

BUSINESS AND OFFICE TECHNOLOGY ACCOUNTING TECHNOLOGY OPTION

(Leading to A.A.S. degree)

Advisor: K. Hollins

Code: ACA

Program Description: The Accounting Technology Program is designed to prepare students for entry-level accounting positions in accounts payable, **accounts receivable, payroll, and inventory.**

COURSE #		COURSE TITLE	SCH
BOT	1113	Document Formatting and Production	3
BOT	1133	Microcomputer Applications	3
BOT	1213	Personal and Professional Development	3
BOT	1433	Business Accounting OR	
ACC	1213	Principles of Accounting I	3
BOT	1713	Mechanics of Communication	3
BOT	2413	Computerized Accounting	3
BOT	1143	Word Processing	3
BOT	1313	Applied Business Math	3
BOT	1813	Electronic Spreadsheet	3
BOT	2813	Business Communication	3
		Total	30
COMPLETION AWARD: Career Certificate			
BOT	1443	Advanced Business Accounting OR	3
ACC	1223	Principles of Accounting II	3
BOT	2323	Database Management	3
BOT	2463	Payroll Accounting	3
BOT	2473	Cost Accounting	3
BOT	2833	Integrated Computer Applications	3
		Total	45
COMPLETION AWARD: Technical Certificate			
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Math/Natural Science Elective*	3
		Total	60
COMPLETION AWARD: Associate of Applied Science 60			

***Additional Graduation Requirement: Any student first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take LLS 1311 Orientation course in order to graduate from the College.*

BUSINESS AND OFFICE TECHNOLOGY ACCOUNTING TECHNOLOGY OPTION

(Leading to a Technical Certificate)

Advisor: K. Hollins

Code: AAT

Program Description: The Accounting Technology Program is designed to prepare students for entry-level accounting positions in accounts payable, **accounts receivable, payroll, and inventory.**

COURSE #		COURSE TITLE	SCH
BOT	1113	Document Formatting and Production	3
BOT	1133	Microcomputer Applications	3
BOT	1213	Personal and Professional Development	3
BOT	1433	Business Accounting OR	
ACC	1213	Principles of Accounting I	3
BOT	1713	Mechanics of Communication	3
BOT	2413	Computerized Accounting	3
BOT	1143	Word Processing	3
BOT	1313	Applied Business Math	3
BOT	1813	Electronic Spreadsheet	3
BOT	2813	Business Communication	3
		Total	30
COMPLETION AWARD: Career Certificate			
BOT	1443	Advanced Business Accounting OR	3
ACC	1223	Principles of Accounting II	3
BOT	2323	Database Management	3
BOT	2463	Payroll Accounting	3
BOT	2473	Cost Accounting	3
BOT	2833	Integrated Computer Applications	3
		Total	45
COMPLETION AWARD: Technical Certificate			

**BUSINESS AND OFFICE TECHNOLOGY
ACCOUNTING TECHNOLOGY OPTION**

(Leading to a Career Certificate)

Advisor: K. Hollins

Code: ACV

Program Description: The Accounting Technology Program is designed to prepare students for entry-level accounting positions in accounts payable, **accounts receivable, payroll, and inventory.**

COURSE #		COURSE TITLE	SCH
BOT	1113	Document Formatting and Production	3
BOT	1133	Microcomputer Applications	3
BOT	1213	Personal and Professional Development	3
BOT	1433	Business Accounting OR	
ACC	1213	Principles of Accounting I	3
BOT	1713	Mechanics of Communication	3
BOT	2413	Computerized Accounting	3
BOT	1143	Word Processing	3
BOT	1313	Applied Business Math	3
BOT	1813	Electronic Spreadsheet	3
BOT	2813	Business Communication	3
		Total	30

BUSINESS AND OFFICE TECHNOLOGY OFFICE SYSTEMS TECHNOLOGY OPTION

(Leading to A.A.S. degree)

Advisor: K. Hollins

Code: BOA

Program Description: The Office Systems Technology program is designed to prepare students for office positions such as receptionist, general clerk, accounting clerk, word processing operator, or administrative assistant. The student will develop skills using a wide variety of microcomputer software applications including word processing, electronic spreadsheets, and database management.

(COURSE #	COURSE TITLE	SCH
BOT 1113	Document Formatting and Production	3
BOT 1133	Microcomputer Applications	3
BOT 1213	Personal and Professional Development	3
BOT 1433	Business Accounting	3
BOT 1713	Mechanics of Communication	3
BOT 1143	Word Processing	3
BOT 1313	Applied Business Math	3
BOT 1813	Electronic Spreadsheet	3
BOT 1413	Records Management	3
BOT 2813	Business Communication	3
		30

COMPLETION AWARD: Career Certificate

BOT 2413	Computerized Accounting	3
BOT 1513	Machine Transcription	3
BOT 2323	Database Management	3
BOT 2723	Administrative Office Procedures	3
BOT 2833	Integrated Computer Applications	3
		45

COMPLETION AWARD: Technical Certificate

	Humanities/Fine Arts Elective	3
	Behavioral/Social Science Elective	3
ENG 1113	English Composition I	3
SPT 1113	Public Speaking	3
	Math/Natural Science Elective*	3
	Total	60

COMPLETION AWARD: Associate of Applied Science 60

***Additional Graduation Requirement: Any student first-time, transfer, and part-time) who begins at Coaboma Fall 2014 and later will be required to take LLS 1311 Orientation course in order to graduate from the College.*

BUSINESS AND OFFICE TECHNOLOGY
OFFICE SYSTEMS TECHNOLOGY OPTION

(Leading to a Technical Certificate)

Advisor: K. Hollins

Code: BCT

Program Description: The Office Systems Technology program is designed to prepare students for office positions such as receptionist, general clerk, accounting clerk, word processing operator, or administrative assistant. The student will develop skills using a wide variety of microcomputer software applications including word processing, electronic spreadsheets, and database management.

(COURSE #	COURSE TITLE	SCH
BOT 1113	Document Formatting and Production	3
BOT 1133	Microcomputer Applications	3
BOT 1213	Personal and Professional Development	3
BOT 1433	Business Accounting	3
BOT 1713	Mechanics of Communication	3
BOT 1143	Word Processing	3
BOT 1313	Applied Business Math	3
BOT 1813	Electronic Spreadsheet	3
BOT 1413	Records Management	3
BOT 2813	Business Communication	3
		30

COMPLETION AWARD: Career Certificate

BOT 2413	Computerized Accounting	3
BOT 1513	Machine Transcription	3
BOT 2323	Database Management	3
BOT 2723	Administrative Office Procedures	3
BOT 2833	Integrated Computer Applications	3
		45

COMPLETION AWARD: Technical Certificate

**BUSINESS AND OFFICE TECHNOLOGY
OFFICE SYSTEMS TECHNOLOGY OPTION**

(Leading to a Career Certificate)

Advisor: K. Hollins

Code: BOV

Program Description: The Office Systems Technology program is designed to prepare students for office positions such as receptionist, general clerk, accounting clerk, word processing operator, or administrative assistant. The student will develop skills using a wide variety of microcomputer software applications including word processing, electronic spreadsheets, and database management.

(COURSE #	COURSE TITLE	SCH
BOT 1113	Document Formatting and Production	3
BOT 1133	Microcomputer Applications	3
BOT 1213	Personal and Professional Development	3
BOT 1433	Business Accounting	3
BOT 1713	Mechanics of Communication	3
BOT 1143	Word Processing	3
BOT 1313	Applied Business Math	3
BOT 1813	Electronic Spreadsheet	3
BOT 1413	Records Management	3
BOT 2813	Business Communication	3
		30

AUTOMOTIVE TECHNOLOGY

(Leading to A.A.S. degree)

Advisor: A. Cain

Code: ATA

Program Description: Automotive Technology is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions of all eight areas of ASE certification (Engine Repair, Electrical and Electronics Systems, Engine Performance, Brakes, Steering and Suspension Systems, Manual Drivetrains and Axles, Automatic Transmissions and Transaxles, Heating and Air Conditioning.)

COURSE #	COURSE TITLE	SCH
ATT 1811	Introduction, Safety and Employability Skills	1
ATT 1124	Basic Electrical/Electronic Systems	4
ATT 1424	Engine Performance I	4
ATT 1715	Engine Repair	5
ATT 1214	Brakes	4
ATT 1134	Advanced Electrical/Electronic Systems	4
ATT 2334	Steering and Suspension Systems	4
ATT 2434	Engine Performance II	4
	Total	30

COMPLETION AWARD: Career Certificate

ATT 2614	Heating and Air Conditioning	4
ATT 2444	Engine Performance III	4
ATT 2325	Automatic Transmissions/Transaxles	5
ATT 1314	Manual Drive Transmission/Transaxle	4
	Total	47

COMPLETION AWARD: Technical Certificate

SPT 1113	Public Speaking I	3
ENG 1113	English Composition I	3
	Social/Behavior Science	3
	Humanities/Fine Arts Elective	3
	Mathematics/Science Elective	3
	Total	62

COMPLETION AWARD: Associate of Applied Science Degree

Forty-seven (47) hours are required to take ASE certification

***Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take LLS - Orientation course in order to graduate from the College*

AUTOMOTIVE TECHNOLOGY

(Leading to a Technical Certificate)

Advisor: A. Cain

Code: AMT

Program Description: The Office Systems Technology program is designed to prepare students for office positions such as receptionist, general clerk, accounting clerk, word processing operator, or administrative assistant. The student will develop skills using a wide variety of microcomputer software applications including word processing, electronic spreadsheets, and database management.

(COURSE #	COURSE TITLE	SCH
BOT 1113	Document Formatting and Production	3
BOT 1133	Microcomputer Applications	3
BOT 1213	Personal and Professional Development	3
BOT 1433	Business Accounting	3
BOT 1713	Mechanics of Communication	3
BOT 1143	Word Processing	3
BOT 1313	Applied Business Math	3
BOT 1813	Electronic Spreadsheet	3
BOT 1413	Records Management	3
BOT 2813	Business Communication	3
		30

COMPLETION AWARD: Career Certificate

BOT 2413	Computerized Accounting	3
BOT 1513	Machine Transcription	3
BOT 2323	Database Management	3
BOT 2723	Administrative Office Procedures	3
BOT 2833	Integrated Computer Applications	3
		45

COMPLETION AWARD: Technical Certificate

AUTOMOTIVE TECHNOLOGY

(Leading to a Career Certificate)

Advisor: A. Cain

Code: ATC

Program Description: Automotive Technology is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions of all eight areas of ASE certification (Engine Repair, Electrical and Electronics Systems, Engine Performance, Brakes, Steering and Suspension Systems, Manual Drivetrains and Axles, Automatic Transmissions and Transaxles, Heating and Air Conditioning.)

COURSE #		COURSE TITLE	SCH
ATT	1811	Introduction, Safety and Employability Skills	1
ATT	1124	Basic Electrical/Electronic Systems	4
ATT	1424	Engine Performance I	4
ATT	1715	Engine Repair	5
ATT	1214	Brakes	4
ATT	1134	Advanced Electrical/Electronic Systems	4
ATT	2334	Steering and Suspension Systems	4
ATT	2434	Engine Performance II	4
		Total	30

COMPLETION AWARD: Career Certificate

BRICK, BLOCK, AND STONE MASONRY

(Leading to A.A.S. degree)

Advisor: N. Mitchell

Code: BBA

Program Description: Brick, Block, and Stone Masonry is an instructional program that prepares individuals to lay brick, block, and/or stone. Included is instruction in laying out and/or spacing bonds; determining vertical and horizontal alignment of courses using gauges, plumb-bobs, and levels; and cutting, notching, and shaping blocks, bricks, and stone to construct or repair walls, partitions, arches, and fireplaces.

COURSE #	COURSE TITLE	SCH
BBV 1313	Tools, Equipment, and Safety	3
BBV 1114	Brick and Block Laying	4
BBV 1214	Masonry Construction	4
BBV 1223	Masonry Math, Estimating, and Blueprint Reading	3
CAV 1113	Foundations	3
CAV 1133	Blueprint Reading	3
BBV 1524	Advanced Brick Laying	4
BBV 1425	Advanced Block Laying	5
CTE 1511	Related Studies Computational Math, Reading Comprehension, Sentence And Employability Skills	1
	Total	30

COMPLETION AWARD: Career Certificate

BBV 1623	Chimney and Fireplace Construction	3
BBV 1723	Arch Construction	3
BBV 1823	Steps, Patios, and Brick Floors	3
DDT 1213	Construction Materials	3
DDT 2243	Cost Estimating	3
	Total	45

COMPLETION AWARD: Technical Certificate

SPT 1113	Public Speaking	3
PSY 1513	General Psychology	3
	Humanities/Fine Arts Elective	3
ENG 1113	English Composition	3
	Mathematics/Science Elective	3
	Total	60

COMPLETION AWARD: Associate of Applied Science

***Additional Graduation Requirement: Any student first-time, transfer, and part-time) who begins at Coaboma Fall 2014 and later will be required to take LLS 1311 Orientation course in order to graduate from the College.*

BRICK, BLOCK, AND STONE MASONRY

(Leading to a Technical Certificate)

Advisor: N. Mitchell

Code: BBT

Program Description: Brick, Block, and Stone Masonry is an instructional program that prepares individuals to lay brick, block, and/or stone. Included is instruction in laying out and/or spacing bonds; determining vertical and horizontal alignment of courses using gauges, plumb-bobs, and levels; and cutting, notching, and shaping blocks, bricks, and stone to construct or repair walls, partitions, arches, and fireplaces.

COURSE #	COURSE TITLE	SCH
BBV 1313	Tools, Equipment, and Safety	3
BBV 1114	Brick and Block Laying	4
BBV 1214	Masonry Construction	4
BBV 1223	Masonry Math, Estimating, and Blueprint Reading	3
CAV 1113	Foundations	3
CAV 1133	Blueprint Reading	3
BBV 1524	Advanced Brick Laying	4
BBV 1425	Advanced Block Laying	5
CTE 1511	Related Studies Computational Math, Reading Comprehension, Sentence And Employability Skills	1
	Total	30

COMPLETION AWARD: Career Certificate

BBV 1623	Chimney and Fireplace Construction	3
BBV 1723	Arch Construction	3
BBV 1823	Steps, Patios, and Brick Floors	3
DDT 1213	Construction Materials	3
DDT 2243	Cost Estimating	3
	Total	45

COMPLETION AWARD: Technical Certificate

BRICK, BLOCK, AND STONE MASONRY

(Leading to a Career Certificate)

Advisor: N. Mitchell

Code: BBC

Program Description: Brick, Block, and Stone Masonry is an instructional program that prepares individuals to lay brick, block, and/or stone. Included is instruction in laying out and/or spacing bonds; determining vertical and horizontal alignment of courses using gauges, plumb-bobs, and levels; and cutting, notching, and shaping blocks, bricks, and stone to construct or repair walls, partitions, arches, and fireplaces.

COURSE #	COURSE TITLE	SCH
BBV 1313	Tools, Equipment, and Safety	3
BBV 1114	Brick and Block Laying	4
BBV 1214	Masonry Construction	4
BBV 1223	Masonry Math, Estimating, and Blueprint Reading	3
CAV 1113	Foundations	3
CAV 1133	Blueprint Reading	3
BBV 1524	Advanced Brick Laying	4
BBV 1425	Advanced Block Laying	5
CTE 1511	Related Studies Computational Math, Reading Comprehension, Sentence And Employability Skills	1
	Total	30

BARBER/STYLIST
 (Leading to A.A.O degree)
 Advisors: J. Nunley and R. Thomas
 Code: BAA

Program Description: The Barber/Stylist postsecondary instructional program prepares individuals to cut, color, perm, shampoo, and style hair. Students are also instructed on the proper techniques for facial massaging and shaving. Special attention is given to hygiene, safety, skin, scalp diseases, and equipment sterilization. Included is the study of sales, business management, laws governing the profession of barbering, and customer relationships. Instruction qualifies students for the MS State Board of Barber Examiners certification examination.

COURSE #	COURSE TITLE	SCH
BAV 1118	Basic Practices in Barbering	8
BAV 1218	Fundamental Practices in Barbering I	8
BAY 1318	Fundamental Practices in Barbering II	8
BAV 1418	Intermediate Practices in Barbering I	8
BAY 1518	Intermediate Practices in Barbering II	8
BAV 1618	Advanced Practices in Barbering	8
	Total	48

COMPLETION AWARD: Technical Certificate

SPT 1113	Public Speaking I	3
ENG 1113	English Composition I	3
	Social/Behavior Science Elective	3
	Humanities /Fine Arts Elective	3
	Mathematics/Science Elective	3
		63

COMPLETION AWARD: Associate of Applied Science

BAV 2217	Barber Instructor Training I	7
BAV 2227	Barber Instructor Training II	7
BAV 2237	Barber Instructor Training III	7
BAV 2247	Barber Instructor Training IV	7
		28

COMPLETION AWARD: Instructor Training Certificate (optional)

***Additional Graduation Requirement: Any student who begins at Coahoma Fall 2014 and later will be required to take LLS 1311- Orientation course in order to graduate from the College.*

BARBER/STYLIST
(Leading to a Technical Certificate)
Advisors: J. Nunley and R. Thomas
Code: BAT

Program Description: The Barber/Stylist postsecondary instructional program prepares individuals to cut, color, perm, shampoo, and style hair. Students are also instructed on the proper techniques for facial massaging and shaving. Special attention is given to hygiene, safety, skin, scalp diseases, and equipment sterilization. Included is the study of sales, business management, laws governing the profession of barbering, and customer relationships. Instruction qualifies students for the MS State Board of Barber Examiners certification examination.

Location: Campus

COURSE #		COURSE TITLE	SCH
BAV	1118	Basic Practices in Barbering	8
BAV	1218	Fundamental Practices in Barbering I	8
BAY	1318	Fundamental Practices in Barbering II	8
BAV	1418	Intermediate Practices in Barbering I	8
BAY	1518	Intermediate Practices in Barbering II	8
BAV	1618	Advanced Practices in Barbering	8
		Total	48
COMPLETION AWARD: Technical Certificate			
SPT	1113	Public Speaking I	3
ENG	1113	English Composition I	3
		Social/Behavior Science Elective	3
		Humanities /Fine Arts Elective	3
		Mathematics/Science Elective	3
COMPLETION AWARD: Associate of Applied Science			63

RESIDENTIAL CARPENTRY

(Leading to A.A.S degree)

Advisor: L. Barrett

Code: CAA

Program Description: 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.

COURSE#	COURSE TITLE	SCH
CAV 1116	Foundations	6
CAV 1133	Blueprint Reading	3
CAV 1236	Floor and Wall Framing	6
CAV 1413	Roofing	3
CAV 1513	Exterior Finishing	3
CAV 1313	Interior Finishing and Cabinetmaking	3
CAV 1245	Ceiling and Roofing Framing	5
CTE 1511	Related Studies Computational Math, Reading Comprehension, Sentence And Employability Skills	1
	Total	30

COMPLETION AWARD: Career Certificate

DDT 1213	Construction Materials	3
DDT 1113	Fundamentals of Drafting	3
CAV 2113	Principles of Multi Family Construction And light Commercial Construction	3
DDT 2243	Cost Estimating	3
BOT 1013	Introduction to Keyboarding	3
	Total	45

COMPLETION AWARD: Technical Certificate

SPT 1113	Public Speaking	3
	Social/Behavior Science Elective	3
ART 1113	Humanities/Fine Arts Elective	3
ENG 1113	English Composition	3
MAT 1113	Mathematics/Science Elective	3
	Total	60

COMPLETION AWARD: Associate of Applied Science Degree

If Prerequisites for courses **have not been** satisfied then additional coursework may be **required**.

***Additional Graduation Requirement: Any student first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take LLS 1311 Orientation course in order to graduate from the College.*

RESIDENTIAL CARPENTRY

(Leading to a Technical Certificate)

Advisor: L. Barrett

Code: CAT

Program Description: 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.

COURSE#	COURSE TITLE	SCH
CAV 1116	Foundations	6
CAV 1133	Blueprint Reading	3
CAV 1236	Floor and Wall Framing	6
CAV 1413	Roofing	3
CAV 1513	Exterior Finishing	3
CAV 1313	Interior Finishing and Cabinetmaking	3
CAV 1245	Ceiling and Roofing Framing	5
CTE 1511	Related Studies Computational Math, Reading Comprehension, Sentence And Employability Skills	1
	Total	30
COMPLETION AWARD: Career Certificate		
DDT 1213	Construction Materials	3
DDT 1113	Fundamentals of Drafting	3
CAV 2113	Principles of Multi Family Construction And light Commercial Construction	3
DDT 2243	Cost Estimating	3
BOT 1013	Introduction to Keyboarding	3
	Total	

RESIDENTIAL CARPENTRY

(Leading to a Career Certificate)

Advisor: L. Barrett

Code: CAC

Program Description: 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.

COURSE#	COURSE TITLE	SCH
CAV 1116	Foundations	6
CAV 1133	Blueprint Reading	3
CAV 1236	Floor and Wall Framing	6
CAV 1413	Roofing	3
CAV 1513	Exterior Finishing	3
CAV 1313	Interior Finishing and Cabinetmaking	3
CAV 1245	Ceiling and Roofing Framing	5
CTE 1511	Related Studies Computational Math, Reading Comprehension, Sentence And Employability Skills	1
	Total	30

COLLISION REPAIR TECHNOLOGY

(Leading to A.A.S degree)

Advisor: J. Giles

Code: CRA

Program Description: Collision Repair Technology is an instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the students should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, and replacement of hardware and trim items, cosmetics, and structural repairs.

COURSE#	COURSE TITLE	SCH
ABT 1143	Structure Analysis and Damage Repair I	3
ABT 1223	Non- Structure Analysis and Damage Repair I	3
ABT 1443	Mechanical and Electrical Components I	3
ABT 1313	Refinishing I	3
ABT 1153	Structure Analysis and Damage Repair II	3
ABT 1233	Non- Structure Analysis and Damage Repair II	3
ABT 1453	Mechanical and Electrical Components II	3
ABT 1323	Refinishing II	3
ABT 2163	Structure Analysis and Damage Repair III	3
ABT 2243	Non- Structure Analysis and Damage Repair III	3
	Total	30
	COMPLETION AWARD: Career Certificate	
ABT 2333	Refinishing III	3
ABT 2173	Structure Analysis and Damage Repair IV	3
ABT 2253	Non Structure Analysis and Damage Repair IV	3
ABT 2343	Refinishing IV	3
WBL 2913	Work-Based Learning or	3
BOT 1013	Introduction to Keyboarding	
	Total	45
	COMPLETION AWARD: Technical Certificate	
SPT 1113	Public Speaking	3
	Social/Behavior Science	3
	Humanities/Fine Arts Elective	3
ENG 1113	English Composition I	3
	Mathematics/Science Elective	3
	Total	60
	COMPLETION AWARD: Associate of Applied Science 60	

***Additional Graduation Requirement: Any student first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take LLS 1311 Orientation course in order to graduate from the College.*

COLLISION REPAIR TECHNOLOGY

(Leading to A Technical Certificate)

Advisor: J. Giles

Code: ABT

Program Description: Collision Repair Technology is an instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the students should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, and replacement of hardware and trim items, cosmetics, and structural repairs.

COURSE#		COURSE TITLE	SCH
ABT	1143	Structure Analysis and Damage Repair I	3
ABT	1223	Non- Structure Analysis and Damage Repair I	3
ABT	1443	Mechanical and Electrical Components I	3
ABT	1313	Refinishing I	3
ABT	1153	Structure Analysis and Damage Repair II	3
ABT	1233	Non- Structure Analysis and Damage Repair II	3
ABT	1453	Mechanical and Electrical Components II	3
ABT	1323	Refinishing II	3
ABT	2163	Structure Analysis and Damage Repair III	3
ABT	2243	Non- Structure Analysis and Damage Repair III	3
		Total	30
		COMPLETION AWARD: Career Certificate	
ABT	2333	Refinishing III	3
ABT	2173	Structure Analysis and Damage Repair IV	3
ABT	2253	Non Structure Analysis and Damage Repair IV	3
ABT	2343	Refinishing IV	3
WBL	2913	Work-Based Learning or	3
BOT	1013	Introduction to Keyboarding	
Total			45

COLLISION REPAIR TECHNOLOGY

(Leading to a Career Certificate)

Advisor: J. Giles

Code: CRC

Program Description: Collision Repair Technology is an instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the students should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, and replacement of hardware and trim items, cosmetics, and structural repairs.

COURSE#	COURSE TITLE	SCH
ABT 1143	Structure Analysis and Damage Repair I	3
ABT 1223	Non- Structure Analysis and Damage Repair I	3
ABT 1443	Mechanical and Electrical Components I	3
ABT 1313	Refinishing 1	3
ABT 1153	Structure Analysis and Damage Repair II	3
ABT 1233	Non- Structure Analysis and Damage Repair II	3
ABT 1453	Mechanical and Electrical Components II	3
ABT 1323	Refinishing II	3
ABT 2163	Structure Analysis and Damage Repair III	3
ABT 2243	Non- Structure Analysis and Damage Repair III	3
	Total	30

ELECTRONICS AND RELATED ENGINEERING TECHNOLOGY COMPUTER SERVICING TECHNOLOGY OPTION

(Leading to A.A.S degree)

Advisor: M. Newson

Code: CSA

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

COURSE #	COURSE TITLE	SCH
CST 1123	Basic Computer Hardware	3
CST 1114	Basic Electronics	4
CST 1333	Operating Systems	3
IST 1134	Fundamentals of Data Communications	4
CST 2113	Computer Servicing Lab I	3
IST 1223	Network Components	3
CST 2123	Computer Servicing Lab II	3
CPT 1113	Fundamentals of Microcomputer Applications	3
EET 1214	Digital Electronics	4
	Total	30

COMPLETION AWARD: Career Certificate

CST 2134	PC Diagnostics and Troubleshooting	4
EET 1324	Microprocessors	4
CSC 1113	Computer Concepts	3
CST 2911	Special Projects	1
WBL 2913	Work-Based Learning	3
	Total	45

COMPLETION AWARD: Technical Certificate

	Humanities/Fine Arts Elective	3
	Behavioral/Social Science Elective	3
ENG 1113	English Composition I	3
SPT 1113	Public Speaking	3
	Math/Natural Science Elective*	3
	Total	60

COMPLETION AWARD: Associate of Applied Science 60

***Additional Graduation Requirement: Any student who begins at Coaboma Fall 2014 and later will be required to take LLS 1311- Orientation course in order to graduate from the College.*

**ELECTRONICS AND RELATED ENGINEERING TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION**

(Leading to Technical Certificate)

Advisor: M. Newson

Code: CNT

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

COURSE #	COURSE TITLE	SCH
CST 1123	Basic Computer Hardware	3
CST 1114	Basic Electronics	4
CST 1333	Operating Systems	3
IST 1134	Fundamentals of Data Communications	4
CST 2113	Computer Servicing Lab I	3
IST 1223	Network Components	3
CST 2123	Computer Servicing Lab II	3
CPT 1113	Fundamentals of Microcomputer Applications	3
EET 1214	Digital Electronics	4
	Total	30

COMPLETION AWARD: Career Certificate

CST 2134	PC Diagnostics and Troubleshooting	4
EET 1324	Microprocessors	4
CSC 1113	Computer Concepts	3
CST 2911	Special Projects	1
WBL 2913	Work-Based Learning	3
	Total	45

ELECTRONICS AND RELATED ENGINEERING TECHNOLOGY COMPUTER SERVICING TECHNOLOGY OPTION

(Leading to Technical Certificate)

Advisor: M. Newson

Code: CSC

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

COURSE #	COURSE TITLE	SCH
CST 1123	Basic Computer Hardware	3
CST 1114	Basic Electronics	4
CST 1333	Operating Systems	3
IST 1134	Fundamentals of Data Communications	4
CST 2113	Computer Servicing Lab I	3
IST 1223	Network Components	3
CST 2123	Computer Servicing Lab II	3
CPT 1113	Fundamentals of Microcomputer Applications	3
EET 1214	Digital Electronics	4
	Total	30

COMPLETION AWARD: Career Certificate

COSMETOLOGY
 (Leading to A.A. O degree)
 Advisor: S. Hicks
 Code: COA

Program Description: This area is designed to prepare students for employment as cosmetologists. Emphasis is placed on theory and practice involving hair styling, tinting, bleaching, anatomy, physiology, hygiene, bacteriology, sterilization, sanitation, shampooing, permanents, personality, haircutting, scalp treatments, beauty salon management and wigology.

COURSE #	COURSE TITLE	SCH
COV 1122	Cosmetology Orientation	2
COV 1245	Cosmetology Sciences I	5
COV 1426	Hair Care I	6
COV 1522	Nail Care I	2
COV 1622	Skin Care I	2
COV 1255	Cosmetology Sciences II	5
COV 1436	Hair Care II	6
COV 1632	Skin Care II	2
COV 1532	Nail Care II	2
COV 1722	Salon Business I	2
COV 1263	Cosmetology Sciences III	3
COV 1443	Hair Care III	3
COV 1542	Nail Care III	2
COV 1642	Skin Care III	2
COV 1732	Salon Business II	2
	Total	46
COMPLETION AWARD: Technical Certificate		
	Humanities/Fine Arts Elective	3
	Behavioral/Social Science Elective	3
ENG 1113	English Comp. I	3
SPT 1 1113	Public Speaking	3
	Math/Natural Science Elective	3
	Total	61
COMPLETION AWARD: Associate of Applied Science 61		

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coaboma Fall 2014 and later will be required to take ILS / 1311 Orientation course in order to graduate from the College

COSMETOLOGY
(Leading to Technical)
Advisor: S. Hicks
Code: COT

Program Description: This area is designed to prepare students for employment as cosmetologists. Emphasis is placed on theory and practice involving hair styling, tinting, bleaching, anatomy, physiology, hygiene, bacteriology, sterilization, sanitation, shampooing, permanents, personality, haircutting, scalp treatments, beauty salon management and wigology.

COURSE #	COURSE TITLE	SCH
COV 1122	Cosmetology Orientation	2
COV 1245	Cosmetology Sciences I	5
COV 1426	Hair Care 1	6
COV 1522	Nail Care I	2
COV 1622	Skin Care 1	2
COV 1255	Cosmetology Sciences II	5
COV 1436	Hair Care II	6
COV 1632	Skin Care II	2
COV 1532	Nail Care II	2
COV 1722	Salon Business I	2
COV 1263	Cosmetology Sciences III	3
COV 1443	Hair Care III	3
COV 1542	Nail Care III	2
COV 1642	Skin Care III	2
COV 1732	Salon Business II	2
	Total	46

EARLY CHILDHOOD DEVELOPMENT TECHNOLOGY

(Leading to A.A. S. degree)

Advisors: T. Butler and T. Taylor

Code: EDA

Program Description: The Early Childhood Development Technology program provides preparation for a professional career in the discipline of Early Childhood Education spanning a variety of career options. This discipline includes classroom instruction, supervised laboratory experiences, and work-based learning experiences. Students will develop competencies that enable them to provide services, teach, and guide young children as related to various child development professions.

COURSE #	COURSE TITLE	SCH
CDT 1214	Child Development I	4
CDT 1113	Early Childhood Profession	3
CDT 1343	Child Health and Safety	3
	Total	10

Completion of these courses provides the student with course content assessed in the Child Development Assistant – Infant and Toddler and Pre-School (CDA) licensing exams. However, it is noted that the additional work experience required to sit for

the CDA exam is not included in these courses.

COMPLETION AWARD: Child Development Assistant--Infant and Toddler Certificate of Proficiency

COMPLETION AWARD: Child Development Assistant—Pre-School Certificate of Proficiency

COURSE #	COURSE TITLE	SCH
CDT 1313	Creative Arts for Young Children	3
CDT 2713	Social Studies, Math, and Science for Young Children (YI)	3
CDT 1713	Language and Literacy Development for Young Children	3
CDT 1513	Nutrition for Young Children	3
CDT 2915	Student Teaching I	5
CDT 1224	Child Development II	4
	Total	31

COMPLETION AWARD: Career Certificate

CDT 2232	Guiding Social and Emotional Behavior	2
CDT 2413	Atypical Child Development	3
CDT 2613	Methods and Materials	3
CDT 2925	Student Teaching II	5
CDT 2812	Administration of Programs for Young Children	2
	Total	46

COMPLETION AWARD: Technical Certificate

SPT 1 1113	Public Speaking	3
ENG 1113	English Composition I	3
	Humanities/Fine Arts Elective	3
	Behavioral/Social Science Elective	3
	Math/Natural Science Elective*	3
	Total	60

COMPLETION AWARD: Associate of Applied Science 60

***Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take LLS - Orientation course in order to graduate from the College*

Need all courses for interval awards.

EARLY CHILDHOOD DEVELOPMENT TECHNOLOGY

(Leading to a Technical Certificate)

Advisors: T. Butler and T. Taylor

Code: EDT

Program Description: The Early Childhood Development Technology program provides preparation for a professional career in the discipline of Early Childhood Education spanning a variety of career options. This discipline includes classroom instruction, supervised laboratory experiences, and work-based learning experiences. Students will develop competencies that enable them to provide services, teach, and guide young children as related to various child development professions.

Location: Campus

COURSE #	COURSE TITLE	SCH
CDT 1214	Child Development 1	4
CDT 1113	Early Childhood Profession	3
CDT 1343	Child Health and Safety	3
	Total	10

Completion of these courses provides the student with course content assessed in the Child Development Assistant – Infant and Toddler and Pre-School (CDA) licensing exams. However, it is noted that the additional work experience required to sit for

the CDA exam is not included in these courses.

COMPLETION AWARD: Child Development Assistant--Infant and Toddler Certificate of Proficiency

COMPLETION AWARD: Child Development Assistant—Pre-School Certificate of Proficiency

COURSE #	COURSE TITLE	SCH
CDT 1313	Creative Arts for Young Children	3
CDT 2713	Social Studies, Math, and Science for Young Children (YI)	3
CDT 1713	Language and Literacy Development for Young Children	3
CDT 1513	Nutrition for Young Children	3
CDT 2915	Student Teaching I	5
CDT 1224	Child Development II	4
	Total	31

COMPLETION AWARD: Career Certificate

CDT 2232	Guiding Social and Emotional Behavior	2
CDT 2413	Atypical Child Development	3
CDT 2613	Methods and Materials	3
CDT 2925	Student Teaching II	5
CDT 2812	Administration of Programs for Young Children	2
	Total	46

EARLY CHILDHOOD DEVELOPMENT TECHNOLOGY

(Leading to a Career Certificate)

Advisors: T. Butler and T. Taylor

Code: EDC

Program Description: The Early Childhood Development Technology program provides preparation for a professional career in the discipline of Early Childhood Education spanning a variety of career options. This discipline includes classroom instruction, supervised laboratory experiences, and work-based learning experiences. Students will develop competencies that enable them to provide services, teach, and guide young children as related to various child development professions.

Location: Campus

COURSE #	COURSE TITLE	SCH
CDT 1214	Child Development 1	4
CDT 1113	Early Childhood Profession	3
CDT 1343	Child Health and Safety	3
	Total	10

Completion of these courses provides the student with course content assessed in the Child Development Assistant – Infant and Toddler and Pre-School (CDA) licensing exams. However, it is noted that the additional work experience required to sit for

the CDA exam is not included in these courses.

COMPLETION AWARD: Child Development Assistant--Infant and Toddler Certificate of Proficiency

COMPLETION AWARD: Child Development Assistant—Pre-School Certificate of Proficiency

COURSE #	COURSE TITLE	SCH
CDT 1313	Creative Arts for Young Children	3
CDT 2713	Social Studies, Math, and Science for Young Children (YI)	3
CDT 1713	Language and Literacy Development for Young Children	3
CDT 1513	Nutrition for Young Children	3
CDT 2915	Student Teaching I	5
CDT 1224	Child Development II	4
	Total	31

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY CULINARY ARTS TECHNOLOGY OPTION

(Leading to A.A. O. degree)

Advisor: B. Warr

Code: CUA

Program Description: 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 lab classes. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

COURSE #	COURSE TITLE	SCII
HRT 1123	Introduction to Hospitality and Tourism Industry	3
HRT 1213	Sanitation and Safety	3
CUT 1114	Culinary Principles I	4
HRT 1223	Restaurant and Catering Operations	3
CUT 1513	Garde Manger	3
CUT 1124	Culinary Principles II	4
CUT 1134	Principles of Baking	4
HRT 2613	Hospitality Supervision	3
HRT 2623	Hospitality Human Resource Management	3
	Total	30
COMPLETION AWARD: Career Certificate		
CUT 2314	American Regional Cuisine	4
CUT 2223	Menu Planning and Facilities Design	3
CUT 2244	Dining Room Management	4
CUT 2424	International Cuisine	4
	Total	45
COMPLETION AWARD: Technical Certificate		
	Humanities/Fine Arts Elective	3
	Behavioral/Social Science Elective	3
ENG 1113	English Composition I	3
SPT 1113	Public Speaking	3
	Math/Natural Science Elective*	3
	Total	60
COMPLETION AWARD: Associate of Applied Science 60		

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coaboma Fall 2014 and later will be required to take LLS / 1311 Orientation course in order to graduate from the College.

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY CULINARY ARTS TECHNOLOGY OPTION

(Leading to a Technical Certificate)

Advisor: B. Warr

Code: CTT

Program Description: 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 lab classes. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

[COURSE #		COURSE TITLE	SCII
HRT	1123	Introduction to Hospitality and Tourism Industry	3
HRT	1213	Sanitation and Safety	3
CUT	1114	Culinary Principles I	4
HRT	1223	Restaurant and Catering Operations	3
CUT	1513	Garde Manger	3
CUT	1124	Culinary Principles II	4
CUT	1134	Principles of Baking	4
HRT	2613	Hospitality Supervision	3
HRT	2623	Hospitality Human Resource Management	3
		Total	30
COMPLETION AWARD: Career Certificate			
CUT	2314	American Regional Cuisine	4
CUT	2223	Menu Planning and Facilities Design	3
CUT	2244	Dining Room Management	4
CUT	2424	International Cuisine	4
		Total	45

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY CULINARY ARTS TECHNOLOGY OPTION

(Leading to a Career Certificate)

Advisor: B. Warr

Code: CUC

Program Description: 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 lab classes. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

[COURSE #	COURSE TITLE	SCII
HRT 1123	Introduction to Hospitality and Tourism Industry	3
HRT 1213	Sanitation and Safety	3
CUT 1114	Culinary Principles I	4
HRT 1223	Restaurant and Catering Operations	3
CUT 1513	Garde Manger	3
CUT 1124	Culinary Principles II	4
CUT 1134	Principles of Baking	4
HRT 2613	Hospitality Supervision	3
HRT 2623	Hospitality Human Resource Management	3
	Total	30

HEALTH-CARE DATA TECHNOLOGY MEDICAL BILLING AND CODING TECHNOLOGY

(Leading to A.A. S. degree)

Advisor: E. Furdge

Code: HDA

Program Description: The Health Care Data Technology program is designed to prepare students to work in the medical office positions in doctors' offices, health clinics, and other health related organizations.

COURSE #	COURSE TITLE	SCH
BOT 1313	Applied Business Mathematics	3
BOT 1713	Mechanics of Communication	3
BOT 1113	Document Formatting and Production**	3
BOT 2743	Medical Office Concepts	3
BOT 1613	Medical Office Terminology I	3
BOT 1143	Word Processing Applications	3
BOT 1433	Business Accounting or	
ACC 1213	Principles of Accounting I	3
BOT 1623	Medical Terminology II	3
BOT 2813	Business Communication	3
BOT 1133	Microcomputer Applications	3
	Total	30

COMPLETION AWARD: Career Certificate

BOT 2523	Medical Machine Transcription I	3
BOT 2643	CPT Coding	3
BOT 2653	ICD Coding	3
BOT 2663	Advanced Coding	3
BOT 2673	Medical Insurance Billing	3
	Total	45

COMPLETION AWARD: Technical Certificate

SPT 1113	Public Speaking I	3
	Social/Behavior Science	3
	Humanities/Fine Arts Elective	3
ENG 1113	English Composition I	3
BIO 2513	Human Anatomy and Physiology I	3
BIO 2511	Human Anatomy and Physiology Lab	1
	Total	62

COMPLETION AWARD: Associate of Applied Science 61

Total hours required for completion of this program may be reduced through articulation agreements with local high schools Career centers. Students, who lack entry level skills in Math, English, Science, etc., will be provided related studies. Baseline competencies are taken from the high school Business and Computer Technology programs. Students who can document mastery of these Competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

***Prior to enrollment in Document Formatting and Production (BOT 1113), students will be required to key straight-copy Material at a minimum of 35 GM on a 5-minute timed writing, with a maximum of one error per minute.*

****Additional Graduation Requirement: Any student first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take ILS 1311 Orientation course in order to graduate from the College.*

All courses are required to prepare for the ICD Exam s)

**HEALTH-CARE DATA TECHNOLOGY
MEDICAL BILLING AND CODING TECHNOLOGY**

(Leading to a Technical Certificate)

Advisor: E. Furdge

Code: HDT

Program Description: The Health Care Data Technology program is designed to prepare students to work in the medical office positions in doctors' offices, health clinics, and other health related organizations.

COURSE #	COURSE TITLE	SCH
BOT 1313	Applied Business Mathematics	3
BOT 1713	Mechanics of Communication	3
BOT 1113	Document Formatting and Production**	3
BOT 2743	Medical Office Concepts	3
BOT 1613	Medical Office Terminology I	3
BOT 1143	Word Processing Applications	3
BOT 1433	Business Accounting or	
ACC 1213	Principles of Accounting I	3
BOT 1623	Medical Terminology II	3
BOT 2813	Business Communication	3
BOT 1133	Microcomputer Applications	3
	Total	30
COMPLETION AWARD: Career Certificate		
BOT 2523	Medical Machine Transcription I	3
BOT 2643	CPT Coding	3
BOT 2653	ICD Coding	3
BOT 2663	Advanced Coding	3
BOT 2673	Medical Insurance Billing	3
	Total	45

**HEALTH-CARE DATA TECHNOLOGY
MEDICAL BILLING AND CODING TECHNOLOGY**

(Leading to a Career Certificate)

Advisor: E. Furdge

Code: HDC

Program Description: The Health Care Data Technology program is designed to prepare students to work in the medical office positions in doctors' offices, health clinics, and other health related organizations.

COURSE #		COURSE TITLE	SCH
BOT	1313	Applied Business Mathematics	3
BOT	1713	Mechanics of Communication	3
BOT	1113	Document Formatting and Production**	3
BOT	2743	Medical Office Concepts	3
BOT	1613	Medical Office Terminology I	3
BOT	1143	Word Processing Applications	3
BOT	1433	Business Accounting or	
ACC	1213	Principles of Accounting I	3
BOT	1623	Medical Terminology II	3
BOT	2813	Business Communication	3
BOT	1133	Microcomputer Applications	3
		Total	30

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION

(Leading to A.A. S. degree)

Advisor: B. Warr

Code: HRA

Program Description: The Hotel and Restaurant Management concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers and supervisors in the hospitality and tourism industry. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain Manage First Certification from the National Restaurant Association Educational Foundation or certifications from the Educational Institute of the American Hotel and Lodging Association in Specialized Food and Beverage Management and/or Hospitality Operations. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

COURSE #	COURSE TITLE	SCH
HRT 1123	Introduction to the Hospitality and Tourism Industry	3
HRT 1214	Sanitation and Safety	4
HRT 1224	Restaurant and Catering Operations	4
BOT 1313	Applied Business Mathematics	3
HRT 1114	Culinary Principles I	4
HRT 2613	Hospitality Supervision	3
HRT 2623	Hospitality Human Resource Management	3
HRT 2233	Food and Beverage Control	3
HRT 1413	Rooms Division Management	3
	Total	30
COMPLETION AWARD: Career Certificate		
HRT 2713	Marketing Hospitality Services	3
BAD 2413	Legal Environment of Business	3
BOT 1133	Microcomputer Applications	3
ACC 1223	Principles of Accounting	3
WBL 2913	Work-Based Learning Or	
2913	Supervised Work Experience in Hotel & Restaurant Management	3
	Total	45
COMPLETION AWARD: Technical Certificate		
	Humanities/Fine Arts Elective	3
	Behavioral/Social Science Elective	3
ENG 1113	English Composition I	3
SPT 1113	Public Speaking	3
	Math/Natural Science Elective*	3
	Total	60
COMPLETION AWARD: Associate of Applied Science 60		

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coaboma Fall 2014 and later will be required to take LLS 1311 Orientation course in order to graduate from the College.

Instructor Approved Electives

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION

(Leading to a Technical Certificate)

Advisor: B. Warr

Code: HMT

Program Description: The Hotel and Restaurant Management concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers and supervisors in the hospitality and tourism industry. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain Manage First Certification from the National Restaurant Association Educational Foundation or certifications from the Educational Institute of the American Hotel and Lodging Association in Specialized Food and Beverage Management and/or Hospitality Operations. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

COURSE #	COURSE TITLE	SCH
HRT 1123	Introduction to the Hospitality and Tourism Industry	3
HRT 1214	Sanitation and Safety	4
HRT 1224	Restaurant and Catering Operations	4
BOT 1313	Applied Business Mathematics	3
HRT 1114	Culinary Principles I	4
HRT 2613	Hospitality Supervision	3
HRT 2623	Hospitality Human Resource Management	3
HRT 2233	Food and Beverage Control	3
HRT 1413	Rooms Division Management	3
	Total	30
COMPLETION AWARD: Career Certificate		
HRT 2713	Marketing Hospitality Services	3
BAD 2413	Legal Environment of Business	3
BOT 1133	Microcomputer Applications	3
ACC 1223	Principles of Accounting	3
WBL 2913	Work-Based Learning Or	
2913	Supervised Work Experience in Hotel & Restaurant Management	3
	Total	45

**HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION**

(Leading to a Career Certificate)

Advisor: B. Warr

Code: HRC

Program Description: The Hotel and Restaurant Management concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers and supervisors in the hospitality and tourism industry. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain Manage First Certification from the National Restaurant Association Educational Foundation or certifications from the Educational Institute of the American Hotel and Lodging Association in Specialized Food and Beverage Management and/or Hospitality Operations. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

COURSE #		COURSE TITLE	SCH
HRT	1123	Introduction to the Hospitality and Tourism Industry	3
HRT	1214	Sanitation and Safety	4
HRT	1224	Restaurant and Catering Operations	4
BOT	1313	Applied Business Mathematics	3
HRT	1114	Culinary Principles I	4
HRT	2613	Hospitality Supervision	3
HRT	2623	Hospitality Human Resource Management	3
HRT	2233	Food and Beverage Control	3
HRT	1413	Rooms Division Management	3
		Total	30

INDUSTRIAL MAINTENANCE TECHNOLOGY

(Leading to A.A. S. degree)

Advisor: E. Walker

Code: IMA

Program Description: The Industrial Maintenance Trades curriculum is a career—Technical program designed to prepare students for entry-level employment as multi-skilled maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining and repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and troubleshooting/service, blueprint reading, basic welding and cutting operations, basic machining operations, fundamentals of piping and hydro-testing, and fundamentals of industrial electricity.

COURSE #	COURSE TITLE	SCH
IMM 1112	Industrial Maintenance Safety	2
IMM 1122	Industrial Math and Measurements	2
IMM 1132	Industrial Maintenance Blueprint Reading	2
IMM 1213	Industrial Hand Tools and Mechanical Components	3
IMM 1813	Industrial Electricity for Industrial Maintenance Mechanics	3
BOT 1013	Introduction Keyboarding	3
1MM 1614	Principle of Piping and Hydro Testing	4
IMM 1734	Maintenance Welding and Metals	4
1MM 1823	Advanced Industrial Electricity	3
IMM 1723	Structural Repair	3
CTE 1511	Related Studies Computational Math, Reading Comprehension, Sentence And Employability Skills	1
	Total	30
COMPLETION AWARD: Career Certificate		
1MM 2114	Equipment Maintenance Trouble Shooting and Repair	4
IMM 1314	Principles of Hydraulics and Pneumatics	4
1MM 1514	Equipment Installation and Alignment	4
WBL 2913	Work-Based Learning	3
	Total	45
COMPLETION AWARD: Technical Certificate		
ENG 1113	English	3
	Social/Behavioral Science Elective	3
	Math /Natural Science with Lab	3
	Humanities/Fine Arts Elective	3
SPT 1113	Public Speaking	3
	Total	60

COMPLETION AWARD: Associate of **Applied Science**

If Prerequisites for courses have not been satisfied then additional course work may be required.

Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coaboma Fall 2014 and later will be required to take LLS 1311 Orientation course in order to graduate from the College.

INDUSTRIAL MAINTENANCE TECHNOLOGY GENERAL OPTION

(Leading to a Technical Certificate)

Advisor: E. Walker

Code: ITT

Program Description: The Industrial Maintenance Trades curriculum is a career—Technical program designed to prepare students for entry-level employment as multi-skilled maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining and repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and troubleshooting/service, blueprint reading, basic welding and cutting operations, basic machining operations, fundamentals of piping and hydro-testing, and fundamentals of industrial electricity.

COURSE #	COURSE TITLE	SCH
IMM 1112	Industrial Maintenance Safety	2
IMM 1122	Industrial Math and Measurements	2
IMM 1132	Industrial Maintenance Blueprint Reading	2
IMM 1213	Industrial Hand Tools and Mechanical Components	3
IMM 1813	Industrial Electricity for Industrial Maintenance Mechanics	3
BOT 1013	Introduction Keyboarding	3
1MM 1614	Principle of Piping and Hydro Testing	4
IMM 1734	Maintenance Welding and Metals	4
1MM 1823	Advanced Industrial Electricity	3
IMM 1723	Structural Repair	3
CTE 1511	Related Studies Computational Math, Reading Comprehension, Sentence And Employability Skills	1
	Total	30
COMPLETION AWARD: Career Certificate		
1MM 2114	Equipment Maintenance Trouble Shooting and Repair	4
IMM 1314	Principles of Hydraulics and Pneumatics	4
1MM 1514	Equipment Installation and Alignment	4
WBL 2913	Work-Based Learning	3
	Total	45

INDUSTRIAL MAINTENANCE TECHNOLOGY

(Leading to a Career Certificate)

Advisor: E. Walker

Code: IMC

Program Description: The Industrial Maintenance Trades curriculum is a career—Technical program designed to prepare students for entry-level employment as multi-skilled maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining and repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and troubleshooting/service, blueprint reading, basic welding and cutting operations, basic machining operations, fundamentals of piping and hydro-testing, and fundamentals of industrial electricity.

COURSE #	COURSE TITLE	SCH
IMM 1112	Industrial Maintenance Safety	2
IMM 1122	Industrial Math and Measurements	2
IMM 1132	Industrial Maintenance Blueprint Reading	2
IMM 1213	Industrial Hand Tools and Mechanical Components	3
IMM 1813	Industrial Electricity for Industrial Maintenance Mechanics	3
BOT 1013	Introduction Keyboarding	3
1MM 1614	Principle of Piping and Hydro Testing	4
IMM 1734	Maintenance Welding and Metals	4
1MM 1823	Advanced Industrial Electricity	3
IMM 1723	Structural Repair	3
CTE 1511	Related Studies Computational Math, Reading Comprehension, Sentence And Employability Skills	1
	Total	30

WELDING AND CUTTING TECHNOLOGY

(Leading to A.A. S. degree)

Advisor: H. Striplin

Code: WLA

Program Description: The Welding and Cutting Technology curriculum is designed to prepare the student for entry-level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxyfuel Cutting, and Gas Tungsten Arc Welding (GTAW). Electives are available in advanced levels of welding and cutting.

COURSE #	COURSE TITLE	SCH
WLV 1114	Shielded Metal Arc Welding I	4
WLV 1225	Shielded Metal Arc Welding II	5
WLV 1232	Drawing & Welding Symbol Interpretation	2
WLV 1172	Welding Safety, Inspection & Testing Principles	2
WLV 1143	Flux Cored Arc Welding	3
WLV 1135	Gas Tungsten Arc Welding	5
WLV 1124	Gas Metal Arc Welding	4
WLV 1314	Cutting Processes	4
CTE 1511	Related Studies Computational Math, Reading Comprehension, Sentence And Employability Skills	1
	Total	30

COMPLETION AWARD: Career Certificate

WLV 1154	Pipe Welding	4
WLV 1253	Advanced Pipe Welding	3
WLV 1163	Gas Metal Arc Aluminum Welding	3
WLV 1912	Special Projects in Arc Welding	2
LLS 1311	Orientation	1
WBL 2923	Work-Based Learning	3
	Total	45

COMPLETION AWARD: Technical Certificate

SPT 1113	Public Speaking I	3
PSY 1513	General Psychology 1	3
	Humanities/Fine Arts Elective	3
ENG 1113	English Composition I	3
	Mathematics/Science Elective	3
	Total	60

COMPLETION AWARD: Associate of Applied Science **60**

If Prerequisites for courses have not been satisfied then additional coursework may be required.

***Additional Graduation Requirement: Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take LLS 1311 Orientation course in order to graduate from the College.*

WELDING AND CUTTING TECHNOLOGY

(Leading to a Technical Certificate)

Advisor: H. Striplin

Code: WLT

Program Description: The Welding and Cutting Technology curriculum is designed to prepare the student for entry-level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxyfuel Cutting, and Gas Tungsten Arc Welding (GTAW). Electives are available in advanced levels of welding and cutting.

COURSE #	COURSE TITLE	SCH
WLV 1114	Shielded Metal Arc Welding I	4
WLV 1225	Shielded Metal Arc Welding II	5
WLV 1232	Drawing & Welding Symbol Interpretation	2
WLV 1172	Welding Safety, Inspection & Testing Principles	2
WLV 1143	Flux Cored Arc Welding	3
WLV 1135	Gas Tungsten Arc Welding	5
WLV 1124	Gas Metal Arc Welding	4
WLV 1314	Cutting Processes	4
CTE 1511	Related Studies Computational Math, Reading Comprehension, Sentence And Employability Skills	1
	Total	30

COMPLETION AWARD: Career Certificate

WLV 1154	Pipe Welding	4
WLV 1253	Advanced Pipe Welding	3
WLV 1163	Gas Metal Arc Aluminum Welding	3
WLV 1912	Special Projects in Arc Welding	2
LLS 1311	Orientation	1
WBL 2923	Work-Based Learning	3
	Total	45

WELDING AND CUTTING TECHNOLOGY

(Leading to a Career Certificate)

Advisor: H. Striplin

Code: WLC

Program Description: The Welding and Cutting Technology curriculum is designed to prepare the student for entry-level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxyfuel Cutting, and Gas Tungsten Arc Welding (GTAW). Electives are available in advanced levels of welding and cutting.

COURSE #	COURSE TITLE	SCH
WLV 1114	Shielded Metal Arc Welding I	4
WLV 1225	Shielded Metal Arc Welding II	5
WLV 1232	Drawing & Welding Symbol Interpretation	2
WLV 1172	Welding Safety, Inspection & Testing Principles	2
WLV 1143	Flux Cored Arc Welding	3
WLV 1135	Gas Tungsten Arc Welding	5
WLV 1124	Gas Metal Arc Welding	4
WLV 1314	Cutting Processes	4
CTE 1511	Related Studies Computational Math, Reading Comprehension, Sentence And Employability Skills	1
	Total	30