TECHNICAL DEGREE AND CERTIFICATE OF COMPLETION PROGRAMS OF STUDY

DIVISION OF CAREER-TECHNICAL EDUCATION

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

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

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

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

Technical Degree Program / Associate of Applied Sciences GENERAL EDUCATION CORE REQUIREMENTS	
English Composition I	3 credit hours
Humanities/ Fine Arts	3 credit hours**
Public Speaking I	3 credit hours
Social/ Behavioral Science	3 credit hours*
College Algebra (or higher)/Natural Science	3 credit hours***
TOTAL:	**15 credit hours**

* The three (3) credit hours elective in social/behavioral sciences meet the accreditation requirement for the general core to include at least one course from the social sciences.
** The three (3) credit hours in humanities/fine arts meet the accreditation requirement for the general core to include at least one course from the humanities/fine arts.
*** The three (3) credit hours of College Algebra (or higher)/Natural Science meet the accreditation requirement to include at least one course from the natural sciences/mathematics.

SPECIAL CAREER/TECHNICAL PROGRAMS/ACTIVITIES

ADVANCED TECHNICAL CREDIT TECHNICAL EDUCATION PROGRAM

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

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

BASELINE COMPETENCIES

Baseline competencies are taken from the relevant secondary education 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.

CAREER RELATED STUDIES

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

CAREER AND TECHNICAL GUIDANCE AND COUNSELING SERVICES

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

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

CAREER AND TECHNICAL STUDENT SUPPORT SERVICES

Student Support Services will be provided for students who qualify through federal guidelines as stated in the Carl Perkins Career Education and Applied Technology Education Act of 1990, as amended. The qualifications may include individuals with disabilities, educationally and economically disadvantaged persons (including foster children), and individuals with limited English proficiency, single parents, individuals with limited English proficiency, single parents, individuals participating in programs designed to eliminate sex bias, and individuals in correctional institutions.

NON-TRADITIONAL PROGRAMS

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

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

1. Provide programs, services, comprehensive career guidance and counseling, and activities to eliminate sex bias and sex role stereotyping in secondary and postsecondary career education.

2. Provide preparatory services and career education programs, services, activities for girls, women, boys, and men designed to enable the participants to support themselves and their families.

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

4. Provide student orientation sessions to present general information regarding career opportunities.

5. Increase the awareness of female and male students regarding the wide spectrum of career options available.

6. Ensure that parents and others outside the educational community understand the outreach and recruitment efforts, and realize the important value of their efforts in preparing students, regardless of gender, for nontraditional fields and new and emerging careers.

7. Bring about change in the classroom to ensure an equitable learning environment for "all students."

WORK-BASED LEARNING
WBL 1913, WBL 1923, WBL 2913, and WBL 2923

The courses are structured work-site experiences for which the student, program area teacher, work-based learning coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). The training agreement is designed to integrate the students' academic and technical skills into a work environment. Regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews) will be included. The employing firm and the type of work experience may be submitted for a required course with prior approval of the advisor, Work-Based Learning Coordinator, and Director.

COMPLETION OF CAREER PROGRAMS

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

DIVISION OF CAREER AND TECHNICAL EDUCATION

TECHNICAL DEGREE PROGRAMS

AUTOMOTIVE TECHNOLOGY

Advisor: A. Cain
Major Code: ATT

FRESHMAN YEAR

FALL			SPRING		
ENG 11113	English Composition I	3	MAT 1313	College Algebra	3
ATT 1213	Brakes	4	ATT 1715	Engine Repair	5
ATT 1811	Intro to Safety, & Employability Skills	1	ATT 1424	Engine Performance	4
ATT 1124	Basic Electrical/ Electronic System	4	ATT 1134	Advanced Electrical/ Electronics	4
ATT 1314	Manual Drive Trains/ Transaxles	4			
Total		**16**			**16**

SOPHOMORE YEAR

FALL			SPRING		
Humanities/Fine Arts Electives		3	Elective		4
ATT 2423	Engine Performance II	4	SPT 1113	Public Speaking	3
ATT 2614	Heating & Air Conditioning	4	Social Science Elective		3
ATT 2325	Automatic Transmissions/ Transaxles	5	ATT 2444	Engine Performance III	4
			ATT 2334	Steering & Suspension Systems	4
Total		**16**			**18**

TOTAL PROGRAM 66

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

**Baseline competencies are taken from high school Automotive Services Technology program. Students who can document mastery of theses competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

APPROVED ELECTIVES

Other electives that are instructor approved
Introduction to Micro Computer Application
Special Problem in Automotive Technology [ATT 291(1-6)]
Supervised Work Experience in Automotive Technology [ATT 292 (1-6)]
Work-based Learning [WBL 191 (1-3), WBL 192(1-3), WBL 292(1-3), and WBL 293 (1-3)]

ACCOUNTING TECHNOLOGY

Advisor: B. DeShazer, K. Hollins
Major Code: ACT

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			**SPRING**		
BOT 1113	Document Formatting & Production	3	BOT 1143	Word Processing	3
BOT 1133	Microcomputer Applications	3	BOT 1443	Advanced Bus Accounting	3
BOT 1213	Personal & Prof Develop	3	BOT 1813	Electronic Spreadsheet	3
BOT 1313	Applied Business Math	3	BOT 2813	Business Communication	3
BOT 1433	Business Accounting	3	ENG 1113	English Composition I	3
BOT 1713	Mechanics of Communication	3	ECO 2113	Principles of Macroeconomics	3
LLS 1311	Orientation	1			
Total		**19**			**18**

*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 require to enroll in Introduction to Keyboarding (BOT 1013).

SOPHOMORE YEAR

FALL			**SPRING**		
BOT 2423	Income Tax Accounting or	3	BOT 2133	Desktop Publishing	3
BOT 2463	Payroll Accounting		BOT 2833	Integrated Comp Application	3
BOT 2323	Database Management	3	ECO 2123	Principle of Microeconomics	3
BOT 2413	Computerized Accounting	3	ART 1113	Art Appreciation	3
SPT 1113	Public Speaking	3	PSY 1513	General Psychology	3
MAT 1313	College Algebra	3			
Total		**15**			**15**

TOTAL PROGRAM 67

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

COLLISION REPAIR TECHNOLOGY

Advisor: J. Giles
Major Code: CRT

Collision Repair Technology is a two-year degree program. Classroom and laboratory experiences are designed to prepare students to enter the field of collision repair technology. Students are provided theory and practical experiences in the areas of body repair, frame straightening, glasswork, painting, refinishing and shop management along with fifteen (15) other academic hours.

FRESHMAN YEAR

FALL			**SPRING**		
ABT 1143	Structural Analysis/ Damage Repair I	3	APT 1153	Structural Analysis/ Damage Repair II	3
ABT 1223	Non-Structural Analysis/ Damage Repair I	3	ABT 1233	Non-Structural Analysis/ Damage Repair II	3
ABT 1314	Refinishing I	4	ABT 1323	Refinishing II	3
ABT 1443	Mech & Elect Components I	3	ABT 1453	Mech & Elect Components II	3
ENG 1113	English Composition I	3	CPT 1113	Fund Micro Applications	3
LLS 1311	Orientation	1	MAT 1313	College Algebra	3
Total		**17**			**18**

SOPHOMORE YEAR

FALL			**SPRING**		
ABT 2163	Structural Analysis/ Damage Repair III	3	ABT 2173	Structural Analysis/ Damage Repair IV	3
ABT 2243	Nonstructural Analysis/ Damage Repair III	3	ABT 2253	Nonstructural Analysis/ Damage Repair IV	3
ABT 2333	Refinishing III	3	ABT 2243	Refinishing IV	3
ABT 2913	Spec Prob in Collision Repair	3	ART 1113	Art Appreciation	3
SOC 2113	Intro to Sociology I or	3	SPT 1113	Public Speaking	3
SOC 2143	Marriage and Family				
Total		**15**			**15**

TOTAL PROGRAM 65

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

Approved Electives

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

COMPUTER SERVICING TECHNOLOGY

Advisor: T. Newson, C. Davis
Major Code: CST

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

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

The technical Computer Servicing Technology curriculum requires successful completion of a minimum of 66 semester credit hours of required courses for the Associate of Applied Science degree. This total includes a minimum of 15 semester credit hours of academic core courses. The certificate program requires the successful completion of a minimum of 34 semester hours or required course work above the Baseline Skills level.

FRESHMAN YEAR

FALL			**SPRING**		
CST 1114	Basic Electronics	4	BOT 1013	Intro to Keyboarding	3
CST 1333	Operating Systems	3	CPT 1113	Fundamentals of Micro Apps	3
EET 1214	Digital Electronics	4	CST 1123	Basic Computer Systems	3
ENG 1113	English Composition I	3	EET 1324	Microprocessors	4
LLS 1311	Orientation	1	IST 1134	Fundamentals of Data Comm	4
MAT 1313	College Algebra	3			
Total		**18**			**17**

SOPHOMORE YEAR

FALL			**SPRING**		
CST 2113	Computer Servicing Lab I	3	BOT 2133	Desktop Publishing	3
CST 2913	Special Projects	3	CST 2123	Computer Servicing Lab II	3
IST 1223	Network Components	3	CST 2134	PC Diagnostics/ Troubleshooting	4
WBL 2913	Work Based Learning	3	SPT 1113	Public Speaking	3
Humanities/Fine Arts Elective (Choose one course)		**3**	**Social/ Behavioral Science ELECTIVE**		**3**
ART 1113 Art Appreciation MUS 1113 Music Appreciation					
Total		**15**			**16**

TOTAL PROGRAM 66

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

CULINARY ARTS TECHNOLOGY

Advisor: B. Warr
Major Code: CUT

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

FRESHMAN YEAR

FALL			**SPRING**		
CUT 1114	Culinary Principle I	4	CUT 1124	Culinary Principles II	4
ENG 1113	English Composition I	3	CUT 1134	Principles of Baking	4
HRT 1123	Intro Hospitality/		HRT 2613	Hospitality Supervision	3
	Tourism Industry	3	CUT 1513	Garde Manger	3
HRT 1214	Sanitation and Safety	4	**Science / Math ELECTIVE**		
HRT 1224	Restaurant/Catering	3	BIO 1133	General Biology I Lecture or	**3**
	Operation		BIO 1613	Nutrition	
LLS 1311	Orientation	1			
Total		**18**			**17**

SOPHOMORE YEAR

FALL			**SPRING**		
CUT 2223	Menu Planning/Design	3	CUT 2243	Dining Room Management	3
CUT 2314	American Regional Cuisine	4	CUT 2926	Supervised Work Experience	6
CUT 2424	International Cuisine	4		Culinary Arts	
PSY 1513	General Psychology or	3	HRT 2623	Hospitality Human Resource	3
SOC 2113	Intro to Sociology I			Management	
			ART 1113	Art Appreciation or	3
			MUS 1113	Music Appreciation	
			SPT 1113	Public Speaking	3
Total		**14**			**18**

TOTAL PROGRAM 67

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

EARLY CHILDHOOD EDUCATION TECHNOLOGY

Advisor: T. Butler, T. Taylor
Major Code: CDT

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

FRESHMAN YEAR

FALL			**SPRING**		
CDT 1113	Early Childhood Profession	3	CDT 1224	Child Development II	4
CDT 1214	Child Development I Development	4	CDT 1713	Language and Literacy	3
CDT 1314	Creative Arts/Young Child	4	CDT 2714	Social Studies, Math & Science for Children	4
CDT 1343	Child Health and Safety	3	ENG 1123	English Composition II	3
ENG 1113	English Composition	3	Elective		3
LLS 1311	Orientation	1			
Total		**17**			**17**

SOPHOMORE YEAR

FALL			**SPRING**		
CDT 1513	Nutrition for Young Children	3	CDT 2413	Atypical Child Development	3
CDT 2233	Guiding Social & Emotional Behavior	3	CDT 2813	Admin. Prog./Young Child	3
CDT 2613	Method and Materials	3	CDT 2925	Practicum II	5
CDT 2915	Practicum I	5	SPT 1113	Public Speaking	3
Math/Science Elective		**3**	**Social/ Behavioral Science Elective**		**3**
Total		**17**			**17**

TOTAL PROGRAM 68

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

HEALTH-CARE DATA TECHNOLOGY

(MEDICAL BILLING AND CODING TECHNOLOGY)
Advisor: E. Furdge
Major Code: MBC

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

FRESHMAN YEAR

FALL			**SPRING**		
BOT 1113	Format & Production*	3	BOT 1143	Word Processing	3
BOT 1413	Records Management	3	BOT 2813	Business Communication	3
BOT 1133	Microcomputer Applications	3	BOT 1623	Med Office Terminology II	3
BOT 1313	Applied Business Math	3	BOT 2743	Medical Office Concepts	3
BOT 1713	Mechanics of Communication	3	ENG 1113	English Composition I	3
BOT 1613	Medical Office Terminology I	3	Accounting Option (Choose one course)		3
LLS 1311	Orientation	1	ACC 1213 Principles of Accounting or BOT 1433 Business Accounting		
Total		19			18

SOPHOMORE YEAR

FALL			**SPRING**		
BIO 2511	Anat & Physiology I Lab	1	BOT 2663	Advanced Coding	3
BIO2513	Anat & Physiology I Lecture	3	BOT 2673	Medical Insurance Billing	3
BOT 2323	Data Base Management	3	BOT 2753	Medial Info Management	3
BOT 2413	Computerized Accounting	3	SPT 1113	Public Speaking	3
BOT 2523	Medi Machine Transcription I	3	**Social/**		**3**
BOT 2643	CPT Coding	3	**Behavioral Science Elective**		
BOT 2653	ICD Coding	3	PSY 1513 General Psychology SOC 2113 Intro to Sociology I		
			Fine Arts Elective (Choose one course)		**3**
			ART 1113 Art Appreciation MUS 1113 Music Appreciation		
Total		**19**			**18**

TOTAL PROGRAM 74

HEALTH-CARE DATA TECHNOLOGY

(MEDICAL OFFICE TECHNOLOGY)
Advisor: B. DeShazer, E. Furdge, K. Hollins
Major Code: MOT

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		
Accounting Option (Choose one course)		**3**
ACC 1213 Prin of Accounting or		
BOT 1433 Business Accounting		
BOT 1113	Formatting & Production*	3
BOT 1133	Microcomputer Applications	3
BOT 1313	Applied Business Math	3
BOT 1613	Medical Office Terminology I	3
BOT 1713	Mech of Communication	3
LLS 1311	Orientation	1
Total		**19**

SPRING		
BIO 1131	Gen Biology I Lab	1
BIO 1133	General Biology I Lect	3
BOT 1143	Word Processing	3
BOT 1413	Records Management	3
BOT 1623	Med Office Terminology II	3
BOT 2413	Computerized Accounting	3
BOT 2743	Medical Office Concepts	3
Total		**19**

SOPHOMORE YEAR

FALL		
BOT 1513	Machine Transcription	3
BOT 2643	CPT Coding	3
BOT 2653	ICD Coding	3
BOT 2753	Medical Info Management	3
BOT 2823	Communication Technology	3
ENG 1113	English Composition I	3
Total		**18**

SPRING		
BOT 2323	Database Management	3
BOT 2523	Med Machine Transcription I	3
BOT 2813	Business Communication	3
SPT 1113	Public Speaking	3
Fine Arts Elective (Choose one course)		**3**
ART 1113 Art Appreciation		
MUS 1113 Music Appreciation		
Social/Behavioral Science Elective		**3**
PSY 1513 General Psychology		
SOC 2113 Intro. To Sociology I		
Total		**18**

TOTAL PROGRAM 74

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

HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

Advisor: TBA
Major Code: HRM

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

FRESHMAN YEAR

FALL			**SPRING**		
BOT 1313	Business Math	3	BOT 1133	Microcomputer Application	3
ENG 1113	English Composition I	3	HRT 2233	Food/Beverage Control	3
HRT 1123	Intro to Hospitality & Tourism Industry	3	HRT 2613	Hospital Supervision	3
			Social/Behavioral Science Elective		**3**
			PSY 1513 General Psychology or SOC 2113 Intro. to Sociology		
HRT 1214	Sanitation and Safety	4			
HRT 1413	Rooms Division Management	3	**Fine Art Elective**		**3**
			ART 1113 Art Appreciation MUS 1113 Music Appreciation		
LLS	Orientation	1			
Total		**17**			**15**

SOPHOMORE YEAR

FALL			**SPRING**		
ACC 1213	Prin of Accounting I	3	BAD 2413	Legal Environ of Business	3
CUT 1114	Culinary Principles I	4	HRT 1573	Hospitality Seminar	3
HRT 1224	Restaurant/Catering Operations	4	HRT 2713	Marketing Hospitality Services	3
			SPT 1113	Public Speaking I	3
HRT 2623	Human Resource Management	3	**Major Elective (Choose one course)**		**3**
			HRT 2913 Supervised Work Experience in Hotel Restaurant Management or WBL 2923 Work-Based Learning		
MAT 1313	College Algebra	3			
Total		**17**			**15**

TOTAL PROGRAM 64

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

INDUSTRIAL MAINTENANCE TECHNOLOGY

Advisor: E. Walker
Major Code: IMT

The Industrial Maintenance Mechanics curriculum is designed to prepare students for entry-level employment as multi-skilled maintenance mechanics. Industrial maintenance mechanics are responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing process. Students receive basic instruction in a wide variety of areas including machinery installation, maintenance, and troubleshooting/repair; principles of hydraulics and pneumatics; basic welding and cutting operations; basic machining operations; fundamentals of piping and pipefitting; and fundamentals of industrial electricity. The Industrial Maintenance mechanics curriculum is designed to be taught as a two-year technical (Associate of Applied Science) degree or a two-year vocational certificate program.

FRESHMAN YEAR

FALL		
IMM 1112	Industrial Maintenance Safety	2
IMM 1122	Industrial Maintenance Math and Measurements	2
IMM 1132	Industrial Maintenance Blueprint Reading & Sketch	2
IMM 1213	Industrial Hand Tools & Mechanical Components	3
IMM 1224	Power Tools Application	4
MAT 1313	College Algebra	3
LLS 1311	Orientation	1
Total		**17**

SPRING		
IMM 1314	Principles of Hydraulic & Pneumatic Equipment	4
IMM 1415	Pump and Valve Operations	5
IMM 1515	Equipment Installation & Alignment	5
ENG 1113	English Composition I	3
Total		**17**

SOPHOMORE YEAR

FALL		
BOT 1133	Micro Application	3
IMM 1615	Principles of Piping & Hydro-Testing	5
IMM 1813	Industry Electricity	3
IMM 2114	Equipment Maintenance Troubleshooting and Repair	4
SPT 1113	Public Speaking	3
Total		**18**

SPRING		
IMM 1734	Industrial Maintenance Welding & Metals	4
IMM 1823	Advance Industrial Electricity	3
IMM 1913	Special Projects in Industrial	3
WBL	Work-Based Learning	3
Elective		**3**
Fine Arts Elective (Choose one course)		**3**
	ART 1113 Art Appreciation MUS 1113 Music Appreciation	
Total		**19**

TOTAL PROGRAM 71

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

MICROCOMPUTER TECHNOLOGY

Advisor: B. DeShazer, K. Hollins
Major Code: MCT

Microcomputer Technology is a two-year program of study that provides training in microcomputer operations in an office setting, including software configuration, troubleshooting and systems operation. This program of study requires courses in the career technical core, designated areas of concentration and academic core. The Associate of Applied Science degree is earned upon successful completion of the Microcomputer Technology curriculum. Career choices include software specialist, help-desk service worker, customer service/support agent and data entry clerk.

FRESHMAN YEAR

FALL		
BOT 1213	Personal & Pro Develop	3
BOT 1313	Applied Business Math	3
BOT 1713	Mechanics of Communication	3
BOT 1133	Microcomputer Application	3
BOT 1113	Formatting and Production	3
LLS 1311	Orientation	1
Total		**16**

SPRING		
BOT 1433	Business Accounting or	3
ACC 1213	Principals of Accounting I	
BOT 2813	Business Communication	3
BOT 1123	Keyboarding Skill Building	3
BOT 1143	Word Processing	3
BOT 1813	Electronic Spreadsheet	3
CST Computer Electives		**3**
CPT 1113 Fundamental Microcomputer Apps		
CST 1333 Operating Systems		
Total		**18**

SOPHOMORE YEAR

FALL		
BOT 2323	Database Management	3
BOT 2413	Computerized Accounting	3
BOT 2823	Communication Technology	3
Computer ELECTIVE		**3**
(IST 1134 or CST 1123)		
ENG 1113	English Composition	3
MAT 1313	College Algebra	3
Total		**18**

SPRING		
BOT 2133	BOT 2133 Desktop Publishing	3
BOT 2833	Integrated Computer Applications	3
Computer Electives		3
(IST 1124 or CST 1123		
SPT 1113	Public Speaking	3
Social/ Behavioral Science Elective		**3**
SOC 2113 Intro. to Sociology or PSY 1513 General Psychology		
Fine Arts Elective		**3**
ART 1113 Art Appreciation or MUS 1113Music Appreciation		
Total		**18**

TOTAL PROGRAM 70

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

OFFICE SYSTEMS TECHNOLOGY

Advisor: B. DeShazer, K. Hollins
Major Code: OST

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

FRESHMAN YEAR

FALL			**SPRING**		
BOT 1113	Formatting and Production	3	BOT 1123	Keyboard Skill- building	3
BOT 1133	Microcomputer Applications	3	BOT 1143	Word Processing	3
BOT 1213	Personal & Prof Development	3	BOT 1433	Business Accounting	3
BOT 1313	Applied Business Math	3	BOT 1813	Electronic Spreadsheet	3
BOT 1413	Records Management	3	BOT 2813	Business Communication	3
BOT 1713	Mechanics of Communication	3	ENG 1113	English Composition I	3
LLS 1311	Orientation	1			
Total		**19**			**18**

SOPHOMORE YEAR

FALL			**SPRING**		
BOT 1513	Machine Transcription	3	BOT 2133	Desktop Publishing	3
BOT 2323	Database Management	3	BOT 2723	Admin Office Procedures	3
BOT 2413	Computerized Accounting	3	BOT 2833	Integrated Computer Application	3
BOT 2823	Communication Technology	3	**Fine Arts Elective**		**3**
MAT 1313	College Algebra	3	ART 1113	Art Appreciation or	
SPT 1113	Public Speaking	3	MUS 1113	Music Appreciation	3
			Social/ Behavioral Science Elective		**3**
			SOC 2113	Intro. to Sociology or	
			PSY 1513	General Psychology	
Total		**18**			**15**

TOTAL PROGRAM 70

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

RESIDENTIAL CARPENTRY TECHNOLOGY

To receive the Associate of Applied Science Degree in Residential Carpentry Technology, a student must complete all of the required Career Certificate Courses, Technical Certificate courses AND a minimum of 15 semester hours of General Education Core Courses. The courses in General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester. Each community college specifies the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college. The following 2012 SACS standard applies.

Section 2.7.3 For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts, social/behavior sciences, and natural science/mathematics.

A student must complete the following minimum credit requirements for the AAS Degree Option:

Career Certificate	30 credits minimum
Technical Certificate	15 credits minimum
General Education Core Courses	15 credits minimum
Total semester Credit Hours for the Associate of Applied Science Degree	60 credits minimum hours earned as a compilation of Career, Technical, and Academic credit hours.

Approved Career-Technical elective courses have been included to allow community colleges and students to customize programs to meet the needs of industries and employers in the area.

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.

RESIDENTIAL CARPENTRY TECHNOLOGY

Advisor: L. Barrett
Major Code: RCT

FRESHMAN YEAR

FALL			SPRING		
CAV 1116	Foundations	6	CAV 1245	Ceiling and Roof Framing	5
CAV 1133	Blueprint Reading	3	CAV 1316	Interior Finish & Cabinet Making	6
CAV 1236	Floor and Wall Framing	6	CAV1413	Roofing	3
LLS 1311	Orientation	1	CAV1513	Exterior Finishing	3
MAT 1313	College Algebra	3			
Total		**16**			**17**

SOPHOMORE YEAR

FALL			SPRING		
DDT 1114	Fundamentals of Drafting	4	ART 1113	Art Appreciation	3
DDT 1213	Construction Materials	3	CAV 2113	Principles of Multi-Family And Light Commercial Construction	3
ENG 1113	English Composition I	3	DDT 2243	Cost Estimating	3
SPT 1113	Public Speaking	3	**Social/ Behavioral Science Elective**		**3**
Major Elective I		**3**	SOC 2113 Intro. to Sociology or PSY 1513 General Psychology		
BOT 1133 Microcomputer Applications WBL 2913 Work Based Learning			**Major Elective II** CAV 2913 Special Problems in Carpentry WBL 2923 Work Based Learning		**3**
Total		**16**			**15**

TOTAL PROGRAM 64

DIVISION OF CAREER AND TECHNICAL EDUCATION

CERTIFICATE PROGRAMS

BARBER/STYLIST

Advisor: J. Nunley, R. Thomas
Major Code: BAR

This postsecondary instructional program prepares individuals to cut, shampoo, and style hair. The program is a three-semester program. 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.

FIRST SEMESTER

BAV 1118	Basic Practice in Barbering	8
BAV 1218	Fundamentals Practice in Barbering I	8
Total		**16**

SECOND SEMESTER

BAV 1318	Fundamentals Practice in Barbering II	8
BAV 1418	Intermediate Practice in Barbering I	8
Total		**16**

THIRD SEMESTER

BAV 1518	Intermediate Practice in Barbering II	8
BAV 1618	Advance Practice in Barbering	8
Total		**16**

TOTAL PROGRAM 48

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

NOTE: The ratio of lab hours to lecture hours for Barber/Stylist is 3 to 1.

BARBERING INSTRUCTOR TRAINING

Advisors: J. Nunley, R. Thomas
Major Code: BIT

This course is designed to prepare students to become instructors in the field of barbering. The course includes theory and practical methodology and techniques in hair cutting, styling, lectures, student supervision and office work. Two years of experience as an active licensed barber is required, or immediately upon completion of 1500 clock hours and passing the Barber State Examination. A student may pursue certification toward becoming a licensed barbering instructor.

Special Admission Requirements - Applicant

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

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

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

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

BAV 1716 Instructor Trainee I **6**

BRICK, BLOCK, AND STONE MASONRY

Advisors: N. Mitchell
Major Code: BBV

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

FALL SEMESTER

BBV 1115	Brick and Block Laying	5
BBV 1215	Masonry Construction	5
BBV 1223	Masonry/Math/Estimating/ Blue Print Reading	3
BBV 1313	Tools, Equipment and Safety	3
Total		**16**

SPRING SEMESTER

BBV 1425	Advanced Block Laying	5
BBV 1525	Advanced Brick Laying	5
Electives (choose 6 hours)		**6**
BBV 1623	Chimney and Fireplace Construction	
BBV 1723	Steps, Arches, and Brick floors	
BBV 1913	Special Problems in Brick, Block, Stone Masonry	
BBV 1926	Supervised Work Experience in Brick, Block, and Stone Masonry	
WBL 2923	Work-Based Learning in Brick, Block and Stone Masonry	
		16

TOTAL PROGRAM 32

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

COLLISION REPAIR

Advisor: J. Giles
Major Code: COL

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

FRESHMAN YEAR

FALL			**SPRING**		
ABT 1143	Structural Analysis/ Damage Repair I	3	ABT 1153	Structural Analysis/ Damage Repair II	3
ABT 1223	Non-Structural Analysis/ Damage Repair I	3	ABT 1233	Non-Structural Analysis/ Damage Repair II	3
ABT 1314	Refinishing I	4	ABT 1323	Refinishing II	3
ABT 1443	Mechanical and Electrical Components I	3	ABT 1453	Mechanical and Electrical Components II	3
ABT 1511	Related Studies for Collision Repair	1	BOT 1133	Microcomputer Applications	3
Total		**14**			**15**

SOPHOMORE YEAR

FALL			**SPRING**		
ABT 2163	Structural Analysis/ Damage Repair III	3	ABT 2173	Structural Analysis/ Damage Repair IV	3
ABT 2243	Non-Structural Analysis/ Damage Repair III	3	ABT 2253	Non-Structural Analysis/ Damage Repair IV	3
ABT 2333	Refinishing III	3	ABT 2343	Refinishing IV	3
ABT 2913	Special Problems in Collision Repair	3	WBL 2923	Work Based Learning	3
Total		**12**			**12**

TOTAL PROGRAM 53

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

APPROVED ELECTIVES

Supervised Work Experience in Collision Repair Technology (ABT 2926)

COSMETOLOGY (DAY-CAMPUS)

Advisors: S. Ferguson-Hicks

Major Code: COS

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

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

FIRST SEMESTER

COV 1122	Cosmetology Orientation	2
COV 1245	Cosmetology Sciences I	5
COV 1426	Hair Care I	6
COV 1622	Skin Care I	2
COV 1522	Nail Care	2
Total		**17**

SECOND SEMESTER

COV 1255	Cosmetology Science II	5
COV 1436	Hair Care II	6
COV 1632	Skins Care II	2
COV 1532	Nails Care II	2
COV 1722	Salon Business	2
Total		**17**

THIRD SEMESTER

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	2
Total		**12**

TOTAL PROGRAM 46

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

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

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

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

COSMETOLOGY INSTRUCTOR TRAINING

Advisors: S. Ferguson-Hicks, S. Walker, A. Hudson
Major Code: CIT

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

FIRST SEMESTER

COV 2816	Cosmetology Teacher Trainee	6
COV 2826	Cosmetology Teacher Trainee	6
Total		**12**

SECOND SEMESTER

COV 2836	Cosmetology Teacher Trainee	6
COV 2846	Cosmetology Teacher Trainee	6
Total		**12**

TOTAL PROGRAM 24

It is recommended that students complete twelve semester hours of college level education as approved by the Mississippi State Board of Cosmetology before enrolling in the Cosmetology Teacher Training Option.

Five Methods of teaching hours as approved by the Mississippi State board of Cosmetology must be completed before a student will be allowed to take the cosmetology instructor licensing examination.
More information concerning these hours can be obtained from the Mississippi State Board of Cosmetology.

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

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

COSMETOLOGY (EVENING)

Advisors: S. Walker, A. Hudson
Major Code: COS

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

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

FRESHMAN

FALL			**SPRING**		
COV 1122	Cosmetology Orientation	2	COV 1255	Cosmetology Science II	5
COV 1245	Cosmetology Science I	5	COV 1522	Nail Care I	2
COV 1426	Hair Care I	6	COV 1622	Skin Care I	2
			COV 1722	Salon Business I	2
Total		**13**			**11**

SOPHOMORE

FALL			**SPRING**		
COV 1436	Hair Care II	6	COV 1263	Cosmetology Sciences III	3
COV 1532	Nail Care II	2	COV1443	Hair Care III	3
COV 1632	Skin Care II	2	COV 1542	Nail Care III	2
COV 1732	Salon Business II	2	COV 1642	Skin Care III	2
Total		**12**			**10**

TOTAL PROGRAM 46

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

Students who lack entry level skills in Math, English, Science, etc., will be provided related studies tutorial.
This program requires a minimum of 850 minutes per semester hour.

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

CULINARY ARTS

Advisor: B. Warr

Major Code: CUV

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

FALL			**SPRING**		
CUT 1114	Culinary Principles I	4	CUT 1124	Culinary Principles II	4
CUT 2223	Menu Plan. & Facilities Design	3	CUT 1134	Principles of Baking	4
HRT 1123	Intro Hospitality/Tourism Industry	3	CUT 2314	American Regional Cuisine	4
HRT 1214	Sanitation and Safety	4	HRT 2613	Hospitality Supervision	3
HRT 1224	Restaurant/Catering Operation	4	HRT 2623	Hospitality Human Resource Management	3
Total		**18**			**18**

TOTAL PROGRAM 36

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

INDUSTRIAL MAINTENANCE TRADES

Two-Year Certificate
Advisor: E. Walker
Major Code: IMV

The Industrial Maintenance Mechanics curriculum is designed to prepare students for entry-level employment as multi-skilled maintenance mechanics. Industrial maintenance mechanics are responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing process. Students receive basic instruction in a wide variety of areas including machinery installation, maintenance, and troubleshooting/repair; principles of hydraulics and pneumatics; hand and power tools and basic machining operations; fundamentals of piping and pipefitting; as well as industrial safety, math and measurement and Blue Print Reading. Students are encouraged to improve their skills in Applied Math, Reading, and Locating Information.

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

FRESHMAN

FALL		
IMM 1112	Industrial Maintenance Safety	2
IMM 1122	Industrial Maintenance Math and Measurements	2
IMM 1132	Industrial Maintenance Blueprint Reading and Sketching	2
IMM 1213	Industrial Hand Tools and Mechanical Components	3
IMM 1224	Power Tools Application	4
Total		**13**

SPRING		
IMM 1314	Principles of Hydraulic and Pneumatic Equipment	4
IMM 1415	Pump and Valve Operations	5
IMM 1515	Equipment Installation and Alignment	5
		14

SOPHOMORE

FALL		
BOT 1133	Microcomputer Applications	3
IMM 1615	Principles of Piping and Hydro-Testing	5
IMM 1813	Industrial Electricity	3
IMM 2114	Equipment Maintenance Troubleshooting and Repair	4
Total		**15**

SPRING		
IMM 1734	Industrial Maintenance Welding and Metals	4
IMM 1823	Advanced Industrial Electricity	3
IMM 1913	Special Projects in Industrial Electricity	3
WBL 2913	Work-Based Learning	3
		13

TOTAL PROGRAM 55

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

OFFICE SYSTEMS TECHNOLOGY

Advisor: B. DeShazer, K. Hollins
Major Code: OST

Successful completion of the first year of the Office Systems Technology program entitles a student to receive an Office Assistant certificate. Career choices include office assistant, records clerk, data entry clerk and customer service person

FRESHMAN YEAR

FALL		
BOT 1213	Personal and Professional Development	3
BOT 1313	Applied Business Math	3
BOT 1713	Mechanics of Communication	3
BOT 1113	Document Formatting & Production	3
	*BOT Introduction to Keyboarding 1013	
BOT 1133	Microcomputer Applications	3
BOT 1413	Records Management	3
LLS 1311	Orientation	1
Total		**19**

SPRING		
BOT 1433	Business Accounting **or** ACC 1213 Principles of Accounting I	3
BOT 2813	Business Communication	3
BOT 1123	Keyboard Skillbuilding	3
BOT 1143	Word Processing	3
BOT 1813	Electronic Spreadsheet	3
		15

TOTAL PROGRAM 34

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

RESIDENTIAL CARPENTRY

One-Year Certificate
Advisor: L. Barrett
Major Code: RCV

Residential Carpentry is an instructional program designed to prepare students for entry level into the residential carpentry trade. The residential carpentry program offers learning experiences in blueprint reading, estimating, building, installing, and repairing structural units. Students are encouraged to improve skills in Reading, Applied Math, and Locating Information.

FALL			**SPRING**		
BOT 1133	Microc Applications	3	CAV 1245	Ceiling and Roof Framing	5
CAV 1116	Foundations	6	CAV 1316	Interior Finish and Cabinet Making	6
CAV 1133	Blueprint Reading	3	CAV 1413	Roofing	3
CAV 1236	Floor and Wall Framing	6	CAV 1513	Exterior Finishing	3
CAV 1511	Related Studies for Residential Carpentry	1			
Total		**19**			**17**

TOTAL PROGRAM 36

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

RESIDENTIAL CARPENTRY

Two-Year Certificate
Advisor: L. Barrett
Major Code: RCV

Residential Carpentry is an instructional program designed to prepare students for entry level into the residential carpentry trade. The residential carpentry program offers learning experiences in blueprint reading, estimating, building, installing, and repairing structural units. Students are encouraged to improve skills in Reading, Applied Math, and Locating Information.

FRESHMAN

FALL			**SPRING**		
BOT 1133	Microcomputer Applications	3	CAV 1245	Ceiling and Roof Framing	5
CAV 1116	Foundations	6	CAV 1316	Interior Finish and Cabinet Making	6
CAV 1133	Blueprint Reading	3			
CAV 1236	Floor and Wall Framing	6	CAV 1413	Roofing	3
CAV 1511	Related Studies for Residential Carpentry	1	CAV 1513	Exterior Finishing	3
Total		**19**			**17**

SOPHOMORE

FALL			**SPRING**		
CAV 2913	Special Problems in Carpentry	3	CAV 2113	Principles of Multi-Family and Light Commercial Construction	3
DDT 1114	Fundamentals of Drafting	4	CAV 2926	Supervised Work Experience	6
DDT 1213	Construction Materials	3	DDT 2243	Cost Estimating	3
WBL 2913	Work Based Learning	3			
Total		**13**			**12**

TOTAL PROGRAM 61

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

WELDING AND CUTTING

Advisor: H. Striplin, Jr.

Major Code: WLD

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

FALL		
WLV 1116	Shld. Metal Arc Welding I	6
WLV 1143	Flux Cored Arc Welding	3
WLV 1171	Safety, Inspect. & Test Princ.	1
WLV 1226	Shld. Metal Arc Welding II	6
WLV 1232	Draw. & Weld. Symbol Inter.	2
WLV 1511	Related Studies	1
Total		**19**

SPRING		
WBL 1913	Work Based Learning I	3
WLV 1124	Gas Metal Arc Welding	4
WLV 1136	Gas Tungsten Arc Welding	6
WLV 1314	Cutting Process	4
WLV 1911	Special Prob Welding	1
		18

TOTAL PROGRAM 37