TECHNICAL DEGREE AND CERTIFICATE OF COMPLETION PROGRAMS OF STUDY

DIVISION OF CAREER AND 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, a Technical Certificate or a Career 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 and 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 and Technical certificate program requirements 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 AND TECHNICAL PROGRAMS/ACTIVITIES

ADVANCED PLACEMENT

Coahoma Community College has two provisions for granting credit: by advanced placement of students and credit by examination.

Articulated Credit for Career and Technical Programs

Coahoma Community College will use the current Statewide Articulation Agreement for Career and Technical Education from the Mississippi State Board of Community and Junior Colleges to grant credit for Career and Technical courses defined in the articulation agreement.

To be eligible for articulated credit, a student must:
1. Meet all College admissions requirements;
2. Be registered as a full-time student in good standing in one of the College's Career or Technical programs;
3. Complete the articulated Secondary Career or;
4. Score 80 percent or higher on the Mississippi Career Planning and Assessment System (MS-CPAS) in their secondary program of study.

To be awarded articulated credit, a student must:
1. Meet with the Career or Technical advisor for the articulated program and request articulated credit, advisor will notify the Dean of Admissions and Records ;
2. Enroll in the College within 18 months of graduation; and
3. Successfully complete 12 non-developmental career, technical or academic credit hours in the corresponding articulated postsecondary Career or Technical program.

How MS-CPAS will be documented:

1. The Research and Curriculum Unit of Mississippi State University will provide the Mississippi State Board for Community and Junior Colleges a list of all secondary Career and Technical students scoring at or above the 80 percent for the articulated programs.
2. The Mississippi State Board for Community and Junior Colleges will forward the list of students eligible for articulated credit to the College.

How will articulated credit be transcripted?
1. Students must complete twelve (12) non-developmental career, technical or academic credit hours in the articulated postsecondary Career or Technical program before the articulated credit is transcript
2. A grade of "Z" is recorded for credit granted. No quality points are granted. Credits granted are not used in computing grade point average.

Cost: No costs will be assessed on hours earned through articulated credit

The student may transfer back to the beginning level course should the student intending to

receive credit under this agreement fail to make satisfactory progress in the next higher
sequential course.

Credit by Examination

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 toward 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.
10. 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.

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.

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 2006, 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. The new act provides for an increased focus on academic achievement of career and technical education students, strengthens connections between secondary and postsecondary education and improves state and local accountability.

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.

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 Work-Based Learning initiatives).
- Guidance services provide assistance to instructors in student recruitment, including recruitment of special population's students.
- Guidance personnel provide services which assist special population's 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.

Coahoma Community College is committed to the success of its students by providing an environment conductive to teaching and learning. To ensure that every student takes full advantage of the educational opportunities, CTE has implemented an Early Alert Referral System. This service allows faculty to refer struggling students in need of assistance to counselors.

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 2913 and BL 2923)

Career and technical students at Coahoma Community College may participate in Work-Based Learning. This course is designed for students in a career or technical program and employed in a parallel workplace environment for a minimum of 15 hours per week. In order to receive three semester hours of credit, the student must work a minimum of 270 hours throughout the semester. These hours are verified with the employer by the Coahoma Work-Based Learning Coordinator. Course content is based upon the specific workplace needs, and specific objectives addressing competent workplace performance. Student progress is organized and monitored through an Educational/Training Agreement. Grade is determined collaboratively by the worksite supervisor and the WBL Coordinator. The student's course grade is based on work performance and evaluation. Should a student not fulfill all paperwork requirements, be laid off, terminated or resigns without officially withdrawing from the program credit will not is granted. Semester hour credit is based on quantity/quality of industry contact hours. Three hours of WBL credit may be applied as technical electives and counted toward the graduation of the career and technical course.

COMPLETION OF CAREER PROGRAMS

Career programs at Coahoma Community College vary in the amount of time required or recommended for normal completion. A career certificate or a technical certificate of completion in all program 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.

TECHNICAL DEGREE PROGRAMS

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 Electronic Systems, Engine Performance, Brakes, Steering and Suspension Systems, Manual Drive Trains and Axles, Automatic Transmissions and Transaxles. Heating and Air Conditioning).

FRESHMAN YEAR

FALL SEMESTER					SPRING SEMESTER		
ATT	1811	Introduction, Safety and Employability Skills	1	ATT	1214	Brakes	4
ATT	1124	Basic Electrical and Electronic Systems	4	ATT	1134	Advanced Electrical and Electronic Systems	4
ATT	1424	Engine Performance I	4	ATT	2334	Steering and Suspension Systems	4
ATT	1715	Engine Repair	5	ATT	2434	Engine Performance II	4
		TOTAL HOURS	14			**TOTAL HOURS**	16

SOPHOMORE YEAR

FALL SEMESTER					SPRING SEMESTER		
ATT	2614	Heating and Air Conditioning	4	SPT	1113	Public Speaking	3
ATT	2444	Engine Performance III	4	ENG	1113	English Comp I	3
ATT	2325	Automatic Transmissions and Transaxle	4			Humanities/Fine Arts	3
ATT	1314	Manual Drive Transmission and Transaxle	4			Social/Behavior Science	3
						Mathematics/Science	3
		TOTAL HOURS	17			**TOTAL HOURS**	15

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

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BARBER/STYLIST TECHNOLOGY
(Leading to A.A.O Degree)
Advisors: J. Nunley, Jr. 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.

FRESHMEN YEAR

FALL SEMESTER

BAV	1118	Basic Practices in Barbering	8
BAV	1218	Fundamental Practices in Barbering I	8
		TOTAL HOURS	16

SPRING SEMESTER

BAV	1318	Fundamental Practices in Barbering II	8
BAV	1418	Intermediate Practices in Barbering I	8
		TOTAL HOURS	16

SOPHOMORE YEAR

FALL SEMESTER

BAV	1518	Intermediate Practices in Barbering II	8
BAV	1618	Advanced Practices in Barbering	8
		TOTAL HOURS	16

SPRING SEMESTER

SPT	1113	Public Speaking	3
ENG	1113	English Composition I	3
		Humanities/Fine Arts	3
		Social/Behavior Science	3
		Math/Natural Science	**3**
		TOTAL HOURS	15

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 & 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.

FRESHMEN YEAR

FALL SEMESTER

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
		TOTAL HOURS	**15**

SPRING SEMESTER

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 HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

BOT	1443	Advanced Business Accounting **or**	
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 HOURS	**15**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts	3
		Social/Behavior Science	3
		Math/Natural Science	3
		TOTAL HOURS	**15**

Additional Graduation Requirements: 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 & 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...

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
BOT	1113	Document Formatting and Production	3	BOT	1143	Word Processing	3
BOT	1133	Microcomputer Applications	3	BOT	1313	Applied Business Math	3
BOT	1213	Personal and Professional Development	3	BOT	1813	Electronic Spreadsheet	3
BOT	1433	Business Accounting	3	BOT	1413	Records Management	3
BOT	1713	Mechanics of Communication	3	BOT	2813	Business Communication	3
		TOTAL HOURS	**15**			**TOTAL HOURS**	**15**

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
BOT	2413	Computerized Accounting	3	ENG	1113	English Composition I	3
BOT	1513	Machine Transcription	3	SPT	1113	Public Speaking	3
BOT	2323	Database Management	3			Humanities/Fine Arts	3
BOT	2723	Administrative Office Procedures	3			Social/Behavior Science	3
BOT	2833	Integrated Computer Applications	3			Math/Natural Science	3
		TOTAL HOURS	**15**			**TOTAL HOURS**	**15**

Additional Graduation Requirements: 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.

BRICK, BLOCK, AND STONE MASONRY
(Leading to an A.A.S. Degree)
Advisor: N. Mitchell, Sr.
CODE: BBA

Program Description: 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

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
BBV	1114	Brick Block Laying	4	BBV	1425	Advanced Block Laying	5
BBV	1214	Masonry Construction	4	BBV	1524	Advanced Brick Laying	4
BBV	1223	Masonry Math, Estimating		CAV	1113	Foundations	3
		and Blue Print Reading	3	CAV	1133	Blue Print Reading	3
BBV	1313	Tools Equipment & Safety	3	CTE	1511	Computational Math	
		TOTAL HOURS	14			and Reading	
						Comprehension	1
						TOTAL HOURS	16

SOPHOMORE YEAR

FALL SEMESER				SPRING SEMESTER			
BBV	1623	Chimney and Fireplace		SPT	1113	Public Speaking	3
		Construction	3	ENG	1113	English Composition I	3
BBV	1723	Arch Construction	3			Humanities/Fine Arts	3
BBV	1823	Steps, Patios, and Brick Floors	3			Social/Behavior Science	3
DDT	1213	Construction Materials	3			Math/Natural Science	3
DDT	2243	Cost Estimating	3				
		TOTAL HOURS	15			**TOTAL HOURS**	15

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 an 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, 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 the 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.

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
ABT	1143	Structural Analysis and Damage Repair I	3	ABT	1233	Non-Structure Analysis and Damage Repair II	3
ABT	1223	Non-Structure Analysis and Damage Repair I	3	ABT	1453	Mechanical and Electrical Components II	3
ABT	1443	Mechanical and Electrical Components I	3	ABT	1323	Refinishing II	3
ABT	1313	Refinishing I	3	ABT	2163	Structure Analysis and Damage Repair III	3
ABT	1153	Structure Analysis and	3				
ABT	2243	Non-Structure Analysis	3	ABT	2243	Non-Structure Analysis and Damage Repair III	3
		TOTAL HOURS	**15**			**TOTAL HOURS**	**15**

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
ABT	2333	Refinishing III	3	SPT	1113	Public Speaking	3
ABT	2173	Structural Analysis and Damage Repair IV	3	ENG	1113	English Composition I	3
ABT	2253	Non-Structure Analysis and Damage Repair IV	3			Humanities/Fine Arts	3
ABT	2343	Refinishing IV	3			Social/Behavior Science	3
WBL	2913	Work Based Learning **or**				Math/Natural Science	3
BOT	1013	Introduction to Keyboarding	3				
		TOTAL HOURS	**15**			**TOTAL HOURS**	**15**

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

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.

FRESHMAN YEAR

FALL SEMESTER

COV	1122	Cosmetology Orientation	2
COV	1245	Cosmetology Science I	5
COV	1426	Hair Care I	6
COV	1522	Nail Care I	2
COV	1622	Skin Care I	2
		TOTAL HOURS	**17**

SPRING SEMESTER

COV	1255	Cosmetology Sciences II	5
COV	1436	Hair Care II	6
COV	1532	Nail Care II	2
COV	1632	Skin Care II	2
COV	1722	Salon Business I	2
		TOTAL HOURS	**17**

SOPHOMORE YEAR

FALL SEMESTER

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 HOURS	**12**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts	3
		Social/Behavior Science	3
		Math/Natural Science	3
		TOTAL HOURS	**15**

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.

EARLY CHILDHOOD EDUCATION TECHNOLOGY
(Leading to an A.A.S. Degree)
Advisors: 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 instructions, 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.

FRESHMEN YEAR

FALL SEMESTER

CDT	1214	Child Development I	4
CDT	1113	Early Childhood Profession	3
CDT	1343	Child Health and Safety	3
CDT	1313	Creative Arts for Young Children	3
CDT	2713	Social Studies, Math, and Science for Young Children	3
		TOTAL HOURS	**16**

SPRING SEMESTER

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 HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

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 Child	2
		TOTAL HOURS	**15**

SPRING SEMESTER

SPT	1113	Public Speaking	3
ENG	1113	English Composition I	3
		Humanities/Fine Arts	3
		Social/Behavior Science	3
		Math/Natural Science	3
		TOTAL HOURS	**15**

Additional Graduation Requirement: Any student (first-time, transfer, ad 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. A student who lacks entry-level skills in math, English, science, etc. will be provided related studies.

Completion of CDT 1213, CDT 1113 and CDT 1343 courses proved 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 experiences 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*

ELECTRONICS & RELATED ENGINEERING TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION
(Leading to an A.A.S. Degree)
Advisors: T. Newson and C. Davis
CODE: CSA

Program Description: 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.

FRESHMEN YEAR

FALL SEMESTER

CST	1123	Basic Computer Hardware	3
CST	1114	Basic Electronics	4
CST	1333	Operating Systems	3
IST	1134	Fundamentals of Data Communication	4
		TOTAL HOURS	**14**

SPRING SEMESTER

CST	2113	Computer Servicing Lab I	3
CST	1223	Network Components	3
CST	2123	Computer Servicing Lab II	3
CPT	1113	Fundamentals of Microcomputer Applications	3
EET	1214	Digital Electronics	4
		TOTAL HOURS	**16**

SOPHOMORE YEAR

FALL SEMESTER

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 HOURS	**15**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts	3
		Social/Behavior Science	3
		Math/Natural Science	**3**
		TOTAL HOURS	**15**

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.

HEALTH-CARE DATA TECHNOLOGY
MEDICAL BILLING AND CODING TECHNOLOGY
(Leading to an A.A.S. Degree)
Advisor: E. Furdge
CODE: HAD

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.

FRESHMAN YEAR

FALL SEMESTER

BOT	1313	Applied Business Mathematics	3
BOT	1713	Mechanics of Communication	3
BOT	1113	Document Formatting and Production	3
BOT	1613	Medical Office Terminology I	3
BOT	2743	Medical Office Concepts	3
BOT	1133	Microcomputer Applications	3
		TOTAL HOURS	**15**

SPRING SEMESTER

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
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

BOT	2523	Medical Machine Transcription	3
BOT	2643	CPT Coding	3
BOT	2653	ICD Coding	3
BOT	2663	Advanced Coding	3
BOT	2673	Medical Insurance Billing	3
		TOTAL HOURS	**15**

SPRING SEMESTER

SPT	1113	Public Speaking	3
ENG	1113	English Composition I	3
BIO	2513	Human Anatomy and Physiology I	3
BIO	2511	Human Anatomy and Physiology I Lab	1
		Humanities/Fine Arts	3
		Social/Behavior Science	3
		TOTAL HOURS	**16**

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 Graduate 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.

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION
(Leading to an 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.

FRESHMEN YEAR

FALL SEMESTER

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
		TOTAL HOURS	16

SPRING SEMESTER

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 HOURS	14

SOPHOMORE YEAR

FALL SEMESTER

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 HOURS	15

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts	3
		Social/Behavior Science	3
		Math/Natural Science	3
		TOTAL HOURS	15

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.

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION
(Leading to an A.A.S. Degree)
Advisor: B. Warr
CODE: HRA

Program Description: The Hotel and Restaurant Management Technology concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers 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 certification from the Educational Institute of 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.

FRESHMEN YEAR

FALL SEMESTER

HRT	1123	Introduction to the Hospitality and Tourism Industry	4
HRT	1214	Sanitation and Safety	4
HRT	1224	Restaurant and Catering Operations	4
BOT	1313	Applied Business Mathematics	3
		TOTAL HOURS	**14**

SPRING SEMESTER

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 HOURS	**16**

SOPHOMORE YEAR

FALL SEMESTER

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**	3
HRT	2913	Supervised Work Experience in Hotel Restaurant Management	3
		TOTAL HOURS	**15**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts	3
		Social/Behavior Science	3
		Math/Natural Science	3
		TOTAL HOURS	**15**

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. Instructor Approved Electives.

INDUSTRIAL MAINTENANCE TECHNOLOGY
(Leading to an A.A.S. Degree)
Advisor: E. Walker, Jr.
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, 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.

FRESHMEN YEAR

FALL SEMESTER

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 to Keyboarding	3
		TOTAL HOURS	**15**

SPRING SEMESTER

IMM	1614	Principle of Piping and Hydro Testing	4
IMM	1734	Maintenance Welding and Metals	4
IMM	1823	Advanced Industrial Electricity	3
IMM	1723	Structural Repair	3
CTE	1511	Computational Math and Reading Comprehension	1
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

IMM	2114	Equipment Maintenance Trouble Shooting Repair	4
IMM	1314	Principles of Hydraulics and Pneumatics	4
IMM	1514	Equipment Installation and Alignment	4
WBL	2913	Work Based Learning	3
		TOTAL HOURS	**15**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts	3
		Social/Behavior Science	3
		Math/Natural Science	3
		TOTAL HOURS	**15**

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 TECHNOLOGY
(Leading to an 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.

FRESHMAN YEAR

FALL SEMESTER

CAV	1116	Foundations	6
CAV	1133	Blueprint Reading	3
CAV	1236	Floor Wall Framing	6
		TOTAL HOURS	**15**

SPRING SEMESTER

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	Computational Math and Reading Comprehension	1
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

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 HOURS	**15**

SPRING SEMESTER

SPT	1113	Public Speaking	3
ART	1113	Humanities and Fine Arts	3
		Social/Behavior Science	3
ENG	1113	English Composition I	3
MAT	1113	Mathematics/Science	3
		TOTAL HOURS	**15**

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.A.S. Degree)
Advisor: H. Striplin, Jr.
CODE: WLA

Program Description: The Welding and Cutting 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 Are Cutting (PAC), Carbon Arc Cutting, Oxy Fuel Cutting, and Gas Tungsten Arc Welding (GTAW).
Electives are available in advanced levels of Welding and Cutting.

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER			
WLV	1114	Shielded Arc Welding I	4	WLV	1135	Gas Tungsten Arc Welding	5
WLV	1225	Shielded Arc Welding II	5	WLV	1124	Gas Metal Arc Welding	4
WLV	1232	Drawing and Welding Symbol Interpretation	2	WLV	1314	Cutting Processes	4
WLV	1172	Welding Safety, Inspection and Testing Principles	2	CTE	1511	Computational Math and Reading Comprehension	1
WLV	1143	Flux Cored Arc Welding	3				
		TOTAL HOURS	**16**			**TOTAL HOURS**	**14**

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
WLV	1154	Pipe Welding	4	SPT	1113	Public Speaking	3
WLV	1253	Advanced Pipe Welding	3	ENG	1113	English Composition I	3
WLV	1163	Gas Metal Arc Aluminum Welding	3			Humanities/Fine Arts	3
WLV	1912	Special Projects in Arc Welding	2			Social/Behavior Science	3
WBL	2923	Work-Based Learning	3			Math/Natural Science	3
		TOTAL HOURS	**15**			**TOTAL HOURS**	**15**

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.

CAREER CERTIFICATES

AUTOMOTIVE TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: A. Cain
CODE: AMT

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 Electronic Systems, Engine Performance, Brakes, Steering and Suspension Systems, Manual Drive Trains and Axles, Automatic Transmissions and Transaxles. Heating and Air Conditioning). Automotive Technology may be taught as a technical certificate program.

FRESHMAN YEAR

FALL SEMESTER

ATT	1811	Introduction, Safety and Employability Skills	1
ATT	1124	Basic Electrical and Electronic Systems	4
ATT	1424	Engine Performance I	4
ATT	1715	Engine Repair	5
		TOTAL HOURS	**14**

SPRING SEMESTER

ATT	1214	Brakes	4
ATT	1134	Advanced Electrical and Electronic Systems	4
ATT	2334	Steering and Suspension Systems	4
ATT	2434	Engine Performance II	4
		TOTAL HOURS	**16**

SOPHOMORE YEAR

FALL SEMESTER

ATT	2614	Heating and Air Conditioning	4
ATT	2444	Engine Performance III	4
ATT	2325	Automatic Transmissions and Transaxle	5
ATT	1314	Manual Drive Transmission And Transaxle	4
		TOTAL HOURS	**17**

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

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 Electronic Systems, Engine Performance, Brakes, Steering and Suspension Systems, Manual Drive Trains and Axles, Automatic Transmissions and Transaxles, Heating and Air Conditioning). Automotive Technology may be taught as a career certificate program.

FRESHMAN YEAR

FALL SEMESTER

ATT	1811	Introduction, Safety and Employability Skills	1
ATT	1124	Basic Electrical and Electronic Systems	4
ATT	1424	Engine Performance I	4
ATT	1715	Engine Repair	5
		TOTAL HOURS	**14**

SPRING SEMESTER

ATT	1214	Brakes	4
ATT	1134	Advanced Electrical and Electronic Systems	4
ATT	2334	Steering and Suspension Systems	4
ATT	2434	Engine Performance II	4
		TOTAL HOURS	**16**

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

BARBER/STYLIST TECHNOLOGY
(Leading to a Technical Certificate)
Advisors: J. Nunley, Jr. and R. Thomas
CODE: BAT

Program Description**: 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.

FRESHMEN YEAR

FALL SEMESTER					**SPRING SEMESTER**			
BAV	1118	Basic Practices in Barbering	8		BAV	1318	Fundamental Practice in Barbering II	8
BAV	1218	Fundamental Practices in Barbering I	8		BAV	1418	Intermediate Practices in Barbering I	8
		TOTAL HOURS	16				**TOTAL HOURS**	16

SOPHOMORE YEAR

FALL SEMESTER			
BAV	1518	Intermediate Practices in Barbering II	8
BAV	1618	Advanced Barbering	8
		TOTAL HOURS	16

BARBER/STYLIST TECHNOLOGY
(Leading to an Instructor Training Certificate)
Advisors: J. Nunley, Jr. and R. Thomas
CODE: BAI

Program Description: The instructional program prepares individuals to teach others to cut, perm, and color, relax, and style hair. Student instructors will also learn to teach proper administration of facials, straight razor shaves, as well as, the significance of hygiene, sanitation, safety, skin and scalp diseases, and equipment sterilization. Finally, this program prepares individuals to teach others in the completion of the course qualifies students for the Mississippi State Board of Barber Examiners instructor licensing examination.

This curriculum is designed for students who currently hold a valid Mississippi Barber License. Student instructors who do not have two years active experience must complete a minimum of 1000 hours of the instructor training program, while those who have two or more active years of experience must complete a minimum of 600 hours of the program. The curriculum complies with the standards of the Mississippi State Board of Barber Examiners, and successful completion of the program qualifies students for the State Licensing examination for barber instructors.

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
BAV	2217	Barber Instructor Training Training I	7	BAV	2237	Barber Instructor Training III	7
BAV	2227	Barber Instructor Training II	7	BAV	2247	Barber Instructor Training IV	7
		TOTAL HOURS	14			**TOTAL HOURS**	14

An instructor Training Certificate will be awarded upon completion of all required Technical Certificate courses and the required instructor courses in the Barber/Stylist program.

BUSINESS & 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. Accounting Technology may be taught as a technical certificate program.

FRESHMEN YEAR

FALL SEMESTER				**SPRING SEMESTER**			
BOT	1113	Document Formatting and Production	3	BOT	2413	Computerized Accounting	3
BOT	1133	Microcomputer Applications	3	BOT	1143	Word Processing	3
BOT	1213	Personal & Professional Development	3	BOT	1313	Applied Business Math	3
BOT	1433	Business Accounting **or**		BOT	1813	Electronic Spreadsheet	3
ACC	1213	Principles of Accounting I	3	BOT	2813	Business Communication	3
BOT	1713	Mechanics of Communication	3				
		TOTAL HOURS	**15**			**TOTAL HOURS**	**15**

SOPHOMORE YEAR

FALL SEMESTER			
BOT	1443	Advanced Business Accounting **or**	
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 HOURS	**15**

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

BUSINESS & 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. Accounting Technology may be taught as a career certificate program.

FRESHMEN YEAR

FALL SEMESTER					**SPRING SEMESTER**			
BOT	1113	Document Formatting and Production	3		BOT	2413	Computerized Accounting	3
BOT	1133	Microcomputer Applications	3		BOT	1143	Word Processing	3
BOT	1213	Personal & Professional Development	3		BOT	1313	Applied Business Math	3
BOT	1433	Business Accounting **or**			BOT	1813	Electronic Spreadsheet	3
ACC	1213	Principles of Accounting I	3		BOT	2813	Business Communication	3
BOT	1713	Mechanics of Communication	3					
		TOTAL HOURS	**15**				**TOTAL HOURS**	**15**

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

BUSINESS & 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. Office Systems Technology may be taught as a technical certificate program.

FRESHMAN YEAR

FALL SEMESTER

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
		TOTAL HOURS	**15**

SPRING SEMESTER

BOT	1413	Records Management	3
BOT	1143	Word Processing	3
BOT	1313	Applied Business Math	3
BOT	1813	Electronic Spreadsheet	3
BOT	2813	Business Communication	3
		TOTAL HOURS	**15**

SOPHOMORE YEAR

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
		TOTAL HOURS	**15**

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 time 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).

BUSINESS & 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. Office Systems Technology may be taught as a career certificate program.

FRESHMAN YEAR

FALL SEMESTER

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**
		TOTAL HOURS	**15**

SPRING SEMESTER

BOT	1413	Records Management	3
BOT	1143	Word Processing	3
BOT	1313	Applied Business Math	3
BOT	1813	Electronic Spreadsheet	3
BOT	2813	Business Communication	**3**
		TOTAL HOURS	**15**

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 time 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).

BRICK, BLOCK, AND STONE MASONRY
(Leading to a Technical Certificate)
Advisor: N. Mitchell, Sr.
CODE: BBT

Program Description: 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. Brick, Block and Stone Masonry Technology may be taught as a technical certificate program

FRESHMEN YEAR

Fall SEMESTER				**SPRING SEMESTER**			
BBV	1313	Tools, Equipment, and Safety	3	CAV	1113	Foundations	3
BBV	1114	Brick and Block Laying	4	CAV	1133	Blueprint Reading	3
BBV	1214	Masonry Construction	4	BBV	1524	Advanced Brick Laying	4
BBV	1223	Masonry Math, Estimating		BBV	1425	Advanced Block Laying	5
		and Blueprint Reading	3	CTE	1511	Computational Math and Reading Comprehension	1
		TOTAL HOURS	**14**			**TOTAL HOURS**	**16**

SOPHOMORE YEAR

Fall SEMESTER			
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 HOURS	**15**

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

BRICK, BLOCK, AND STONE MASONRY
(Leading to a Career Certificate)
Advisor: N. Mitchell, Sr.
CODE: BBC

Program Description: 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. Brick, Block and Stone Masonry Technology may be taught as a career certificate program

FRESHMEN YEAR

FALL SEMESTER

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
		TOTAL HOURS	**14**

SPRING SEMESTER

CAV	1113	Foundations	3
CAV	1133	Blueprint Reading	3
BBV	1524	Advanced Brick Laying	4
BBV	1425	Advanced Block Laying	5
CTE	1511	Computational Math and Reading Comprehension	1
		TOTAL HOURS	**16**

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

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, 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 the 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. Collision Repair Technology may be taught as a technical certificate program

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
ABT	1143	Structural Analysis and Damage Repair I	3	ABT	1233	Non-Structure Analysis and Damage Repair II	3
ABT	1223	Non-Structure Analysis and Damage Repair I	3	ABT	1453	Mechanical and Electrical Components II	3
ABT	1443	Mechanical and Electrical Components I	3	ABT	1323	Refinishing II	3
ABT	1313	Refinishing I	3	ABT	2163	Structure Analysis and Damage Repair III	3
ABT	1153	Structure Analysis and Damage Repair II	3	ABT	2243	Non-Structure Analysis and Damage Repair III	**3**
		TOTAL HOURS	**15**			**TOTAL HOURS**	**15**

SOPHOMORE YEAR

FALL SEMESTER			
ABT	2333	Refinishing III	3
ABT	2173	Structural 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**	
BOT	1013	Introduction Keyboarding	3
		TOTAL HOURS	**15**

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

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 the 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. Collision Repair Technology may be taught as a career certificate program

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
ABT	1143	Structural Analysis and Damage Repair I	3	ABT	1233	Non-Structure Analysis and Damage Repair II	3
ABT	1223	Non-Structure Analysis and Damage Repair I	3	ABT	1453	Mechanical and Electrical Components II	3
ABT	1443	Mechanical and Electrical Components I	3	ABT	1323	Refinishing II	3
ABT	1313	Refinishing I	3	ABT	2163	Structure Analysis and Damage Repair III	3
ABT	1153	Structure Analysis and Damage Repair II	**3**	ABT	2243	Non-Structure Analysis and Damage Repair III	**3**
		TOTAL HOURS	15			**TOTAL HOURS**	15

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

COSMETOLOGY

(Leading to a Technical Certificate)
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.

FRESHMEN

FALL SEMESTER				**SPRING SEMESTER**			
COV	1122	Cosmetology Orientation	2	COV	1255	Cosmetology	
COV	1245	Cosmetology Science I	5			Sciences II	5
COV	1426	Hair Care I	6	COV	1436	Hair Care II	6
COV	1522	Nail Care I	2	COV	1532	Nail Care II	2
COV	1622	Skin Care I	2	COV	1632	Skin Care II	2
				COV	1722	Salon Business I	2
		TOTAL HOURS	17			**TOTAL HOURS**	17

SOPHOMORE YEAR

FALL SEMESTER

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 HOURS	**12**

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
(Leading to a Teacher Training Certificate)
Advisor: S. Hicks
CODE: COI

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

It is recommended that students complete 12 semester hours of college level education as approved by the Mississippi State Board of Cosmetology before enrolling in the Cosmetology Teacher Training Option. These hours must be completed before a student will be allowed to take the cosmetology instructor licensing examination. More information concerning these hours can be obtained from the Mississippi State Board of Cosmetology. The curriculum is designed for students who have at least two years active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license. The curriculum complies with the standards of the Mississippi State Board of Cosmetology and the requirement for 750 contact hours for students.

FRESHMEN YEAR

FALL SEMESTER				**SPRING SEMESTER**			
COV	2816	Teacher Training I	6	COV	2836	Teacher Training III	6
COV	2826	Teacher Training II	6	COV	2846	Teacher Training IV	6
		TOTAL HOURS	**12**			**TOTAL HOURS**	**12**

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

EARLY CHILDHOOD EDUCATION TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: 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 instructions, 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. Early Childhood Education Technology may be taught as a technical certificate program.

FRESHMAN YEAR

FALL SEMESTER

CDT	1214	Child Development I	4
CDT	1113	Early Childhood Profession	3
CDT	1343	Child Health and Safety	3
CDT	1313	Creative Arts for Young Children	3
CDT	2713	Social Studies, Math, and Science for Young Children	3
		TOTAL HOURS	**16**

SPRING SEMESTER

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 HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

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 Child	2
		TOTAL HOURS	**15**

Completion of CDT 1213, CDT 1113 and CDT 1343 courses proved 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 experiences 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*

EARLY CHILDHOOD EDUCATION TECHNOLOGY
(Leading to a Career Certificate)
Advisor: 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 instructions, 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. Early Childhood Education Technology may be taught as a career certificate program

FRESHMAN YEAR

FALL SEMESTER

CDT	1214	Child Development I	4
CDT	1113	Early Childhood Profession	3
CDT	1343	Child Health and Safety	3
CDT	1313	Creative Arts for Young Children	3
CDT	2713	Social Studies, Math, and Science for Young Children	3
		TOTAL HOURS	**16**

SPRING SEMESTER

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 HOURS	**15**

Completion of CDT 1213, CDT 1113 and CDT 1343 courses proved 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 experiences 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*

ELECTRONICS & RELATED ENGINEERING TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION
(Leading to a Technical Certificate)
Advisors: T. Newson and C. Davis
CODE: CNT

Program Description: 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. Computer Servicing Technology may be taught as a technical certificate program

FRESHMEN YEAR

FALL SEMESTER

CST	1123	Basic Computer Hardware	3
CST	1114	Basic Electronics	4
CST	1333	Operating Systems	3
IST	1134	Fundamentals of Data Communication	4
		TOTAL HOURS	**14**

SPRING SEMESTER

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 HOURS	**16**

SOPHOMORE YEAR

FALL SEMESTER

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 HOURS	**15**

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

ELECTRONICS & RELATED ENGINEERING TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION
(Leading to a Career Certificate)
Advisors: T. Newson and C. Davis
CODE: CSC

Program Description: 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. Computer Serving Technology may be taught as a career certificate program

FRESHMEN YEAR

FALL SEMESTER

CST	1123	Basic Computer Hardware	3
CST	1114	Basic Electronics	4
CST	1333	Operating Systems	3
IST	1134	Fundamentals of Data Communication	4
		TOTAL HOURS	**14**

SPRING SEMESTER

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 HOURS	**16**

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

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. Health Care Data Technology may be taught as a technical certificate program

FRESHMAN YEAR

FALL SEMESTER

BOT	1313	Applied Business Mathematics	3
BOT	1713	Mechanics of Communication	3
BOT	1113	Document Formatting and Production	3
BOT	1613	Medical Office Terminology I	3
BOT	2743	Medical Office Concepts	3
		TOTAL HOURS	**15**

SPRING SEMESTER

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 HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

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 HOURS	**15**

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

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. Health Care Data Technology may be taught as a career certificate program

FRESHMAN YEAR

FALL SEMESTER

BOT	1313	Applied Business Mathematics	3
BOT	1713	Mechanics of Communication	3
BOT	1113	Document Formatting and Production	3
BOT	1613	Medical Office Terminology I	3
BOT	2743	Medical Office Concepts	3
BOT	1133	Microcomputer	
		TOTAL HOURS	**15**

SPRING SEMESTER

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 Applications	3
		TOTAL HOURS	**15**

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

HOSPITALITY & 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 the lab classes. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association. Culinary Arts Technology may be taught as a technical certificate program

FRESHMEN YEAR

FALL SEMESTER

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
		TOTAL HOURS	16

SPRING SEMESTER

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 HOURS	14

SOPHOMORE YEAR

FALL SEMESTER

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 HOURS	15

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

HOSPITALITY & 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. Culinary Arts Technology may be taught as a career certificate program

FRESHMEN YEAR

FALL SEMESTER

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	
CUT	1513	Garde Manger	3
		TOTAL HOURS	16

SPRING SEMESTER

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 HOURS	14

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

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 Technology 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 Hospitality Operations. In Addition, students completing this program will eligible to obtain ServSafe Sanitation certification form the National Restaurant Association. Hotel and Restaurant Management Technology may be taught as a technical certificate program.

FRESHMEN YEAR

FALL SEMESTER

HRT	1123	Introduction to Hospitality Tourism Industry	3
HRT	1214	Sanitation and Safety	4
HRT	1224	Restaurant and Catering Operations	4
BOT	1313	Applied Business Mathematics	3
		TOTAL HOURS	**14**

SPRING SEMESTER

HRT	1114	Culinary Principles I	4
HRT	2613	Hospitality Supervision	3
HRT	2623	Hospitality Human Resource Management	3
HRT	2233	Food Beverage Control	3
HRT	1413	Rooms Division Management	3
		TOTAL HOURS	**16**

SOPHOMORE YEAR

FALL SEMESTER

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**	
HRT	2913	Supervised Work Experience in Hotel Restaurant Management	3
		TOTAL HOURS	**15**

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

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 Technology 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 Hospitality Operations. In Addition, students completing this program will eligible to obtain ServSafe Sanitation certification form the National Restaurant Association. Hotel and Restaurant Management Technology may be taught as a career certificate program

FRESHMEN YEAR

FALL SEMESTER

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
		TOTAL HOURS	14

SPRING SEMESTER

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 HOURS	16

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

INDUSTRIAL MAINTENANCE TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: E. Walker, Jr.
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, 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. Industrial Maintenance Technology may be taught as a technical certificate program

FRESHMEN YEAR

FALL SEMESTER

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 to Keyboarding	3
		TOTAL HOURS	**15**

SPRING SEMESTER

IMM	1614	Principle of Piping and Hydro Testing	4
IMM	1734	Maintenance Welding and Metals	4
IMM	1823	Advanced Industrial Electricity	3
IMM	1723	Structural Repair	3
CTE	1511	Computational Math and Reading Comprehension	1
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

IMM	2114	Equipment Maintenance Trouble Shooting and Repair	4
IMM	1314	Principles of Hydraulics and Pneumatics	4
IMM	1514	Equipment Installation and Alignment	4
WBL	2913	Work Based Learning	3
		TOTAL HOURS	**15**

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

INDUSTRIAL MAINTENANCE TECHNOLOGY
(Leading to a Career Certificate)
Advisor: E. Walker, Jr.
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, 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. Industrial Maintenance Technology may be taught as a career certificate program

FRESHMEN YEAR

FALL SEMESTER					SPRING SEMESTER			
IMM	1112	Industrial Maintenance Safety	2		IMM	1614	Principle of Piping and Hydro Testing	4
IMM	1122	Industrial Math and Measurements	2		IMM	1734	Maintenance Welding and Metals	4
IMM	1132	Industrial Maintenance Blueprint Reading	2		IMM	1823	Advanced Industrial Electricity	3
IMM	1213	Industrial Hand Tools and Mechanical Components 3			IMM	1723	Structural Repair 3	
IMM	1813	Industrial Electricity for Industrial Maintenance	3		CTE	1511	Computational Math and Reading Comprehension	3
BOT	1013	Introduction to Keyboarding	3					
		TOTAL HOURS	**15**				**TOTAL HOURS**	**15**

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

RESIDENTIAL CARPENTRY TECHNOLOGY
(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. Residential Carpentry Technology may be taught as a technical certificate program

FRESHMAN YEAR

FALL SEMESTER

CAV	1116	Foundations	6
CAV	1133	Blueprint Reading	3
CAV	1236	Floor and Wall Framing	6
		TOTAL HOURS	**15**

SPRING SEMESTER

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	Computational Math and Reading Comprehension	1
		TOTAL HOURS	**15**

SOPHOMORE YEAR

FALL SEMESTER

DDT	1213	Constructional 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 Keyboarding	3
		TOTAL HOURS	**15**

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

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ESIDENTIAL CARPENTRY TECHNOLOGY
(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. Residential Carpentry Technology may be taught as a career certificate program

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER		
CAV	1116	Foundations	6	CAV	1413	Roofing	3
CAV	1133	Blueprint Reading	3	CAV	1513	Exterior Finishing	3
CAV	1236	Floor and Wall Framing	6	CAV	1313	Interior Finishing and Cabinetmaking	3
				CAV	1245	Ceiling and Roofing Framing	5
				CTE	1511	Computational Math and Reading Comprehension	1
		TOTAL HOURS	15			**TOTAL HOURS**	15

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

WELDING AND CUTTING TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: H. Striplin, Jr.
Code: WLT

Program Description: The Welding and Cutting 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 Are Cutting (PAC), Carbon Arc Cutting, Oxy Fuel Cutting, and Gas Tungsten Arc Welding (GTAW). Electives are available in advanced levels of Welding and Cutting. Welding and Cutting Technology may be taught as a technical certificate program

FRESHMAN YEAR

FALL SEMESTER

WLV	1114	Shielded Arc Welding I	4
WLV	1225	Shielded Arc Welding II	5
WLV	1232	Drawing and Welding Symbol Interpretation	2
WLV	1172	Welding Safety, Inspection and Testing Principles	2
WLV	1143	Flux Cored Arc Welding	3
		TOTAL HOURS	**16**

SPRING SEMESTER

WLV	1135	Gas Tungsten Arc Welding	5
WLV	1124	Gas Metal Arc Welding	4
WLV	1314	Cutting Processes	4
CTE	1511	Computational Math and Reading Comprehension	1
		TOTAL HOURS	**14**

SOPHOMORE YEAR

FALL SEMESTER

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
WBL	2923	Work-Based Learning	3
		TOTAL HOURS	**15**

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

WELDING AND CUTTING TECHNOLOGY
(Leading to a Career Certificate)
Advisor: H. Striplin, Jr.
Code: WLC

Program Description: The Welding and Cutting 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 Are Cutting (PAC), Carbon Arc Cutting, Oxy Fuel Cutting, and Gas Tungsten Arc Welding (GTAW). Electives are available in advanced levels of Welding and Cutting. Welding and Cutting Technology may be taught as a career certificate program

FRESHMAN YEAR

FALL SEMESTER

WLV	1114	Shielded Arc Welding I	4
WLV	1225	Shielded Arc Welding II	5
WLV	1232	Drawing and Welding Symbol Interpretation	2
WLV	1172	Welding Safety, Inspection and Testing Principles	2
WLV	1143	Flux Cored Arc Welding	<u>3</u>
		TOTAL HOURS	**16**

SPRING SEMESTER

WLV	1135	Gas Tungsten Arc Welding	5
WLV	1124	Gas Metal Arc Welding	4
WLV	1314	Cutting Processes	4
CTE	1511	Computational Math and Reading Comprehension	<u>1</u>
		TOTAL HOURS	**14**

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