Industrial Maintenance Mechanics (IMM 192(1-6)), Work-Based Learning I, II, III, IV, V, VI, (WBL 192(1-3)),

# INDUSTRIAL MAINTENANCE MECHANICS TECHNOLOGY

(Two-Year Certificate Program)

Advisor: L. Sonley

Code: 410

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

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

## Freshman Year

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

## Sophomore Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
IMM 2114	Equip. Main. Trou./Rep	4	IMM 1734	Ind. Weld/Metals	4
IMM 1615	Ind. Piping/Hydra Test	5		*Technical Electives	<u>8</u>
IMM 1813	Industrial Electricity	<u>3</u>			12
		12			

## Suggested Technical Electives

Preventive Maintenance and Service of Equipment (IMM 1524), Special Project in Industrial Maintenance Mechanics (IMM 191(1-3)), Supervised Work Experience in industrial Maintenance Mechanics (IMM 192(1-6)), Work-Based Learning I, II, III, IV, V, VI, (WBL 192(1-3))



## RESIDENTIAL CARPENTRY TECHNOLOGY

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

Advisor: L. Barrett

Code: 257

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

The Associate of Applied Science (AAS) degree in Residential Carpentry may be awarded to a student who successfully completes the two years or 64 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	6	CAV 1413	Roofing	3
CAV 1216	Framing I	6	CAV 1225	Framing II	5
CAV 1133	Blueprint Reading	3	CAV 1513	Exterior Finishing	3
MAT 1313	College Algebra	3	CAV1316	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 1114	Fund. of Drafting	4	CAV 2113	Prin Mul-Fam./Light Com.	3
DDT 1213	Construction Materials	3		Social/Behav. Sci. Elective	3
ENG 1113	English Comp. I	3	DDT 2243	Cost Estimating	3
SPT 1113	Oral Communication	3	CAV 2913	Spec. Prob. in Res. Carp or	
ATE 1113	Science & Technology	<u>3</u>	WBL 2923	Work-Based Learning	3
		16	ART 1113	Art Appreciation	<u>3</u>
					15

## **RESIDENTIAL CARPENTRY TECHNOLOGY**

(Two-Year Certificate from CCC)

Advisor: L. Barrett

Code: 415

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

### **Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CAV 1116	Foundations	6	CAV 1413	Roofing	3
CAV 1236	Floor & Wall Framing	6	CAV 1245	Ceiling & Roof Framing	5
CAV 1133	Blueprint Reading	3	CAV 1513	Exterior Finishing	3
ATE 1113	Science & Technology	<u>3</u>	CAV 1316	Int. Fin. & Cab. Making	<u>6</u>
		18			17

### **Sophomore Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
DDT 1114	Fund. Of Drafting	4	CAV 2113	Prin Mul-Fam./Light Com.	3
DDT 1213	Construction Materials	3	DDT 2243	Cost Estimating	3
CAV 2913	Spec. Prob. in Res. Carp.	3	CAV 2926	Supervised Work Exper.	<u>6</u>
WBL 2913	Work-Based Learning	<u>3</u>			12
		12			

#### APPROVED ELECTIVES

3 sch Science and Technology (ATE 1113)

3 sch Fundamentals of Microcomputer Applications (CPT 1113) (or any other suitable computer science course approved by the instructor)

3 sch Forming Applications (CAV 1123)

3 sch Advanced Cabinet Making (CAV 2133)

3 sch Advanced Interior Finishing (CAV 2313)

1-3 sch Special Problem in Residential Carpentry Technology [CAV 291(1-3)]

1-6 sch Supervised Work Experience in Residential Carpentry Technology CAV 292(1-6)]

1-3 sch Work Based Learning [WBL 191(1-3), WBL 192(1-3), WBL 193(1-3), WBL 291(1-3), WBL 292(1-3), and WBL 293(1-3)]

## RESIDENTIAL CARPENTRY TECHNOLOGY

(Leading to One-Year Certificate from CCC)

Advisor: L. Barrett

Code: 322

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

### Freshman Year

Fall Semester		Semester Hours	Spring Semester		Semester Hours
CAV 1116	Foundations	6	CAV 1413	Roofing	3
CAV 1236	Floor & Wall Framing	6	CAV 1245	Ceiling & Roof Framing	5
CAV 1133	Blueprint Reading	3	CAV 1513	Exterior Finishing	3
ATE 1113	Science & Technology	<u>3</u>	CAV1316	Int. Fin. & Cab. Making	<u>6</u>
		18			17

### APPROVED ELECTIVES

3 sch Science and Technology (ATE 1113)

3 sch Fundamentals of Microcomputer Applications (CPT 1113) (or any other suitable computer science course approved by the instructor)

3 sch Forming Applications (CAV 1123)

3 sch Advanced Cabinet Making (CAV 2133)

3 sch Advanced Interior Finishing (CAV 2313)

1-3 sch Special Problem in Residential Carpentry Technology [CAV 291(1-3)]

1-6 sch Supervised Work Experience in Residential Carpentry Technology [CAV 292(1-6)]

1-3 sch Work Based Learning [WBL 191(1-3), WBL 192(1-3), WBL 193(1-3), WBL 291(1-3), WBL 292(1-3), and WBL 293(1-3)]

## RESPIRATORY CARE

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

Advisors: A. Brooks, B. Swatzell

Code: 706

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

Prerequisites:	Hours
Human Anatomy and Physiology I Lecture (BIO 2513)	4
Human Anatomy and Physiology I Lab (BIO 2511)	
Human Anatomy and Physiology II Lecture (BIO 2523)	4
Human Anatomy and Physiology II Lab (BIO 2521)	
Respiratory Care Practicum (Orientation) (RCT 1111)	1

### Freshman Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
EDU 1113	Orientation	ENG 1113	English Comp. I
	1		3
SPT 1113	Oral Communication		Behavioral/Soc. Sci.
	3		3
CSC 1113	Intro. to Comp. Concepts	RCT 2333	Cardiopulmonary Pathology
	3		3
	Hum./Fine Arts Elect.	RCT 1223	Patient Assess. & Planning
	3		3
RCT 1214	Respiratory Care Science	RCT 1416	Respiratory Care I
	4		<u>6</u>
RCT 1313	Cardiopulmonary A & P		18
	<u>3</u>		
	17		

Summer Term I	Semester Hours	Summer Term II	Semester Hours
RCT 1613	Respiratory Pharmacology	RCT 1424	Respiratory Care II
	3		4
RCT 1322	Pulmonary Functions	RCT 2613	Neonatal/Pediatrics
	<u>2</u>		<u>3</u>
	5		7

### Sophomore Year

Fall Semester	Semester Hours	Spring Semester	Semester Hours
RCT 1516	Clinical Practice I	RCT 2536	Clinical Practice III
	6		6
RCT 1524	Clinical Practice II	RCT 2546	Clinical Practice IV
	4		6
RCT 2434	Respiratory Care III	RCT 2712	Respiratory Care Seminar
	<u>4</u>		<u>2</u>
	14		14

## VOCATIONAL PROGRAMS

### BARBER/STYLIST

(Leading to Certificate from CCC)

Advisor: J. Nunley

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	8
BAV 1218	Fund. Pract. In Barbering	<u>8</u>	BAV 1418	Inter. Pract. In Barbering I	<u>8</u>
		16			16

#### Third Semester

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

Advisor: J. Nunley

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 totaling 9 hours.

Pre-requisite Academic Course Requirements (9 hours total) may be met by selecting from the following:

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

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

BAV 1716 Instructor Trainee I

12

## **COSMETOLOGY**

(Leading to Certificate from CCC)

Advisor: S. Ferguson-Hicks

Code: 260

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

### **Freshman Year**

Semester I			Semester II		
		Semester Hours			Semester Hours
COV 1122	Cosmetology Orientation	2	COV 1255	Cosmetology Sciences II	5
COV 1245	Cosmetology Sciences I	5	COV 1436	Hair Care II	6
COV 1426	Hair Care I	6	COV 1632	Skin Care II	2
COV 1622	Skin Care I	2	COV 1722	Salon Business I	2
COV 1522	Nail Care I	<u>2</u>	COV 1532	Nail Care II	<u>2</u>
		17			17

### **Sophomore Year**

Semester III		Semester Hours
COV 1263	Cosmetology Sciences III	3
COV 1443	Hair Care III	3
COV 1642	Skin Care III	2
COV 1542	Nail Care III	2
COV 1732	Salon Business II	<u>2</u>
		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 Cosmetology is 3 to 1. This program requires a minimum of 850 minutes per semester hour.

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

**COSMETOLOGY**  
 (Leading to Certificate from CCC)  
 Advisor: S. Ferguson-Hicks  
 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**

**Freshman 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> 12	COV 2846	Cosmetology Teacher Training IV	<u>6</u> 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.



## **EVENING COSMETOLOGY**

(Leading to Certificate from CCC)

Advisor: M. Suggs, J. Stokes

Code: 260

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

### **Freshman Year**

Semester I		Semester Hours	Semester II		Semester Hours
COV 1122	Cosmetology Orientation	2	COV 1255	Cosmetology Sciences II	5
COV 1245	Cosmetology Sciences I	5	COV 1622	Skin Care I	2
COV 1426	Hair Care I	<u>6</u>	COV 1522	Nail Care I	2
		13	COV 1722	Salon Business I	<u>2</u>
					11

### **Sophomore Year**

Semester III		Semester Hours	Semester IV		Semester Hours
COV 1632	Skin Care II	2	COV 1263	Cosmetology Sciences III	3
COV 1532	Nail Care II	2	COV 1443	Hair Care III	3
COV 1436	Hair Care II	6	COV 1642	Skin Care III	2
COV 1732	Salon Business II	<u>2</u>	COV 1542	Nail Care III	<u>2</u>
		12			10

\*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 Cosmetology is 3 to 1. This program requires a minimum of 850 minutes per semester hour.

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

**PRACTICAL NURSING**  
(Leading to Certificate from CCC)  
Advisors: P. Bell, L. Simmons  
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 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 Exam.
- c. The applicant must be a high school graduate or have an equivalent score on the G.E.D.
- d. Coahoma Community College Application for Admissions form and Practical Nursing Application form.
- e. 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.
- f. The applicant must submit transcripts from previous colleges.
- g. The ACT composite score must be 18, with a score of 16 in math and reading, or TABE test with a score of a 12.
- h. The applicant is required to have an interview or orientation. (date to be announced).
- i. Upon acceptance into the program 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 proof of health will prevent you from starting the class.
- j. Health Care Provides CPR card current for full school year from a health care provider must be provided on, or before, the first day of class.

## **PRACTICAL NURSING CURRICULUM**

(Leading to Certificate)

Advisors: D. Canton, G. Gipson, L. Simmons

Code: 700

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

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

### **Freshman Year**

Fall Semester		Semester Hours	Spring Semester		Semester Hours
PNV 1112	Basic Nutrition	2	PNV 1513	Pharmacology	3
PNV 1213	Body Structure & Func.	3	PNV 1614	Medical/Surg. Nursing	4
PNV 1312	Growth & Development	2	PNV 1624	Medical/Surg. Lab/Clin.	4
PNV 1425	Fundamentals of Nursing	5	PNV 1634	Alterations in Adult Health	4
PNV 1434	Fund. of Nursing Lab/Clin.	4	PNV 1644	Alter. In Adult Health	<u>4</u>
PNV 1413	Geriatric Nursing	<u>3</u>			19
		19			

### **Summer Term**

		Semester Hours
PNV 1716	Maternity Child Nursing	6
PNV 1813	Psychiatric Concepts	3
PNV 1913	Nursing Transition	<u>2</u>
		11

## **PRACTICAL NURSING CURRICULUM**

(Leading to Certificate)

Advisors: D. Canton, E. Gordon, F. Williams

Code: 700

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

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

### **Freshman Year**

Spring Semester		Semester Hours	Summer Semester		Semester Hours
PNV 1112	Basic Nutrition	2	PNV 1513	Pharmacology	3
PNV 1213	Body Structure & Func.	3	PNV 1614	Medical/Surg. Nursing	4
PNV 1312	Growth & Development	2	PNV 1624	Medical/Surg. Lab/Clin.	<u>4</u>
PNV 1425	Fundamentals of Nursing	5			11
PNV 1434	Fund. of Nursing Lab/Clin.	4			
PNV 1413	Geriatric Nursing	<u>3</u>			
		19			

### **Summer Term**

Fall Semester		Semester Hours
PNV 1634	Alter. In Adult Health	4
PNV 1644	Alter. In Adult Health Lab/Clin	4
PNV 1716	Maternity Child Nursing	6
PNV 1813	Psychiatric Concepts	3
PNV 1913	Nursing Transition	<u>2</u>
		19

## **WELDING AND CUTTING CURRICULUM**

(Leading to Certificate from CCC)

Advisor: H. Striplin

Code: 261

The Welding and Cutting Curriculum is a one-year certificate program. The Welding and Cutting 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
WLW 1116	Shld. Metal Arc Welding I    6	WLW 1136	Gas Tungsten Arc Welding    6
WLW 1226	Shld. Metal Arc Weld. II    6	WLW 1314	Cutting Processes    4
WLW 1143	Flux Cored Arc Welding    3	WLW 1124	Gas Metal Arc Welding    4
WLW 1232	Draw & Weld. Sym. Inter.    2	WLW 1911	Special Prob. in Welding    1
WLW 1171	Weld. Insp. & Test. Prin <u>1</u>	WBL 2913	Work-Based Learning I <u>3</u>
	18		18

Vocational/Technical Electives:

WLW 1911-6 Special Problem in Welding and Cutting -1

Work-Based Learning I, II, III, IV, V, and VI (WBL 191(1-3), WBL 192(1-3), WBL 193(1-3)

WBL 291(1-3), WBL 291(1-3), WBL 292(1-3), and WBL 293(1-3)

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

### **Special Populations Services**

The primary goal of the Related Studies Lab is to enable students to overcome any barriers to experience success in their chosen area of study. The Special Population Instructor is to assist those population students who are deficient in basic academic skills such as Reading, Math, English, and integration of academic and vocational skills.

Special Population students are identified as:

- \*Individuals who are academically (students who fall below a 555 on the TABE test) or economically disadvantaged (students who receive pell grant, federal or state assistance)
- \*Individuals preparing for nontraditional training (students who are enrolled in Career Technical Programs that are linked to nontraditional occupations)
- \*Individuals who are single parents (single pregnant females or females with children)
- \*Individuals who are displaced homemakers (individuals experiencing a change in lifestyle due to unpredictable circumstances)
- \*Individuals with limited English proficiency (whose native language is a language other than English)
- \*Individuals with disabilities (hearing or speech impaired or mentally disabled)

## **WORK-BASED LEARNING**

### **WBL 191(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**

Coahoma Community College's Tech Prep Education promotes and facilitates a variety of activities that develop and or enhance career counseling, career development courses, contextual learning methodologies, and articulation for area junior and high schools as well as the community college.

The Mississippi Tech Prep Initiative is a process designed to guide schools into the 21<sup>st</sup> Century. The components provide students with information, skills, and competencies focused on future employability. Enhanced occupational programs articulated between high schools and postsecondary institutions provide a seamless educational system for technical skill development.

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

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

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

1. Applicant for credit meets all college admissions requirements and is a registered full-time student in good standing in one of 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 A or B according to the student's score on the competency exam. Furthermore, this advanced technical credit will count forward the appropriate degree or certification in the specified 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 Career and Technical Education is to provide equal educational opportunities to “all students” who need, want, and can benefit by training offered.

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

1. Provide programs, services, comprehensive career guidance and counseling, and activities to eliminate sex bias and sex role stereotyping in secondary and postsecondary vocational education.
2. Provide preparatory services and vocational education programs, services, activities for girls, women, boys, and men designed to enable the participants to support themselves and their families.
3. Provide support services for individuals participating in 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 in use in effective decision-making and problem-solving.
- \* Guidance services are provided which direct students to appropriate school and community resources that are capable to meeting individual needs of the students. Guidance personnel serve as liaisons between the students and the resources.
- \* Guidance services are provided which conduct student/staff evaluations annually to determine if the present guidance programs fill the needs for which they are designed.

### **COMPLETION OF VOCATIONAL PROGRAMS**

Vocational programs at Coahoma Community College vary in the amount of time required or recommended for normal 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.

## **COURSE DESCRIPTIONS ACADEMIC**

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

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

ART 1113--ART APPRECIATION--A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphics, minor art, and industrial arts) on a conceptual basis. Three hours; 3 credits.

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

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

ART 1413--DESIGN I--Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of color theory and elementary lettering. Required of art majors. Prerequisite: ART 1313. Three hours; 3 credits.

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

ART 1913--ART FOR ELEMENTARY TEACHERS--A course designed for the needs of the elementary education student. Essentials of public school art; study of development of the children's art; experiences with major forms of two-dimensional art problems; experiences with a variety of media. Three hours; 3 credits.

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

ART 2713--ART HISTORY I--A survey course of historical background of art forms from prehistoric to renaissance. Emphasis placed on painting, architecture, and sculpture as related to history. Three hours; 3 credits.

ART 2723--ART HISTORY II--A study of art of the renaissance to the Twentieth Century. Special emphasis on modern expressions in fields of art. Three hours; 3 credits.

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

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

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

BAD 2513--PRINCIPLES OF MANAGEMENT--A study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communications in business enterprise. Three hours; 3 credits.

BIO 1131--GENERAL BIOLOGY LAB I—A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I, lecture. Two hours; 1 credit.

BIO 1133--GENERAL BIOLOGY LECTURE I—A lecture course that includes study of the scientific method, chemistry relevant to biological systems, cell structure and physiology, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Three hours, 3 credits.

BIO 1141--GENERAL BIOLOGY LAB II—A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO1143 General Biology II, Lecture. Prerequisite: BIO 1131. Two hours; 1 credit.

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

BIO 2411--ZOOLOGY LAB I—A laboratory course that contains experiments and exercises that reinforce the principles introduced ion BIO 2413 Zoology I, Lecture. Co-requisite: BIO 2413. Two hours; 1 credit.

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

BIO 2421-- ZOOLOGY LAB II—A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2423 Zoology II, Lecture. Prerequisite: BIO 2411. Co-requisite: BIO2423. Two hours; 1 credit.

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

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

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

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

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

BIO 2921--MICROBIOLOGY LAB—A laboratory course devoted to lab safety and gaining hands-on experience in the area of: microscopy, culturing techniques (pure culture and isolation and media preparation), staining techniques, aseptic techniques, diagnostic procedures and effectiveness of antimicrobial agents. Co-requisite: BIO 2923. Two hours; 1 credit.

BIO 2923--MICROBIOLOGY LECTURE—A lecture course providing an survey of the microbes (microscopic organisms) with emphasis on those affecting other forms of life, especially man. Co-requisite: BIO 2921. Three hours; 3 credits.

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

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

CHE 1221--GENERAL CHEMISTRY LAB II—A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry I, Lecture. Co-requisite: CHE 1223. Prerequisite: CHE 1211. Three hours; 1 credit.

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

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

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

CHE 2431--ORGANIC CHEMISTRY LAB II—A laboratory course that acquaints students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II, Lecture. Co-requisite: CHE 2433. Prerequisite: CHE 2421. Three hours; 1 credit.

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

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

CRJ 1383--CRIMINOLOGY--A study of the nature and significance of criminal behavior. Theories, statistics, trends and programs concerning criminal behaviors. Three hours; 3 credits.

CRJ 2313--POLICE OPERATIONS--A study of the operation and administration of enforcement agencies with particular emphasis on the functions of the patrol division. Three hours; 3 credits.

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

CRJ 2333--CRIMINAL INVESTIGATION I--A study of fundamentals, search and recording, collection and preservation of evidence, for finger printing, photography, sources of information, interviews and interrogation. Follow-up. Three hours; 3 credits.

CRJ 2343--CRIMINAL INVESTIGATION II--A course designed to teach the use of scientific techniques in investigation; methods to investigate problems in major crime; arrests, apprehensions, and raids; finger printing; rules of evidence and testifying in courts. Three hours; 3 credits.

CRJ 2513--LAW ENFORCEMENT AND THE JUVENILE--A study of the role of police in juvenile delinquency and control/organizations, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three hours; 3 credits.

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

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

CSC 1133 INTERMEDIATE MICROCOMPUTER APPLICATIONS - This course is a continuation of CSC 1123 with concentration on advanced microcomputer application concepts to include: OLE, Macros, and sharing data among applications. (2hr lecture, 2hr lab. 3 credits).

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

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

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

EDU 1311--ORIENTATION--This course designed to help the new college student adjust to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, and report writing, and gives the student guidance in collegiate life. One hour; 1 credit.

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

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

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

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

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

ENG 2223--AMERICAN LITERATURE I--A survey of major American writers from the colonial era to the end of the nineteenth century. Three hours; 3 credits.

ENG 2233--AMERICAN LITERATURE II--A survey of major American writers from 1900 to the present. Three hours; 3 credits.

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

ENG 2433--WORLD LITERATURE II--A continuation of ENG 2423. Selected writings from the Renaissance to the present. Three hours; 3 credits.

EPY 2513--CHILD PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT I)--A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social and emotional development from infancy through preadolescence. Special attention is given to the implementations for education. Prerequisite: PSY 1513. Three hours; 3 credits.

EPY 2523--ADOLESCENT PSYCHOLOGY (HUMAN GROWTH & DEVELOPMENT II)--A study of the individual during adolescent years. Three hours; 3 credits.



EPY 2533--HUMAN GROWTH & DEVELOPMENT--A study of the growth and development of the human organism from conception through old age to death. Topics include changes in abilities, interest, social and emotional adjustments of each maturity level, and implications of growth and development to health professionals and others who work with people. Three hours; 3 credits.

FCS 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.

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

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

HIS 1613--SURVEY OF AFRO-AMERICAN HISTORY--A survey of Afro-American history from the study of one or more African civilizations to the present day. Attention will be given to the activities of other minority groups. Three hours; 3 credits.

HIS 2213--AMERICAN (U.S.) HISTORY I--A survey of U.S. history from the period of discovery and exploration through Reconstruction. Three hours; 3 credits.

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

HPR 1111--GENERAL ACTIVITIES I--A course designed to give students a modern concept of physical education and recreation by developing body skills. It includes individual and team sports, rhythms and recreational activities and is divided into units that coincide with the school term. Two hours; 1 credit.

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

HPR 1213--PERSONAL & COMMUNITY HEALTH I--Application of principles and practices of healthful living to the individual and the community; major health problems and mutual responsibilities of home, school and health agencies. Three hours; 3 credits.

HPR 1223--PERSONAL & COMMUNITY HEALTH II--A continuation of HPR 1213. Prerequisite: HPR 1213. Three hours; 3 credits.

HPR 1313--INTRODUCTION HEALTH, PHYSICAL EDUCATION AND RECREATION--An introduction to the objective, literature, and organization of the profession. Analysis of

successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of students to opportunities in the field. Three hours; 3 credits.

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

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

HPR 1761—WELLNESS AND WEIGHT CONTROL--A survey course that places emphasis on the various aspects of wellness and their relationship to weight control and therapeutic exercise. A study of the relationship between the various life style components and the levels of wellness is included. Two hours; 1 credit.

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

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

HPR 2213--FIRST AID & CPR--Instruction and practice in methods prescribed in the American Red Cross standard and advanced courses. (Does not transfer to some schools as a physical education course. ) Three hours; 3 credits.

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

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

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

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

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

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

MAT 1233--INTERMEDIATE ALGEBRA--A course designed for students whose preparation in algebra is inadequate for regular college algebra. Materials covered include algebraic factoring, fractions, problem solving, exponents, radicals, and quadratics. Prerequisite: one year high school algebra. Three hours; 3 credits.

MAT 1313--COLLEGE ALGEBRA--A course which includes equations, inequalities, functions and graphs, circles, polynomial and rational functions, and systems of equations and inequalities. Prerequisite: At least two units of high school algebra or MAT 1233. Three hours; 3 credits.

MAT 1323--TRIGONOMETRY--A study of trigonometric functions; functions of the composite angle; fundamental relations, trigonometric equations; logarithms; radian measure; solution of right and oblique triangles, inverse trigonometric functions; and vectors. Prerequisite: MAT 1313 or equivalent. Three hours; 3 credits.

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

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

MAT 1611—CALCULUS I LAB—Investigation of the techniques introduced in Calculus I (MAT1613) through the use of the graphing calculator and a computer. Co-requisite: MAT 1613. Two hours; 1 credit.

MAT 1613--CALCULUS I—Coordinate systems; basic theorems of analytics; functions; limits; the derivative; the integral; differentiation and integration of algebraic functions, applications. Co-requisite: MAT 1611. Prerequisites: MAT 1313 and MAT 1323, or permission of instructor. Three hours; 3 credits.

MAT 1621—CALCULUS II LAB--Investigation of the techniques introduced in Calculus II (MAT1623) through the use of the graphing calculator and a computer. Co-requisite MAT 1623.

Prerequisite: MAT1611. Two hours; 1 credit.

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

MAT 2611—CALCULUS III LAB--Investigation of the techniques introduced in Calculus III (MAT 2613) through the use of the graphing calculator and a computer. Co-requisite MAT 2613. Prerequisite: MAT 1621. Two hours; 1 credit.

MAT 2613--CALCULUS III—Solid analytics; vectors; improper integrals; line integration, infinite series. Prerequisite: MAT 1623. Three hours; 3 credits.

MAT 2621—CALCULUS IV LAB--Investigation of the techniques studies in Calculus III (MAT2611) through the use of the graphing calculator and a computer. Co-requisite: MAT 2623. Prerequisite: MAT2611. Two hours; 1 credit.

MAT 2623--CALCULUS IV—Partial differentiation, multiple integrals, vector calculus. Prerequisite: MAT 2613. Three hours; 3 credits.

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

MFL 1223--SPANISH II--A continuation of MFL 1213. Special attention is given to irregular verbs and the subjunctive mood. Prerequisite: MFL 1213. Three hours; 3 credits.

MFL 2213—SPANISH III--A verb and grammar review and further development of written and comprehensive skills. Reading materials used have literary and cultural value. Prerequisite: MFL 1223. Three hours; 3 credits.

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

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

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

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

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

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

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

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

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

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

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

NUR 1011—NURSING TERMINOLOGY--A course designed to provide beginning nursing students with an understanding of the medical language necessary to understand diseases, nursing procedures, body systems, and abbreviations in their assigned texts. Credit: 1 credit hour.

NUR1033—CLINICAL EXTERNSHIP: Provides students who have successfully completed the freshmen year a diverse clinical mentoring experience with a trained registered nursing preceptor in a hospital setting. The student will have multiple opportunities to validate, improve or learn a new set of authorized skills. The nursing process and critical clinical problem solving will be emphasized. The student will receive monetary compensation for hours worked with the preceptor. Credits: 3 hrs. Prerequisites: NUR1011, 1119, 1122, 1224, 1225

NUR 1119--NURSING I FUNDAMENTALS--Fundamentals are the foundation for all subsequent nursing courses. It is an introduction to nursing with an emphasis on normal, basic human needs, nursing process, therapeutic communication, and clinical skills. Nursing Procedures are taught with demonstration of competency in learning laboratory. Credits: 9 credit hours. (5 hours theory; 4 hours clinical (180 hrs) Prerequisites: BIO 2513/2511, BIO 2523/2521, BIO 2923/2921.

NUR 1111--DOSAGE CALCULATION FOR NURSES--This course emphasizes critical thinking in reading, interpreting and solving calculation problems encountered in the preparation of medications. The importance of accuracy, avoidance of medication errors and understanding common abbreviations used in ordering medications is included to promote safety in medication administration. Credit: 1 hr. Co-requisites: NUR 1119 Prerequisites: NUR 1011

NUR 1122--INTRODUCTION TO PHARMACOLOGY--This course provides an introduction to basic pharmacologic principles, including drug metabolism, drug action, drug uses, classifications, adverse effects and nursing implementations of each classification. The roles and responsibilities of the nurse are discussed. Credits: 2 hrs. Co-requisites: NUR 1111, NUR 1119. Prerequisites: NUR 1011

NUR 1212—HEALTH ISSUES--This course will provide the students an opportunity for in-depth study of current health issues, legislative issues, practice issues and their impact on the nursing profession. The student is required to use community and web based resources. Participatory assignments will be given for local, district and state contact. Credit: 2 hrs. Co-requisites: NUR 1225

NUR 1225--MEDICAL SURGICAL NURSING I--This course provides the study of general principles of caring for selected adult clients and families in hospital settings with common medical-surgical health care needs related to each body system. Emphasis is placed on knowledge, judgment, skills and the development of the roles of provider of care, manager of care, and member of the profession. Concepts introduced in NUR 1119, NUR1111, and NUR1122 are integrated and applied in the clinical setting. Credits: 5 hrs. Prerequisites: NUR 1119, NUR 1111, NUR 1122 Corequisites: NUR 1212, NUR 1224

NUR 1224--CLINICAL- MEDICAL SURGICAL NURSING I--This course uses the nursing process to plan and provide interventions to assist an adult client in meeting basic needs in a hospital environment, development of skills in assessment, clinical decision making, and communication and technology are emphasized. Credits: 4hrs. (180 clinical hrs.), Prerequisites: NUR 1119, NUR 1111, NUR 1122. Co-requisites: NUR 1225

NUR 1231--NCLEX REVIEW I--Nursing content introduced in NUR 1119, NUR 1111, NUR 1122, NUR 1212, NUR 1225/1224 is included. Computer based multiple choice testing is integrated and mini round table discussions are held for reinforcement and mastery of year one content. Credit: 1 hr. Prerequisites: NUR 1119, NUR 1111, NUR 1122. Co-requisites: NUR 1212, NUR 1225/1224.

NUR 2012--NURSING TRANSITION FOR LPN/RN--This course is designed to facilitate the student's transition from practical nursing to the role of registered nurse. Contents in this course are meant to supplement and augment content learned in a practical nursing program. Topics include Nursing Process, Therapeutic Communication, Role Transition, Pharmacology, Expanded Assessment Skills and Computer Skills Orientation and Dosage Calculations. Credits: 2 hrs. Prerequisites: Admission into the LPN/Fast Track Program and completion of general education courses.

NUR 2111--CLINICAL-MENTAL HEALTH NURSING--This course focuses on the application of the nursing process and development of therapeutic communication skills while implementing nursing interventions to clients with a variety of mental health diagnosis. Clinical practice settings include acute to chronic inpatient settings with adolescent and adult clients.

Credit: 1 hr (45 clinical hours) Prerequisites: NUR 2012, NUR 1224/1225, NUR 1122, NUR 1111, NUR 1119. Co-requisite: NUR 2113.

NUR 2113—MENTAL HEALTH NURSING--This client-centered course focuses on clients of all ages who are experiencing real or potential psychosocial health problems. Hospitals and ambulatory care facilities serve as practice settings. All steps of the nursing process are applied with emphasis given to evaluation. Effective and therapeutic communication skills are practiced through clinical assignments. Credits: 3 hrs. Prerequisites: NUR 2012, NUR 1224/1225, NUR 1122, NUR 1111, NUR 1119 Co-requisite: NUR 2111.

NUR 2121--CLINICAL MATERNITY/OB NURSING--This course directs the student to integrate the nursing process and critical thinking to provide care to the pregnant client during the antepartum, labor/delivery, and post partum periods. Nursing care of the infant at delivery and immediate post delivery is included. Clinical experiences are available in outpatient and inpatient settings. Credit: 1 hr. (45 clinical hours) Prerequisites: NUR 2012, NUR 1224/1225, NUR 1122, NUR 1111, NUR 1119, NUR 2113/2111. Corequisite: NUR 2123.

NUR 2123--MATERNITY/OB NURSING--This course focuses on prenatal, labor and delivery, post partum, immediate delivery and evaluation of the newborn. Course content includes normal variances and deviations during childbirth, prenatal, intrapartum, and postpartum period and the impact to the family unit. Medication administration is included as a clinical skill. The psychosocial aspects of caring for the childbirth family experiencing the grief process are addressed. Credits: 3 hrs. Prerequisites: NUR 2012, NUR 1224/1225, NUR 1122, NUR 1111, NUR 1119, NUR 2113/2111, Co-requisite: NUR 2121.

NUR 2131--CLINICAL-PEDIATRIC NURSING--Principles of teaching and learning are used to promote implementation of nursing interventions in caring for the infant in the newborn nursery, and inpatient pediatric setting. Credit: 1 hr. (45 clinical hours). Prerequisites: NUR 2012, NUR 2111/2113, NUR 2121/2123, NUR 1119, NUR 1224/1225, NUR 1111, NUR 1122. Co-requisite: NUR 2133.

NUR 2133--PEDIATRIC NURSING--This patient-centered course focuses on patients from birth through adolescence (age 17-18) and their families who may be experiencing an acute or chronic illness, born with a congenital defect/disease or experiencing a problem with normal development and maturation. Emphasis is placed on the well and sick child, normal growth and development, periodic physical evaluation, nutrition, parenting skills, and scheduled immunization for each age group. Effective and therapeutic communication skills and critical thinking will be utilized throughout the classroom and clinical settings to promote and enhance the learning process for the family, patient and student. Credits: 3 hrs. Prerequisites: NUR 2012, NUR 2111/2113, NUR 2121/2123, NUR 1119, NUR 1224/1225, NUR 1111, NUR 1122. Co-requisites: NUR 2131

NUR 2141--NCLEX REVIEW II--Computer based multiple choice testing is integrated with mini round table discussions of case studies of clients across the life span. Nursing content of the current semester and previous year are reinforced to promote mastery of content. Credit: 1 hr.

Prerequisites: NUR 1119, NUR 1111, NUR 1122, NUR 1226. Co-requisites: NUR 2111/2113, NUR 2121/2123, NUR 2131/2133.

NUR 2214--CLINICAL-MEDICAL SURGICAL NURSING II--This course expands the content of NUR 1225 to include complex, acute care inpatient clients. Refinement of critical thinking skills, organization, and time management is developed by assignment of several clients. Emphasis is placed on cultural and ethical differences, medication and IV therapy assessment, and documentation of nursing care. Clinical experiences include ambulatory care, emergency rooms, intensive care units, and medical surgical units. Credits: 4 hrs. (180 clinical hours) Prerequisites: NUR 1119, NUR 1111, NUR 1122, NUR 1225. Co-requisites: NUR 2215.

NUR 2215--MEDICAL SURGICAL NURSING II--The nursing roles of provider of care, manager of care and member of a profession are integrated by caring for adults with complex, acute health needs of multiple body systems. Emphasis is placed on knowledge, judgment, hands-on skills and professional values within a legal/ethical framework. Credits: 5 hrs. Prerequisites: NUR 1119, NUR 1111, NUR 1122, NUR 1225. Co-requisites: NUR 2214.

NUR 2223--MANAGEMENT OF CLIENT CARE--This course focuses on patient rights, employer responsibilities, legal/ethical implications of nursing practice, effective use of the nursing process, delegation, prioritizing care, clinical supervision, and management styles. Credits: 3 hrs. (2 hrs. theory/1 hr. clinical (45 hours) Prerequisites: NUR 2215/2214, NUR 1224/1225, NUR 1212. Co-requisites: NUR 2215/2214.

NUR 2231--NCLEX REVIEW III—Computer based multiple choice testing and round table discussions are administered and held for reinforcement to promote mastery of nursing year one and year two content. Students will take pre-NCLEX test at end of semester. Credit: 1 hr. Prerequisites: NUR 1231, NUR 2141. Corequisites: NUR 2223, NUR 2214/2215

PHY 2241--PHYSICAL SCIENCE LAB I—A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243 Physical Science Lecture I. Co-requisite: PHY 2243. Two hours; 1 credit.

PHY 2243--PHYSICAL SCIENCE LECTURE I—A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Co-requisite: PHY 2241. Three hours; 3 credits.

PHY 2251--PHYSICAL SCIENCE LAB II—A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY2253 Physical Science Lecture II. Co-requisite: PHY 2253. Prerequisite: PHY 2241. Two hours; 1 credit.

PHY 2253--PHYSICAL SCIENCE LECTURE II—A lecture course that includes studies of chemistry, geology, and meteorology. Co-requisite: PHY 2251. Prerequisite: PHY 2243. Three hours; 3 credits.

PHY 2311--GENERAL PHYSICS LAB I—A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY2313 Physics Lecture I. Co-requisite:



PHY 2313. Two hours; 1 credit.

PHY 2313--GENERAL PHYSICS LECTURE I—A lecture course covering mechanics, conservation laws, heat, sound, electricity, magnetism, and waves. This is a calculus-based course primarily for engineering, science, and mathematics majors. Co-requisite PHY 2311. Prerequisite MAT 1613. Three hours; 3 credits.

PHY 2321--GENERAL PHYSICS LAB II—A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY2323 Physics II, Lecture. Co-requisite: PHY 2323 Prerequisite: PHY 2311. Two hours; 1 credit.

PHY 2323--GENERAL PHYSICS LECTURE II—A lecture course covering magnetism, electricity, optics, and gravity. This is a calculus-based course primarily for engineering, science, and mathematics majors. Co-requisite: PHY 2321. Prerequisite: PHY 2313. Three hours: 3 credits.

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

PSC 1123--AMERICAN STATE AND LOCAL GOVERNMENT--A study of the relationship between state and federal government; and between states and their subdivisions; organizations, function, and operation of executive, legislative, and judiciary; elections and suffrage generally, Mississippi particularly. Three hours; 3 credits.

PSY 1513--GENERAL PSYCHOLOGY--An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; and intelligence. Three hours; 3 credits.

REA 1103--DEVELOPMENTAL READING I (REMEDIAL COURSE)--A laboratory course designed to offer special reading instruction to students deficient in reading skills. Three hours; 3 credits.

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

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

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

SOC 2123--INTRODUCTION TO SOCIOLOGY II--A continuation of SOC 2113. Three hours; 3 credits.

SOC 2143--MARRIAGE AND FAMILY--A study of the family as a cultural unit, the institution of marriage, the problems of parenthood and of social-economic adjustments to society. Three hours; 3 credits.

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

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

## **COURSE DESCRIPTIONS VOCATIONAL AND TECHNICAL**

ABT 1223--NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR I -- A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (3 sch: 2 hr. lecture, 2 hr. lab)

ABT 1233--NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR II--This course is a continuation of Non-Structural Analysis and Damage Repair I. This course provides instruction for preparation principles and practices. (3 sch: 1 hr. lecture, 4 hr. lab)

ABT 1314 -- REFINISHING I -- A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. (4 sch: 2hr. lecture, 4 hr. lab)

ABT 1443--MECHANICAL AND ELECTRICAL COMPONENTS I-- A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations (3 sch: 3 hr. lecture)

ABT 1453--MECHANICAL AND ELECTRICAL COMPONENTS I -- A course designed to provide theory and practice in the areas of brakes and electrical. (3 sch: 3hr. lecture)

ABT 2163--STRUCTURAL ANALYSIS AND DAMAGE REPAIR III--This course is a continuation of Structural Analysis and Damage Repair II. This course provides instruction and practice in unibody inspection, measurement, and repair. (3 sch: 2 hr. lecture, 2hr.lab)

ABT 2173--STRUCTURAL ANALYSIS AND DAMAGE REPAIR IV--This course is a continuation of Structural Analysis and Damage Repair III. This course provides the procedures and practices for frame inspection and repair. (3 sch: 2 hr. lecture, 2 hr. lab)

ABT 2243--NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR III -- This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practices. (3 sch: 2 hr. lecture, 2 hr. lab)

ABT 2253—NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR IV-- This course is a continuation of Non-structural Analysis and Damage Repair III. This course provides instruction and practice for the following areas: Moveable glass, hardware associated with glass, plastics and adhesive. (3 sch: 2 hr. lecture, 2 hr. lab)

ABT 2333-- REFINISHING III --A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying. ( 3 sch: 1 hr. lecture, 4 hr. lab)

ABT 2343 -- REFINISHING IV -- A continuation of Refinishing III, with emphasis on advanced techniques of painting; including, detailing. (3 sch: 1 hr. lecture, 4 hr. lab)

ABT 291(1-3)--SPECIAL PROBLEM IN COLLISION REPAIR--A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. This instructor and student work closely together to select a topic and establish criteria for completion of the project. ( 1-3 sch: 2-6 hr. lab)

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

ABT 100(3-6), ABT 1013, ABT 1023--INTRODUCTION TO COLLISION REPAIR TECHNOLOGY, INTRODUCTION TO COLLISION REPAIR TECHNOLOGY I, or INTRODUCTION TO COLLISION REPAIR TECHNOLOGY II--These courses contain the baseline competencies and suggested objectives from the high school curriculum which directly relate to the community college program. The courses are designed for students entering the community college who have had no previous training or documented experience in the field (3-6 semester hours based upon existing skills for each student, may be divided into 2 courses for a maximum total of 6 hours of institutional credit.)

ABT 1153--STRUCTURAL ANALYSIS AND DAMAGE REPAIR II--This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and installation of glass. ( 3 sch: 2 hr. lecture, 2 hr. lab)

ABT 1143--STRUCTURAL ANALYSIS AND DAMAGE REPAIR I-- A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (3 sch: 2 hr. lecture, 2 hr. lab)

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

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

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

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

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

BAV 1618--ADVANCED PRACTICES IN BARBERING--A course which includes the study of business management and business law applicable to barber shop management. 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 1013-- INTRODUCTION TO KEYBOARDING--This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. (3 sch: 3 hr. lecture). Prerequisite: None

BOT 1113--DOCUMENT FORMATTING AND PRODUCTION--This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisite: Prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute OR successfully complete Introduction to Keyboarding (BOT 1013).

**BOT 1110--DOCUMENT FORMATTING AND PRODUCTION LAB--**This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 1123--KEYBOARD SKILLBUILDING--**This course further develops keyboard techniques emphasizing speed and accuracy. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisite: Document Formatting and Production (BOT 1113)

**BOT 1120--KEYBOARD SKILLBUILDING LAB--**This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 1133--MICROCOMPUTER APPLICATIONS--**This course will introduce an operating system, word processing, spreadsheet, database management, and presentation software applications. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisite: Introduction to Keyboarding (BOT 1013) or consent of instructor.

**BOT 1130--MICROCOMPUTER APPLICATIONS LAB--**This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 1143--WORD PROCESSING--**This course 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: Mechanics of Communication (BOT 1713), Microcomputer Applications (BOT 1133), and Document Formatting and Production (BOT 1113) or consent of instructor.

**BOT 1140--WORD PROCESSING LAB--**This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 1213--PROFESSIONAL DEVELOPMENT--**This course emphasizes an awareness of interpersonal skills essential for job success. (3 sch: 3 hr. lecture). Prerequisite: None

**BOT 1313--APPLIED BUSINESS MATH--**This course is designed to develop competency in mathematics for business use, with emphasis on the touch method. (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 and the treatment of these categories in proper management, storage, and retrieval. (3 sch: 3 hr. lecture) Prerequisite: None

**BOT 1433--BUSINESS ACCOUNTING--**This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole

proprietorship with insight into interpreting and reporting the resulting effects upon the business. (3 sch: 3 hr. lecture) Prerequisite: None

BOT 1443--ADVANCED BUSINESS ACCOUNTING--This course is a continuation of Business Accounting with emphasis in accounting for corporations. (3 sch: 3 hr. lecture)  
Prerequisite: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213)

BOT 1513--MACHINE TRANSCRIPTION--This course is 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 1510-- MACHINER TRANSCRIPTION LAB: This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

BOT 1613--MEDICAL OFFICE TERMINOLOGY I--This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisite: None

BOT 1610--MEDICAL TERMINOLOGY LAB--This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

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

BOT 1620--MEDICAL TERMINOLOGY LAB--This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

BOT 1713--MECHANICS OF COMMUNICATION--This course is 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--This course focuses on applications of the electronic spreadsheet as an aid to management decision making. (3 sch: 2 hr. lecture, 2 hr. lab).  
Prerequisites: Applied Business Math (BOT 1313) and Microcomputer Applications (BOT 1133), or consent of instructor

BOT 1810--ELECTRONIC SPREADSHEET LAB--This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 2133--DESKTOP PUBLISHING--**This course will present 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 using advanced features of word processing software. (3 sch: 2 hr. lecture, 2 hr. lab. Prerequisite: Word Processing (BOT 1143) or consent of instructor).

**BOT 2130--DESKTOP PUBLISHING LAB--**This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 2323--DATABASE MANAGEMENT--**This course 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). Prerequisites: Microcomputer Applications (BOT 1133) and Records Management (BOT 1413) or by consent of instructor

**BOT 2320--DATABASE MANAGEMENT LAB--**This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 2413--COMPUTERIZED ACCOUNTING--**This course applies basic accounting principles using a computerized accounting system. (3 sch: 2 hr. lecture, 2 hr. lab). Pre/co requisite: Business Accounting (BOT 1433) or Principles of Accounting I (ACC 1213)

**BOT 2410--COMPUTERIZED ACCOUNTING LAB--**This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 2423--INCOME TAX ACCOUNTING--**This course introduces tax accounting including federal income tax laws and report preparation. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisite: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213)

**BOT 2420--INCOME TAX ACCOUNTING LAB--**This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 2463--PAYROLL ACCOUNTING--**This course provides an in-depth study of payroll accounting. (3 sch: 2 hr. lecture, 2 hr. lab). BOT 2460 – Payroll Accounting Lab. Prerequisite: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213)

**BOT 2473--COST ACCOUNTING--**This course provides an in-depth study of cost accounting for manufacturing business. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisite: Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213)

**BOT 2470--COST ACCOUNTING LAB--**This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.



BOT 2523--MEDICAL MACHINE TRANSCRIPTION I--This course is designed to teach transcription of various medical documents. (3 sch: 1 hr. lecture, 4 hr. lab). Prerequisites: Document Formatting and Production (BOT 1113), Medical Office Terminology I (BOT 1613), and Medical Office Terminology II (BOT 1623)

BOT 2520--MEDICAL MACHINE TRANSCRIPTION I LAB--This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

BOT 2533--MEDICAL MACHINE TRANSCRIPTION II--This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. (3 sch: 1 hr. lecture, 4 hr. lab). Prerequisite: Medical Machine Transcription I (BOT 2523)

BOT 2530--MEDICAL MACHINE TRANSCRIPTION II LAB--This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

BOT 2663--ADVANCED CODING--This course includes advanced analysis of diagnostic and procedural coding systems. (3 sch: 2 hr. lecture, 2 hr.) Prerequisite: CPT Coding (BOT 2643) and ICD Coding (BOT 2653)

BOT 2660- ADVANCED CODING LAB--This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

BOT 2673--MEDICAL INSURANCE BILLING--This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: CPT Coding (BOT 2643) and ICD Coding (BOT 2653)

BOT 2670--MEDICAL INSURANCE BILLING LAB--This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

BOT 2723--ADMINISTRATIVE OFFICE PROCEDURES--This course 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 2720--ADMINISTRATIVE OFFICE PROCEDURES LAB--This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

BOT 2743--MEDICAL OFFICE CONCEPTS--This course will provide coverage and integration of medical office skills and issues. Problem solving will be emphasized. (3 sch: 2 hr.

lecture, 2 hr. lab). BOT 2740 – Medical Office Concepts Lab. Prerequisites: Document Formatting and Production (BOT 1113) and Records Management (BOT 1413)

BOT 2753--MEDICAL INFORMATION MANAGEMENT--This course will continue coverage of medical office issues with emphasis on health insurance filing. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisite: Medical Office Concepts (BOT 2743)

BOT 2750--MEDICAL INFORMATION MANAGEMENT LAB--This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

BOT 2773--CPT CODING--This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisite: Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor.

BOT 2640--CPT CODING LAB--This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

BOT 2783 ICD CODING--This course is an introduction to the field of diagnostic coding. (3 sch: 2 hr. lecture, 2 hr. lab).. Prerequisites: Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor.

BOT 2780--ICD CODING LAB--This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

BOT 2813--BUSINESS COMMUNICATION--This course develops communication skills with emphasis on principles of writing business correspondence and reports, and preparing presentations using electronic media. (3 sch: 3 hr. lecture) Prerequisites: Mechanics of Communication (BOT 1713) and Document Formatting and Production (BOT 1113) or consent of instructor

BOT 2823--COMMUNICATION TECHNOLOGY--This course will present an overview of the resources available for communication using current technology. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisite: Word Processing (BOT 1143) or by consent of instructor

BOT 2820--COMMUNICATION TECHNOLOGY LAB--This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

BOT 2833--INTEGRATED COMPUTER APPLICATIONS--This course integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisites: Word Processing (BOT 1143), Business Communication (BOT 2813), Database Management (BOT 2323), and Electronic Spreadsheet (BOT 1813), or by consent of instructor

**BOT 2830--INTEGRATED COMPUTER APPLICATIONS LAB--**This course requires 2 hr. lecture and 2 hr. lab. Lab time assure student has sufficient time to complete all class assignments and meet state guidelines.

**BOT 2913--SUPERVISED WORK EXPERIENCE--**This course provides related on-the-job training in an office environment. This training must include at least 135 clock hours. (3 sch: 9 hr. externship). Prerequisite: Successful completion of at least 30 semester hours in the program and consent of the instructor

**CAV 1116--FOUNDATIONS--**This course includes site selection, site preparation, site layout, building forms, and construction of foundations. (6 sch: 2 hr. lecture, 8 hr. lab)

**CAV 1133--BLUEPRINT READING--**This course includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (3 sch: 2 hr. lecture, 2 hr. lab)

**CAV 1236--FLOOR AND WALL FRAMING--**This course is designed to give the student experience in floor and wall framing. (6 sch: 2 hr. lecture, 8 hr. lab)

**CAV 1245--CEILING AND ROOF FRAMING--**This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. (5 sch: 1 hr. lecture, 8 hr. lab)

**CAV 1316--INTERIOR FINISHING AND CABINET MAKING--**This course includes thermal and sound protection, types of interior ceilings, wall coverings, floor coverings, trim work, and cabinet construction. (6 sch: 2 hr. lecture, 8 hr. lab)

**CAV 1413--ROOFING--**This course covers types of roofs, types of roofing materials, and their application. Also covered are basic roofing techniques, including material selection, roof styles, cost estimation, and installation procedures. (3 sch: 1 hr. lecture, 4 hr. lab)

**CAV 1513--EXTERIOR FINISHING--**This course includes the installation and finishing of wall coverings, cornices, and exterior trim. (3 sch: 1 hr. lecture, 4 hr. lab)

**CAV 2113--PRINCIPLES OF MULTI-FAMILY AND LIGHT COMMERCIAL CONSTRUCTION--**This course examines the fundamentals of multi-family and light commercial construction. (3 sch: 2 hr. lecture, 2 hr. lab)

**CAV 2913--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)

**CAV 292(1-6)--SUPERVISED WORK EXPERIENCE IN RESIDENTIAL CARPENTRY TECHNOLOGY--**A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is

awarded on the basis of one semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship)

DDT 1114--FUNDAMENTALS OF DRAFTING--Fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. (4 sch: 2 hr. lecture, 4 hr. lab)

DDT 1213--CONSTRUCTION MATERIALS--Physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. (3 sch: 2 hr. lecture, 2 hr. lab)

DDT 2243--COST ESTIMATING--Preparation of material and labor quantity surveys from actual working drawings and specifications. (3 sch: 2 hr. lecture, 2 hr. lab))

WBL 292(1-3), and WBL 293(1-3) Work-Based Learning I, II, III, IV, V, and VI--WBL 191(1-3), WBL 192(1-3), WBL 193(1-3), WBL 291(1-3), WBL 292(1-3), and WBL 293(1-3)--A structured work-site learning experience in which the student, program area teacher, Work-Based Learning Coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. Designed to integrate the student's academic and technical skills into a work environment. Includes regular meetings and seminars with school personnel for supplemental instruction and progress reviews. (1-3 sch: 3-9 hours externship)

CDT 1113--EARLY CHILDHOOD PROFESSION--This course provides an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to observe, assess, and record child behavior through laboratory experience. Room arrangements, software, play, and safety are explored. (This course was previously taught as CDT 1114, Child Care Profession.) (3 sch: 2 hr. lecture, 2 hr. lab)

CDT 1214--CHILD DEVELOPMENT I--This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice is given in infant and toddler care-giving in group settings through classroom laboratory or collaborative centers. (This course was previously taught as CDT 1214, Infant and Toddler Development.) (4 sch: 3 hr. lecture, 2 hr. lab)

CDT 1224--CHILD DEVELOPMENT II--The cognitive, physical, emotional, and social developmental characteristics of young children (ages 3 - 8). (This course was previously taught as CDT 1224, Child Growth and Development.) (4 sch: 3 hr. lecture, 2 hr. lab)

CDT 1314--CREATIVE ARTS FOR YOUNG CHILDREN--Planning and developing creative arts experiences for the young child. Lab activities with the children are implemented during Practicum I and II. (This course was previously taught as CDT 1313, Art for Preschool Children, and CDT 1323, Music/Movement for Preschool Children.) (4 sch: 4 hr. lecture)

CDT 1343--CHILD HEALTH AND SAFETY--Health and safety practices in the care and education of young children. Includes health and safety issues such as first aid, CPR, universal precautions, communicable diseases, and child abuse. (3 sch: 3 hr. lecture)

CDT 1513--NUTRITION FOR YOUNG CHILDREN--This course focuses on fundamental principles of child nutrition and the practical application of this knowledge in the selection of balanced diets. (This course was previously taught as CDT 1514, Child Nutrition and Health Care.) (3 sch: 3 hr. lecture)

CDT 1713--LANGUAGE AND LITERACY DEVELOPMENT FOR YOUNG CHILDREN--A study of language development and the implementation of a developmentally appropriate language arts curriculum for young children. (This course was previously taught as CDT 1333, Language Arts for Preschool Children.) (3 sch: 3 hr. lecture)

CDT 2233--GUIDING SOCIAL AND EMOTIONAL BEHAVIOR--Identifying and practicing effective techniques in guiding young children's behavior. Lab activities with the children are implemented during Practicum I and II. (3 sch: 3 hr. lecture)

CDT 2413--ATYPICAL CHILD DEVELOPMENT--This course provides information concerning growth and development, identification, intervention strategies, and management of atypical children. Legal, ethical, and legislative issues will be explored. Family issues will be explored. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisites: Child Development I (CDT 1214) and Child Development II (CDT 1224)

CDT 2613--METHODS AND MATERIALS--Appropriate methods and materials for young children in a learning environment. Lab activities with the children are implemented during Practicum I and II. (3 sch: 3 hr. lecture)

CDT 2714--SOCIAL STUDIES, MATH, AND SCIENCE FOR YOUNG CHILDREN--Planning developmentally appropriate activities in social studies, math, and science for the young child. Lab activities with the children are implemented during Practicum I and II. (4 sch: 4 hr. lecture)

CDT 2813--ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN--Development and administration of programs for young children to include an emphasis on evaluation of policies and procedures, organizational structure, and management. (3 sch: 3 hr. lecture) Prerequisites: First three semesters of core courses

CDT 2915--TECHNICAL PRACTICUM I--A course which allows advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children [birth - 5 years old]. Completion of the competencies provides opportunities for students to implement experiences planned in the corequisites and ensures a balance of all curriculum areas. Not all competencies will be achieved at the end of this course due to the variance that exists in the child care settings used for student experiences. Other competencies will be achieved and documented by the end of the two-year program of study. (5 sch: 10 hr.. lab) Corequisites: Art for Preschool Children (CDT 1313), Child Nutrition and Health Care (CDT 1514), Language Arts for Preschool Children (CDT 1333), and Music Movement for Preschool Children (CDT 1323)

CDT 2925--TECHNICAL PRACTICUM II--A course which allows advanced child care students an opportunity to implement knowledge and experience in preparing and implementing positive experience for children [birth -5 years of age]. (5 sch: 10 hr. lab)

COV 1122—COSMETOLOGY ORIENTATION--This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 2 hr. lecture) Prerequisites: None

COV 1245--COSMETOLOGY SCIENCES I--AOC Core (Cosmetology and Nail Technician)--This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab) Pre/corequisites: None

COV 1255--COSMETOLOGY SCIENCES II--AOC Core (Cosmetology)--This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab) Pre/corequisites: Cosmetology Sciences I (COV 1245)

COV 1426--HAIR CARE I--AOC Core (Cosmetology)--This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (6 sch: 2 hr. lecture, 12 hr. lab) Pre/corequisites: None

COV 1436--HAIR CARE II--AOC Core (Cosmetology)--This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (6 sch: 2 hr. lecture, 12 hr. lab) Pre/corequisites: Hair Care I (COV 1426)

COV 1443--HAIR CARE III--AOC Core (Cosmetology)--This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (3 sch: 9 hr. lab) Pre/corequisites: Hair Care II (COV 1436)

COV 1522--NAIL CARE I--AOC Core (Cosmetology and Nail Technician)--This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/corequisites: None

COV 1532--NAIL CARE II--AOC Core (Cosmetology)--This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/corequisites: Nail Care I (COV 1522)

COV 1542--NAIL CARE III--AOC Core (Cosmetology)--This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hr. lab) Pre/corequisites: Nail Care II (COV 1532)

COV 1622--SKIN CARE I--AOC Core (Cosmetology and Nail Technician)--This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/corequisites: None

COV 1632--SKIN CARE II--AOC Core (Cosmetology)--This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/corequisites: Skin Care I (COV 1622)

COV 1642--SKIN CARE III--AOC Core (Cosmetology)--This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hr. lab) Pre/corequisites: Skin Care II (COV 1632)

COV 1722--SALON BUSINESS I--AOC Core (Cosmetology and Nail Technician)--This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/corequisites: None

COV 1732--SALON BUSINESS II--AOC Core (Cosmetology)--This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/corequisites: Salon Business I (COV 1722)

COV 2816--COSMETOLOGY TEACHER TRAINING I--AOC Core (Cosmetology Teacher Training)--Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/corequisites: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.

COV 2826-- COSMETOLOGY TEACHER TRAINING II--AOC Core (Cosmetology Teacher Training)--Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/corequisites: Cosmetology Teacher Training I (COV 2816).

COV 2836-- COSMETOLOGY TEACHER TRAINING III--AOC Core (Cosmetology Teacher Training)--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 2846--COSMETOLOGY TEACHER TRAINING IV--AOC Core (Cosmetology Teacher Training)--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)

HRT/CUT 1114-- CULINARY PRINCIPLES I--AOC Core (Hotel and Restaurant Management, Culinary Arts Technology)--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)

HRT/CUT 1124-- Culinary Principles II--AOC Core (Culinary Arts Technology)--Advanced study of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4 sch: 2 hr. lecture, 4 hr. lab)

CUT 1134--PRINCIPLES OF BAKING--AOC Core (Culinary Arts Technology)--Fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick bread; and use and care for equipment. (4 sch: 2 hr. lecture, 4 hr. lab)



CUT 1513--GARDE MANGER--AOC Core (Culinary Arts Technology)--Provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. Explores the various duties of the modern garde manger. (3 sch: 1 hr. lecture, 4 hr. lab)

CUT 2223--MENU PLANNING AND FACILITIES DESIGN--AOC Core (Culinary Arts Technology)--The principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. (3 sch: 3 hr. lecture)

CUT 2243--DINING ROOM MANAGEMENT--AOC Core (Culinary Arts Technology)--Management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. Covers French, Russian, American, and English waited table service, limited service, counter, tray, service, and catering. Emphasis will be placed on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. (3 sch: 1 hr. lecture, 4 hr. lab)

CUT 2314--AMERICAN REGIONAL CUISINE--AOC Core (Culinary Arts Technology)--Exploration of the American Cuisine concept emphasizing freshness, seasonality, nutrition, indigenous ingredients, and presentation. A thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. (4 sch: 2 hr. lecture, 4 hr. lab)

CUT 2424--INTERNATIONAL CUISINE--AOC Core (Culinary Arts Technology)--A study of cuisines of the world. Emphasis is on use of authentic ingredients, methods, and terminology. (4 sch: 2 hr. lecture, 4 hr. lab)

CUT 292(1-6)--SUPERVISED WORK EXPERIENCE IN CULINARY ARTS TECHNOLOGY--AOC Core (Culinary Arts Technology)--A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship)

WBL 191(1-3), WBL 192(1-3), WBL 193(1-3), WBL 291(10#), WBL 292(1-3), and WBL 293(1-3)- Work-Based Learning I, II, III, IV, V, and VI -Free Elective--A structured work-site learning experience in which the student, program area teacher, Work-Based Learning Coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. Designed to integrate the student's academic and technical skills into a work environment. Includes regular meetings and seminars with school personnel for supplemental instruction and progress reviews. (1-3 sch: 3-9 hours externship)

CPT 1113--FUNDAMENTALS OF MICROCOMPUTER APPLICATIONS--This course will introduce information processing concepts to include: wordprocessing, spreadsheet, and database management software. (3 sch: 2 hr. lecture, 2 hr. lab)

CST 1114--ELECTRONICS FOR COMPUTER SERVICING--Concepts of electronics. Topics include DC and AC fundamentals, instrument and test equipment familiarization, soldering, and terminology. (4 sch: 2 hr. lecture, 4 hr. lab)

CST 1123--BASIC COMPUTER SYSTEMS--A survey of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. (3 sch: 2 hr. lecture, 2 hr. lab). Prerequisites: Instructor approval.

CST 1333--OPERATING PLATFORMS--Study of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. (3 sch: 2 hr. lecture, 2 hr. lab).

CST 1413--FUNDAMENTALS OF DATA COMMUNICATIONS--Concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. (3 sch: 2 hr. lecture, 2 hr. lab).

CST 1523--NETWORK COMPONENTS--Local area network and wide area network connectivity. Focuses on architectures, topologies, protocols, and transportation methods of a network. (3 sch: 2 hr. lecture, 2 hr. lab). Pre/Corequisites: Fundamentals of Data Communications (CST 1413)

CST 2113--COMPUTER SERVICING LAB I--Fundamentals of computer servicing. includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. (3 sch: 6 hr. lab). Pre/Corequisites: Basic Computer Systems (CST 1123) or Microprocessors (EET 1324)

CST 2123--COMPUTER SERVICING LAB II--Continuation of Computer Servicing Lab I (CST 2113) with increased emphasis on system analysis and diagnosis of board and component failures. Emphasis on laboratory experience with computer repair. (3 sch: 6 hr. lab). Prerequisites: Computer Servicing Lab I (CST 2113)

CST 2134--DIAGNOSING AND TROUBLESHOOTING--Diagnosing and troubleshooting operating systems, common hardware problems, and system malfunctions, including peripherals. (4 sch: 2 hr. lecture, 4 hr. lab). Pre/corequisites: Computer Servicing Lab I (CST 2113).

CST 291(1-3)--SPECIAL PROJECT--Practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (1-3 sch: 2-6 hr. lab). Prerequisites: Consent of instructor.

CST 292(1-6)--SUPERVISED WORK EXPERIENCE--Cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship). Prerequisites: Consent of instructor and completion of at least one semester of advanced coursework in electrical/electronics related programs.

EET 1214--DIGITAL ELECTRONICS--Number system, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. (4 sch: 3 hr. lecture, 2 hr. lab. Corequisites: Fundamentals of Electronics (EET or equivalent)

EET 1324--MICROPROCESSORS-- Microprocessor architecture, machine assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. (4 sch. Lecture, 4 hr. lab) Prerequisites: Digital Electronics (EET 1214)

DDT 1114--FUNDAMENTALS OF DRAFTING--A course designed to give drafting majors the background needed for all other drafting courses. (4 sch: 2 hr. lecture, 4 hr. lab)

DDT 1213--CONSTRUCTION MATERIALS--A course designed to familiarize the student with the physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. (3 sch: 2 hr. lecture, 2 hr. lab)

DDT 2243--COST ESTIMATING--A course designed to provide students with theory and applications in the study of basic machine design, movement of forces, stress of materials and forces acting on bodies, beams, columns, and connections. (3 sch: 1 hr. lecture, 4 hr. lab)

HRT 1123--HOSPITALITY AND TOURISM INDUSTRY--An introduction to the hospitality and tourism industry. Discussions and industry observations are designed to discover the opportunities, trends, problems, and organizations in the field. (3 sch: 3 hr. lecture)

HRT 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—Basic principles of microbiology, sanitation, and safety procedures for a food service operation. Implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. ServSafe Sanitation Certification from the National Restaurant Association or equivalent is offered as a part of this course. (3 sch, 2 hr. lecture, 2 hr. lab)

HRT 1224--RESTAURANT AND CATERING OPERATIONS—Principles of organizing and managing a food and beverage operation. (4 sch: 2 hr. lecture, 4 hr. lab)

HRT 1413--ROOMS DIVISION MANAGEMENT—An operational approach to rooms division management in the hospitality industry including front office management and housekeeping operations. (3 sch: 2 hr. Lecture, 2 hr. lab)

HRT 151(1-4)--HOSPITALITY SEMINAR--Leadership and management skills necessary for success in hospitality and tourism management. The course addresses computer based management systems. (1 sch: 2 hr. lab; 4 sch: 2 hr. lecture, 4 hr. lab)

HRT 2233--FOOD AND BEVERAGE CONTROL--A course which covers the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. (3 sch: 2 hr. lecture, 2 hr. lab)

HRT 2613--HOSPITALITY SUPERVISION--A course which provides students with supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. (3 sch: 2 hr. lecture, 2 hr. lab)

HRT 2623--HOSPITALITY HUMAN RESOURCE MANAGEMENT—This course is designed to explore to principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 sch: 3 hr. lecture)

HRT 2713--MARKETING HOSPITALITY SERVICES—This course covers the application of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets, and developing marketing plans for hospitality and tourism operations. (3 sch: 2 hr. lecture, 2 hr. lab)

HRT 2913--SUPERVISED WORK EXPERIENCE IN HOTEL AND RESTAURANT MANAGEMENT—A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-6 sch: 3-18 hr. externship)

IMM 1111--INDUSTRIAL MAINTENANCE SAFETY--A course designed to acquaint entering students with shop and industry safety practices and precautions. Includes instruction in general safety practices, personal safety, electrical safety practices, and power equipment safety. (1 sch: 1 hr. lecture, 1 hr. lab) (May be taught as a 30 contact hour lab in open entry-open exit vocational programs.)

IMM 1122--INDUSTRIAL MATH AND MEASUREMENT--A course designed to apply basic mathematical and measurement procedures as related to industrial maintenance mechanics and technicians. Includes instruction in the use of fractions and decimal numbers, basic geometric and trigonometric functions, and use of measurement tools. (2 sch: 1 hr. lecture, 2 hr. lab) (May be taught as a 60 contact hour lab in open entry-open exit vocational programs.)

IMM 1132--INDUSTRIAL BLUEPRINT READING--A course designed to acquaint students with blueprints, schematics, and plans used in industrial maintenance. Includes instruction in basic nomenclature, different views, and symbols and notations. (2 sch: 1 hr. lecture, 2 hr. lab) (May be taught as a 60 contact hour lab in open entry-open exit vocational programs.)

IMM 1213--INDUSTRIAL HAND TOOLS AND MECHANICAL COMPONENTS--A course designed to provide students with skills and knowledge associated with the safe and proper use of hand tools and mechanical components commonly used by industrial maintenance mechanics and technicians. Includes instruction in the selection, use, and care of common hand tools and in

the identification and maintenance of mechanical components such as belts and pulleys, chains and sprockets, and bearings and seals used to transmit mechanical power. (3 sch: 1 hr. lecture, 4 hr. lab) (May be taught as a 90 contact hour lab in open entry-open exit vocational programs.)

IMM 1224--POWER TOOL APPLICATIONS—This course is designed to instruct the safe and proper use of a wide variety of hand and stationary power tools. Includes the use of hand-power tools, bench grinders, milling machines, threading machines, drill presses, and cut-off saws. (4 sch: 1 hr lecture, 6 hrs. lab) [May be taught as a 120 contact hr lab in open exit vocational program]

IMM--1314 PRINCIPLES OF HYDRAULICS AND PNEUMATICS--A course designed to provide skills and knowledge associated with the use of hydraulic and pneumatic power components used in industry. Includes instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. (4 sch: 1 hr. lecture, 6 hr. lab) (May be taught as a 90 contact hour lab in open entry-open exit vocational programs.)

IMM 1415--PUMP AND VALVE OPERATIONS--A course designed to provide students with skills and knowledge associated with pumps and valves used in industrial piping systems. Includes instruction on the different types of pumps and valves used in industry and their disassembly, inspection, and repair/replacement. (5 sch: 2 hr. lecture, 6 hr. lab) (May be taught as a 120 contact hour lab in open entry-open exit vocational programs.)

IMM 1515--EQUIPMENT INSTALLATION AND ALIGNMENT--A course designed to provide students with skills and knowledge associated with the installation and alignment of various pieces of equipment used in an industrial setting. Includes instruction in preinstallation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial 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.)

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)

IMM 1813 INDUSTRIAL ELECTRICITY--A course designed to provide students with fundamental skills and knowledge associated with electrical systems in a industrial setting. Includes instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. (3 sch: 2 hr. lecture, 4 hr. lab).

IMM 1734--INDUSTRIAL WELDING AND METALS--A course designed to provide students with skills and knowledge associated with metals and metal welding processes. Includes instruction in different metals and their properties, and in basic SMAW welding and oxy-fuel cutting and brazing. (4 sch: 1 hr. lecture, 6 hr. lab)

IMM 1615--INDUSTRIAL PIPING AND HYDRO-TESTING--A course designed to provide students with skills and knowledge associated with piping, pipe-fitting, and hydrotesting of piping systems. Includes instruction on basic principles of piping and pipe fitting, basic pipe fitting procedures, and basic hydrotesting of pipe systems. (5 sch: 2 hr. lecture, 6 hr. lab)

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)

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.

PNV 1112--BASIC NUTRITION-- This course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. (3 sch: 2 hr. lecture)

PNV 1213--BODY STRUCTURE AND FUNCTION--This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with application to nursing. (3 sch: 3 hr. lecture)

PNV 1312--GROWTH AND DEVELOPMENT--This course is a study of the normal developmental processes of humans from conception to death, including physical, emotional, social, and intellectual aspects. (2 sch: 2 hr. lecture)

PNV 1413--GERIATRIC NURSING--This course utilizes the nursing process to teach the care of the geriatric patient. Clinical experience in long term facility is a component of this course. (3 sch: 3 hr. lecture, 3 hr. Clinical) Pre/Co-requisites: Completion of Fundamentals of Nursing (PNV 1425) and Fundamental of Nursing Lab & Clinical (PNV 1434)

PNV 1425--FUNDAMENTALS OF NURSING-- This course provides the student with knowledge and skills necessary to care for the individual. Study includes beginning use of nursing process; cause and prevention of illness; patient, family, and community health care provisions; and resource agencies available. The course also includes personal health care, medical terms and preparation to assist the patient in meeting basic living needs. (5 sch: 5 hr lecture) Pre/Co-requisites: This course requires concurrent registration in PNV 1434. It also

requires passing grade in PNV 1425 and PNV 1434 to receive credit for these courses. If a passing grade is not maintained, both courses must be repeated concurrently upon re-admission.

PNV 1434--FUNDAMENTALS OF NURSING LAB & CLINICAL--This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. (4 sch: 6 hr. lecture, 3 hr. clinical) Pre/Co-requisites: Concurrent registration in PNV 1425 is required. A passing grade required in PNV 1425 and PNV 1434 is required in order to progress in the practical nursing program.

PNV 1513--PHARMACOLOGY--This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs including: classifications sources, dosages, basic math and measurements, regulatory requirements, and basic principles of administration. (3 sch: 2 hr. lecture, 2 hr. lab) Pre-requisite: All first semester Practical Nursing courses.

PNV 1614--MEDICAL/SURGICAL NURSING--This course introduce nursing theory for the following medical-surgical disorders: cancer, neurological, respiratory, cardiovascular, and digestive. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. (4 sch: 4 hr. lecture) Pre-requisite: All first semester Practical Nursing courses. Co-requisite: PNV 1634. Passing grade required in PNV 1614 and PNV 1624.

PNV 1624--MEDICAL/SURGICAL LAB AND CLINICAL--This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skills and the use of nursing process. (4 sch: 2 hr. lab, 9 hr. clinical) Prerequisite: PNV 112, PNV 1213, PNV 1213, PNV 1312, PNV 1413, PNV 1425, PNV 1434. Co-requisite: PNV 1614. Passing grade required in PNV 1614 and 1624.

PNV 1634--ALTERATIONS IN ADULT HEALTH--This courses introduces nursing theory for the following medical-surgical disorders: urological, endocrine, reproductive, musculoskeletal, and skin and special senses. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. (4 sch: 4 hr. lecture) Prerequisites: PNV 1112, PNV 1213, PNV 1312, PNV 1413, PNV 1425, PNV 1434. Co-requisite: PNV1634. Passing grade required in PNV 1634 and PNV 1644.

PNV 1644--ALTERATIONS IN ADULT HEALTH LAB AND CLINICAL--This course includes supervised laboratory and clinical experiences for application for medical/surgical theory and the development of skill and the use of nursing process. (4 sch: 2 hr. lab, 9 hr. clinical) Prerequisites: PNV 1112, PNV 1213, PNV 1413, PNV 1425, PNV 1434. Co-requisite: PNV 1634. Passing grade required in PNV 1634 and PNV 1644.

PNV 1716--MATERNAL CHILD NURSING--This course utilizes the nursing process to teach care for the expectant mother from conception to delivery, including newborn child, and the family unit during normal and complicated conditions. Clinical experience includes prenatal labor and delivery, postpartum, newborn, pediatrics. (6 sch: 5 hr. lecture, 3 hr. clinical) Prerequisites: All first semester PNV courses.

PNV 1813--PSYCHIATRIC CONCEPTS--This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. (3 sch: 2 hr. lecture, 3 hr. Clinical Prerequisite: All first semester PNV courses.

PNV 1913--NURSING TRANSITION--This course further develops decision making skills and promotes an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam, will be included. (2 sch: 1 hr. lecture, 6 hr. clinical) prerequisite: All first semester PNV courses.

RCT 1114--RESPIRATORY CARE SCIENCE--Designed to introduce the student practitioner to fundamental elements important to the delivery of health care in a safe, efficient and professional manner. The holistic approach to patient care will be emphasized. 3 sch: 3 hr. lecture, 2 hr. lab). Prerequisites: Anatomy and Physiology I and II (BIO 1514 and BIO 1524); program admission; or program director's approval.

RCT 1223--PATIENT ASSESSMENT AND PLANNING--This course is a fundamental approach to subjective and objective evaluations, assessment, and care plan formation for the individual needs of the patient. It is an introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatments, and prevention. (3 sch: 2hr. lecture, 2 hr. lab)

RCT 1313--CARDIOPULMONARY ANATOMY AND PHYSIOLOGY--This course is a study of cardiopulmonary and renal physiology in relation to the practice of respiratory care. (3 sch: 3 hr. lecture)

RCT 1322--PULMONARY FUNCTION TESTING--This course is an introduction to pulmonary function technique and testing equipment. (2 sch: 1 hr. lecture, 2 hr. lab) Prerequisites: Cardiopulmonary Anatomy and Physiology (RCT 1313), or instructor approval

RCT 1416--RESPIRATORY CARE PRACTITIONER I-- This course is a study of respiratory treatments and equipment design and operation related to non-critical care procedures. (6 sch: 2 hr. lecture, 8 hr. lab) Prerequisites: None

RCT 1424--RESPIRATORY CARE PRACTITIONER II--This course is a continuation of Respiratory Care Practitioner I. It is a study of the management of respiratory failure, including mechanical ventilation, pulmonary rehabilitation, and home care. (4 sch: 3 hr. lecture, 2 hr. lab)

RCT 1516--CLINICAL PRACTICE I--Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. (6 sch: 18 hr. clinical) Prerequisites: Anatomy and Physiology I (BIO 1514), Anatomy and Physiology II (BIO1524), Respiratory Care Science (RCT 1214), Patient Assessment and Planning (RCT1223), and Cardiopulmonary Anatomy and Physiology (RCT 1313).



RCT 1523--CLINICAL PRACTICE II--In this course, students rotate through various respiratory care subspecialty areas for evaluation of competency and performance of respiratory care procedures. (3 sch: 9 hr. clinical)

RCT 1613--RESPIRATORY CARE PHARMACOLOGY--This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. (3 sch: 3 hr. lecture) Prerequisites: Respiratory Care Science (RCT 1214), Cardiopulmonary Anatomy and Physiology (RCT 1313), and Patient Assessment and Planning (RCT 1223)

RCT 2333--CARDIOPULMONARY PATHOLOGY--This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress. (3 sch: 3 hr. lecture) Prerequisites: Cardiopulmonary Anatomy and Physiology (RCT 1313)

RCT 2434--RESPIRATORY CARE PRACTITIONER III--This course is a study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. (4 sch: 3 hr. lecture, 2 hr. lab) Prerequisites: Clinical Practice II (RCT 1523)

RCT 2534--CLINICAL PRACTICE III-- In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. (4 sch: 12 hr. clinical) Prerequisites: Clinical Practice I (RCT 1516) and Clinical Practice II (RCT 1523)

RCT 2546--CLINICAL PRACTICE IV-- This is a continuation of Clinical Practice III. In this course, students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. (6 sch: 18 hr. clinical) Prerequisites: Clinical Practice I (RCT 1516), Clinical Practice II (RCT 1523), and Clinical Practice III (RCT 2534)

RCT 2613--NEONATAL/PEDIATRICS MANAGEMENT--This course is a study of fetal development and the transition to extrauterine environment. It includes the most common cardiopulmonary disorders, neonatal and pediatric disease processes, and the modes of treatment. (3 sch: 3 hr. lecture) Prerequisite: Respiratory Care Practitioner III (RCT 2434)

RCT 2712--RESPIRATORY CARE SEMINAR--This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. (2 sch: 1 hr. lecture, 2 hr. lab) Prerequisites: Clinical Practice II (RCT 1523)

WLV 1116--SHIELDED METAL ARC WELDING I--A course designed to teach students welding techniques using E-6010 electrodes. (6 sch: 1 lecture, 10 hr. lab)

WLV 1124--GAS METAL ARC WELDING (GMAW)--A course designed to give students experience in various welding applications with the GMAW welder including short circuiting and pulsed transfer. (4 sch: 1 lecture, 6 hr. lab)

WLV 1226--SHIELDED METAL ARC WELDING II--This course is designed to teach students welding techniques using E-7018 electrodes. (6 sch: 1 hr. lecture, 10 hr. lab)

WLV 1136--GAS TUNGSTEN ARC WELDING (GTAW)--This course is designed to give the student experience in various welding applications using the GTAW process. (6 sch: 1 hr. lecture, 10 hr. lab)

WLV 1143--FLUX CORED ARC WELDING (FCAW)--This course is designed to give the student experience in FCAW process. (3 sch: 1 hr. lecture, 4 hr. lab)

WLV 1171 – WELDING SAFETY, INSPECTION AND TESTING PRINCIPLES-- This course is designed to give the student experience safety procedures, in inspections and testing of welds. (1 sch: 2 hr. lab)

WLV 1232—DRAWING AND WELDING SYMBOL INTERPRETATION—This course is designed to give the student experience in reading welding symbols and drawing. (2 sch: 1hr lecture 2 hr, lab)

WLV 1314—CUTTING PROCESSES – This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. (4 sch: 2 hr. lecture, 4 hr. lab)

WLV 191(1-3)--SPECIAL PROBLEM IN WELDING AND CUTTING--A course to provide students with an opportunity to utilize skill and knowledge gained in other welding and cutting technology course. The instructor work closely together to select a topic and establish criteria for completion of the project.

WBL 1913—WORK-BASED LEARNING 1, II, III, IV, V, AND VI—A structured work-site learning experience in which the student, program area teacher, Work-Based Learning Coordinator, and worksite supervisor/mentor develop and implement an educational training agreement. Designed to integrate the student's academic and technical skills into a work environment. Includes regular meetings and seminars with school personnel for supplemental instruction and progress.

**COAHOMA COMMUNITY COLLEGE  
BOARD OF TRUSTEES**

Ned Gathwright, President.....	Marks
Johnny McGlown, Vice President .....	Lyon
Rena Butler, Secretary .....	Clarksdale
Sherard R. Shaw, Assistant Secretary.....	Clarksdale
William R. Bradley, Legal Advisor .....	Clarksdale
Willie Blocker.....	Shelby
Donald Clark.....	Clarksdale
Jerry Gentry .....	Tunica
Rev. Andrew Hawkins .....	Glendora
Dennis Hawkins .....	Clarksdale
Howard Hollins.....	Webb
Robert G. Mason.....	Cleveland
Pauline Rhodes.....	Clarksdale
Valmadge Towner.....	Marks
David Williams .....	Tunica

**BOARD OF SUPERVISORS  
COAHOMA COMMUNITY COLLEGE DISTRICT**

**COAHOMA COUNTY**

Katherine Furr, President  
Timothy Burrel  
Johnny Newson  
Chris Overton  
Paul Pearson

**QUITMAN COUNTY**

Earnest Brooks, President  
Sheridan Boyd  
Charley Ward Bridges  
Manuel Killebrew  
Bobby Turner

**TUNICA COUNTY**

Cedric Burnette, President  
Paul Battle, III  
James Dunn

**BOLIVAR COUNTY**

Richard Coleman, President  
James McBride  
Bern Prewitt  
Donny Whitten  
Eddie Andrew Williams

**TALLAHATCHIE COUNTY**

Jerome Little, President  
Bobby Banks  
Johnny Goodwin  
Gregg Hodges  
Sondra Ross

Curtis Jackson  
William Pengram

**CHIEF EXECUTIVE OFFICER**

VIVIAN M. PRESLEY.....President  
B.S., M.Ed., Ed.S., Ed.D., Mississippi State University

**EXECUTIVE OFFICERS**

ANNE SHELTON CLARK.....Dean, Career-Technical Education  
B.S., Alcorn State University; M.Ed., Delta State University; Additional Study, Delta State University

ROSEMARY C. DILL.....Director, Institutional Research & Planning  
B.S., Delta State University; M.Ed., University of Mississippi

ROSETTA HOWARD.....Dean, Academic Affairs  
B.S., Mississippi State University; M.Ed., Ed.S., Delta State University;  
Ph.D., Mississippi State University

GREGORY A. HUDSON.....Dean, Student Affairs  
B.S., M.Ed., Ed.D., Delta State University; Additional Study, United States Sports Academy

DEBORAH MCNEAL.....Business Manager  
B.S., University of North Florida; C.P.A.; Additional Study, Delta State University

MARILYN STARKS.....Director, Institutional Advancement/Federal Programs  
B.S., Alcorn State University; Additional Study, Mississippi Valley State University, LSW

CHARLES WHITE.....Executive Director, Workforce Development Center  
A.A., Coahoma Junior College; B.S., Mississippi Valley State University;  
M.Ed., Delta State University; Additional Study, IBM Computer Repair School

**ADMINISTRATIVE OFFICERS**

PATRICIA BROOKS.....Director, Financial Aid  
B.A., B.S., Mississippi Valley State University; M.S., Delta State University

WANDA G. HOLMES.....Director, Admissions and Records and Veterans Coordinator  
B.S., M.Ed., Chicago State University

ETHEL HORTON.....Director, Adult Basic Education  
A.A., Coahoma Junior College; B.S., Jackson State University; M.Ed., University of Mississippi

FREEMAN HORTON.....Director, Athletics /Head Coach, Football  
 B.S., M.S., University of Southern Mississippi

WILLIAM HOUSTON.....Director, Safety and Chief of Campus Police  
 Certificate, Mississippi Law Enforcement Training Academy

PANNY MAYFIELD.....Director, Public Relations  
 B.A., University of Mississippi

LEANDREW PRESLEY.....Director, Computer Services and Information Technology  
 A.A., Coahoma Community College; B.B.A., M.B.A., Delta State University

YVONNE STANFORD.....Director, 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

### FACULTY

ADRIAN ALLEN.....Instructor, Biology  
 A.A., Coahoma Community College; B.S., M.S., Alcorn State University

KATHY D. ANDERSON.....Instructor, LPN  
 A.A., AND, Delta Community College; B.A., B.S.N., M.S.N., Delta State University

MELANIE B. ATKINSON.....Chairperson/Instructor, Fine Arts Department  
 A.A., Hinds Community College; B.F.A., Delta State University; M.F.A., West Texas  
 A & M

SHIRLEY BURNETT.....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

NANCY BONNEY.....Instructor, Associate Degree Nursing Program  
 B.S.N., Albany State College; M.S.N., Delta State University

ANTHONY BROOKS.....Program Director/Instructor, Respiratory Care  
 B.S., Christian Brothers University

DONNA BURNSIDE.....Instructor, Oral Communication  
 B.S., Mississippi Valley State University; M.S., Akron University

TOLERNISA BUTLER.....Instructor, Child Care Technology  
 A.A., Coahoma Community College; B.S., Delta State University

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

DIXIE CANTON.....Director, Practical Nursing  
A.S.N., Regency of New York; LPN Certificate, Southwest Community College

DEBORAH CARTER...Chairperson/Instructor, College of Business & Instructional Technology  
B.S., Alcorn State University; M.B.A., Delta State University; Additional Study, Delta  
State University

BOBBIE DESHAZER.....Instructor, Business and Office Related Technology  
A.A., Coahoma Community College; B.A., Delta State University; M.Ed., University of  
Phoenix

KAREN WOODS DONE.....Chairperson/Instructor, College of Liberal Arts  
B.A., Amherst College; M.S.S., University of Mississippi; Additional Study, University  
of Mississippi

KENNETH DONE.....Instructor, Social Science  
A.A., Coahoma Junior College; B.A., M.S., Mississippi Valley State University;  
Additional Study, Mississippi State University

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

SHIRLEY EDWARDS.....Chairperson/Instructor, Health and Physical Education  
A.A., Coahoma Community College; B.S., LeMoyne Owen College; M.Ed., Delta State  
University

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

DAN FORD.....Instructor, Computer Servicing Technology  
A.S., Southeast College of Technology; B.S., University of Phoenix; Additional Study,  
Mississippi Valley State University

PATRICIA FURDGE...Chairperson/Instructor, College of Math, Science, and Health Education  
B.S., Alcorn State University; M.Ed., Ed.S., Delta State University; Additional Study,  
Mississippi State University

GLORIA GIPSON.....Instructor, Practical Nursing  
A.A., Coahoma Community College; A.A.S., Phillip Community College; BSN,  
Mississippi College; Additional Study, Mississippi State University

ROSIE GOLLIDAY.....Instructor, Practical Nursing  
A.D.N, Mississippi Delta Community College; Additional Study, Mississippi College

EMILY GORDON.....Instructor, Practical Nursing  
A.D.N., Phillips Community College

VERA S. GRIFFIN.....Chairperson/Instructor, English and Foreign Language Department  
A.A., Coahoma Junior College; B.S., Jackson State University; M.A., Rutgers University

SHIRLEY FERGUSON HICKS.....Instructor, Cosmetology  
A.A., Coahoma Junior College; Additional Study, Mississippi State University

KIMBERLY HOLLINS.....Instructor, Business & Office System Technology  
B.B.A., Delta State University; Further Studies, Delta State University

LUKE HOWARD.....Instructor, Mathematics  
A.A., Coahoma Community College; B.S., M.S., Jackson State University

YOLONDA HULUM.....Instructor, Associate Degree Nursing  
B.S.N., Union University; M.S.N., Delta State University

DAVID JONES.....Instructor, English  
B.S., Mississippi Valley State University; M.S., Alcorn State University

JAMES MCLEOD.....Instructor and Band Director, Music  
B.M.E., Mississippi Valley State University; M.M.Ed., Jackson State University;  
Additional Study, University of Missouri; Additional Study, University of Mississippi

ELIZABETH MELTON.....Instructor, Social Science  
B.S., M.Ed., Delta State University

CLINTON METCALF.....Instructor, Foreign Language  
B.A., M.A., University of Mississippi

BARBARA NIELSEN.....Instructor, Hotel & Restaurant Management  
B.S., M.Ed., University of Mississippi; Additional Study, Mississippi State University,  
CHE, Certified Hospitality Educator; FMP, Foodservice Management Professional

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, Barber/Cosmetology License/Instructor, License  
Debbie's School of Beauty; Additional Study, Mississippi State University

JEREMY PITTMAN.....Instructor, Computer Information Systems  
A.A.S., Holmes Community College; B.B.A., M.B.A., Delta 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

LOUISE REID.....Instructor, ADN  
A.D.N., B.S.N., M.S.N., Tennessee State University

ANGELA REYNOLDS.....Instructor, Science  
B.S., Alcorn State University; M.S.N.S., Delta State University

ROBERT RHYMES.....Instructor, Culinary Arts  
B.S., Jackson State University, Further Studies, University of Massachusetts, Associate  
of Art, Le Cardon Bleu Culinary Arts, The Cooking and Hospitality Institute of Chicago

JOHARRISON ROCKETT.....Instructor, Mathematics  
B.S., M.Ed, Alcorn State University

ROBERT L. ROCKETT.....Instructor, English  
A.A., Coahoma Junior College; B.A., Alcorn State University; M.Ed., Delta State  
University

LORI SIMMONS.....Instructor, Practical Nursing  
B.S.N., Delta State University

CHARLES SMITH.....Instructor, Associate Degree Nursing  
A.D.N., Shelby State Community College; B.S.N., Mississippi University for Women;  
M.S.N., Delta State University

EVELYN SMITH.....Director, Associate Degree Nursing, Program  
B.S.N., University of Mississippi, M.S.N., Mississippi University for Women; Ed.D.,  
Delta State University

LEROY SONLEY.....Instructor, Industrial Maintenance  
A.A., Coahoma Junior College; Supervisor I, II, III, MMA; Additional Study, Mississippi  
State University

BHAMA SRIDHARAN.....Instructor, Science  
B.Pharm, Government College of Pharmacy; M.Sc. Drug Assay, All-India  
Institute of Medical Sciences; M.S., University of Mississippi



HENRY STRIPLIN.....Instructor, Welding  
Certificate, Additional Study, Mississippi State University

ROBERT SWATZELL.....Instructor/Clinical Director, Respiratory Care  
B.S., Concordia University

THERESA CALHOUN TAYLOR.....Instructor, Child Care Technology  
A.A., Coahoma Community College; B.S., Mississippi Valley State University

KELVIN TOWERS.....Instructor, Music and Choir Director  
B.M.E., Mississippi Valley State University; M.M.E., University of Mississippi;  
Additional Study, University of Mississippi

BECKEY WEST.....Instructor, Psychology/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

FLORA WILLIAMS.....Instructor, Practical Nursing  
A.S., Phillips Community College; B.S.N, Delta State University

OTHA E. WILLIAMS, III.....Instructor, Science & Technology  
B.S., M.Ed., Alcorn State University

AMICK YOUNGBLOOD.....Instructor, Computer Information Systems  
B.S., Mississippi Valley State University; M.S., University of Phoenix

**STAFF**

LORETTA P. BANKS.....Director, Intensive Youth Supervision  
B. S. Alcorn State University; M.S., University of North Carolina Chapel Hill

CHARLES A. BARNES.....Director, Upward Bound  
B.S., M.S., Jackson State University

EUGENE BROWN, III.....Director, Student Activities  
B.S., Belhaven, M.Ed., Delta State University

GEORGE BROWN.....Police Officer/Sergeant  
Certificate, Mississippi Law Enforcement Training Academy; Certificate for Volunteer  
Fire Fighters; US Army

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

OLIVIA CAMPBELL.....Police Officer, Volunteer Fire Fighter  
Certificate, Mississippi Law Enforcement Training Academy

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

LUCY CHATMAN-SCOTT.....Counselor, WIA  
B.A., Tougaloo College; M.Ed., Delta State University

KIMBERLY COLLINS-BEE.....Coordinator, Talent Search  
A.A., Coahoma Community College; B.A., Mississippi Valley State University;  
Additional Study, Delta State University

CHRISTOPHER DIXON.....College Workstudy/JLD Coordinator  
B.S., Mississippi Valley State University

MARGARET DIXON.....Director, Educational Outreach  
A.A., Coahoma Community College; B.S., Jackson State University; M.Ed., University  
of Phoenix

CHRIS FAIR.....Baseball Coach and Assistant Football Coach  
B.S., Mississippi Valley State University

TERRY GLASPER.....Police Officer and Volunteer Firefighter

LASHASA GRIFFIN.....Instructor, Adult Basic Education  
A.A., Coahoma Community College; B.A., Jackson State University

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

RITA S. HANFOR.....Assistant Director, Alumni Affairs  
B.S., Alcorn State University; M.Ed., Delta State University; Additional Study,  
University of Mississippi

OSCAR HAYNES.....Police Officer  
Certificate, Volunteer Fire Fighters; US Army

ERIC HILL.....Admissions Recruiter/Counselor  
A.A., Coahoma Community College; B.S., Mississippi Valley State University

RAYMOND HILL.....Police Officer  
Certificate, Mississippi Law Enforcement Training Academy

MICHAEL HOUSTON.....Assistant Business Manager  
A.A., Coahoma Community College; B.S., Alcorn State University

EZRA HOWARD.....Webmaster/Programmer  
A.A., Coahoma Community College; B.S., Alcorn State University

BETTY L. HUNT.....Coordinator, Industrial Services  
B.S., Mississippi University for Women; Additional Study, Delta State University

BRIAN O. JAMES.....Coordinator, Dislocated Worker  
A.A., Coahoma Community College; B.B.A., Jackson State University; Additional  
Study, Delta State University

LANIKA JOHNSON.....Instructor, Adult Business Education  
B.S., M.S., Mississippi Valley State University

LARRY JONES .....Police Officer and Volunteer Firefighter

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

WILLIAM KIRKSEY.....Assistant Coach, Football and Head Coach, Softball  
B.S., University of Southern Mississippi

FLORENCE LUCAS.....Director, GEAR UP  
A.A., Coahoma Community College; B.S., M.Ed., Delta State University

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

SHAWN MACKKEY .....Assistant Dean, Career & Technical Education  
B.S., Delta State University; M.Ed., Delta State University; Additional Studies,  
University of Memphis

JOSEPH MCKEE.....Remedial Coordinator  
B.B.A., M.B.A., Delta State University

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

SHAWN MILLS.....Workforce Technology Coordinator  
B.S., M.S., Delta State University

GLADYS MILTON.....Project Coordinator, Workforce Development  
Certificate, Coahoma Junior College; Additional Study, Mississippi Delta Junior College,  
Coahoma Community College

MONICA MOORE JOHNSON.....Coordinator, Student Support Services  
 B.S., Rust College; M. Ed., Delta State University, Additional Study, University of  
 Mississippi

HENRY NICKSON.....Instructor, Adult Basic Education  
 B.S., Jackson State University

KYRIE NILSON-ANTICI.....Coordinator, Marketing/Special Programs  
 B.S., Western Washington University; Additional Study, Delta State University

FRAN NOAH.....Instructor, WIA  
 A.A., Coahoma Community College; B.A., University of Mississippi; M.A., University  
 of Phoenix

IRA PETERSON.....Head Coach, Women’s Basketball/Admissions Recruiter  
 B.S., University of West Alabama; M.S., Mississippi Valley State University

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

JULIA POLITE.....Bookstore Manager  
 B.B.A., Delta State University

JOYCE M. PRYOR.....Technical Assistant, Library  
 A.A.S., Coahoma Junior College; Additional Study, University of Southern Mississippi

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

ERICKA ROBINSON.....Instructor, Adult Basic Education  
 B.S., Delta State University

LINDA ROBINSON.....Lab Assistant, Fine Arts/Testing Coordinator  
 A.A., Coahoma Community College; B.A., Mississippi Valley State University;  
 M.S., Delta State University

LETHA SANDERS-RICHARDS.....Director, Rural Health Care Program  
 B.S., M.S., Delta State University

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

RENEE' L. SANFORD.....Counselor, WIA  
 B.S., M.S., Jackson State University; Additional Study, Mississippi State University,  
 Delta State University

LUCY CHATMAN SCOTT.....Counselor, Career & Technical Education  
 B.A., Tougaloo College; M.Ed., Delta State University

EDDIE C. SMITH.....Director, Alumni Affairs  
 A.A., Coahoma Junior College; B.S., Tennessee A & I State University; M.Ed.,  
 University of Mississippi; Additional Study, University of Mississippi, Texas Southern  
 University

JACQUELYN SMITH.....Director, Talent Search  
 B.S., Alcorn State University; M.Ed., Delta State University

ANTHONY TAYLOR.....Coordinator, Evening Activities  
 B.S., Alcorn State University

DAMANDRICK TAYLOR.....Network Technician  
 B.B.A., Delta State University

T. C. TAYLOR.....Assistant Football Coach  
 B.S., Jackson State University

CEDRICK TENNER.....Counselor, Upward Bound  
 A.A., Coahoma Community College; B.S., Alcorn State University; Additional Study,  
 Alcorn State University

ANDREW THOMPSON, III.....Computer Instructor, Workforce Development  
 A.A., Coahoma Community College; B.S., Grambling State University; M.B.A., Delta  
 State University

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

ARCHIE TUCKER.....Coordinator, Delta Workforce Investment Area  
 B.S., Mississippi Valley State University; M.S. Delta State University

KATARA TYLER-BURTON.....Coordinator, Tech Prep  
 A.A., Coahoma Community College; B.S., Jackson State University; M.S., Delta State  
 University

MARION WALLS.....Healthcare Advisor/Recruiter  
 ADN, Phillips Community College; B.B.A., Delta State University

EVELYN WASHINGTON.....Academic Counselor  
 A.A., Coahoma Junior College; B.S., M.S, Delta State University

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

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

CREMAYA PARISCENE WILSON.....Personal Development Specialist  
A.A., Coahoma Community College; B.S., Lemoyne Owen College; M.S., Delta State  
University

MARY SMALL WILSON.....WIA One Stop Counselor  
A.A., Coahoma Community College; B.S., Jackson State University; M.Ed., Delta State  
University; M.Ed., University of Mississippi

TITUS YOUNG.....Police Officer  
Certificate, Mississippi Law Enforcement Training Academy

### **SUPPORT STAFF**

CHERYL BARNES.....Administrative Assistant, Institutional Advancement/Federal Programs  
A.A., Coahoma Junior College; B.B.A., Delta State University

ERMA F. SEALS BARNES.....Payroll Officer  
A.A., A.A.S., Coahoma Junior College; B.B.A., Lemoyne Owen College

KAYE H. BENNETT.....Administrative Assistant, English & Foreign Language Department  
A.A., Coahoma Community College; Additional Study, Delta State University

CAROL BROOKS.....Administrative Assistant, Health & Physical Education and Athletics  
A.A., Coahoma Junior College; Additional Study, Delta State University, Lemoyne  
Owen College

WENDY BRUMFIELD-HARRIS.....Administrative Assistant, Practical Nursing  
A.A., Coahoma Community College

ANGELA COLLINS.....Administrative Assistant, Career-Technical Education  
Study, Coahoma Junior College

TRINA COX.....Administrative Assistant, Social Science, Education, and Psychology  
A.A., Coahoma Community College; Additional Study, Delta State University

KATHY EDWARDS.....Purchasing Clerk  
A.A., Coahoma Community College

TIFFANY WILDER GREGORY.....Administrative Assistant, Respiratory Care  
A.A., Coahoma Community College

ALLEAN HALE-THOMAS.....Administrative Assistant, Academic Affairs  
A.S., Coahoma Junior College; Additional Study, Mississippi Valley State University

SHELIAH J. HARRINGTON.....Administrative Assistant, Financial Aid

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

ELIZABETH HOUSTON.....Computer Lab Assistant, Math & Science  
B.S., Jackson State University

SHARRON HURNS.....Administrative Assistant, Associate Degree Nursing  
A.A., Coahoma Junior College; B.B.A, Delta State University

GWENDOLYN JEFFERSON.....Accounting Clerk  
A.A., Coahoma Community College; Additional Study, Mississippi Valley State  
University

LISA JOHNSON.....Administrative Assistant, MS Delta Rural Healthcare  
A.A., Coahoma Community College

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

DELORES LACKEY.....Administrative Assistant, Educational Outreach  
A.A., Coahoma Community College

JOYCE MAIDEN.....Data Entry Clerk, Workforce Development Center  
A.A., Coahoma Community College

YOLANDA MILLER.....Administrative Assistant, President’s Office  
B.S., Delta State University

STACIE NEAL.....Accounts Payable  
A.A., Coahoma Junior College

DELORES RICHARD.....Office Manager, Admissions & Records  
B.S., Tougaloo College

JANICE SNERLING.....Education Talent Search Teacher Coordinator  
A.A., Coahoma Community College; B.S., Alcorn State University, Additional Study,  
Delta State University

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

ANNETTE SYKES.....Administrative Assistant, Science, Math and Business Department  
A.A., Coahoma Junior College; B.A., Alcorn State University

DIANE THOMAS.....Assistant Teacher, ABE/GED  
A.A., Coahoma Community College

STEPHANIE THOMAS.....Administrative Assistant, Talent Search

VINCENT TOMPKINS.....Counselor, Upward Bound  
B.S., Delta State University

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

MONIQUE WALKER.....GEAR UP Family Involvement Coordinator  
A.A., Coahoma Community College; B.A., LeMoyne-Owen College

JACQUELINE WEST.....Administrative Assistant, Student Affairs  
A.A., Phillips Community College; B.S. University of Arkansas Fayetteville

SHELIA WINTERS.....Accountant, Institutional Advancement/Federal Programs  
A.S., Coahoma Junior College; B.B.A., Lemoyne Owen College;  
Additional Study, Delta State University

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



# Index

## A

Academic And Technical Courses .....	64
Academic Probation And Suspension Policies .....	69
Academic Progress For Residence Hall Students .....	25
Academic Records .....	66
Academic Restart Policy .....	56
Accounting Curriculum .....	76
Accounting Technology Curriculum.....	124
Accreditation .....	12
Act Scholarships .....	43
Administrative Officers .....	196
Admission Requirements .....	68
Admission Requirements For Academic And Technical Students.....	49
Admission Requirements For Associate Degree Nursing Program .....	50
Admission Requirements For Dual Enrollment .....	54
Admission Requirements For Home School Students .....	54
Admission Requirements For International Students.....	53
Admission Requirements For Practical Nursing Program .....	52
Admission Requirements For Respiratory Therapy Program .....	52
Admission Requirements For Transfer Students.....	54
Admission Requirements For Veterans Or Eligible Persons.....	53
Admission Requirements For Vocational Students.....	49
<i>Admissions</i> .....	48
Advanced Technical Credit Technical Education Program .....	151
Alumni Association .....	18
Application For Graduation .....	60
Art Curriculum .....	98
Associate Degree Nursing.....	75
Associate Degree Nursing Curriculum .....	74
Athletic Training Curriculum .....	116
Attendance .....	69
Auditing Courses .....	61

## B

Barber / Stylist Curriculum.....	141
Barbering Instructor Training Curriculum .....	142
Biochemistry Curriculum .....	99
Biology Curriculum .....	100
Board Of Supervisors, Coahoma Community College District .....	195
Books And Supplies .....	40
Business Curriculum.....	77
Business Management Curriculum .....	78

## C

Campus Police .....	24
Career Programs .....	65
Career Technical Education Division .....	123
Career-Technical General Education Assessment Of Student Learning .....	122
Certificate Programs .....	59
Change Of Grades/Grade Correction .....	63
Change Of Schedule .....	60
Changing Enrollment Status .....	69
Chemistry Curriculum .....	101
Chief Executive Officer .....	196
Child Development Technology Curriculum.....	128

Class Attendance Policies And Procedures.....	64
Class Cancellation Policy .....	66
Classification Of Students .....	61
Clubs And Organizations.....	26
Coaching & Sports Administration Curriculum.....	116
Coahoma Community College.....	195
Coahoma Community College Policies .....	12
Code Of Student Conduct .....	29
Collision Repair Technology Curriculum .....	129, 130
Communicative Disorders Curriculum .....	<i>See</i> Speech Pathology / Audiology Curriculum
Completion Of Vocational Programs.....	154
Compliance Policies .....	17
Computer Information Systems Curriculum.....	79
Computer Servicing Technology Curriculum.....	131
Cosmetology Curriculum.....	143
Course Descriptions, Vocational And Technical .....	171
Criminal Justice And Correctional Services Curriculum .....	81
Culinary Arts Technology Curriculum .....	132, 133

## D

Delinquent Accounts.....	40
Descriptions Of Awards And Scholarships.....	43
Drug And Alcohol Policy .....	23
Due Process .....	23

## E

Early Admission Program.....	55
Earning A Second Degree.....	59
Educational Outreach.....	18
Elementary Education/Early Childhood Education Curriculum .....	82
English Curriculum.....	94
Environmental Science Curriculum .....	102
Evening Classes .....	65
Evening Cosmetology Curriculum.....	145
Examinations .....	61
Executive Officers .....	196
Exercise Science Curriculum.....	117

## F

Faculty .....	197
Family Educational Rights And Privacy Act.....	67
Financial Aid Verification Requirement.....	34

## G

General Admission Policies.....	48
General Education Curriculum .....	83
General Studies/Interdisciplinary Studies .....	<i>See</i> General Education Curriculum
Grade Descriptions .....	63
Grade Reports.....	63
Grade Scale/Grade Descriptions And Change Of Grades .....	62
Graduation Requirements .....	58

## H

Health Sciences Curriculum .....	103
Health, Physical Education & Recreation Exercise Science Curriculum.....	118
High School And College.....	12

History Of Coahoma Community College.....	5
Honors .....	64
Hotel And Resturant Managemetn Technology Curriculum.....	134
Hotel, Restaurant, And Tourism Management/Tourism Curriculum .....	80
Human Performance/Physical Education Curriculum.....	118

## I

Incomplete Grades .....	62
Industrial Maintenance Mechanics Technology Curriculum .....	135

## K

Kinesiology Curriculum .....	119
------------------------------	-----

## L

Location Of School.....	11
-------------------------	----

## M

Management Information Systems Curriculum .....	79
Mandatory Testing And Placement Procedure.....	21
Mathematics Curriculum .....	104
Mathematics Education Curriculum .....	105
Medical Billing And Coding Technology Curriculum.....	125
Medical Office Technology Curriculum.....	126
Meteorology Curriculum .....	106
Mission Statement Of Coahoma Community College.....	6

## N

Non-Discrimination Policy .....	17
Non-Traditional Programs .....	153

## O

Office Systems Technology Curriculum.....	127
Order Of Return Of Title Iv Funds .....	34
Orientation .....	21
Other Scholarship Requirements .....	45

## P

Paralegal Studies Curriculum .....	84
Physical Plant .....	13
Political Science Curriculum .....	85
Practical Nursing Curriculum .....	146
Pre Clinical Laboratory Science Curriculum .....	107
Pre Dental Hygiene Curriculum.....	108
Pre Law Curriculum .....	86
Pre Medical Curriculum.....	110
Pre Nursing Curriculum.....	111
Pre Occupational Therapy Curriculum .....	112
Pre Optometry Curriculum .....	113
Pre Pharmacy Curriculum.....	114
Pre Physical Therapy Curriculum .....	115
Pre-Health Information Management Curriculum .....	109
Previous Education And Training Records.....	68
Professional Judgment .....	34
Progress Records .....	68

Psychology Curriculum .....	87
Public Administration/Public Policy Studies Curriculum .....	88
Public Relations .....	18

## R

Radio & Television Broadcasting Curriculum .....	95
Readmission Of Former Students .....	55
Readmission To Respiratory Care And/Or Practical Nursing Program(S) .....	56
Recreaton Curriculum .....	120
Refund Formula For Title Iv Funds .....	34
Refund Policy .....	39
Registration .....	60
Religious Life .....	26
Reports Of The Veterans Administration .....	70
Residency Requirements .....	55
Residential Carpentry Technology Curriculum .....	137
Respiratory Care Curriculum .....	140

## S

Schedule Of Student Expenses .....	38
Scholarship Operation Guidelines .....	43
Scholarship Policies .....	42
Scholarship Requirements .....	41
Scholarships .....	41
Secondary Education Curriculum .....	89
Semester Hours Credit .....	61
Sexual Harassment Policy & Procedures .....	29
Social Science Curriculum .....	91, 92
Social Science Education .....	92
Social Work Curriculum .....	93
Sources Of Financial Aid .....	32
Spanish/Foreign Language Curriculum .....	96
Special Education Curriculum .....	90
Special Populations Services .....	150
Special Vocational Programs/Activities .....	150
Speech Pathology/Audiology Curriculum .....	97
Sponsored Programs .....	18
Sport Management Curriculum .....	119
Staff .....	201
Student Consumer Information .....	23
Student Development Services Objectives .....	20
Student Financial Aid .....	32
Student Grade Appeal Policy .....	63
Student Health Services .....	25
Student Load .....	60
Student Rights .....	28
Summer School .....	65
Support Staff .....	206

## T

Tech Prep Initiative .....	151
The Career Center .....	22
The Dickerson-Johnson Library And Learning Resources Center .....	22
Transcripts .....	67
Treatment Of Overpayments .....	34
Types Of Admissions .....	48

U

University Parallel General Education Assessment Of Student Learning..... 72  
University Parallel Programs ..... 72

V

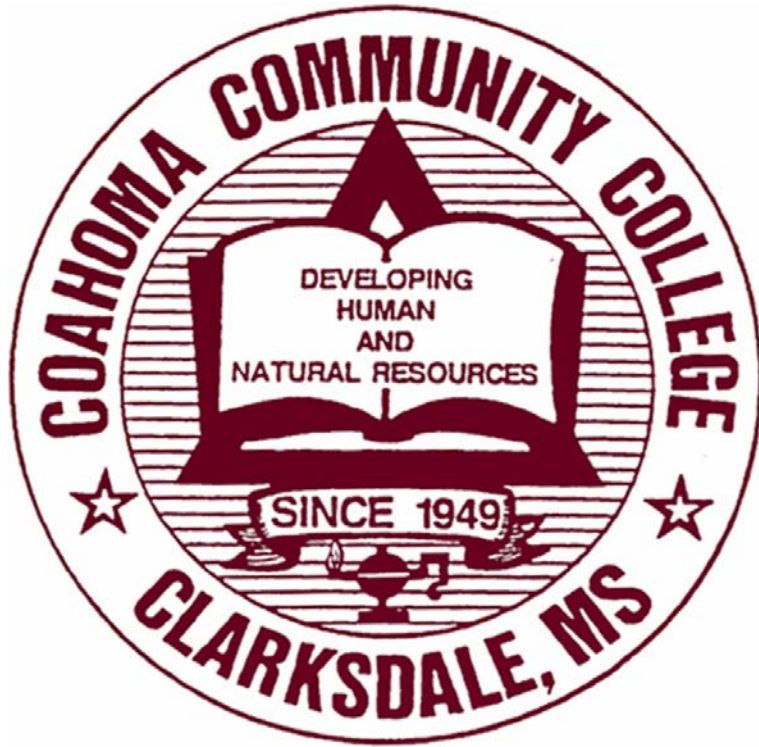
Veterans ..... 68  
Vocational And Technical Guidance & Counseling Services..... 154  
Vocational Related Studies ..... 150

W

Welding And Cutting Curriculum..... 149  
Withdrawal Procedures..... 66  
Work-Based Learning..... 151

Z

Zee A. Barron Student Union ..... 26



3240 Friars Point Road  
Clarksdale, Mississippi 38614