

*Coahoma
Community
College*

2021-2023 College Catalog

3240 Friars Point Road
Clarksdale, MS 38614
662-627-2571
www.coahomacc.edu

*Coahoma Community College reserves the right to amend or change policies and procedures
herein when necessary*

ACCREDITATION

Coahoma Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Arts Degree, Associate of Applied Science Degree and Certificates. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Coahoma Community College.

Health Sciences programs' continuing accreditation depends on the continued accreditation of the parent campus, Coahoma community College.

ACCREDITATION OF HEALTH SCIENCE PROGRAMS

The Associate Degree Nursing Program is fully accredited by the Mississippi Board of Trustees of State Institutions of Higher Learning, 3825 Ridgewood Road, Jackson, Mississippi 39211. Telephone Number: 601-432-6493. The Associate Degree Nursing Program has initial accreditation with the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road, Suite 850, Atlanta, Georgia, 30326. Telephone Number: 1-404-975-5000 (phone); 1-404-975-5020 (fax); www.acenursing.org (web).

The Practical Nursing Program is accredited by the Mississippi Community College Board, 3825 Ridgewood Road, Jackson, MS 39211. Telephone Number: (601) 432-6518.

The Polysomnography Technology Associate Degree Program is accredited by the Commission on Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL, 33763, phone number (727) 210-2350, fax number (727) 210-2356, www.caahep.org.

The Coahoma Community College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
(727) 210-2350
www.caahep.org

The Respiratory Care Technology Program, CoARC program number 200582, awarding the Associate in Applied Science degree from Coahoma Community College in Clarksdale, MS is accredited by the Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com).

Commission on Accreditation
For Respiratory Care
1248 Harwood Road

Bedford, Texas 76021-4244

(817) 283-2835

MEMBERSHIP

The American Association of Community and Junior Colleges

Mississippi Association of Colleges

The Mississippi Community/Junior College Association

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ACADEMIC CALENDAR

Fall Semester 2021

August 9 - 10	Mon. – Tues.	Faculty Return/Professional Development Conference
August 11-13	Wed. – Fri.	Registration/Dormitories Open
August 16	Monday	Day and Evening Classes Begin/Late Registration Begins
August 23	Monday	MSVCC (online) Full – Semester/ First 8- week Classes Begin
August 26	Monday	Online Classes Begin for Full Session and First 8-week session
August 27	Friday	Last Day to Register for Day and Evening Classes
September 6	Monday	Labor Day Holiday
September 7	Tuesday	Last Day to Drop Class Without Receiving a grade
Sept.29- Oct. 1	Wed. – Fri.	Mid- Term Examinations for Day & Evening Classes
October 6	Wednesday	Mid-Term Grades due/ Early registration for Spring begins
October 11 – 12	Mon. – Tues.	Fall Break
October 15	Friday	Last Day to Remove Incompletes “I” from Previous Semester
October 18	Monday	2 nd Week MSVCC (online) courses begin
November 19	Friday	Last Day to Withdraw and Receive a “W”
November 22-26	Mon. – Fri.	Thanksgiving Holidays
November 29	Monday	Classes Resume

Dec. 1-3	Wed – Fri.	Final Examinations for Day Students
Nov. 29 –Dec. 2	Mon.- Thur.	Final Examinations for Evening Students
December 6	Monday	Final Grades Due/ Last Day for Faculty
December 8	Wednesday	Campus Closes at Noon for Christmas Holidays

Spring Semester 2022

January 5	Wednesday	Faculty & Staff Return/ Professional Development
January 6-7	Thurs. – Fri.	Registration/ Dormitories Open
January 10	Monday	Day/ Evening Classes Begin/ Late Registration Begins
January 17	Monday	Martin Luther King, Jr. Holiday
January 18	Tuesday	Classes Resume/ 1 st 8 – wk. Online Classes Begin
Feb. 28 – March 2	Mon. – Wed.	Midterm Examinations
March 4	Friday	Midterm Grades Due
March 7 -11	Mon. – Fri.	Spring Break
March 14	Monday	Classes Resume/ 2 nd 8-wk Online Classes Begin
April 15- 18	Fri. - Mon	Easter Break
April 19	Tuesday	Classes Resume
April 25 – April 28	Mon.-Thurs.	Final Examinations

May 2	Monday	Grades Due by 4 p.m. in the registrar's Office
May 7	Saturday	Graduation/ Commencement Exercises at 10:00 a.m.
May 7	Saturday	Last Day for 9 – month Academic Faculty
March 27	Friday	Last Day to Withdraw from Online Full Session/Remove Incomplete “I” Grades from the Fall Semester

SUMMER TERM I 2022

May 30	Monday	Memorial Day Holiday Break
May 31	Tuesday	Summer Main Campus Registration
June 1	Wednesday	Classes begin / Late Registration Fee Applies MSVCC (online) classes begin
June 3	Friday	Last Day to Drop a Class Without Receiving a Grade
June 9	Thursday	Midterm Exams
June 20	Monday	Juneteenth Holiday Day Break
June 24	Friday	Final Examinations/ Grades due by 4:00 p.m. in the Registrar's Office

SUMMER TERM II 2022

June 27	Monday	Registration
June 28	Tuesday	Classes Begin/ Late Registration Begins
July 1-4	Friday - Monday	Fourth of July Holiday Break
July 5	Tuesday	Classes Resume/ Last Day for Summer School Registration
July 11	Monday	Last Day to Drop a Class Without Receiving a Grade
July 13	Wednesday	Midterm Examinations
July 27	Wednesday	Final Examinations
July 28	Thursday	Grades due by 4:00 p.m. in the Registrar's Office

GENERAL INFORMATION

MISSION STATEMENT

Coahoma Community College is a two-year, accredited, public, comprehensive institution of higher learning committed to serving as a catalyst for community and economic development in the rural, Northwest Mississippi Delta region and beyond. The college provides accessible, diverse, quality, equitable educational opportunities and support services that foster holistic growth in a student-centered learning environment. The college is committed to preparing students for college or university transfer and entry into a skilled workforce.

COAHOMA COMMUNITY COLLEGE GOALS

1. Provide academic transfer programs that parallel with the first two years of college/university programs.
2. Provide career and technical education programs that prepare students to enter the job market or transfer to a college or university.
3. Meet the needs of area businesses and industries by providing workforce-training programs.
4. Empower students with the necessary tools to maximize their potential by providing a network of support services and activities.
5. Utilize emerging instructional technology by providing innovative learning opportunities for students.
6. Address community and economic development needs within the service area by developing and sustaining partnerships with public and private agencies.
7. Initiate new programs or complement existing programs by securing and sustaining federal, state, and local funding.
8. Support cultural enrichment programs and activities.
9. Ensure institutional effectiveness by planning, assessing, and evaluating all activities and programs.
10. Promote and support a culture of health and wellness on campus that extends to the surrounding communities and schools.

COAHOMA COMMUNITY COLLEGE BOARD OF TRUSTEES

Rev. Dennis Hawkins, Chairperson
Rev. Bennie Brown, Vice Chairperson
Ms. Devona Jones Chambers, Secretary
Attorney Cynthia Mitchell
Rev. Alvis Pryor Mr.
David Williams
DeVoyce C. Morris
Dr. Mary F. Dear-
Moton
Attorney Stephen
Brandon, Board
Attorney

BOARD OF SUPERVISORS COAHOMA COMMUNITY COLLEGE DISTRICT

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Eddie Meeks

TUNICA COUNTY

Michael E. Johnson Jr..
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McKinley Daley

James Dunn
Phillis V. Williams

Non-Discrimination Statement

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Taneshia T. Turner as Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, MS 38614, Phone: (662) 621-4853, Email: tyoung@coahomacc.edu.

Accommodations for Students with Disabilities and Related Laws

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

Any student enrolling in Coahoma Community College with a documented disability, who requests accommodations, must first provide a current evaluation of the disability from a medical professional. This documentation, which is required by federal guidelines, will remain on file in the office of the ADA/Section 504/Title IX Coordinator.

Section 504 of the Rehabilitation Act of 1973 obligates the College, as a recipient of federal financial assistance, to assure that qualified persons with disabilities are not excluded from programs and services on the basis of their disability.

The **Americans with Disabilities Act of 1990**, which covers all public entities and "places of public accommodation," reinforces this obligation, including the requirement to make reasonable accommodations in policies and practices to accommodate the limitations of individuals with disabilities. Services or benefits may not be provided to individuals with disabilities through programs that are separate or different unless the separate programs are necessary to ensure equally effective benefits and services.

The **Americans with Disabilities Act of 2008** revises the definition of "disability" to more broadly encompass impairments that substantially limit a major life activity. The amended language also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies and supplies (other than eyeglasses and contact lenses) have no bearing in determining whether a disability qualifies under the law. Changes also clarify coverage of impairments that are episodic or in remission that substantially limit a major life activity when active, such as epilepsy or post-traumatic stress disorder. The amendments took effect January 1, 2009.

HISTORY OF COAHOMA COMMUNITY COLLEGE

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

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

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

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

During its history, Coahoma Community College and Agricultural High School has been headed by eight superintendents and five presidents: M. L. Strange, 1924-25; J. M. Mosley, 1924-29; J. W. Addison, 1929-37; J. B. Wright, 1937-45; B. F. McLaurin, 1945-66; J. E. Miller, 1966-79; McKinley C. Martin, 1980-92; and Vivian M. Presley, 1992-2013. With her appointment as superintendent/president on January 6, 1992, Presley became the first female to head Coahoma Community College and Agricultural High School and the first woman to head a community/junior college in the state of Mississippi. Incumbent Dr. Valmadge Towner was named Coahoma Community College's fifth president to join an esteemed group of college leaders, July 2013.

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

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

OFFICE OF RESEARCH, ASSESSMENT AND STRATEGIC PLANNING

The purpose of the Office Research, Assessment and Strategic Planning to provide Coahoma Community College's decision makers with accurate and useful research, assessment and planning services, and accreditation compliance activities that support the College's mission and improve the quality and effectiveness of Coahoma Community College. The Office of Research, Assessment and Strategic Planning is responsible for providing leadership and oversight to the research, planning, assessment, and accreditation activities of Coahoma Community College. This office provides leadership and oversight to these activities by:

1. Organizing Strategic Planning Council meetings and overseeing the review and evaluation of the institution's mission statement and Strategic Plan;
2. Organizing Assessment Committee meetings and overseeing the review and evaluation of the Annual Reports for Coahoma Community College's educational programs, administrative support programs, educational support programs, and community/public service programs;
3. Organizing Program Review Committee meetings and overseeing program reviews for Coahoma Community College's Academic, Health Services, Career-Technical, Administrative, and Educational Support Services;
4. Organizing Substantive Change and overseeing the review of institutional changes and the implementation of the institution's Substantive Change Policy;
5. Coordinating the administration of college-wide surveys including the development, analysis, and the dissemination of results;
6. Coordinating the administration of student evaluations of instructors including the development, analysis, and the dissemination of results;
7. Coordinating the administration of performance reviews of employees;
8. Ensuring that compliance with accreditation requirements for Southern Association of Colleges and Schools Commission on Colleges is incorporated into the planning and evaluation processes of the institution;
9. Coordinating the preparation of the annual profiles and any other reports requested by the of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC);
10. Coordinating the preparation of annual IPEDS data as well as other data required by state, regional, and federal agencies;
11. Coordinating the preparation of Performance Profile data required by the Mississippi Legislature;
12. Assisting the QEP Director, QEP Team committees with the planning, budgeting, assessing, marketing, and reporting of the institution's Quality Enhancement Plan;
13. Developing, analyzing, and disseminating annual planning and evaluation documents to the institution's decision-makers (See Annual Publications);
14. Providing leadership for sponsored and federal programs.
15. Performing additional duties as assigned by the President.

The Office of, Assessment and Strategic Planning is located in the Charles F. Reid Sponsored Programs Building.

LOCATION OF INSTITUTION

The main campus of Coahoma Community College is located in Coahoma County north of the city of Clarksdale, MS. Coahoma is easily accessible from four major highways: U.S. 61, U.S. 49, MS. 6, and MS. 1. The 99- acre campus lies in an agrarian setting along Friars Point Road near the Mississippi River, which forms the western boundary of Coahoma County. Coahoma Community College provides educational services throughout its five-county service area at nine off-campus locations.

OFF-CAMPUS LOCATIONS

CHARLESTON SITE

Charleston High School
310 North Cossar Avenue
Charleston, MS 38921

MARKS SITE

Quitman County Vocational Center
1501 Martin Luther King Drive
Marks, MS 38646

MOUND BAYOU SITE

J.F. Kennedy High School
204 N Edwards Avenue
Mound Bayou, MS 38762

ROESDALE SITE

West Bolivar High School
505 N Main Street
Rosedale, MS 38769

TUNICA SITE

Tunica Middle School
2486 US-61 N 2110 East
Tunica, MS 38676

SHAW SITE

McEvans Middle School
601 Highway 61 N
Shaw, MS 38773

WEBB SITE

West Tallahatchie High School
2110 US Highway 49 East
Webb, MS 38966

ROBERT G. "BRICK" MASON HEALTH SCIENCES BUILDING

901 Ohio Street
Clarksdale, MS 38614

NED GATHWRIGHT WORKFORCE DEVELOPMENT CENTER

510 Sunbelt Drive
Clarksdale, MS 38614



COLLEGE ADMISSIONS

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

The Director of Admissions and Records receives and processes all general applications, evaluates credentials, and issues statements relative to admission of applicants. Academic, technical, and career students may enter at the beginning of either of the two semesters or at the beginning of the summer school terms. Application forms may be secured from the Office of Admissions and Records or from the college website.

GENERAL ADMISSIONS REQUIREMENTS

The following three (3) requirements are general admissions requirements and must be completed by all students desiring admission to Coahoma Community College:

1. **APPLICATION** Each applicant is required to submit a completed application for admission. This application can be obtained by contacting the Office of Admissions and Records or on the Admissions website at <http://www.coahomacc.edu/admissions/index.html>.
2. **TRANSCRIPTS** A first-time entering student seeking admission to the college should provide an official transcript bearing the principal's signature, date of graduation and school seal. Students who have passed the General Education Test must submit an official transcript of the General Education Diploma (GED) scores. Students who have attended other institutions of higher learning must submit official college and/or military transcripts from ALL institutions attended.
3. **ACT SCORES** Students seeking admission to the academic and technical programs are required to take the American College Test (ACT) and request that the results be sent to the Office of Admissions and Records. A student cannot be admitted to an academic or technical program unless the ACT scores are on file in the Admissions and Records Office. First-time enrolled students 21 years of age and older are not required to take the ACT unless they are planning to enter into a specific program that requires it, such as the Practical Nursing, Respiratory Care, Associate Degree Nursing, Paramedic, and Polysomnography Program.

Each applicant is notified of his admission status upon completion of the admissions application process.

All admissions requirements must be submitted to the Office of Admissions and Records. In order for an applicant to receive a "Notice of Acceptance," all admissions material must be on file in the Office of Admissions and Records.

CATEGORIES OF ADMISSION

- **Regular admission** indicates that a student has satisfactorily fulfilled all admission requirements.
- **Transfer student admission** is designed for students who have satisfactorily completed coursework from another accredited college or university.

TRANSFER STUDENTS

A transfer student is defined as one who has satisfactorily completed coursework from another accredited college or university. Students transferring to Coahoma Community College are required to meet all admission requirements listed in the College Catalog.

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

See the Student Records section of the Catalog for the Transfer Credit Policy.

For Health Science programs, see the Health Science Transfer Policy under Program Specific Admissions.

HOME SCHOOL STUDENT REQUIREMENTS

The application of a student graduating from a home school program will be referred to the Admissions Committee and will be considered on an individual basis. A homeschooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed affidavit and a written recommendation from one of the above persons. All other admission requirements must also be met which includes ACT scores, and social security card. The committee will make a recommendation to the appropriate instructional dean (Dean of Academic Affairs, Dean of Career & Technical Education or Dean of Health Sciences) regarding enrollment status.

INTERNATIONAL STUDENT REQUIREMENTS

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

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

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

VETERANS REQUIREMENTS

Admission requirements for veterans or eligible persons are the same as for regular admission students. Veterans and other eligible persons must meet all general admission requirements and provide the Office of Admissions and Records with documented evidence of all previous education and training prior to being admitted and certified to the Veteran's Administration. Veterans who intend to utilize GI benefits cannot be admitted to the college under special admission status and be eligible to receive financial benefits under the GI Bill. Veterans or veteran dependents are required to report to the Office of Admissions and Records after registering.

In accordance with the Mississippi Code 37-103-25, Coahoma Community College shall charge tuition at the in-state tuition rate for a student who is a veteran as defined by the Title 38 of the United States Code, or a person entitled to education benefits under Title 38 of the United States Code.

READMISSION OF FORMER STUDENTS

A former student who was not in attendance the semester prior to the one for which he/she wishes to be enrolled is required to submit an application for admission. A student in attendance the semester immediately preceding the semester for which he/she wishes to be enrolled does not need to submit an application for admission. A student readmitted will return to the same academic status, unless he/she has earned additional college credits to alter his/her status. Any former student who has attended another college after leaving Coahoma Community College will be required to provide the Office of Admissions and Records with an official transcript from that college. Students returning after academic suspension will be allowed to register in (15) semester hours only. An Academic Restart Policy is available for students who have not attended a post-secondary institution in the past five years and who meet the specific qualifications. For more information on this policy, see Academic Restart Policy in the Academic Policies section of this College Catalog.

STUDENT RESIDENCY

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

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

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

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

PROGRAM-SPECIFIC ADMISSIONS

CAREER AND TECHNICAL REQUIREMENTS

High school diploma or satisfactory scores on the General Education Development (GED) test are required in all programs.

DUAL ENROLLMENT REQUIREMENTS

Academic Eligibility

1. To be eligible for the High Achievers Academy Dual Enrollment Program, a high school student must meet the following criteria:
 - a. Have earned 14 Core Carnegie Units as listed as defined in Appendix B of the Mississippi Public School Accountability Standards.
 - b. Have a minimum high school GPA of 3.0.
 - c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

OR

- a. Have a minimum composite ACT score of 30 or the equivalent SAT score
- b. Have a minimum high school GPA of 3.0.
- c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

Career and Technical Education Eligibility

2. To be eligible for the High Achievers Dual Enrollment Scholars Program, a high school student must meet the following criteria:
 - a. Have Junior or Senior classification
 - b. Have a minimum high school GPA of 2.0.
 - c. Obtain an unconditional written recommendation from his/her high school administrator/counselor or CTE instructor.

Placement Procedures

3. Certain college-level courses require certain placement scores (ACT) for enrollment. While placement procedures may differ based on the program of study, dual enrollment participants are subjected to the same placement requirements as dual-credit and traditional college students. The following placement scores are required for college-level English and Mathematics:
 - a. To enroll in English Composition I, a 17 or above is required on the English sub-test of the ACT.
 - b. To enroll in College Algebra, a 19 or above is required on the Mathematics sub-test of the ACT.

HONOR COLLEGE REQUIREMENTS

The Honors Program is open to all recent high school graduates, freshmen and transfer students. To enroll in the Honors College, you need the following credentials:

- Graduate from the top 5% of your class
- 3.25 Cumulative GPA on a 4.0 scale
- ACT composite score 20 or better or SAT combined score 1200 or better (critical reading + math) for entering freshmen.
- Seeking an Associate of Arts or Associate of Applied Science degree
- Sophomores who have satisfied admission requirements will automatically qualify for enrollment.
- Have met all other requirements for admission to Coahoma Community College

Admission Requirements

1. Submit copy of high school transcript or college transcripts of previous colleges attended (if you have already submitted transcripts & test scores to this Admissions Office, it is not necessary to send a second copy).
2. Submit copy of ACT/SAT test scores.
3. Submit two letters of recommendation: 1) high school teacher /counselor or college administrator
2) community leader.
4. Provide a 500-word profile essay; computer generated, typed doubled-space using 12-point font.

To qualify for admission to the Coahoma Community College Honors College, be sure you have included your Honors College Application, profile essay, two letters of recommendation, transcript(s) and test score(s).

ASSOCIATE DEGREE NURSING

The following must be completed by March 31 to be considered for admission:

LPN TO ADN TRACK ONLY

1. Must be LPN with an unencumbered Mississippi license
2. Complete General Admission Requirements for Coahoma Community College (must have 2 official transcripts of all schools and colleges attended, one for the college and one for the ADN Program).
3. Obtain an associate degree nursing admission packet and complete all required forms.
4. Have a minimum composite ACT score of 18 or Institutional Higher Learning requirements.
5. BIO 2513, BIO 2511, BIO 2523, and BIO 2521 (Anatomy & Physiology Lectures/Labs) and BIO 2923, BIO 2921 (Microbiology Lecture/Lab) must have been taken within seven (7) years.
6. Complete all pre-requisite courses by May of the academic year for which applying unless approved by the director.
7. Have a minimum cumulative grade point average at least 2.5 on all pre-requisite courses, with a grade of at least a “C” in all course work.
8. Successfully complete a pre-entrance exam (application must be completed before scheduling for exam)
9. Once accepted, show evidence of completion of required immunizations which include:
 - Positive serology of immunity to varicella (chicken pox) or immunization
 - Complete or started Hepatitis B vaccination series or proof of immunity, tetanus, a two-step TB skin test, and a flu shot in the fall.
 - Criminal background check.
 - State issued photo identification and social security card.
 - CPR certification from American Heart Association for health care providers which is current for two years and maintained until graduation.
 - Pass a drug and alcohol screen and any other requirements by clinical facilities
 - A completed physical exam signed by a primary care provider
10. Present evidence of an unencumbered license to practice as an LPN in Mississippi.
11. Present employer verification of at least six to nine months of continuous employment as a LPN.

PROGRAM PROGRESSION

Students admitted to the Associate Degree Nursing Program must maintain a “C” or a 77 course average in all nursing courses in order to progress in the program.

PARAMEDIC PROGRAM

The following must be completed to be considered for admission to the Paramedic Program:

1. Complete all General Admission Requirements for Coahoma Community College.
2. A completed CCC application
3. High school transcript or GED
4. Have an ACT with a score of 16 or higher
5. Social Security card and immunization record
6. Must have a minimum of a “C” (2.0) in any college coursework attempted
7. Must have Anatomy & Physiology I with a grade of “C” or better (2.0)
8. Be a NREMT upon admission and become Mississippi certified upon acceptance
9. Must pass an NREMT basic knowledge and skills assessment test with a grade of 80%
10. Must pass a state and federal criminal background check
11. Once accepted into the Program the student must show the following requirements the students own expense and are due no later than the first week in August before the first class begins:
 - a. Attend a health science enrichment camp in the summer prior to beginning of classes.
 - b. Physical examination according to specific form (included in the admission packet).
 - c. Evidence of vaccine or proof of titer for Hepatitis B, Varicella, and two-step TBskin test.
 - d. Current tetanus vaccination within 10 years.
 - e. American Heart CPR certification for healthcare providers current for two years and maintained until graduation.

PROGRAM PROGRESSION

Students admitted to the Associate Degree Paramedic Program must maintain a grade of “C” (2.0) or an overall average of 80 in all coursework and pass all clinical components to progress in the Program.

POLYSOMNOGRAPHY TECHNOLOGY

The following must be completed by June 15 to be considered for admission in the odd years and October 30 in the even years applying for admission to the Polysomnography program:

1. Complete General Admission Requirements for Coahoma Community College
2. Have a minimum composite ACT score of 16.
3. Complete Anatomy and Physiology I and II with a grade of “C” or higher in each course within the last seven (7) years.
4. Once accepted, show evidence of completion of required immunizations which includes but is not limited to:
 - a. Positive serology of immunity to Varicella (chicken pox) or immunization
 - b. Complete or started Hepatitis B vaccination series

5. Once accepted, completion of a physical exam signed by a primary care provider.
6. Once accepted, the program director will arrange BLS/CPR (American Heart Health Provider), criminal background checks, and drug screening

POLYSOMNOGRAPHY TECHNOLOGY PROGRAM PROGRESSION

Students admitted to the Polysomnography Technology Program must maintain a grade of “C” or an 80% course average and pass all clinical requirements to progress in the program.

PRACTICAL NURSING

The following must be completed by May 1:

1. Complete General Admission Requirements for Coahoma Community College.
2. Completed CCC Practical Nursing application printed from www.coahomacc.edu –Click on Health Sciences then Practical Nursing.
3. Documentation of an ACT. ACT requires a minimum composite of 17 with a 14 in both reading and math.
4. Two letters of recommendation.
5. Complete a pre-entrance exam.
6. Must have a minimum 2.0 cumulative grade point average for college courses taken.
***Any courses taken after acceptance into the Practical Nursing Program will be calculated into the cumulative GPA. If your GPA falls below a 2.0, your acceptance for admission will be withdrawn.**
7. Signed nursing program performance standards for admission and progression.
8. Signed drug policy understanding.
9. Once accepted into the program, the following documents are required to be submitted to Health Sciences:
 - Physical examination according to the specified form included in the acceptance letter.
 - Evidence of (2) MMRs
 - Varicella (chickenpox) immunization completed or started **or** varicella (chick- pox) blood titer. Declaration of having varicella (chicken pox) will **not** be accepted.
 - Hepatitis B (3) vaccinations, or hepatitis titer (positive laboratory result), or declination of Hepatitis B (PN form must be used to decline Hepatitis).
 - Current adult tetanus shot within 10 years.
 - Two-step TB skin test. (Step 1: The student will receive a TB skin test, and it will be read. Step 2: As directed by the clinic, the student will return to receive another TB skin test, and it will be read).
 - CPR certification from American Heart Association for health care providers which is current for two years. This must be maintained until graduation.
 - Copy of picture ID.
 - Criminal background check will be scheduled by Health Sciences.
 - Drug screen will be scheduled by Health Sciences.
 - An influenza vaccination will be required in the fall prior to clinical.

PROGRAM PROGRESSION

Students admitted to the Practical Nursing Program must maintain a “C” or an 80 course average in all nursing courses and pass all clinical requirements to progress in the program.

NOTE: For Associate Degree Nursing and Practical Nursing: The Mississippi Board of Nursing may deny a license to persons when proof exists that such person has been party to certain acts or conditions. The following is a summary of these acts and conditions that may affect a new graduate

seeking initial licensure (For the complete text, please refer to the Mississippi Board of Nursing Practice Law, Section 73-15-29):

1. Fraudulent attempt to obtain a license;
2. A conviction of a crime or moral turpitude;
3. Addiction to or dependence on alcohol or other habit-forming drugs;
4. Evidence of a physical, mental or emotional condition that renders them unable to perform nursing duties with reasonable skill and safety;
5. Been party to conduct that would constitute a crime as defined in Title 97 of the Mississippi Code of 1972;
6. Engagement in conduct likely to deceive, defraud or harm the public;
7. Violation of any provisions of the Mississippi Nursing Law.

RESPIRATORY CARE

The following must be completed by May 15 to be considered for admission to the Respiratory Care Program:

1. Complete General Admission Requirements for Coahoma Community College
2. Have a minimum composite ACT score of 17.
3. Complete all prerequisite courses as specified for the Respiratory Care program prior to the August semester of the academic year applying for.
4. Have a minimum cumulative grade point average of 2.0 for any attempted college courses.
5. Once accepted, show evidence of completion of required immunizations which include:
 - Positive serology of immunity to Varicella (chicken pox) or immunization (2)
 - Complete or started Hepatitis B vaccination series
 - TB skin Test (2 steps)
 - MMR
 - Adult TD
 - Hep C vaccinations
 - Flu vaccination
 - Pass Criminal Background Check
6. Once accepted, complete required immunizations and a physical exam signed by a primary care provider.
7. Successfully complete a pre-entrance exam

PROGRAM PROGRESSION

Students admitted to the Respiratory Care Program must maintain a grade of “C” or an 80 course average in all respiratory care courses and pass all clinical requirements to progress in the program.

HEALTH SCIENCE SHORT-TERM CERTIFICATE PROGRAMS

These certificate programs are short-term, entry-level programs that prepare graduates for specific skills and certifications required for employment as a member of the healthcare work force. Students must successfully complete all requirements for a certificate program in order to receive credit for the course. There is no transfer of credit for certificate programs. The following courses/programs are offered **ONLY ON DEMAND**:

- Adult Long-Term Care Nurse Aide (CNA)
- Cardiography (EKG) - Basic
- Emergency Medical Technician (EMT)
- EMT – Refresher Course
- Phlebotomy – Basic

The following must be completed to be considered for admission:

1. Completed CCC admission application
2. Official copy of high school transcript or official GED passing scores
3. Completion of a pre-entrance exam
4. Social Security card
5. After accepted into the program, copy of document showing:
 - MMR
 - Hepatitis B (can complete after entry into program)
 - Positive serology of immunity to Varicella (chicken pox) or immunization
 - Two-step TB skin test
6. Drug screen will be scheduled after admission*
7. Criminal Background will be scheduled*
8. Copy of Driver's License or Photo ID after accepted into the program
9. Must be in good financial standing with Coahoma Community College

*Must pass a criminal background check and drug screen.

EMERGENCY MEDICAL TECHNICIAN – REFRESHER COURSE (EMT-R)

The EMT-Refresher is designed to meet the needs of EMT's in all settings and skill levels required for recertification. Upon completion, the participant will be issued a Certification of Completion. The current course is taught on Saturdays, and includes all topics necessary for NREMT recertification standards.

The following must be completed by the program admission deadline (to be announced-call (662) 621-4041 for updated information on course offerings):

1. Completed application
2. Be eligible for employment as an EMT

HEALTH SCIENCE PROGRAM READMISSION POLICY

1. A student may be considered for readmission to a specific Health Science program **one time only** with the following exception: a student has a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.
2. A student requesting readmission should complete an application for readmissions and complete the Health Sciences' Form "Action for Success".
3. A student requesting readmission to a Health Science program will be reviewed by a program specific committee of the Health Science Division. Consideration will be given on an individual basis but does not guarantee readmission. Students must meet the deadline for applications to the programs.
4. To resume placement in a Health Sciences Associate Degree/Technical Certificate program, currency of knowledge and skill must be demonstrated by achieving a grade of 80% on a comprehensive course specific exam and passing skills performance requirements, as applicable. For Paramedic Associate Degree/Technical Certificate, Polysomnography Associate Degree/Technical Certificate, or Respiratory Care Technology Programs, previous students who have been out of the programs for two years or more must start at the beginning of the program of study with any Health Sciences Courses. This does not include the Associate Degree Nursing Program.
5. Returning associate degree nursing students must achieve a level 2 or higher on course specific ATI proctored exams to resume placement. If unsuccessful in this requirement, the student must retake the course (s). LPN to ADN students that have been out for a year or more must start at the beginning of the program of study (Transitional class in the summer).
6. A student is eligible for one consecutive readmission to the Associate Degree Nursing Program.
7. After a student has been out of the Associate Degree Nursing Program for three (3) years, a student may be considered for readmission for one time only.
8. A student who disagrees with the decision of the Health Science Readmission Committee may follow the Coahoma Community College Student Grievance and Due Process Procedure published in the CCC college catalog.

STUDENT EXPENSES

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

TUITION & FEES

Full Tuition (per semester for full time students).....	\$1,650.00
Tuition (per credit hour for less than full-time students)	\$175.00
Out of State Fee (per semester for full time out of state students).....	\$1,650.00
Out of State Fee (per credit hour for less than full-time out ofstate students)	\$235.00
International Student Fee (per semester for full time international students).....	\$1,650.00
International Student Fee (per credit hour for less than full-time international students)	\$235.00
Publication Fee (per year).....	\$60.00
Technology Fee (per semester).....	\$100.00
Lab Fee (Science Majors).....	\$25.00
Fees for Students Enrolled in Science Courses.....	\$8.00
Career Tech Fee (Career Technology Majors).....	\$25.00
Off-Campus Fee	\$35.00
Audit Fee (per semester hour).....	\$170.00
Transportation Bus/Fee (per semester)	\$475.00
Returned Check Fee	\$40.00
Parking Permit Fee	\$10.00
Online Course Fee (per course).....	\$50.00
Registration Fee (summer terms only).....	\$25.00
Dual Enrollment (4 hour tuition fee).....	\$200.00
Dual Enrollment (3 hour tuition fee).....	\$150.00
Dual Enrollment (1 hour tuition fee).....	\$50.00

DORMITORY AND MEALS

Room Rentals (per semester).....	\$950.00
Board: Seven-Day Meal Plan.....	\$1,510.00
Room/Key Deposit (per semester)	\$100.00

Room/Key Deposit (Summer).....\$25.00

Summer room key deposit is nonrefundable

DEFERRED PAYMENT FOR DORMITORY STUDENTS ONLY

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

LATE REGISTRATION FEE.....\$25.00

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

GRADUATION FEES

The graduation fee is required for all students who are graduating. This fee includes the cost of the degree/certificate and cap/gown rental. The graduation fee is nonrefundable. A student's account must be cleared in the Business Office prior to graduating and/or the release of an official transcript.

REFUND POLICY

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

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

Fall/Spring Term

First Week of Classes 90%

Second Week of Classes..... 75%

Third Week of Classes 50%

Summer Term

First Week of Classes 90%

Second Week of Classes..... 0%

ENROLLMENT LEVEL (PART-TIME/FULL-TIME) and CLASS ATTENDANCE directly

impacts grant and scholarship awards. In turn, the enrollment level and class attendance impacts refund amount. Class withdrawals affect enrollment level and refunds.

If a student withdraws from part of their schedule, a recalculation of all financial aid may be necessary.

If a student withdraws from all classes, financial aid will be recalculated, refunds will be adjusted or canceled, and a repayment of Federal and State funds may be necessary. The immediate repayment of

FEDERAL AID is a possibility when a student completely withdraws or drops out.

DELINQUENT ACCOUNTS

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

REFUND DISBURSEMENTS

Financial aid disbursements are made to students through the business office. When the CCC Bookstore opens for the term, any student whose aid is greater than their balance is allowed to use the remaining aid to purchase books and supplies through the bookstore. Students may opt out of this service by choosing not to go to the CCC bookstore to make purchases. Any aid remaining after purchasing books and/or supplies will be refunded to the student.

BOOKS AND SUPPLIES

Textbooks for courses in the college division may be purchased from the college bookstore. School supplies (paper, pencils, pens, souvenirs, etc.) are also available in the bookstore.

FINANCIAL AID

The Coahoma Community College Financial Aid Office believes that a consistent and equitable approach to the awarding of financial aid will grant students access to a higher education they would otherwise be unable to afford. The Financial Aid Office is located on the first floor of the Vivian M. Presley Administration Building. Students wishing to apply for federal student aid must complete the Free Application for Federal Student Aid (FAFSA) via the internet at www.fafsa.ed.gov.

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

COAHOMA COMMUNITY COLLEGE DOES NOT PARTICIPATE IN FEDERAL FAMILY EDUCATION LOAN PROGRAMS.

SOURCES OF FINANCIAL AID

FEDERAL FUNDS

DURATION OF PELL ELIGIBILITY: Due to the Consolidation Appropriations Act of 2012 (CAA), a student's maximum Pell eligibility is six years (or its equivalent).

Federal Pell Grant – This grant is a federal student aid program designed to provide a foundation of gift aid to students who demonstrate financial need. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or graduate degree.

Federal Supplemental Educational Opportunity Grant (FSEOG) – This grant is a federally sponsored program providing gift aid for those students with exceptional financial need (students with the lowest Expected Family Contributions (EFC)).

Federal Work Study Program (FWS) – Part-time jobs are available on campus for students demonstrating financial need to assist them in meeting their educational expenses. The amount of a student's FWS award depends upon available funds and the student's financial need.

Federal Community Service Work Study Program (FCSWS) – This program is a component of FWS and designed to encourage students to participate in community service activities.

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

REGULATION OF FEDERAL FUNDS REFUND FORMULA FOR TITLE IV FUNDS (FSEOG AND PELL GRANT)

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

ORDER OF RETURN OF TITLE IV FUNDS

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

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants (FSEOG)

TREATMENT OF OVERPAYMENTS

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

PROFESSIONAL JUDGMENT

A financial aid administrator may use professional judgment on a case-by-case basis only to alter the data elements used to calculate the Expected Family Contribution (EFC). A financial aid administrator's decision regarding adjustments are final and cannot be appealed to the Department of Education. If you believe that you have special circumstances that should be taken into account, such as a significant change in income from one year to the next or unusual medical or dental expenses, you should contact the Office of Student Financial Aid.

FINANCIAL AID VERIFICATION REQUIREMENT

If a student is selected for verification by the Department of Education or if the Student Aid Report (SAR) has conflicting information, the Financial Aid Office will verify the information by requesting additional information from the student/parent. The Financial Aid Office recipients of Title IV funds who are selected for verification or whose SAR displays conflicting information should submit the required documents to the Financial Aid Office within (60) days of the date of registration. A recipient who fails to provide required documentation within the specified period may be held responsible for payment of all charges incurred.

The Financial Aid Office will contact all recipients with missing documents via e-mail. The notification will indicate what is required and how to obtain requested information necessary to complete the verification process or resolve conflicting information.

Once the Financial Aid Office receives the requested documentation, if information on the recipient's application warrants correction, the Financial Aid Office will make the necessary corrections. The recipient can also make corrections on-line via the internet at www.fafsa.ed.gov. Recipients must use their username and password to access records online. PLEASE NOTE: If any modifications are made to Student Aid Report (SAR), a new notification will be emailed to the student.

STATE FUNDS

To request an application for any of these Mississippi state funds, access information at the following website: <http://www.msfinancialaid.org/>

Higher Education Legislative Plan (HELP) - Created by the Mississippi Legislature, this program is designed to provide tuition assistance to qualified students whose financial need, as demonstrated by federal student aid eligibility, will not be met with gift aid from other sources. The program provides full tuition to qualified students for up to four years.

Application Dates: October 1 – March 31; Supporting Documents Deadline: April 30.

The Mississippi Resident Tuition Assistance Grant (MTAG) – Created by the Mississippi Legislature this program is designed to provide financial aid assistance to Mississippi residents attending state approved public and nonprofit two-year and four-year eligible colleges and universities. The primary objective of the MTAG is to provide educational opportunities for students who wish to pursue post-secondary education in the state and do not already benefit from federal need-based aid.

Application Dates: October 1 – September 15; Supporting Documents Deadline: October 15 (following September 15 application deadline).

The Mississippi Eminent Scholars Grant (MESG) – Created by the Mississippi Legislature this program is designed to provide financial aid assistance to Mississippi residents attending state approved public and nonprofit two-year and four-year eligible colleges and universities. The primary objective of the MESG is to provide educational opportunities for students who wish to pursue post-secondary education in the state.

Application Dates: October 1 – September 15; Supporting Documents Deadline: October 15 (following September 15 application deadline).

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

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

1. Be admitted to an approved program
2. Apply for a Pell Grant through the Free Application for Federal Student Aid (FAFSA)
3. Register with the Mississippi State Employment Service through the student's local WIN Job Service Center. WIN Job Service determines the eligibility for these funds.

SATISFACTORY ACADEMIC PROGRESS POLICY

Coahoma Community College is required by federal regulations to establish minimum standards of Satisfactory Academic Progress (SAP) to determine a student's eligibility for the following Federal and State Financial Assistance programs:

- ✦ Federal Pell Grant (Pell)
- ✦ Federal Supplemental Educational Opportunity Grant (FSEOG)
- ✦ Federal College Work-Study (FCWS)
- ✦ The Higher Education Legislative Plan (HELP)
- ✦ The Mississippi Eminent Scholars Grant (MESG)
- ✦ The Mississippi Resident Tuition Assistance Grant (MTAG)

Satisfactory academic progress for financial aid purposes requires both a qualitative and quantitative measurement of a student's academic performance.

- *Qualitative Measurement:* A student's academic progress is measured by the cumulative grade point average earned for the number of credit hours attempted.
- *Quantitative Measurement:* A student must make steady progress toward completing the educational goal within a limited period of time. The time frame includes all period(s) of enrollment at Coahoma Community College whether or not a student received financial aid.

Additional Degree: A student seeking a second degree or certificate may be eligible for Title IV funds. The student's timeframe for the additional degree or certificate is "reset" when the student begins a second degree or certificate. For example, if a student requires only 36 additional credits to receive the second associate degree (based on the credits acceptable from the first degree that can be applied to the additional degree), the student's timeframe for the second degree is 54 credit hours (36 x 150% credits = 54 credits).

Change in Major: Credits and grades that **DO NOT** count toward the new major **WILL NOT** be included in the satisfactory progress determination. A student may change his or her major three times at Coahoma Community College. Each time a student changes major or program of study, academic progress is "reset."

Remedial or Developmental Courses: Financial aid will pay for one year's worth of remedial or developmental course work or a maximum of 30 semester credit hours of remedial or developmental coursework. Remedial courses will be calculated in both quantitative and qualitative SAP measures.

The academic progress of students is evaluated at the end of each payment period if the educational program of study is one academic year or less. For all other educational programs of study, students' academic progress is evaluated at the end of each payment period or at least

annually to correlate with the end of a payment period. In order to maintain satisfactory academic progress, students must meet the following conditions:

- ✦ Earn the minimum cumulative grade point average (GPA) based on total hours attempted as outlined in the chart below.
- ✦ Earn the minimum completion rate based on total hours attempted as outlined in the chart below.
- ✦ Unless academically dismissed, students denied federal, state, and institutional aid may continue attending using other aid sources or by funding their education themselves. It is students' responsibility to monitor his or her academic progress and understand requirements to complete their degree according to SAP standards.
- ✦ Complete his or her program of study within a time frame not to exceed 150% of the published length of a program.

Cumulative Hours Attempted	Percentage of Cumulative Hours Attempted That Must Be Passed	Minimum Required SAP GPA
9-16	50%	1.5
17-32	56%	1.7
33-48	62%	1.85
48+	67%	2

Financial Aid Warning

Financial Aid Warning status is assigned to students who fail to meet one or more of the SAP measures indicated above at the conclusion of an academic semester or summer. Students assigned a Financial Aid Warning status will be notified in writing. Students may continue to receive financial aid for one subsequent academic semester or summer despite the determination that students are not making SAP.

Financial Aid Suspension

Financial Aid Suspension status is assigned to students who fail to make SAP at the end of an academic semester or summer following the Financial Aid Warning period; does not fulfill the requirements set forth according to his or her Academic Plan of Study; or Subsequent Degree Certification of Hours Plan when placed on Financial Aid Probation. Students can reestablish SAP eligibility by choosing one of the following options:

Self-Pay – SAP Suspension does not prevent students from registering for classes. However, payment is the responsibility of students and must be made as required by CCC policy.

Private Assistance – Students on SAP Suspension receive private assistance, in the form of scholarship or private loan, per the conditions of the individual donor or lender.

Appeal – See the Appeal Process below.

Notification

The Office of Financial Aid will send a letter to any student who is put on financial aid probation, or a suspension letter to any student who is no longer eligible for financial aid. It is the responsibility of the student to maintain a current address with the Office of the Admissions.

Appeal

If students do not meet SAP after the warning period, an appeal process is available for those students with extenuating circumstances. Students can appeal for reinstatement of Financial Aid by logging into MyCCC to complete the SAP appeal form.

SAP Appeal Limits (3)

The Satisfactory Academic Progress Appeals Committee may grant or deny any SAP appeal. The maximum number of appeals any student may normally have granted during the total of all their enrollment periods at Coahoma is three (3). Each academic “reset” will count as an appeal. Under extreme circumstances, a fourth appeal may be granted, provided that the student has documented proof of the circumstances. In the case of a student who files a fourth appeal, the reasons for the students' three previous appeals will be considered when making a decision. The student’s progress within their academic program will be a determining factor on the rare occasion when a fourth appeal is allowed.

Circumstance(s) that Apply	Required Documentation (must include dates)
Severe illness, medical condition or Injury	Signed and dated letter from physician on office letterhead; legible copy of accident report.
Death of a family member	Death certificate and/or dated obituary from newspaper
Traumatic life-altering event such as fire, hurricane, etc.	Evidence of event, such as insurance claim or FEMA application
Military Assignment or reassignment	A Statement of Service signed by, or by direction of, the adjutant, personnel officer, or commander of your unit or higher headquarters which shows your date of entry on your current active duty period and the duration of time.

A student’s appeal must explain the circumstances that prevented him/her from making SAP and the reasons for the basis of this appeal. The student must address the following:

1. What was the problem?
2. When did the problem occur?

3. How long did the problem last?
4. How did this affect his/her ability to complete coursework?
5. The steps taken to ensure that the minimum standards will be met at the next evaluation

Extenuating circumstances that **will not** be considered in an appeal include, but are not limited to, the following:

- ✦ Complaint about instructor/course/staff/college policy.
- ✦ Failure to study/immaturity.
- ✦ Childcare and/or transportation problems (ex. losing driver's license due to excessive tickets).
- ✦ Failure to read, understand, and follow published Financial Aid and CCC policy.

Students who cannot meet the requirements for an appeal must reestablish

Satisfactory Academic Progress through Reinstatement before regaining eligibility for assistance.

REINSTATEMENT

Any student whose eligibility for financial aid consideration has been terminated due to unsatisfactory academic progress may re-establish eligibility once all satisfactory academic progress standards are met. This work may be at Coahoma or another institution or a combination thereof as long as the courses completed will apply toward the student's degree.

Students who have been suspended from financial aid (including those who have lost financial aid eligibility due to academic suspension) may seek reinstatement by achieving, **without the benefit of the aid from which they have been suspended**, both the cumulative 67 percent completion rate and required cumulative GPA required. Reinstatement may be requested for the term after this occurs.

Student with grade changes, after notifying Student Financial Aid of the grade change, including grades posted for incomplete courses, may regain eligibility should these changes result in satisfactory progress.

A student paying for tuition and fees through alternative funding not related to financial aid funds or sitting out for an academic term will not restore a student's satisfactory academic progress standing. Neither is sufficient to re-establish eligibility for financial aid funds.

PROBATIONARY STATUS

A student who has successfully appealed shall be placed on financial aid probation for one evaluation period. If at the end of the next evaluation period, a student on financial aid probation status:

1. Has met the institution's cumulative grade point average and completion percentage standards, **the student shall be returned to good standing.**
2. Has NOT met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid eligibility under a continued probationary status for one subsequent semester.
3. Has NOT met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student's financial aid shall be suspended immediately upon completion of the evaluation.

GENERAL INFORMATION

Pell Grant: In general, a student must be enrolled in an undergraduate course of study to receive a Pell grant. A student who has received an associate degree or any certificate or diploma below the baccalaureate level and who enrolls in another undergraduate program continues to be considered an undergraduate student until she has completed the curriculum requirements for a first bachelor's degree.

Courses Not Required for Program of Study: A student cannot use courses that are not required in the student's program of study to change enrollment status. For financial aid purposes a student's enrollment status is as follows:

Number of Hours in Program of Study	Enrollment Status
1-5	Less than Half Time
6-8	Half Time
9-11	Three/Fourths Time
12+	Full Time

Repeated Courses: A student may repeat a previously "passed" course only ONE time. For this purpose, passed means any grade higher than an "F". A student may be repeatedly paid for repeatedly failing the same course. Thus, a student may repeat a previously "failed" course. Each attempt at repeating a course will count toward total hours attempted.

Transfer Courses: Transfer credits that count toward a student's current program will be counted as both attempted and completed hours. The grade will be calculated in the grade point average.

Incomplete Courses: Grades of incomplete will remain as "I" for a period of one semester or term. At that point, if the course has not been completed, the "I" becomes an "F." Incomplete courses will be counted toward total hours attempted and will be included in the grade point average.

Withdrawals: Withdrawal courses will be counted toward total hours attempted if a student remains past the add/drop period. Withdrawal courses are not calculated in the grade point average but are calculated in pace of completion.

College withdrawals (officially or unofficially) do not constitute progress and may have an adverse effect on

a student's satisfactory academic progress. A student that withdraws from the college will be placed on academic/financial aid suspension and must successfully appeal before he /she is eligible to have their aid reinstated.

Unofficial Drop (N): An unofficial drop occurs when a student misses 6 consecutive days without officially dropping a class. Students will not receive federal funds for courses in which they have received a grade of (N).

NON-CREDIT, DEVELOPMENTAL COURSES, INCOMPLETES, AUDITS, TRANSFER CREDITS AND COURSE REPEATS

Non-credit courses do not count toward hours attempted or completed. Federal financial assistance cannot be awarded to students who audit or take non-credit courses. However, if the non-credit courses are part of the Developmental Studies the courses do qualify for federal financial assistance. Developmental studies are not considered in the time frame ratio computation. Federal regulations governing students in developmental studies do not allow students to attempt more than 30 equivalent credits in these courses.

An incomplete grade (I) has the same effect as a failing grade (F) with regard to quality points (qualitative measure) and hours attempted (quantitative measure). An audit (AU) has no effect on a student's grade point average (qualitative measure) but is a factor in the total hour's attempted (quantitative measure).

Withdrawals (officially or unofficially) do not constitute progress and may adversely impact a student's satisfactory academic progress. A student that withdraws from the college may be placed on academic/financial aid suspension and must successfully appeal before the student is eligible to have their aid reinstated. -

All transfer credits will be evaluated by the Office of Admissions and Records during the first semester of enrollment. Students may use federal financial assistance to cover the repeat of a course that has not been previously passed. Course repeats will be included in the total hours attempted for the purpose of determining eligibility to receive federal financial assistance.

WITHDRAWAL AND RETURN TO TITLE IV FUNDS (R2T4) POLICY

How a Withdrawal Affects Financial Aid: Title IV (federal) financial aid funds are awarded under the assumption that a student will remain in attendance for the entire period for which the funds were awarded. When a student withdraws from all courses, regardless of the reason, the student may no longer be eligible for the full amount of Title IV funds originally awarded. The return of funds to the federal government is based on the premise that a student earns financial aid in proportion to the length of time during which that student remains enrolled. A pro-rated schedule determines the amount of federal student aid funds students will have earned at the time of full withdrawal. For example, a student who withdraws in the second week of the semester has earned less financial aid than a student who withdraws in the fifth week. Once the 60% point in the semester is reached, a student is considered to have earned all of the financial aid originally awarded and will not be required to return any funds.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Completely withdraws;
- Stops attending before the semester ends;
- Does not complete all modules (mini-sessions) in which the student is enrolled as of the start date of the mini session.

CCC students who receive federal financial aid and who do not remain in attendance through the end of the semester could be responsible for repaying a portion of the financial aid originally received. Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all aid originally received. NOTE: CCC's institutional tuition refund policy is separate from federal regulations to return unearned aid. Receiving a tuition/fee refund from CCC will have no impact on the amount the student must repay to the federal aid programs.

How Earned Financial Aid is Calculated: Financial aid recipients “earn” the aid they originally received by remaining in classes. The amount of federal assistance earned is based on a pro-rated system. Students who withdraw or do not complete all classes in which they were enrolled may be required to return some of the aid originally awarded. CCC is required to determine the percentage of Title IV aid “earned” by the student and return the “unearned” portion to the appropriate federal aid programs. CCC is required to perform this calculation within 30 days of the date the school determines that a student has completely withdrawn. The school must return the funds within 45 days of the calculation. The R2T4 calculation is completed by the Financial Aid Office.

The following explains the formula used to determine the percentage of unearned aid to be returned to the federal government:

- The percent earned is equal to the number of calendar days completed up to the withdrawal date divided by the total number of calendar days in the payment period.
- The payment period for most students is the full, 16-week fall and spring semesters or the full, 8-week summer semester. However, for students enrolled in modules (mini sessions), the payment period only includes those days for the module in which the student is enrolled.
- Breaks of five (5) days or longer are not included in the count of total days in the payment period. Institutional scholarship funds are not subject to the R2T4 policy.

Determination of Withdrawal Date: The withdrawal date used in the R2T4 calculation is the actual last date of attendance as provided by the Registrar. Order of Return to Federal Aid Programs in accordance with federal regulations, unearned aid will be returned to the federal programs in the following order: • Federal Pell Grant • Federal Supplemental Educational Opportunity Grant. Withdrawing prior to the 60% point of a payment period, unless and until a student completes 60% of the term in which financial aid was awarded, the student will be required to return all or part of the financial aid originally awarded for the term.

R2T4 Process:

- A copy of the withdrawal form indicating the last date of attendance, is received in the Financial Aid Office.
- The Financial Aid Office determines the amount of Title IV aid originally awarded and whether it is “disbursed” or “could have been disbursed.”
- The Business Office provides the student’s original tuition and fees and bookstore charges.
- An R2T4 worksheet on the “FAA Access to CPS” site is completed using the above data. The calendar for the payment period will have previously been entered and saved.
- The Financial Aid Office will post the recalculated amount of aid for which the student is eligible (as per the results of the R2T4 worksheet) to the student’s account.
- A copy of the worksheet is maintained in the Financial Aid Office and electronically scanned and made part of the student’s record after the end of the semester.
- CCC will return funds to the federal programs on the student’s behalf and will bill the student.
- The student is responsible for all CCC charges and federal overpayments resulting from an R2T4 calculation.

When a Student Fails to Begin Attendance: If financial aid is processed for a student who never begins attendance in any class for which the student registered in a term, all aid will be canceled. The Registrar provides a “no show” report after the census date of the payment period. This report lists the students and the classes in which they never attended. Financial aid originally awarded is canceled for students who failed to begin attendance in all classes in which they were originally enrolled and is adjusted for those who fail to begin attendance in a portion of the classes in which they were originally enrolled.

When a Student Fails All Classes: If a financial aid recipient who has not officially withdrawn fails to receive a passing grade in at least one class during the term, the Financial Aid Office will determine whether the student actually established eligibility for the aid originally awarded. Instructors are asked to provide information on the student’s attendance. If the student did not begin attendance, or stopped attending during the payment period, the financial aid originally awarded will be canceled or adjusted.

Possible Consequences: Students who owe the Department of Education for an overpayment of Title IV funds are not eligible for any additional federal financial aid until the overpayment is paid in full or payment arrangements are made with the Department of Education. Students who owe CCC because of an R2T4 calculation will be placed on an accounts receivable (AR) hold. They will not be allowed to register for subsequent semesters or receive academic transcripts until the balance is paid. Refer to the Financial Aid Office Satisfactory Academic Progress Policy to determine how a withdrawal impacts aid eligibility. NOTE: This policy is subject to revision without notice based on changes to federal laws and regulations or CCC policies. If changes are made, the student is held to the most current policy. This statement is intended to provide an overview of policies and procedures related to a complicated

and very encompassing regulation. Additional information, including examples of R2T4 calculations, is available in the Financial Aid Office.

SCHOLARSHIPS

Scholarships are presented on the basis of availability and students' eligibility and are made possible through the generosity of individuals, corporations, and organizations. Scholarships, however, may not be available every year due to lack of appropriate funds in individual scholarship accounts.

Three (3) types of scholarships are offered at Coahoma Community College:

1. Activity and Administrative Scholarships are **Institutional Scholarships** and are awarded by Coahoma Community College.
2. **Coahoma Community College awards Athletic Scholarships** according to the requirements established by the National Junior Colleges Athletic Association (NJCAA) and the Mississippi Association of Community and Junior Colleges (MACJC).
3. **Community Scholarships** are made available by generous donations from members of the community. The Scholarship Committee is assigned the responsibility of disbursing these funds.

SCHOLARSHIP POLICIES

1. Students receiving a scholarship must maintain the minimum required grade point average (GPA) (see requirements below) and full-time status (which is a minimum of 15 semester hours during the fall and spring semesters). Failure to maintain specific GPA or failure to maintain a minimum of 15 semester hours for the entire semester will forfeit the scholarship award.
2. Any student who drops out of school forfeits his/her eligibility for a scholarship then and in the future. The student cannot resume the scholarship if he/she returns to Coahoma Community College unless otherwise stated.
3. Any student expelled because of disciplinary action forfeits his/her scholarship and will not be eligible for another scholarship.
4. If a student ceases to attend class and does not withdraw officially, he/she will forfeit his/her scholarship then and in the future.
5. Any student who officially withdraws from school must leave any remaining portion of scholarship money in the scholarship account.
6. A student's scholarship applies directly to institutional fees only (tuition, room/board, educational supplies, and other related fees).
7. A student must attend college in consecutive fall/spring semesters (excluding summer school) or forfeit the scholarship, unless otherwise stated.

INSTITUTIONAL SCHOLARSHIPS

INSTITUTIONAL SCHOLARSHIP GUIDELINES

Students may receive multiple scholarships, however, the total institutional scholarship amount may not exceed the student's total institutional cost (tuition, room and board). In some cases, when combined with other aid (federal, state, and other institutional), the actual amount of one or more scholarships may be reduced or rescinded. When a student is awarded only institutional scholarships, the award amount cannot exceed the student's actual institutional costs, and may be reduced and/or rescinded as a student cannot receive a refund from institutional funds alone.

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

ACTIVITY SCHOLARSHIPS

The following scholarships require active participation in school-sponsored activities or organizations. Contact the appropriate designee in order to learn more about these scholarship opportunities:

COAHOMA COMMUNITY COLLEGE ACTIVITY SCHOLARSHIPS		
SCHOLARSHIP	CONTACT	Minimum GPA Required to Maintain the Award
Ambassador Scholarship	Director of Student Engagement	3.0
Band Scholarship	Band Director	2.0
Choir Scholarship	Choir Director	2.0
Cheerleading Scholarship	Cheer Sponsor	2.0
Leadership Scholarship	Director of Student Engagement	3.0

Band and Choir scholarship recipients who fail to maintain a cumulative 2.0 GPA will be placed on probation for one semester. Recipients who do not attain the required GPA by the end of the probationary semester will then forfeit their scholarships.

Additionally; any student receiving an activity scholarship will risk having the scholarship automatically prorated or terminated if the student ceases to participate in the activity for which the scholarship was awarded.

ATHLETIC SCHOLARSHIPS

Student athletes must satisfy the National Junior Colleges Athletic Association (NJCAA) and the Mississippi Association of Community and Junior Colleges (MACJC) eligibility requirements to receive and maintain an athletic scholarship.

ADMINISTRATIVE SCHOLARSHIPS

REQUIREMENTS

Each administrative scholarship applicant must have the four (4) items listed below on file in the appropriate Coahoma Community College Office:

1. An official high school transcript with school's seal and principal's signature,
2. An official ACT score report,
3. A completed application for admission obtained from the Office of Admissions and Records,
4. A completed financial aid file which includes a completed Free Application for Federal Student Aid (FAFSA) obtained online at www.fafsa.ed.gov and all supporting documentation.

COAHOMA COMMUNITY COLLEGE ADMINISTRATIVE SCHOLARSHIPS				
SCHOLARSHIP	CRITERIA	AWARD	Minimum GPA Required to Maintain Award	CONTACT
Trustee Scholarship* (MS Residents Only)	ACT Score 26 above 3.50-4.00 High School GPA	Full Tuition, Room, Board, and Book Allowance	3.60	President's Office
Presidential Scholarship* (MS Residents Only)	ACT Score 23-25 3.25-3.49 High School GPA	Full Tuition, Room, and Board	3.30	President's Office
Honors College Scholarship	ACT Score 20 3.25 High School GPA	Full Tuition, Book Allowance	3.25	Dean for Academic Affairs
Principal's Scholarship*	3.25 High School GPA and Principal's Recommendation	Full Tuition	3.0	President's Office
Academic Scholarship**	ACT Score 20-22 3.0 High School GPA	Full Tuition	3.0	Dean for Academic Affairs
Partial Academic Scholarship**	ACT Score 17-19 3.0 High School GPA	Half Tuition	3.0	Dean for Academic Affairs
Valedictorian Scholarship	Highest GPA of Graduating High School Class	Full Tuition and Fees	3.0	Dean for Academic Affairs
Salutatorian Scholarship	Second highest GPA of Graduating High School Class	Full Tuition	3.0	Dean for Academic Affairs

*Awarded at the recommendation of the high school principal or counselor

** A student may receive an academic scholarship for four semesters if he/she maintains required GPA and full-time status.

ATHLETIC SCHOLARSHIPS

Student athletes must satisfy the National Junior Colleges Athletic Association (NJCAA) and the Mississippi Association of Community and Junior Colleges (MACJC) eligibility requirements to receive and maintain an athletic scholarship.

COMMUNITY SCHOLARSHIPS

These scholarships and awards are made possible through the generosity of individuals, corporations, and organizations. The community scholarships are awarded by the Scholarship Committee, which is appointed by the College President. Students must complete the community scholarship requirements in order to apply for these scholarships. When a student is awarded a community scholarship, the Scholarship Committee will notify him/her.

COMMUNITY SCHOLARSHIP REQUIREMENTS

In order to be eligible for a community scholarship at Coahoma Community College, students must complete the following requirements:

1. A Free Application for Federal Student Aid (FAFSA) and a Coahoma Community College Financial Aid Application **MUST** be processed and on file **BEFORE** a student is considered for any type of scholarship or financial assistance. Scholarship awards may affect the student's overall Financial Aid package. The FAFSA can be obtained online at www.fafsa.ed.gov or at the Office of Financial Aid.
2. An applicant must be enrolled as a full-time student (at least 15 semester hours during the fall and spring).
3. An applicant must provide appropriate transcripts to the Office of Admissions and Records. For incoming freshmen, a copy of a high school transcript is required; current Coahoma Community College students or transferring students need an official copy of ALL college transcripts. Official transcripts are sealed and sent **DIRECTLY** from the high school or college and **ARE NOT** to be opened by the applicant. Transcripts not sealed will not be considered. For questions regarding enrollment and transcripts, contact the Office of Admissions and Records.
4. An applicant must maintain a cumulative Grade Point Average (GPA) of 2.5 unless otherwise stated. For questions regarding GPA, contact your advisor or the Office of Admissions and Records.
5. Complete and submit a Coahoma Community College Scholarship Application to the Scholarship Committee.
6. Submit two typed letters of recommendation from persons other than family members to the Scholarship Committee.

To contact the Scholarship Committee, use the following address or consult the Committees/Functions and Memberships page on the college website: Coahoma Community College Scholarship Committee, 3240 Friars Point Road, Clarksdale, MS 38614.

COMMUNITY SCHOLARSHIP POLICIES

1. The deadline to submit applications for Community Scholarships is week the before SpringBreak.
2. The Community Scholarship Policies adhere to the General Scholarship Policies listed above in addition to those herein.
3. Any student who drops out of school forfeits his/her eligibility for a scholarship then and in the future. The student cannot resume the scholarship if he/she returns to Coahoma Community College. In the case of extenuating circumstances, the student should submit in writing a letter of explanation to the Scholarship Committee for consideration upon dropping out. Military duty is an exception.
4. If a student officially withdraws, he/she may be granted special approval for consideration in the future by the Scholarship Committee. The Scholarship Committee will take into consideration a student's special circumstances. To process this review, a student MUST submit a letter of explanation in writing and be interviewed by the Scholarship Committee regarding his/her special request. Military duty is an exception.
5. Only the Scholarship Committee, with the approval of the President of the college, can make any changes in these policies.
6. Complete and submit other documents as part of the application process for a specified scholarship.

COMMUNITY SCHOLARSHIPS DESCRIPTIONS

ALPHA KAPPA ALPHA (AKA) SCHOLARSHIP is awarded to a first year student who will return the Fall of second year. The student must be in good academic standing with a GPA of 3.0 or above. The award is in the amount of \$500. You must attach two (2) letters of recommendation.

The **BEN-GLO FOUNDATION SCHOLARSHIP** is an annual gift given by a private foundation established by the Daugherty Family in honor of Benjamin Allen Daugherty, Gloria Daugherty Strange, Vincent Daugherty, '84 and Chancey O. Daugherty, '52. The award is given to two students interested in or showing some promise in the field of education, or an athlete in need of financial assistance. Need is the main criteria for selection as well as scholarship. The award may be given to entering students at CCC, continuing students at CCC, or graduating students furthering their college careers at a four-year educational institution. Submit two (2) letters of recommendation. Total award is \$300.00.

The **BENNIE S. GOODEN, SR. SCHOLARSHIP** is an award of \$500.00 given to a freshman during the second semester, who has demonstrated financial need, academic excellence, strong leadership ability, community involvement, good moral character and preferably one who resides in an affordable housing development. Applicant must: (1) be interviewed by the Scholarship Committee; (2) have maintained a minimum grade point average (GPA) of 2.5; (3) hold membership in a community/college organization; and (4) have an official recommendation from either a counselor or a pastor who has some knowledge of the student's moral character.

The **BLAKE SCHOLARS** is awarded to **INCOMING FRESHMEN ONLY** and the requirements are as follows:

1. Community Focused individual
2. Financial need based
3. Academic abilities (being an "A student" is not required)
4. Humble personality

5. Generous personality
6. Leadership demonstration

The applicant will be required to participate in an interview with Coahoma Community College's Scholarship Committee.

The **DELTA SCIENTIFIC SCHOLARSHIP** is an annual scholarship awarded to a student who is pursuing an education in some capacity of the medical profession and has a strong desire of remaining or returning to the Delta to work. The student must have a GPA of 3.0 or better and must submit an essay expressing what his/her goals are and what he/she hopes to contribute to the Delta post education. The amount of the scholarship is \$300. The student also must submit a letter of recommendation from the Chair of the Math and Science Department and/or a Math or Science Faculty member.

The **DELTA SIGMA THETA SCHOLARSHIP** is an award that goes to a sophomore who exhibits scholastic achievement, good moral character, and versatility. Submit two (2) letters of recommendation.

The **DELTA SIGMA THETA SORORITY, INC MISSISSIPPI TAG SCHOLARSHIP** applicant must meet the following criteria:

- a) Provide proof of 30 hours of community service *IMPORTANT*. Attach the document with name of organization, contact person, telephone number and number of hours of service completed for each organization.
- b) Incoming Freshman during the Fall.
- c.) High school GPA of 2.75 or above
- d) Must be a full-time student at Coahoma (15 or more hours)
- e) Submit two (2) letters of recommendation
- f) If selected as the recipient, you must acknowledge by submitting a letter to DELTA SIGMA THETA SORORITY, INC, POST OFFICE BOX 566, OXFORD, MISSISSIPPI 38655

THE **EDIE FURNISS LPN SCHOLARSHIP** is an annual \$500.00 cash award given to a graduate Licensed Practical Nurse who is over 25 years of age and who has overcome many obstacles to receive her/his degree. The Edie Furniss LPN Scholarship was established in 1993 by State Senator Delma Furniss in honor of his wife who received her LPN degree at age 31 and her RN degree at age 34.

The **FRANK W. GAMBRELL JR. MEMORIAL SCHOLARSHIP** is awarded to a freshman science major with the highest scholastic average above 3.0. The award is given to a student who desires to continue his/her education beyond two years of college. Submit two (2) letters of recommendation.

The **FRANK HOWARD, SR. SCHOLARSHIP AWARD** was established in honor of Frank Howard, Sr. who served as an instructor in Math and Science Department for Coahoma Community College from 1966 – 1990. The scholarships will be award to five students for the Fall semester and five students for the Spring semester. The student must meet the following criteria:

1. Enrolled full-time at Coahoma Community College without a break or gap in enrollment with a cumulative overall GPA of **least a 3.0** on 4.0 scale
2. Demonstrate outstanding scholastic ability and/or leadership with the determination to graduate from college and holding membership in a college organization

3. Remain enrolled *six weeks or more* to receive the award
4. Submit application with most recent transcript
5. **Two letters of recommendation** from former high school or college instructors
6. **One-page letter** written by the applicant explaining his/her educational goals

FRANK HOWARD, SR. the total award per student is \$500.

FRANK HOWARD, SR SCHOLARSHPS - IMPORTANT DATES	
PLEASE NOTE: Although scholarship applications may be submitted at anytime during the term, priority is given to students who applications are received by the deadlines listed below:	
For Graduating High School Seniors in May.	For Returning Coahoma Community College Students
Deadline: Month of June for Fall semester	Deadline: Month of June for Fall semester
	Month of November for Spring Semester

The **GREG MALATESTA BUSINESS SCHOLARSHIP** is designed to provide financial assistance to those students enrolled in a Business Associate degree program offered in the Academic Division of studies. These funds are stipulated for students with no other means of financial assistance.

Students may qualify for up to \$1,000 per academic semester for one academic year.

Eligibility Requirements:

1. Complete an application to access funds
2. Must provide documentation of financial need. This can include:
3. Two letters of reference from persons outside the student's family; or
4. Letter of recommendation from the program director and / or clinical director of the specific program outlining the qualifications of the student.
5. Transcript of the GPA for core subjects; or
6. Letter of acceptance into Coahoma Community College

These funds are designed to assist the student **specifically during the summer semester**, which will be applied for the following fall term. The qualifying student should maintain a 3.0 GPA in all core subjects; students with a 2.5 GPA may be recommended. **Students are ineligible for funds from this scholarship until the spring semester of the first year, and only then for documented need.**

The **MISS FOUNDATION FOR EDUCATION & ECONOMIC DEVELOPMENT SCHOLARSHIP** is awarded to four freshman students who will return for the Fall semester. The student must be in good academic standing without a break or gap in attendance, have a GPA of 3.0 or above and plan to pursue a career in education and/or economic development. An interview may be requested. The amount of \$500 will be awarded during the fall semester. The student must remain enrolled in school six weeks or more to receive this award. Submit two (2) letters of recommendation. Total award is \$500.00 per student.

The **ROBERT SWATZELL HEALTH SCIENCES SCHOLARSHIP** is designed to provide financial assistance to those students enrolled in a certificate or degree program offered in the Health Science Division. These funds are stipulated for students with no other means of financial assistance.

a. Certificate Programs, limited to \$500 per student per program:

Students in the EKG/Phlebotomy/Nursing Assistant programs may qualify for up to \$750 if entered

into one additional Certificate program.

Eligibility Requirements:

1. Complete an application to access funds.
2. Must provide documentation of financial need.
3. Two letters of reference from persons outside the student's family;
4. Letter of acceptance into the program

b. Associate Degree Programs, limited to \$1,000 per student per program:

These funds are designed to assist the student **specifically during the summer semester(s) between the first and second year of studies**. The qualifying student should maintain a 3.0 GPA in all core subjects; students with a 2.5 GPA may be recommended.

Eligibility Requirements:

1. Must complete an application to access funds
2. Must provide documentation of financial need. This can include:
3. Letter of recommendation from the program director and / or clinical director of the specific program outlining the qualifications of the student.
4. Transcript of the GPA for core subjects.

The **VIVIAN M. PRESLEY SCHOLARSHIP** is awarded to a non-traditional student who has returned to school and has been persistent in furthering his/her education to better their financial situation. The recipient must be a full-time student for the fall and spring semester of any given year. The recipient of this scholarship must demonstrate a caring spirit and positive attitude and have at least a 2.5 cumulative grade point average or above. Submit two (2) letters of recommendations.

ENROLLMENT AND SCHEDULING

ADVANCE PLACEMENT POLICY

Students may be awarded college credit for scoring a three (3) or above on the Advanced Placement Examination administered by the College Entrance Examination Board and sponsored by participating high schools. Credit will be awarded only for courses listed in the College Catalog.

For an Advanced Placement score of three (3) on the examination, students may be awarded three or four semester hours of credit. For an Advanced Placement score of four (4) or five (5) on the examination, students may be awarded six or eight semester hours of credit. The Registrar evaluates Advanced Placement credit and administers the awarding of credit.

Credits are recorded on the student's transcripts and may apply toward meeting graduation requirements. No grades or quality points are given for Advanced Placement credits. These credits are not used in calculating grade point averages.

ADVANCED PLACEMENT POLICY FOR LICENSED PRACTICAL NURSES

Licensed Practical Nurses (LPN) who meet specific admission requirements may be eligible for admission to the LPN to RN Track of the Associate Degree Nursing program. An LPN admitted to the LPN to RN Fast must enroll in NUR 2013 Nursing Transition (3 credit hours) during Summer Session I. Upon successful completion of NUR 2013 Nursing Transition, the LPN to RN student is awarded advanced placement to the second year of the Associate Degree Nursing program. This student is also eligible to receive 14 hours of transcript credit based on the recipient's possession of a valid and current practical nursing license at the time of admission to the program, therefore providing the LPN to RN student with the equivalent number of credit hours required in the Traditional Track of the Associate Degree Nursing program. The 14 hours of transcript credit is only awarded upon the successful completion of the second year of the Associate Degree Nursing program.

AUDITING COURSES

A student audits a course when the student enrolls in a course, selecting not to receive any academic credit for participation in said course during a particular semester. No credit or grade will be assigned for courses taken on an auditing basis. Once a student has enrolled in a course for audit, no future credit will be granted for participation in an audited course. Students auditing a course must pay fees specified in the fee schedule. A student must notify the Registrar/Director of Admissions and Records prior to registering to audit a class.

CHANGE OF STUDENT SCHEDULE

An official change in schedule may be made after securing the signatures of the student's advisor or the department chair and the appropriate instructional dean. This includes adding and dropping courses. All changes must be made no later than the dates designated in the Academic Calendar. No student will receive credit for a course in which he is not enrolled. Any student who continues to be officially enrolled but does not attend a course will receive a grade of "F". A fee must be paid for each change in schedule after classes begin.

CLASSIFICATION OF STUDENTS

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

1. **Freshman:** A student who has fewer than 28 semester hours.
2. **Sophomore:** A student who has earned at least 28 semester hours.
3. **Full-time Student:** A student who is enrolled in 15 or more semester hours of course work in a given semester.
4. **Part-time Student:** A student who is enrolled in fewer than 15 semester hours of course work in a given semester.
5. **Cleared Student:** A student has submitted appropriate documents to the Office of Admissions and Office of Financial Aid and has a zero balance in the Business Office.
6. **Returning Student:** A student who has previously attended Coahoma Community College and earned credits, stopped attending, did not attend last semester, and is now returning.
7. **Transfer Student:** A student who has earned credit at another accredited institution and is now enrolled at Coahoma Community College
8. **Dual enrollment Student:** A student who is enrolled at Coahoma Community College while enrolled in a local high school.

EARNING A SECOND DEGREE OR CERTIFICATE

A student who has received an AA or AAS degree or Certificate of Completion may earn a second degree or certificate in a different curriculum by completing the degree requirements of the second degree or certificate as listed in the College Catalog at the time of matriculation for the second degree/certificate. A student who wishes to earn a second degree should request a transcript evaluation by his department chairperson or advisor prior to enrolling for courses.

INSUFFICIENT CLASS ENROLLMENT POLICY

Coahoma Community reserves the right to cancel any course with insufficient enrollment. Insufficient enrollment is considered to be an enrollment of less than ten (10) students.

STUDENT LOAD

The minimum number of semester hours which classifies one as a full-time student is fifteen (15) during the fall and spring semesters. The "normal student class load" is fifteen (15) to nineteen (19) hours during a regular semester. The "normal student class load" for summer school is six semester hours per term. The "normal student class load" is twelve (12) hours for students enrolled in *all* online classes in a summer term.

In order for a student to carry a load in excess of the "normal student load," the student must have a 3.0 cumulative grade point average and must receive permission from the appropriate instructional dean.

Note: Students who have been placed on academic probation are limited to 15 semester credit hours in a regular semester; 3 hours for a summer term; and 6 hours for all online courses.

MANDATORY TESTING AND PLACEMENT PROCEDURE

Placement is strongly recommended for students whose declared program of study is academic or technical and who began their college studies after the *spring semester* of 1996.

The college will utilize ACT sub-scores or a placement examination for placement purposes. Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration. Students who score below standards are placed according to the following placement scale:

PLACEMENT SCALE	
English ACT Sub-score & Reading ACT Sub-score	Placement
<ul style="list-style-type: none"> - A student who makes a sub-score of 13 or less in English on the ACT is required to take <u>ENG0114</u> Beginning English & Reading*. - A student who makes a sub-score of 14-16 in English on the ACT is required to take <u>ENG0124</u> Intermediate English & Reading*. - A student who makes a sub-score of 17 or more in English on the ACT is advised to enroll in <u>ENG 1113</u> English Composition I. 	Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration.
Math ACT Sub-score	Placement
<ul style="list-style-type: none"> - A student who makes a sub-score of 15 or less in Math on the ACT is required to enroll in <u>MAT0123</u> Beginning Algebra*. - A student who makes a sub-score of 16-18 in Math on the ACT is required to enroll in <u>MAT1233</u> Intermediate Algebra*. - A student who makes a sub-score of 19 in Math on the ACT is advised to enroll in <u>MAT1313</u> College 	Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration. <i>Note: Advisors will place students based upon ACT sub-score</i>

Algebra. – A student who chooses to major in Mathematics, and makes a sub-score of 21 or above in Math on the ACT, is advised to enroll in <u>MAT1613</u> Calculus I.	
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**NOTE: Beginning English, Reading, Beginning Algebra, do not transfer and do not count toward requirements for graduation.*

CO-REQUISITE REMEDIATION

Students scoring one point below required ACT cutoff scores for gateway courses such as English Composition I or College Algebra may request co-requisite remediation. Students opting for co-requisite remediation will be allowed to enroll in the gateway course while also enrolling in a one-hour supplemental lab. Students must complete the gateway course with a grade of C or better. Students will only be allowed to take one co-requisite course per semester.

WITHDRAWAL PROCEDURES

Students officially withdrawing from school should initiate the process at the Office of Admissions and Records. The Office of Admissions and Records will issue the withdrawal form. The withdrawal process must be completed by the dates designated in the Academic Calendar.

Withdrawal procedures are as follows:

1. Return student I.D. to the Office of Admissions and Records.
2. Obtain withdrawal form from the Office of Admissions and Records.
3. Obtain signatures from the appropriate instructional dean, Financial Aid Director, Housing Director (dormitory students only), and Chief Financial Officer.
4. Return withdrawal form to the Office of Admissions and Records for processing after obtaining proper signatures to officially withdraw from the institution.

INSTRUCTIONAL POLICIES

ACADEMIC DISHONESTY

Cheating and plagiarism (the representation of someone else's work as your own, usually by directly copying or paraphrasing without a reference to the original source) will not be tolerated. The penalty will be receiving a (0) for that assignment, without any possibility of make-up work or alternative assignments. Additionally, according to the Student Handbook, *Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion.* For a more in-depth explanation of academic dishonesty, see the Student Handbook.

ATTENDANCE POLICIES

CLASS ATTENDANCE POLICIES

The nature of the educational programs at Coahoma Community College is such that it is necessary for every student to attend class regularly. Instructors will keep accurate class attendance records, and those records will become part of the student's official record. Regular class attendance and punctuality are expected. All arrangements for completing missed work are to be made with the instructor. It is the student's responsibility to initiate these arrangements. *Excessive absences may result in loss of credit for the course concerned as well as loss of grant refunds and/or financial aid eligibility.*

- **Regular semester day and all night classes** – Academic students missing a class more than twice the number of times it meets in a week during a semester will be dismissed from that class due to excessive absences. For example, in classes meeting three times per week, a student may only allow be absent six times during the semester.
- **Summer day classes** – Academic students are allowed only two absences during any summer day term.
- **Weekend classes** – A student should not be absent from any part of a weekend class. Only in extreme circumstances may a student be excused by the instructor for missing any portion of a weekend class session.
- **Health Science Programs Attendance Policy:** Students enrolled in Health Science programs are limited to one (1) absence for a one (1) semester credit hour course; two (2) absences for a two (2) semester credit hour course; and three (3) absences for a course receiving three (3) semester credit hours or more. Three (3) tardies will be recorded as an absence. Absences greater than those listed above result in the student being dropped from the course. Refer to the **Health Science Policy and Procedure Manual** for further information.
- **E-Learning Attendance Policy.** Coahoma Community College is a member of the Mississippi Virtual Community College (MSVCC), which allows students to take online classes that are taught by CCC instructors (provided classes), as well as classes that are taught by instructors from the other community colleges (hosted classes). Each college will have its own absence policy. At the beginning of the classes, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class attendance.

Online classes are intended to accommodate the needs of the individual student by allowing the student the convenience of attending classes at the student's discretion as long as the student completes and submits assignments by the due dates. However, upon the third missed assignment, the instructor may request that the student is dropped from the online class.

CCC E-Learning defines attendance in e-Learning online courses as active participation in course learning activities. Logging into a course does not count as active participation in the course.

- 4-week, 8-week and 15-week classes: Attendance will be measured weekly and should be based upon documentable engagement with the course content
- No Show: A student is considered a "No Show" for attendance purposes if there is no documentable engagement with the course content within the timeframe allowed.

--4-week term: End of the 5th day of the term

--8-week term: First week of the term

--15-week term: First 2 weeks of the term

Recording Attendance

Attendance for all e-Learning courses should be recorded in the MyCCC attendance portal for all students. Attendance should be recorded each Sunday by 11:59 pm. (Please refer to Census Date/Attendance section). Attendance is based on completion of "attendance markers" within the course. Attendance markers are defined as discussion boards and/or any assignment designated as such.

Extenuating circumstances do occur, such as an extreme illness, death in the family, legal matters, or military duty. It is the student's responsibility to provide appropriate documentation to substantiate such circumstances, at which time the instructor will determine if any extension is warranted. Students and instructors of online classes will adhere to the academic calendar and the process of appeal.

Circumstances NOT considered extenuating:

- registering late for the class
- failure to read the syllabus
- failure to plan appropriately
- not having the appropriate textbook or software
- technical problems

Hosted Courses Only (Enrollment Tool)

To ensure compliance with the Community and Junior College appropriation bill and to meet the requirements as established by the MCCB, the ET attendance repository is available to MSVCC participants for documenting hosted and/or provided attendance. Institutions may elect to report attendance data either manually and/or via database import. Instructors who teach hosted courses are required to record attendance in both the Enrollment Tool and local Student Information System (MyCCC).

Please note the following stipulations:

- If the instructor manually reports attendance into the ET Attendance Tool or the college utilizes database import for attendance, the **Audit Roster does not** need to be signed for audit verification.

- If anyone other than the instructor assigned to the course reports attendance into the ET Attendance Tool, the instructor assigned to the course will be required to electronically sign the Audit Roster in the ET to ensure audit verification.

Note: The determination of exactly what constitutes a learning activity may be left to individual institutions and their instructors. However, learning activities should demonstrate participation in the course. Participation in these learning activities should be used when determining a last date of attendance that is reported to consortium members.

Students who miss six consecutive days will be automatically withdrawn from the course (based on the instructor's request). An "N" grade will be recorded for the student.

INCLEMENT WEATHER POLICY

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

STUDENTS CALLED TO ACTIVE DUTY

Any student called to active duty who has completed at least $\frac{3}{4}$ of the semester and is in good standing with the institution, has the option to leave the college pursuant to this policy, without his/her class standing effected, and without refund of any fees or tuition and shall have the option of receiving full credit for each enrolled course with the grade earned at the date he or she was called into active duty.

TARDY POLICY

A student is considered tardy if he/she is later than ten (10) minutes arriving to class. Three tardies constitute one absence.

EXAMINATIONS

Mid-term and final examinations are scheduled and appear on the Academic Calendar. All students are required to take a written examination at the time designated on the academic calendar.

E-LEARNING PROCTORED EXAMINATIONS

1. Proctored Examinations for e-Learning Courses

All Coahoma Community College provided classes must administer at least one to two proctored exams (assessments) for a 3 credit hour course. All one-hour courses such as orientation, seminar, activity courses and science laboratory courses must also administer one to two proctored exams or assessments. For example, biology lecture will have a proctored exam and biology lab will have a proctored exam. Non-credit labs do not require a proctored exam or assessment.

- Proctored exams or assessments are comprehensive and weighted at least 25 -35% of the students' grade. If more than one proctored exam or assessment is given, the total weight cannot exceed 35% of the students' grade. At least one proctored exam or assessment must be administered after the student has completed at least 80% of the coursework.

- Students cannot receive a passing grade (A, B, C, or D) if he or she does not take the proctored exam (s). If instructors give two proctored exams, the student **must** take both of them.
- If a student does not take a proctored exam, the instructor must issue a grade of “F” or “I”, at the discretion of the instructor. If a grade of “I” is given to a student who did not take the proctored exam (s), the student will have the same amount of time designated in the college catalog to remove the “I” grade unless otherwise specified by the instructor. If special time frames are given, the instructor should send an email to that student and the director of Education Outreach for documentation. When the student takes the proctored exam, the same weight will apply to determine the final grade for that student.
- Instructors and students should utilize CCC Proctoring inside the Canvas course to administer and schedule the proctored exam. All students are required to take a proctored exam. Students can take a proctored exam at one of fifteen (15) community colleges participating in the MSVCC consortium or an approved proctored location.

GRADE SCALE

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

Grade Scale for University Parallel and Career Technical Programs		
Grade	Scale	Quality Points
A – Excellent	90-100	4.0
B – Good	80-89	3.0
C – Average	70-79	2.0
D – Poor	60-69	1.0
F – Failure	Below 60	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
To be in good academic standing, students are required to maintain a cumulative 2.0 average on the 4.0 system. Each grade reported as having been earned by the student at the end of a semester or summer term will be included in computing the cumulative grade point average. The student should observe that the grade “F” carries zero quality points and will be included in the computation. The grade of “I” will not be computed until after some disposition has been made concerning it (See GRADE DESCRIPTIONS for more information).		

GRADE SCALE FOR HEALTH SCIENCE PROGRAMS

Grading scales for Health Science Programs are based on the 4.0 system. Grading scale variations are based on state-wide requirements and best practices as follows:

Grade Scale for Associate Degree Nursing Program		
Grade	Scale	Quality Points
A – Excellent	93-100	4.0
B – Good	85-92	3.0
C – Average	77-84	2.0
D – Poor	70-76	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0

Associate Degree Nursing Program courses require a letter grade of “C” (minimum 77%) for passing. Failure to attain this score will prevent the student from progressing to the next scheduled semester.

GRADE SCALE FOR HEALTH SCIENCE PROGRAMS (CONT.)

Grade Scale for Paramedic, Polysomnography, Respiratory Care, and Practical Nursing		
Grade	Scale	Quality Points
A – Excellent	94-100	4.0
B – Good	87-93	3.0
C – Average	80-86	2.0
D – Poor	70-79	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0

Failure to attain a course grade of “C” or 80% will prevent the student from progressing to the next scheduled semester in the Polysomnography, Respiratory Care, and Practical Nursing Programs.

GRADE DESCRIPTIONS

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

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

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

Z: This grade will be assigned when a final grade has not been submitted to the Office of Admissions and Records by the instructor at the time that grades are posted. Students who have received a grade of "Z" should request a grade correction from their instructor. A corrected grade will be assigned when received in the Office of Admissions and Records. Grade correction/change must be made by the date indicated in Academic Calendar.

CR: This grade will be assigned when the student successfully completes program-specific requirements for advancement to the Associate Degree Nursing program.

N: Unofficial Drop (N): An unofficial drop occurs when a student misses 6 consecutive days without officially dropping a class. If a student fails to officially drop a course, the instructor records a "N" grade. N grades will be counted toward total hours attempted if a student fails to officially drop a course. Students who fail to officially drop a course will have a portion of their Title IV aid returned to the federal government.

GRIEVANCE PROCEDURES

Coahoma Community College is committed to maintaining a campus environment in which employees and students can collaborate and communicate freely with each other. The College recognizes that situations may arise in which an employees or students believe that the College may have subjected them to unfair treatment, or that they have been subjected to actions that violate the College's policies or the law. When this happens, employees or students are strongly urged to seek advice from an appropriate member of the College community. There should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion.

While it is not required, employees or students who believe that they've been subjected to improper or unfair treatment by the College or to behavior which violates any of the College's policies may first try to solve the problem through direct communication with the other person(s) concerned. Again, there should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion. If a discussion is not appropriate or possible, or if the employees or students are not comfortable trying to communicate directly with the other person(s) concerned, employees should promptly bring the problem to the attention of the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100. Students should promptly bring the problem to the attention of the College's Director of Enrollment and Student Services or his/her Instructional Dean.

Please note that the procedures contained in this policy are not intended to be used to challenge the desirability or application of the College's policies. Grievances do not involve claims of possible discrimination on the basis of race, color, sex (including sexual harassment), religion, creed, age, handicap, national origin, or status as a veteran. Employees or students wishing to pursue claims of such discrimination must report them directly to the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100.

As related to employees, disputes over salary or rates of pay, or disputes over a supervisor or administrator's judgment regarding job performance or professional competence, will not ordinarily constitute the basis for filing a grievance under this policy. The College's Employee Services Department will determine whether or not a dispute is within the scope of this policy.

The grievance procedures set forth below may be invoked by employees or students. This grievance policy is in place for current employees and students of the College. Contract non-renewals or former students are not subject to review under the grievance policy.

Non-Retaliation

An employee or student who file grievances in good faith shall not be subject to retaliation for making or pursuing such claims. Likewise, an employee or student providing evidence in the grievance process on behalf of or against another's claim shall not be subject to retaliation for their participation in the grievance process.

As related to an employee, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Employee Services Department may recommend disciplinary action, including, but not limited to, demotion, suspension, termination, or other of employment for the offending party or parties.

As related to student, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Director of Enrollment and Student Services may recommend disciplinary action, including, but not limited to, suspension, expulsion, or other actions for the offending party or parties.

THE GRIEVANCE PROCESS

Note: The deadlines established by the grievance process are intended to promote a speedy and fair outcome for all concerned. If compliance with a deadline is not practical or reasonable in the circumstances, the individual or party who cannot comply with the deadline should request an extension from the College's Employee Services Department or the Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean. Ordinarily, no more than one extension should be requested or granted during the course of any grievance proceeding. Accordingly, all parties should do their part to comply with all deadlines.

Step 1 – Within seven (7) business days of the incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student is encouraged to meet with the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to try to resolve the problem(s) informally. The aggrieved employee is also encouraged to seek the assistance of the College's Employee Services Department to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved employee believes that the assistance

and/or participation of the College's Employee Services Department will promote the likelihood of achieving a satisfactory result.

The aggrieved student is also encouraged to seek the assistance of the College's Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved student believes that the assistance and/or participation of the College's Director of Enrollment & Student Services or the Instructional Dean will promote the likelihood of achieving a satisfactory result.

OR

If a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance is reasonably deemed by the aggrieved employee or student to be unlikely to produce a mutually satisfactory conclusion, or if the aggrieved employee or student is not comfortable communicating directly with the other person(s) concerned, then the aggrieved employee or student should proceed to Step 2.

Step 2 – If a mutually-acceptable outcome was not achieved as a result of a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance (as described in Step 1, above), then the aggrieved employee or student may file a written statement of the grievance with the College's Employee Services Department or with the Director of Enrollment and Student Services within three (3) business days after the meeting was held. For instructional grievances, the student should file a written statement to the Instructional Dean within three (3) business days after the meeting was held.

OR

If a meeting was not held between the aggrieved employee or student and the persons involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student may file a written grievance within ten (10) business days after the event(s), incident(s), or situation(s) that led to the grievance. If an employee or student fails to file his or her grievance within 10 days of the event(s), incident(s) or situation(s) that led to the grievance, the fact-finding process may be impaired and additional time may be required to investigate the aggrieved employee's or student's complaint and to make a determination.

Contents of the grievance statement. The grievance statement filed must include the employee's or student's name, position, and department; the name of the employee's supervisor or the student's Director of Enrollment Services or Instructional Dean; a detailed description of the alleged grievance, including, as is appropriate, the dates of the occurrence(s); the date when the employee or student discovered the action upon which the grievance is based; a narrative statement which describes how the matter arose; a description of when and how the employee or student learned of the matter; the misconduct, unfair treatment, or improper action(s) that occurred, or the rights which the employee or student believes were violated; subsequent actions taken by the employee or student; any actions taken by the employee or student to resolve the matter; and a description of the specific remedy desired; and the employee's or student's signature.

After the grievance statement has been submitted to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, a copy of the

grievance statement may be provided to the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to other appropriate College personnel by the Employee Services Department, Director of Enrollment and Student Services or Instructional Dean.

Step 3 -- The College's Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean will conduct an investigation to collect pertinent information relating to the grievance, which may include individual discussions with the employee filing the grievance and the person(s) involved in or implicated by the grievance, based upon the availability of the individuals. This investigation should be concluded within ten (10) business days after the filing of the grievance, unless additional time for investigation is needed in the circumstances, to include, but not limited to, an employee or student with documented disabilities. If appropriate, written statements may be obtained from witnesses and/or from person(s) involved in or implicated by the grievance.

Step 4 – After the investigation has been concluded, a representative from the College's Employee Services Department or Director of Enrollment and Student Services or Instructional Dean shall promptly convene a meeting with the employee or student filing the grievance, the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and other personnel, as is appropriate, to review the situation and to discuss a possible resolution of the grievance that is acceptable to all parties, if any. If a mutually agreeable resolution can be achieved, no further actions will be taken by the College's Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean in relation to the grievance.

Step 5 – If an agreeable resolution cannot be achieved by agreement (as described in Step 4), the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean will notify the aggrieved employee or student of its determination in relation to the grievance within seven (7) business days. The College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean may also notify other appropriate personnel of the determination, as well, and may recommend any action(s) deemed to be necessary or appropriate – including disciplinary action -- to resolve the grievance. The parties named in or implicated by the complaint have three (3) business days to accept the decision and the recommended actions, or to proceed to the next step.

Step 6 – If the parties named in or implicated by the grievance are not satisfied with the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean's determination and recommended actions, the aggrieved party or parties may submit a written appeal to the College's Employee Services Department or Director of Enrollment and Student Services or Instructional Dean within three (3) business days after receiving notification of the determination and recommendations. Failure to file an appeal within three (3) business days constitutes an acceptance of the decision and recommended actions rendered.

Upon appeal, a grievance hearing ordinarily shall be scheduled by the College's Employee Services Department for employees; the Director of Enrollment and Student Services or Instructional Dean for students, to take place within fourteen (14) days after the appeal and request for a grievance hearing has been submitted. A neutral hearing officer selected by the College will hear the grievance. Attendance at the hearing shall be restricted to the hearing officer, witnesses, and College representatives. The hearing officer shall preside at the hearing and any party who wishes to present evidence, examine witnesses, summarize evidence, or present arguments may do so only with the

consent of the hearing officer. It is the responsibility of the aggrieved employee or student to show that there has been a violation of policy or established practice. If the aggrieved employee or student wishes to obtain testimony from witnesses at the hearing, the names of witnesses must be provided to the College's Employee Services Department for employees or Director of Enrollment and Student Services or Instructional Dean for students at least seven (7) days prior to the hearing date (to avoid possible scheduling conflicts among witnesses). The privacy of confidential records used in the hearing shall be respected. The aggrieved employee or student to the grievance may submit suggested questions or proposed inquiries of witnesses, in writing, to the hearing officer at the time of the hearing, and the hearing officer may, at his or her discretion, ask the questions or pursue the proposed inquiries at the hearing, if they are deemed by the hearing officer to be relevant. An audio recording or stenographic record of the hearing will be maintained. (If an audio recording of the hearing is made, a copy of the recording may later be requested by the aggrieved employee or student, if an appeal is filed in relation to any determinations or recommendations subsequently issued by the hearing officer.) The hearing officer may consider both oral testimony and written materials, and other evidence. Upon receipt of any written statement or evidence provided by any party to the hearing officer, the hearing officer shall promptly provide the other party with a copy of such materials.

After the close of the hearing, the hearing officer shall issue a report within fourteen (14) business days which contains his or her findings and non-binding recommendations, based upon the evidence, information, and testimony presented at the hearing. A copy of the hearing officer's report will be immediately provided to the aggrieved employee or student and to all other parties named in or implicated by the complaint. The aggrieved employee or student, or any other party against whom an adverse employment action or enrollment action has been recommended in relation to the grievance, has seven (7) business days to accept the decision and/or recommendations of the hearing officer, or to proceed to the next step. The report and/or recommendations of the hearing officer shall be advisory; the College retains the right to accept or to reject the findings, recommendations, and decisions of the hearing officer, in whole or in part, for the purposes of deciding upon an appropriate course of action and/or response in relation to the grievance.

Step 7 -- If the parties named in or implicated by the grievance are not satisfied with the decision and/or recommendations of the hearing officer, the aggrieved employee or implicated parties may submit a written appeal to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean within seven (7) business days after the hearing officer's report and recommendations have been mailed to or otherwise provided to the aggrieved party or parties. The appeal must include a detailed description of the basis of the appeal, and a detailed statement, which explains why the hearing officer's determination and/or recommendations are in error. This appeal shall be submitted to College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean. The College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall then provide all investigative, hearing, transcript, personnel, and other materials (including the hearing officer's report and/or recommendations) to the President of Coahoma Community College for his or her consideration. Within a reasonable period of time, the President shall review these materials and, at his or her discretion, any other available evidence, information, and testimony, for the purposes of determining whether to sustain the grievance and/or the hearing officer's recommendations, in whole or in part; to reject the grievance and/or the hearing officer's findings and/or recommendations, in whole or in part; or to take other appropriate action, in his or her discretion. The report and/or recommendations of the hearing officer and/or of the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall be advisory, and will not bind the President to a

particular decision. The President's review of the grievance and the hearing officer's report and recommendations may be made in consultation with the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, with the Board of Trustees, and/or with other individuals, as is or may be appropriate. The decision of the President is final.

STUDENT RECORDS POLICIES

ACADEMIC RECORDS

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

ACADEMIC RESTART POLICY

Coahoma Community College's Academic Restart Policy is intended to provide former students with a second chance at academic success. Upon proper request and approval, **ALL** of a former student's previous grades earned at Coahoma Community College may be removed from consideration in calculating their cumulative GPA and for graduation purposes. Such an action will adhere to the following policy guidelines:

1. The former student must complete or submit a "Declaration of Academic Restart" request to the Registrar/Director of Admissions and Records. NOTE: Special restrictions apply for students receiving military assistance. See the Registrar/Director of Admissions and Records for more information.
2. The former Coahoma Community College student must **NOT** have been enrolled in any post-secondary education/career institution for at least five years prior to the request to restart.
3. Academic Restart can be declared only once at Coahoma Community College.
4. Once Academic Restart has been declared, **ALL** of the former student's prior grades are forgiven regardless of the grade. The previous course work will not be removed from the student's transcript; however, a special notation will be made on the transcript identifying the previous work as forgiven.
5. Any course work completed prior to the declaration of Academic Restart is not calculated as part of the GPA from that point forward at Coahoma Community College. Students should be advised that other colleges/universities to which they may transfer may or may not honor the change in GPA resulting from a declaration of "Academic Restart."
6. If Academic Restart is requested and conditions are met, the student will be enrolled and must pay his/her tuition and fees without any financial aid assistance until the student has met the institution's standards of satisfactory academic progress (found in the Student Expenses and Financial Aid section of this College Catalog). Students in the academic restart program must maintain a grade point average of 2.5 or higher in order to continue enrollment.

CHANGE OF GRADE OR GRADE CORRECTION

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

Grade changes must be completed in accordance to the following timeline. For exact deadlines for grade changes, consult the Academic Calendar.

Semester in which grade was earned	Semester by which grade must be changed
Spring	Fall of same calendar year
Summer	Fall of same calendar year
Fall	Spring of following calendar year

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students the following four (4) rights with respect to their education records:

- The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.* A student should submit to the Registrar/Director of Admissions and Records, and appropriate instructional dean or other appropriate official written requests that identifies the record he/she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the record may be inspected.
- The right to request the amendment of the student's education record that the student believes is inaccurate or misleading.* Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identifying the part of the record that they would like changed, and specify why it is inaccurate or misleading. If the college decides not to amend the records as requested by the student, the college will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.* One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. *The right to file a complaint with the U. S. Department of Education concerning alleged failures by Coahoma Community College to comply with the requirements of FERPA may be done so by contacting The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605*

GRADE REPORTS

Grades are posted by instructors at the end of each semester. Students may access their personal and secure online student account to retrieve or view final grades.

MILITARY CREDIT

ACCEPTANCE OF MILITARY CREDIT POLICY

Credit may be given to applicants who meet the following three (3) criteria:

1. Enroll in Coahoma Community College
2. Submit military transcript to the Office of Admissions and Records.
3. Submit their D.D. 214 form or D.D. 295 form which indicates a period of continuous active duty for at least 90 days.

A maximum of four (4) semester hours of physical education credit may be granted for Basic Training. Additional credit for training in formal service schools will be granted based on recommendations published in *A Guide to the Evaluation of Educational Experience in the Armed Services*. The credit recommended must be evaluated as being equivalent to a course at Coahoma Community College.

The maximum military credit allowed is 24 semester hours. A grade of M will be recorded for credit granted. No quality points will be awarded nor will the credits be used in calculating the student's grade point average. The Registrar evaluates military credit and administers the awarding of credit.

REPEATED COURSES

On any course which is repeated, the highest grade recorded will be considered when computing the student's cumulative grade point average.

SEMESTER-HOUR CREDIT

Coahoma Community College operates on the semester system, having changed from the quarter system in the fall of 1976. Semester-hour credit is determined by the number of hours a course meets per week. A course which gives three semester hours credit will normally meet for the three lecture/recitation hours per week or for two lecture/recitation hours and two laboratory hours per week or, for some, a combination of lecture/recitation and lab hours. The academic year is divided into two semesters and two summer sessions. Each semester is approximately seventeen weeks in length, and each summer session is approximately four weeks in length.

TRANSCRIPTS

Transcripts are released only upon a written and signed request by the student. The request must include a written signature and a social security number. A fee of three dollars (\$3) is charged for each copy. A fee of \$3 is charged for an electronic transcript. A fee of ten dollar (\$10) is charged for a facsimile transcript.

TRANSFER CREDIT POLICY

Coahoma Community College has established the following guidelines for evaluating, awarding, and accepting academic transfer credit:

1. Evaluation, acceptance, and application of transfer credit will be based upon receipt of official transcripts from all institutions attended. It is the student's responsibility to provide all official transcripts to the Office of Admissions and Records. Evaluation from international institutions will be considered only when accompanied by an official transcript evaluation from an approved foreign credit evaluation service.
2. The Articulation Agreement between the Mississippi Institutions of Higher Learning and the Mississippi Community College Board contains programs of courses for transfer for community/junior college students who attend Mississippi's eight public universities. In addition to the Articulation Agreement, the Uniform Course Numbering System ensures course alignment among the fifteen community/junior colleges in the state of Mississippi for all college parallel curricula.
Courses listed in the Articulation Agreement and/or the Course Uniform Course Numbering System will automatically transfer within community colleges and/or the state university system. Any prior occupational-specific courses or pre-requisites taken as part of an Associate of Applied Science or certificate program will be evaluated on an individual basis using the guidelines outlined in Number 3 of this section.
3. Courses from regionally accredited institutions will generally be accepted for transfer; however, transfer decisions are not made solely based on an institution's accreditation. Courses must be comparable in course description, nature, content, student learning outcomes, and level and must be appropriate and applicable to the learning experiences required in the declared program of study. Transcript evaluations are conducted by the Registrar and the department chair/and or program coordinator to determine the equivalency of the transfer credits to corresponding courses at Coahoma Community College.
4. Courses accepted for transfer must have a grade of at least "C". Grades earned for transfer courses will be used to calculate cumulative grade point average.
5. Transfer students must complete 25% of coursework at Coahoma Community College.

APPEAL OF AN ACADEMIC TRANSFER DECISION

Students who wish to appeal an academic transfer decision may do so by using the College's Academic Grievance Policy. When making an appeal, students must be prepared to provide supporting documentation (e.g., a course syllabus, course description from the college catalog, examples of work from the transferring institution, etc).

WORK-BASED LEARNING POLICY

Work-Based Learning allows the Career-Technical student to receive up to six (6) hours of work- Based Learning credit. These credits may be used as technical electives and counted toward graduation requirements of their curriculum. The following chart is used to calculate the number of credits earned:

Work Hours Per Semester	College Credit Hours Earned
45 to 135 hours	3 college credit hours

The employer verifies the hour to the Work-Based Learning Coordinator. Evaluations are conducted by the Work-Based Learning Coordinator. The supervisor completes and evaluates forms designed to be specific to the student's program of study. The student's course grade is based on work performance and evaluation. 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.

GRADUATION POLICIES

APPLICATION FOR GRADUATION

Application for graduation must be made the semester *prior* to the semester of graduation. Graduation applications are provided by the Office of Admissions and Records or are obtained from the college website. Graduation fees must be paid at the time of application. Graduation fees cover the cost of certificate/degree, cap, and gown. These fees must be paid whether or not the student participates in the formal exercises. **Graduation fees are non-refundable.**

GRADUATION REQUIREMENTS FOR AN ASSOCIATE DEGREE

To receive the Associate in Arts *or* Associate of Applied Science Degree, a student must:

1. Complete course requirements in the prescribed program of study as prescribed in the catalog.
2. Earn a minimum cumulative grade point average of 2.0.
3. Complete a minimum of 25% of coursework through instruction offered by Coahoma Community College.
4. Satisfy financial obligations at Coahoma Community College.

Exceptions:

1. A student may obtain a degree by completing the curriculum course requirements of the catalog in effect at the time of the first, or any subsequent, registration provided the work is completed within three years of the publication date of the catalog. Graduation requirements, however, may not be divided between two catalogs.
2. A student may comply with the catalog requirements of the first two years of the specific four-year accredited institution to which he/she will transfer. However, the student must provide the Director of Admissions and Records and the appropriate instructional dean with the name of the institution within the first month of the second semester of the student's freshman year.
3. A student who is physically disabled may earn equivalent semester hours in lieu of those required in general activities if his/her claim is verified by a written statement from a physician and approved by the appropriate instructional dean.

GRADUATION REQUIREMENTS FOR A CERTIFICATE OF COMPLETION

To receive a Certificate of Completion, a student must:

1. Complete course requirements in prescribed program of study as prescribed in the catalog.
2. Earn a cumulative grade point average of 2.0.

3. Satisfy financial obligations at Coahoma Community College.

CRITERIA FOR SCHOLASTIC HONORS

A student must be classified as a full-time student and earn **3.50 through 3.79** grade point average per semester hour is entitled to graduate with *honors*.

A student must be classified as a full-time student and earn **3.80 through 3.99** grade point average per semester hour is entitled to graduate with *special honors*.

A student must be classified as a full-time student and earn **4.0** grade point average per semester hour is entitled to graduate with *highest honors*.

ACADEMIC SERVICES

ACADEMIC COUNSELING SERVICES

Academic counseling is an ongoing educational process that connects the student to the College. Academic counseling assists in preparing the student for learning beyond the confines of the classroom. Academic counselors represent and interpret policies and procedures to the student and help the student navigate the academic and organizational paths of the institution.

The counselor is an advocate who is interested in the student's development and overall academic success. Academic Counselors engage students while building rapport to successfully fulfill major requirements. Counselors work diligently to assure that students receive not only academic guidance but assistance in resources that may have an impact towards their successful completion.

Counselors provide both campus and online. Additional services provided to the students include the following:

- Provides advice and assistance to students regarding academic matters.
- Helps students develop a course schedule that will allow them to meet degree requirements.
- Connects students with disability services so they can get the accommodations they need.
- Informs students of the requirements for graduation and the prerequisites for various programs.
- Assists students who are preparing to apply to four-year institutions/employment.
- Encourages intellectual connections across disciplines.
- Helps set goals and strategies to achieve them during and after college.

DICKERSON-JOHNSON LIBRARY

The Dickerson-Johnson Library and Learning Resource Center includes the general reference and circulation collections, Black Heritage Collections, Media Center and Computer Lab. The library occupies the second and third floors of the building.

The library is designed to facilitate student research and study with open stacks and continuously available assistance from library staff. It offers a wide variety of materials including over 45,000 bound volumes, nearly 400 periodicals in several formats including full-text CD-ROM databases, over 2,000 microfilms, as well as current issues of more than 125 magazines, journals and newspapers. Services provided include a microfilm reader/printer, photocopier, typewriters, typing rooms, a large group conference room which also serves as a viewing room, and a Media Center which houses a collection of books, audio-visual materials and equipment.

With the rapid technological advances in the area of information storage, retrieval and delivery, it is possible to expand access to a world of information beyond the library walls. The library has the capability of providing comprehensive searches of the literature to promote and enhance quantitative and qualitative research endeavors. Faculty, staff and students can access electronic databases to which

the library subscribes as well as those provided through Mississippi's statewide consortium funded by the Mississippi Legislature, **Mississippi Alliance for Gaining New Opportunities through Library Information Access (MAGNOLIA)**, and **Mississippi Electronic Libraries On-Line (MELO)**. The online catalog provides access to the collection and can be accessed at www.coahomacc.edu/library or <http://cocc.sirsi.net>.

EDUCATIONAL OUTREACH

Educational Outreach is the department by which the college enriches, expands, and extends its primary mission of teaching and service. The overall purpose of Educational Outreach is to extend the educational resources of the college to individuals, special interest groups, and target audiences not reached by traditional programs.

To accomplish this, the Department of Educational Outreach:

- Offers traditional, degree oriented classes electronically and at convenient locations, places and or times.
- Awards continuing education units (CEUs) for short term non-credit courses.
- Help individuals recognize the importance of education as a means of fulfilling personal needs and attaining goals throughout a lifetime of learning.
- Provides appropriate educational resources and guidance and assists as many individuals as possible in registering for learning experiences.
- Coordinates the various resources and services of the college to stimulate learning in socially deprived areas of the community.
- Promotes continuing education, community development and community involvement at every level of living through the college's service area.
- Plan, evaluate, and assess the educational services provided through our e-Learning, dual enrollment and evening programs.

Educational Outreach is comprised of e-Learning, dual enrollment and evening classes which are located on the main campus and at our off-campus sites. Additionally, this department also provides continuing education units and testing services.

E-LEARNING EDUCATIONAL PROGRAMS

E-Learning is defined as a formal educational process in which the majority of the instruction occurs when student and instructor are separated by time and/or location.

The purpose of the e-Learning Program at Coahoma Community College is to provide quality services and instruction through electronic technologies that enable students to attain their educational goals and to acquire and support appropriate emerging technologies for curricular, instructional and administrative enhancement consistent with our strategic initiative. The program will extend the offerings of Coahoma Community College to the community and beyond through e-Learning.

Coahoma is an active participant in the Mississippi Virtual Community College (MSVCC). The MSVCC is a cooperative of Mississippi's 15 community college districts and the Mississippi Community College Board (MCCB) that offers internet-based courses. These 15 institutions share resources so that students at any one of these institutions may take internet-based courses from any

member of the consortium. Students admitted to Coahoma Community College may register in any of the courses that Coahoma hosts (internet-based courses taught by other consortium members). Certain restrictions for hosted courses consist of the course being listed in the course descriptions section of the Coahoma catalog and it, as well as the instructor, must be approved according to the Faculty Credential Guidelines as set by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) by the Instructional Deans.

The operations for the MSVCC are monitored by the MCCB and participants in the Mississippi Virtual Community College Consortium are bound by the Uniform Course Numbering System, the Procedures Manual of the Mississippi Community College Boards Policies, and the Mississippi Virtual Community College Consortium Policies and Procedures Manual, to ensure quality and consistency of courses offered. Online courses carry the same amount and level of credit awarded as traditional courses taught on the main campus or at off-campus sites.

The Memorandum of Agreement is evaluated annually by those community colleges participating in the MSVCC. As part of this agreement, each of the participating community colleges adheres to the established policies of the MSVCC but also retains control of the institution's curriculum.

In order to take an e-Learning (online class), students must first be accepted for admission to Coahoma Community College. The admission procedure for an e-Learning course is the same as for day and night courses. No registration for e-Learning classes will be processed until the student has been cleared for admission to the college. Students may register only for those classes that have been approved and that are listed in the current CCC catalog. The student must also go through verification of identity to ensure that the student enrolled in the course is also the student completing the coursework.

DUAL ENROLLMENT

What is High Achievers Dual Enrollment Scholars Program?

The CCC High Achievers Dual Enrollment Scholars Program is a program that allows high school students to earn college credit toward a postsecondary diploma at a Mississippi public institution while simultaneously enrolled in high school. Dual enrollment students may accumulate a maximum of fifteen (15)*hours throughout the program. However, only those students who complete the maximum fifteen (15) hours will be recognized at CCC High Achievers Dual Enrollment Scholars. While students may earn college credit for a course while still a high school student, it is the individual high school's prerogative regarding awarding high school credit for the college course.

What is a CCC High Achievers dual enrolled student?

A CCC High Achievers dual enrolled student is a student who is enrolled at Coahoma Community College while enrolled in a local high school. The student will receive postsecondary credit for coursework.

What is a CCC High Achievers dual credit student?

A CCC High Achievers dual credit student is a student who is enrolled at Coahoma Community College while enrolled in a local high school. The student will receive both high school and postsecondary credit for coursework regardless of the course location (high school, hybrid, or official campus site). One three-hour postsecondary course is equal to one high school Carnegie unit. **The college does not regulate dual credit students. Students should contact the prospective person at their school concerning dual credit.**

Eligibility Requirements and Placement Procedures for DE/DC

Academic Eligibility

1. To be eligible for the High Achievers Academy Dual Enrollment Program, a high school student must meet the following criteria:
 - a. Have earned 14 Core Carnegie Units as listed as defined in Appendix B of the Mississippi Public School Accountability Standards.
 - b. Have a minimum high school GPA of 3.0.
 - c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

OR

- a. Have a minimum composite ACT score of 30 or the equivalent SAT score
- b. Have a minimum high school GPA of 3.0.
- c. Obtain an unconditional written recommendation from his/her high school counselor or principal.

Career and Technical Education Eligibility

2. To be eligible for the High Achievers Dual Enrollment Scholars Program, a high school student must meet the following criteria:
 - a. Have Junior or Senior classification
 - b. Have a minimum high school GPA of 2.0.
 - c. Obtain an unconditional written recommendation from his/her high school administrator/counselor or CTE instructor.

Placement Procedures

3. Certain college-level courses require certain placement scores (ACT) for enrollment. While placement procedures may differ based on the program of study, dual enrollment participants are subjected to the same placement requirements as dual-credit and traditional college students. The following placement scores are required for college-level English and Mathematics:
 - a. To enroll in English Composition I, a 17 or above is required on the English sub-test of the ACT.
 - b. To enroll in College Algebra, a 19 or above is required on the Mathematics sub-test of the ACT.

EVENING CLASSES

The Educational Outreach Department extends educational services across five Mississippi counties. We provide college courses in Tunica, Coahoma, Quitman, Tallahatchie, and Bolivar Counties. We work hard to make sure our students at all off-campus sites receive the same high quality college education as our day students by providing them with excellence in teaching and student support services. Classes are offered Monday thru Thursday during the hours of 5 pm – 10 pm and occasionally on Saturdays.

CONTINUING EDUCATION UNITS (CEU)

The Continuing Education Unit (CEU) is a universally recognized standard unit of non-credit learning which allows individuals to gain recognition for efforts to update and broaden their knowledge and skills. The CEU is most helpful in professions where Continuing Education is mandated.

Coahoma Community College awards CEU's through the Educational Outreach Department for seminars, workshops and courses and conferences that businesses and professional organizations develop and host. For each hour of the course, a participant is awarded .1 CEUs. A ten-hour course would be worth 1 CEU credit.

TESTING SERVICES

HSE/ACCUPLACER/ACT AND ONLINE TESTING SERVICES

The HSE/ACCUPLACER and E-Learning Testing Center is located in Curry Hall Building Room 6. This office offers HSE Testing Services to students within the five counties of Bolivar, Coahoma, Quitman, Sunflower and Tunica Counties. The Pearson VUE GED Tests and High School Equivalency Tests (HiSET) are administered to those persons who desire to earn a high school equivalency diploma if they were unable to complete their high school education. The ACCUPLACER Test is a Computer Adaptive Placement Assessment and Support instrument that was developed by the College Board to help postsecondary institutions place students into appropriate course levels. This office also provides Online Testing Services to students who take part in the Mississippi Virtual Community College to help meet their diverse needs from many of the online courses offered throughout the fifteen accredited junior/community colleges.

Requirements for HSE Testing

1. The applicant must not be enrolled in K-12 school.
2. The applicant must be 18 years of age or older.
3. The applicant must not be a compulsory-school-age child. A "compulsory school-age child" means a child who has not attained the age of (17) years on or before September 1 of the calendar year.
4. The applicant must show an official statement from the last school attended giving date the applicant officially withdrew from school or regular high school class graduated.
5. The applicant must set up a HSE account with PearsonVUE online at myGED.com or HiSET.ets.org/test-takers in order to take the HSE computer based tests.
6. The applicant must present a valid government-issued photo ID on test day at the test center. A valid Photo Identification includes (driver's license, state issued ID, military, or passport).

Requirements for ACCUPLACER Testing

1. The ACCUPLACER test is required for students under the age of twenty-one (21) who have not taken the ACT test. Even if a student has taken the ACT Residual for admission to Coahoma Community College, the student must take the ACCUPLACER test before registering for classes.
2. Students who have taken the ACT and submitted their scores to the Office of Admissions and Records may elect to take the ACCUPLACER test in order to challenge placement in a Math, Reading, or English course.
3. Students over the age of twenty-one (21), who have not taken the ACT, are **strongly encouraged** to take the full battery of the ACCUPLACER test **BEFORE** registering for college-level courses. If a student

enrolls in a college-level course and does not have the skills needed to succeed in that course, the student will be referred for further testing, advising, and placement including taking the ACCUPLACER test.

Requirements for E-Learning Testing

1. Students must be enrolled in an e-Learning course with a Canvas account through the Academic Affairs Educational Outreach Office.
2. Students must be able to use a desktop or laptop computer, printer, software, and Internet.
3. Students must have an email address that you check.
4. Students must schedule an appointment within 48 hours in advance through SmarterProctoring located in their online class.
5. Students must show a valid photo Identification (driver's license, state/school ID, military or passport) on the day of testing.
6. Students who are taking online classes through another MSVCC Consortium institution must schedule and reserve a seat for their proctored exam through the CCC Proctoring inside ofCanvas.
7. Students who are taking online classes outside of the MSVCC consortium must contact the Testing Services Coordinator by phone or e-mail to reserve a seat for proctored testing.
8. There are no associated fees for scheduling and taking a proctored exam.

Requirements for ACT Residual Testing

1. Students must show a valid picture ID (driver's license, state/school ID, military or passport) on the day of testing.
2. Students may not take the Residual ACT test twice within 60 days.
3. Students can only use ACT Residual scores at current school for enrollment or specific program of study.

VETERAN SERVICES

Coahoma Community College is an approved institution for providing educational training for veterans, spouses, or dependents of veterans. The Assistant Director of Admissions and Records serves as the Veteran Coordinator and offers assistance in handling matters pertaining to veterans at the college. All academic, technical, and vocational programs are open to veterans or eligible persons. The accounts and permanent records of veterans and eligible persons are identifiable and available for examination by duly authorized persons including representatives of the Veterans Administration.

VETERANS ACADEMIC PROBATION AND SUSPENSION POLICIES

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

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

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

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

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

After completing four semesters of work, the student must have and maintain a 2.0 GPA.

Students failing to achieve and maintain this average will be suspended from the college and will be re-admitted only at the discretion of the appropriate instructional dean.

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

ATTENDANCE FOR VETERANS

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

CHANGE IN ENROLLMENT STATUS FOR VETERANS

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

EDUCATION AND TRAINING RECORDS FOR VETERANS

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

PROGRESS RECORDS FOR VETERANS

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

REPORTS TO VETERANS ADMINISTRATION

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

STUDENT ENGAGEMENT

STUDENT SERVICES OBJECTIVE

Student Services constitute the non-instructional services provided for the student body. Administrators, faculty, and staff are involved in group guidance, student activities, campus organizations, and individual counseling to aid students in their overall development.

The Student Services Program objectives are as follows:

- To provide a variety of non-instructional services that aid the student in developing socially, academically, and professionally as he/she participates in the programs the college provides.
- To develop good citizens by providing a democratic setting and an atmosphere of learning in which students may develop individually and collectively through co-curricular activities.
- To implement a regularly scheduled series of lyceum and cultural events that involves resident, commuting and “non-traditional” students.
- To assist students in setting attainable goals and making beginning steps toward these goals in the transfer program and becoming “job ready” through Student Support Services initiatives.
- To provide tutorial programs and to screen students and counsel them in areas of greatest benefit to each student predicated on his/her needs and desire of assistance.

The Student Services Program provides the following services:

- Financial Aid
- Department of Safety
- Judicial Affairs
- Student Life and Activities
- Health Services
- Housing and Residence Life
- Food Services
- Fitness Center
- Web Services
- Laundry Services
- Student Clubs and Organizations and
- Campus Royalty
- Orientation
- Career Services and Placement
- Counseling Services
- Religious Life
- Tutorial Services
- Student Publications (Newspaper & Yearbook)

ORIENTATION

Orientation is a comprehensive opportunity designed specifically for the first-time freshman or transfer student providing information to ease the transition into college life and introduce the college's goals, mission, policies, admission requirements, and programs of study.

An orientation class is conducted for one semester as a part of a two-year degree curriculum and all students are required to enroll in the course during their first 21 hours. College rules, regulations, and policies are reviewed along with other activities designed to help freshmen adjust to college. Student handbooks and college catalogs are reviewed.

Note: An online virtual Orientation containing paralleled material can be accessed by potential students (onsite and offsite) of Coahoma Community College on the college's web site, on the Enrollment and Student Services web page.

STUDENT CONSUMER INFORMATION

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

STUDENT HEALTH SERVICES

The Coahoma Community College-Aaron E. Henry Student Services Center is located on the inside of the Frank W. Gambrell Student Affairs Multi-Complex Building. The center serves student, faculty and staff at Coahoma Community College. All patients are responsible for the cost of medicine, lab work and other diagnostic tests. The center houses a full-time nurse, two nurse practitioners upon referral, a medical doctor upon referral, and a social worker upon referral. The hours of operation are M-F, 8:00 a.m.-4:30 p.m. and on Friday from 8:00 a.m.- 4:00 p.m. Coahoma Community College does not house a full-time physician in this facility. Therefore, the institution is not liable for illnesses or injuries that are outside of the scope of services provided by a Licensed Practical Nurse. If aforementioned unfortunate circumstances arise, then the local emergency services will be contacted and the student will be transported to the local hospital at the expense of the student.

FOOD SERVICES

Dining halls are located on the first floor of the Z. A. Barron Student Union Building. The college outsources food services through Valley Foods Incorporated. To gain admittance, a residence hall student must present his/her student ID in order to eat any meal; and there are **no exceptions** to this rule. The college makes every effort to provide nutritious items on a daily basis in the college's dining hall. It is a requirement for all residence hall occupants to participate in dining hall services. The room and board fees that students are assessed cover the meal plan. Except on occasions when bag or box lunches are prepared, food is not to be taken from the dining area. Athletes are required to purchase a seven (7) day meal plan. Non-athletes can purchase either a five (5) day or (7) day meal plan. Hours for the college dining hall are as follows:

DINNING HALL SCHEDULE	
Weekdays (Monday – Friday)*	
Breakfast	7:00 a.m. – 9:00 a.m.
Lunch	11:00 a.m. – 2:0 p.m.
Dinner	5:00 p.m. – 7:00 p.m.
Weekends (Saturday and Sunday)*	
Brunch	9:00 a.m. – 11:00 a.m.
Dinner	3:00 p.m. – 5:00p.m.

GRILL

The college also has a grill, in which fast foods are served at the expense of the student, and such expense is independent of the college meal plan. The hours of operation for the college grill are:

GRILL SCHEDULE*		
Breakfast	Monday – Friday	7:30 a.m. – 10:00 a.m.
Lunch	Monday – Friday	11:30 a.m. – 2:00 p.m.
Dinner	Monday – Friday	6:00 p.m.- 9:00 p.m.

Students are expected to observe standards of good conduct and good citizenship while in the dining area. Violation of the *Code of Conduct* may result in one of the following sanctions: fine, disciplinary warning, probation, dismissal from dining services for the year, suspension, or expulsion. Appropriate dress is essential for both the dining hall and the grill.

Pajamas, house shoes, tank tops, caps, head scarves, head rollers, do-rags, etc. are not acceptable apparel. Coahoma Community College reserves the right to refuse food services to anyone based on the grounds of inappropriate dress and/or inappropriate actions displayed verbally or physically. Such acts are considered student infractions, and the student judicial process will be invoked, to decide whether probation, suspension, or dismissal of meal services is necessary. Meal plan monies are nonrefundable based on the aforementioned sanctions.

DEPARTMENT OF SAFETY

The Department of Safety (campus police/fire department) on the campus of Coahoma Community College is an entity of the institution that provides the first line of defense for students, faculty and staff for on and off-campus buildings and sites. The department's overall goal is to provide an environment that is safe, less threatening, and conducive to teaching and learning. Full-time and part-time certified State of Mississippi police officers are housed within the department under the direct leadership of the Campus Police and Fire Chief. The department also houses a full-time dispatcher.

Campus police, under circumstances punishable by law, have the authority to arrest a subject for disorderly conduct unbecoming to the policies and procedures of the institution and/or the law as prescribed by the State of Mississippi. The Department of Safety can be contacted in all cases of emergencies at (662) 645-1837 (office); (662) 645-2347 (Chief of Police); (662) 902-9465. The department is located in the Dickerson-Johnson Library on the first floor. Officers are on duty 24 hours a day, seven days a week.

STUDENT CODE OF CONDUCT

To maintain an atmosphere on the Coahoma Community College on-campus and host sites that is conducive to academic pursuits and fosters the growth and development of all members of the college community, a series of procedures and regulations governing student conduct and behavior has been established. Included in the procedures and regulations, which collectively are known as the *Student Code of Conduct*, are statements concerning expectations regarding student conduct, guarantees of student rights and responsibilities, and procedures for adjudicating allegations concerning student misconduct. The penalties for violation of these regulations are also contained in the *Student Code of Conduct*.

All students at Coahoma Community College are expected to read and become familiar with all sections of the *Student Code of Conduct*. Each student is individually responsible for adhering to the regulations contained in the Code. A student who is found to have violated these regulations will be subject to disciplinary action, ranging from a disciplinary warning to suspension/ expulsion. The severity of the sanction is dependent upon the severity of the offense as determined by the judicial officer, the Director of Enrollment and Student Services/designee, or the appropriate judicial council.

Discipline will be levied in all instances except those in which a qualified, licensed, mental health professional has communicated to the college in writing that the actions were caused by severe psychological problems sufficient to warrant the immediate withdrawal of the individual from the

college. In each instance, the individual may not re-enroll at Coahoma Community College for at least two full academic semesters and then only upon the written recommendation of the mental health professional.

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

NON-INSTRUCTIONAL GRIEVANCE POLICY

GRIEVANCE PROCEDURES

Coahoma Community College is committed to maintaining a campus environment in which employees and students can collaborate and communicate freely with each other. The College recognizes that situations may arise in which an employees or students believe that the College may have subjected them to unfair treatment, or that they have been subjected to actions that violate the College's policies or the law. When this happens, employees or students are strongly urged to seek advice from an appropriate member of the College community. There should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion.

While it is not required, employees or students who believe that they've been subjected to improper or unfair treatment by the College or to behavior which violates any of the College's policies may first try to solve the problem through direct communication with the other person(s) concerned. Again, there should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion. If a discussion is not appropriate or possible, or if the employees or students are not comfortable trying to communicate directly with the other person(s) concerned, employees should promptly bring the problem to the attention of the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100. Students should promptly bring the problem to the attention of the College's Director of Enrollment and Student Services or his/her Instructional Dean.

Please note that the procedures contained in this policy are not intended to be used to challenge the desirability or application of the College's policies. Grievances do not involve claims of possible discrimination on the basis of race, color, sex (including sexual harassment), religion, creed, age, handicap, national origin, or status as a veteran. Employees or students wishing to pursue claims of such discrimination must report them directly to the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100.

As related to employees, disputes over salary or rates of pay, or disputes over a supervisor or administrator's judgment regarding job performance or professional competence, will not ordinarily constitute the basis for filing a grievance under this policy. The College's Employee Services Department will determine whether or not a dispute is within the scope of this policy.

The grievance procedures set forth below may be invoked by employees or students. This grievance policy is in place for current employees and students of the College. Contract non-renewals or former students are not subject to review under the grievance policy.

Non-Retaliation

An employee or student who file grievances in good faith shall not be subject to retaliation for making or pursuing such claims. Likewise, an employee or student providing evidence in the grievance

process on behalf of or against another's claim shall not be subject to retaliation for their participation in the grievance process.

As related to an employee, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Employee Services Department may recommend disciplinary action, including, but not limited to, demotion, suspension, termination, or other of employment for the offending party or parties.

As related to student, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Director of Enrollment and Student Services may recommend disciplinary action, including, but not limited to, suspension, expulsion, or other actions for the offending party or parties.

THE GRIEVANCE PROCESS

Note: The deadlines established by the grievance process are intended to promote a speedy and fair outcome for all concerned. If compliance with a deadline is not practical or reasonable in the circumstances, the individual or party who cannot comply with the deadline should request an extension from the College's Employee Services Department or the Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean. Ordinarily, no more than one extension should be requested or granted during the course of any grievance proceeding. Accordingly, all parties should do their part to comply with all deadlines.

Step 1 – Within seven (7) business days of the incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student is encouraged to meet with the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to try to resolve the problem(s) informally. The aggrieved employee is also encouraged to seek the assistance of the College's Employee Services Department to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved employee believes that the assistance and/or participation of the College's Employee Services Department will promote the likelihood of achieving a satisfactory result.

The aggrieved student is also encouraged to seek the assistance of the College's Director of Enrollment and Student Services. For instructional grievances, the student should see the Instructional Dean to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved student believes that the assistance and/or participation of the College's Director of Enrollment & Student Services or the Instructional Dean will promote the likelihood of achieving a satisfactory result.

OR

If a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance is reasonably deemed by the aggrieved employee or student to be unlikely to produce a mutually satisfactory conclusion, or if the aggrieved employee or student is not comfortable communicating directly with the other person(s) concerned, then the aggrieved employee or student should proceed to Step 2.

Step 2 – If a mutually-acceptable outcome was not achieved as a result of a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the

basis of the grievance (as described in Step 1, above), then the aggrieved employee or student may file a written statement of the grievance with the College's Employee Services Department or with the Director of Enrollment and Student Services within three (3) business days after the meeting was held. For instructional grievances, the student should file a written statement to the Instructional Dean within three (3) business days after the meeting was held.

OR

If a meeting was not held between the aggrieved employee or student and the persons involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student may file a written grievance within ten (10) business days after the event(s), incident(s), or situation(s) that led to the grievance. If an employee or student fails to file his or her grievance within 10 days of the event(s), incident(s) or situation(s) that led to the grievance, the fact-finding process may be impaired and additional time may be required to investigate the aggrieved employee's or student's complaint and to make a determination.

Contents of the grievance statement. The grievance statement filed must include the employee's or student's name, position, and department; the name of the employee's supervisor or the student's Director of Enrollment Services or Instructional Dean; a detailed description of the alleged grievance, including, as is appropriate, the dates of the occurrence(s); the date when the employee or student discovered the action upon which the grievance is based; a narrative statement which describes how the matter arose; a description of when and how the employee or student learned of the matter; the misconduct, unfair treatment, or improper action(s) that occurred, or the rights which the employee or student believes were violated; subsequent actions taken by the employee or student; any actions taken by the employee or student to resolve the matter; and a description of the specific remedy desired; and the employee's or student's signature.

After the grievance statement has been submitted to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, a copy of the grievance statement may be provided to the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to other appropriate College personnel by the Employee Services Department, Director of Enrollment and Student Services or Instructional Dean.

Step 3 -- The College's Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean will conduct an investigation to collect pertinent information relating to the grievance, which may include individual discussions with the employee filing the grievance and the person(s) involved in or implicated by the grievance, based upon the availability of the individuals. This investigation should be concluded within ten (10) business days after the filing of the grievance, unless additional time for investigation is needed in the circumstances, to include, but not limited to, an employee or student with documented disabilities. If appropriate, written statements may be obtained from witnesses and/or from person(s) involved in or implicated by the grievance.

Step 4 – After the investigation has been concluded, a representative from the College's Employee Services Department or Director of Enrollment and Student Services or Instructional Dean shall promptly convene a meeting with the employee or student filing the grievance, the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and other personnel, as is appropriate, to review the situation and to discuss a possible

resolution of the grievance that is acceptable to all parties, if any. If a mutually agreeable resolution can be achieved, no further actions will be taken by the College's Employee Services Department or the Director of Enrollment and Student Services or Instructional Dean in relation to the grievance.

Step 5 – If an agreeable resolution cannot be achieved by agreement (as described in Step 4), the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean will notify the aggrieved employee or student of its determination in relation to the grievance within seven (7) business days. The College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean may also notify other appropriate personnel of the determination, as well, and may recommend any action(s) deemed to be necessary or appropriate – including disciplinary action -- to resolve the grievance. The parties named in or implicated by the complaint have three (3) business days to accept the decision and the recommended actions, or to proceed to the next step.

Step 6 – If the parties named in or implicated by the grievance are not satisfied with the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean's determination and recommended actions, the aggrieved party or parties may submit a written appeal to the College's Employee Services Department or Director of Enrollment and Student Services or Instructional Dean within three (3) business days after receiving notification of the determination and recommendations. Failure to file an appeal within three (3) business days constitutes an acceptance of the decision and recommended actions rendered.

Upon appeal, a grievance hearing ordinarily shall be scheduled by the College's Employee Services Department for employees; the Director of Enrollment and Student Services or Instructional Dean for students, to take place within fourteen (14) days after the appeal and request for a grievance hearing has been submitted. A neutral hearing officer selected by the College will hear the grievance. Attendance at the hearing shall be restricted to the hearing officer, witnesses, and College representatives. The hearing officer shall preside at the hearing and any party who wishes to present evidence, examine witnesses, summarize evidence, or present arguments may do so only with the consent of the hearing officer. It is the responsibility of the aggrieved employee or student to show that there has been a violation of policy or established practice. If the aggrieved employee or student wishes to obtain testimony from witnesses at the hearing, the names of witnesses must be provided to the College's Employee Services Department for employees or Director of Enrollment and Student Services or Instructional Dean for students at least seven (7) days prior to the hearing date (to avoid possible scheduling conflicts among witnesses). The privacy of confidential records used in the hearing shall be respected. The aggrieved employee or student to the grievance may submit suggested questions or proposed inquiries of witnesses, in writing, to the hearing officer at the time of the hearing, and the hearing officer may, at his or her discretion, ask the questions or pursue the proposed inquiries at the hearing, if they are deemed by the hearing officer to be relevant. An audio recording or stenographic record of the hearing will be maintained. (If an audio recording of the hearing is made, a copy of the recording may later be requested by the aggrieved employee or student, if an appeal is filed in relation to any determinations or recommendations subsequently issued by the hearing officer.) The hearing officer may consider both oral testimony and written materials, and other evidence. Upon receipt of any written statement or evidence provided by any party to the hearing officer, the hearing officer shall promptly provide the other party with a copy of such materials.

After the close of the hearing, the hearing officer shall issue a report within fourteen (14) business days which contains his or her findings and non-binding recommendations, based upon the

evidence, information, and testimony presented at the hearing. A copy of the hearing officer's report will be immediately provided to the aggrieved employee or student and to all other parties named in or implicated by the complaint. The aggrieved employee or student, or any other party against whom an adverse employment action or enrollment action has been recommended in relation to the grievance, has seven (7) business days to accept the decision and/or recommendations of the hearing officer, or to proceed to the next step. The report and/or recommendations of the hearing officer shall be advisory; the College retains the right to accept or to reject the findings, recommendations, and decisions of the hearing officer, in whole or in part, for the purposes of deciding upon an appropriate course of action and/or response in relation to the grievance.

Step 7 -- If the parties named in or implicated by the grievance are not satisfied with the decision and/or recommendations of the hearing officer, the aggrieved employee or implicated parties may submit a written appeal to the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean within seven (7) business days after the hearing officer's report and recommendations have been mailed to or otherwise provided to the aggrieved party or parties. The appeal must include a detailed description of the basis of the appeal, and a detailed statement, which explains why the hearing officer's determination and/or recommendations are in error. This appeal shall be submitted to College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean. The College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall then provide all investigative, hearing, transcript, personnel, and other materials (including the hearing officer's report and/or recommendations) to the President of Coahoma Community College for his or her consideration. Within a reasonable period of time, the President shall review these materials and, at his or her discretion, any other available evidence, information, and testimony, for the purposes of determining whether to sustain the grievance and/or the hearing officer's recommendations, in whole or in part; to reject the grievance and/or the hearing officer's findings and/or recommendations, in whole or in part; or to take other appropriate action, in his or her discretion. The report and/or recommendations of the hearing officer and/or of the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean shall be advisory, and will not bind the President to a particular decision. The President's review of the grievance and the hearing officer's report and recommendations may be made in consultation with the College's Employee Services Department, Director of Enrollment and Student Services or Instructional Dean, with the Board of Trustees, and/or with other individuals, as is or may be appropriate. The decision of the President is final.

DUE PROCESS

The following due process procedures are afforded to all ID card carrying students at Coahoma Community College who are involved in cases that may result in disciplinary sanctions:

- A. The student(s) shall be notified in writing that he/she has been perceivably involved in an incident that is in violation of the Coahoma Community College code of conduct. The notification will be submitted to the student(s) within three (3) working days and will provide the date, time, and place of the judicial hearing.
- B. The individual will be permitted to face and question his/her accuser(s) and witnesses testifying against him/her at the hearing. At the discretion of the hearing officer, both the accused and the accuser have the right to provide evidence and witnesses to prove otherwise

- or to speak on their behalf.
- C. After due consideration of the appropriate judicial council, the council shall render to the presiding officer a verbal and/or written decision.
 - D. The student, if opposed to the sanction(s) rendered by a council, has the right to reject the sanction and invoke appeal proceedings.
 - E. The student has to provide in writing within three (3) working days of the hearing, to the Director of Enrollment and Student Services, the basis of the appeal, new evidence, and/or new witnesses. An appeal will not be granted, unless the aforementioned are not evident. If an advisor and/or attorney is being brought to the hearing on behalf of the student, the student must notify in writing the Director of Enrollment and Student Services within two days-48 hours prior to the hearing. The advisor and/or attorney will only speak at the discretion of the hearing officer, which is not likely to occur.
 - F. The Director of Enrollment and Student Services will decide if an appeal is warranted, and if so, notify the student and the appropriate council to schedule a date, time and location within three (3) working days of the hearing, and send the case to the appropriate council for an appeal hearing.
 - G. If an appeal hearing is granted, and the appellate council makes the recommendation to the Director of Enrollment and Student Services, the student has the right to take his/her case to the President of the college. The President will then advise the Director of Enrollment and Student Services of a recommendation to be carried out regarding the case or correspond with the student (s) directly.
 - H. In cases where the student(s) has been adjudicated/pending cases in the courts of counties, state, or federal entities, and also involved in a breach of Coahoma Community College's code of conduct, the student's (s) case outside of the college will determine the fate of the student's (s) matriculation at Coahoma Community College, to determine if the student(s) involved pose a threat to the campus community. The college will continue its case involving the student(s) after the external case against him/her is settled, and said student(s) might be suspended until that time.

Note: In cases in which the Director of Enrollment and Student Services constitutes an emergency, Due Process proceedings will be foregone temporarily, and the student(s) will be removed from all premises of Coahoma Community College until order is restored. Infractions of the college's rules, regulations, and sanctions consisting of fines, reprimands, probation, and work assignments will not become a part of a student's permanent record.

Note: Please refer to the Student Services web page for detailed statements, policies, and procedures regarding student rights and responsibilities, code of conduct violations and sanctions, and due process.

DRUG-FREE SCHOOLS/CAMPUSES AND ALCOHOL POLICY

Coahoma Community College acknowledges and adheres to the laws of the state of Mississippi. The college also complies with the Drug-Free Schools and Communities Act Amendments of 1989.

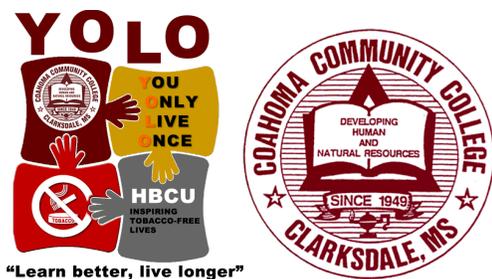
In compliance with federal and state laws, at Coahoma Community College the following will apply:

DRUGS

- A. The possession of any controlled drug deemed so by federal or state laws on or off campus is prohibited.
- B. In compliance with state and federal law, it is illegal to possess, consume, use, or distribute (or intend to distribute or use) any drug controlled by federal or state laws on the campus of Coahoma Community College or at events sponsored or supervised by the college.
- C. The manufacture, intent to manufacture, furnish, or intent to furnish drugs controlled by federal or state law is prohibited.
- D. The sale, intent to sell, purchase, and intent to purchase, deliver, and intent to deliver drugs controlled by federal or state law is prohibited.
- E. Possession or use of any drug related paraphernalia is also prohibited. The college reserves the right to initiate judicial action if drug violations occur on or off campus. Students found to be in violation of the drug policy will be subjected to disciplinary action, which will result in expulsion.

ALCOHOLIC BEVERAGES

- A. No person may consume or possess any alcoholic beverages, containers, or bottles in the residence halls, in college buildings, or on any property or public location belonging to Coahoma Community College.
- B. The possession, sale, distribution or furnishing of alcoholic beverages is prohibited in the residence halls, in college buildings, or on any property or public location belonging to Coahoma Community College.
- C. Students who behave in an intoxicated manner as a result of the use of alcohol or require staff assistance shall be subject to disciplinary action.
- D. The playing of games (or competitions) involving the use or consumption of alcoholic beverages is prohibited on the campus or at events sponsored or supervised by the college whether home or a visiting institution.
- E. Common source containers are prohibited in residence halls and on college-owned property.
- F. Possession of any alcohol paraphernalia is prohibited.
- G. Empty alcoholic beverage containers (bottles, cans, etc.) are prohibited in/on college owned or controlled property. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester(s) length or expulsion)*



SMOKE TOBACCO-FREE POLICY COAHOMA COMMUNITY COLLEGE

Summary/Purpose: To provide notice of and guidelines about the tobacco/smoke-free environment at Coahoma Community College.

* This policy includes all tobacco, smoking materials including e-cigarettes.

Smoking and the use of tobacco products are prohibited at all times, and at all locations of Coahoma Community College campus, including College-owned facilities, properties, and grounds. This includes but is not limited to the following:

- The interior of all College-owned buildings;
- All outside property or grounds of the main campus, including sidewalks, parking lots, recreational areas and partially enclosed areas such as walkways, breezeways, patios, porches, gazebos, tents and bus shelters;
- Within any Coahoma Community College-owned vehicles, including buses, vans, shuttles, golf carts and all other College vehicles; and
- All indoor and outdoor athletics venues and facilities.

This policy applies to all faculty, staff, students, visitors, and contractors.

For purposes of this policy, “smoke - tobacco free” means inhaling, exhaling, chewing, dipping, burning, carrying or possessing any tobacco product, including cigarettes, cigars, pipe tobacco, and any other tobacco products, including electronic cigarettes.

The College also prohibits littering the campus with remains of any tobacco products. Additionally, the College-controlled advertising, sale, or free sampling of tobacco products is prohibited on campus, regardless of the vendor.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and athletic events using College-owned facilities, grounds, and properties are required to abide by Coahoma Community College policy. Therefore, organizers of such events are responsible for communicating to attendees the policies of the College and for enforcing this policy.

Communication: Persons will be informed of this policy through:

- Signs posted in appropriate areas throughout the College
- Various College web sites including Human Resources, Alumni Affairs, Athletics,

Health Center, Counseling Center, and others

- [Coahoma Community College Smoke-Free Campus web site](#)

www.coahomacc.edu/smokefree

- E-mail communication to all employees and students
- Other College publications and communications.

Respect and Responsibility: The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All members of the College community share in the responsibility for adhering to and enforcing this policy. Any complaints should be brought to the attention of the appropriate College authorities and anyone who complains shall be protected against retaliation.

Enforcement: The responsibility for the enforcement and communication of this policy rests with all members of the College community and the College Police Department.

Visitors, contractors, and other individuals on campus who are in violation of the policy should be reminded of the policy and asked to comply with our smoke-free campus policy.

All faculty, staff, and students who are in violation of this policy should be reminded of the policy and asked to comply. Refusal to comply with this policy could result in citations and fines. For complete information about policy enforcement, go to www.coahomacc.edu/Smokefree

Smoking Cessation Programs: Student Services and Counseling Center offer a range of information on smoking cessation and support programs that may be available for any member of the College community who desires to quit smoking. To learn more about smoking cessation programs available to students and employees, please go to www.coahomacc.edu/smokefree

*This policy is being introduced to the College community in August 2016; strict enforcement of the policy begins January 2018.

CAMPUS HOUSING

Coahoma Community College affords the privilege for eligible students to reside in campus residence halls. First preference is given to students who are Pell Grant packaged as residents of the State of Mississippi. Residence Hall occupants' files are to be completed in the Office of Financial Aid before placement. The college has the right to refuse occupancy to any person who might pose a potential threat to the campus community. Any person who has been convicted of any criminal act will be considered for housing at the discretion of the Director of Safety and the Director of Enrollment and Student Services. The college has four (4) residence halls which are in operation for occupancy. Overnight guests are prohibited, unless otherwise cleared by the Coordinator of Housing or Residence Hall Managers. Guests are allowed in the residence halls, only if cleared by the Residence Manager. All guests are subject to all rules and regulations of the college and must sign-in and file a valid State driver's license with the housing director. If trespassers are found to be in residence halls, and it is deemed that the occupant(s) is harboring a trespasser(s), then all involved will be arrested and bound over to the courts of Coahoma County.

Under age children are a liability to the college, and are prohibited at all times in the residence halls. An underage guest that is a relative of the occupant has to be a minimum age of 13 to be considered for visitation or overnight stay. Violators of aforesaid policy may lose housing privileges.

The college mandates two occupants to a room. Residence Halls have security camera systems that are monitored and maintained by the Department of Safety and Technology Services for occupants' safety, theft prevention, and destruction to property. Residence Halls have access control card, wireless Internet capabilities, and other amenities. The access control cards and room keys are issued to occupants at check-in and are expected to be returned at check out each semester. Failure to do so will result in a \$15 replacement fee for the access card and a \$30 replacement fee for the room key. Rooms and halls are to be kept clean at all times. A fine will be imposed if it is determined that dormitory rooms are not kept clean. A housing deposit of \$100 per year is required prior to occupancy. The deposit is refundable at the end of the academic year or upon official withdrawal from the college, unless the student has an outstanding balance, such as tuition, room and board, fines, etc. Residence Hall Staff has the right to transfer/remove a student from a residence hall for issues, such as consistently committing student infractions, danger to themselves/others, or disrespect of residence hall staff/others.

Room visitation of the opposite sex is prohibited unless otherwise decided by the Director of Housing and the Director of Enrollment and Student Services. If this privilege is granted, the room doors are to be left unlocked and housing staff has the right to check the room at any time during the visit. Students are to check-in with valid ID cards, and guests are to check-in with a valid state driver's license. Sexual activity of any kind is prohibited on the campus of Coahoma Community College. Violation of this policy may result in a fine, probation, suspension, or expulsion.

Coahoma Community College reserves the right to check rooms and property therein at discretion, at any time. Residents are to comply with respect and assistance, if necessary. Residents do not have to be present at the time of the room check. Room checks can be done by Residence Assistants. Residence Assistants (RA's) are employed by the Department of Housing and Safety to assist the dormitory managers in keeping order and other related duties as outlined in the *Housing Policies* and

Procedures Manual which is available on the Student Services webpage (housing section) of the college's website. RA's are to be respected as college staff. If this process is not followed, sanctions will be imposed. For more detailed information, as related to housing policies, please visit the Student Services webpage.

ACADEMIC PROGRESS FOR RESIDENCE HALL STUDENTS

1. Students occupying residence hall rooms must enroll and continue to the end of the semester in the minimum number of twelve (12) semester hours which classify them as full time students.
2. Any student dropping to part-time status during any semester will forfeit the privilege to reside in the residence halls and will not be refunded any paid room and board fees. Financial Aid will be adjusted and the student will be responsible for any charges on his/her college account.
3. Any student who fails to maintain a cumulative 2.0 grade point average or better will not be eligible to reside in the residence halls of Coahoma Community College.

All residence hall students who are not in compliance with the requirements at the end of the first semester will be sent a written warning of their campus housing status. Notification of noncompliance of these regulations will be made by the Director of Enrollment and Student Services. Students not in compliance at the end of the second semester will lose campus housing privileges until the grade point average is raised to a minimum of cumulative 2.0 on a 4.0 scale.

CAREER SERVICES AND PLACEMENT

The Career Center, located on the second floor of the Zee A. Barron Student Union Building, offers a variety of services for students. These services include career development, personal development, workshops in related areas, and educational and career information. The Career Center manager is available to assist each student reach his/her potential. The Career Center's hours of operation are from 8:00 a.m.-4:30 p.m., Monday-Thursday, and on Friday from 8:00 a.m.-4:00 p.m.

TUTORIAL SERVICES

The tutorial lab, located on the second floor of the Zee A. Barron Student Union Building, offers supportive academic services for students to reduce classroom failure rates; to develop basic skills; to improve Coahoma Community College's student retention efforts; to serve as refresher sessions for students who are academically strong/deficient in subject areas, but have forgotten basic curriculum principles; to develop a positive attitude toward learning; to develop effective study habits; to develop self-confidence; and to increase the student's understanding of the subject matter.

The services are offered with assistance from a full-time lab facilitator, and peer tutors. The subject areas offered in the lab are Remedial Writing, Remedial Math, Remedial Reading, College Algebra, English, Science Disciplines, Social Sciences, and Business. The hours of operation can be found on the college's website on the Student Services' webpage.

RELIGIOUS LIFE

Coahoma Community College recognizes the importance of religious life and lends encouragement to students seeking guidance in this direction. Bible study is offered to those who want to

participate. The religious life of Coahoma Community College may be enriched through the following channels:

- The Baptist Student Union,
- The Wesley Foundation, &
- The Choral Music Department.

Local churches welcome the Coahoma Community College family to participate in services and activities.

STUDENT UNION BUILDING

The Zee A. Barron Student Union is a facility where students assemble to engage in the collegiate socialization process before, between, and after classes. The Union serves as the hub for the suite of offices for the Director and the Assistant Director of Enrollment and Student Services, Support Services Programs, Student Activities, Student Government Association, Magnolia Room, college game room, and college dining halls. Although this is a hub for student enjoyment, students should conduct themselves in a manner that is not offensive to others, free of profanity and inappropriate dress. The Union, as is all college buildings, is a smoke-alcohol free facility. Smoking is prohibited within 35ft of the building. Obstruction of free flow of traffic and loitering in the entrance/exit of this building is prohibited. Due to the liability risks, children under the age of eight (8) years of age are not permitted in the Student Union Building or classroom buildings of the institution, unless otherwise cleared by a Divisional Director and/or Dean. Student IDs will be periodically checked for student validation.

To gain admittance into the dining halls, game room and bowling center, a valid student ID must be presented, and the student must sign the roster for data purposes. All aforementioned prohibitions for students are subject to loss of Union privileges for an indefinite time allotment.

CLUBS AND ORGANIZATIONS

College Approved Clubs and Organizations:

Student organizations provide an opportunity to discover and develop leadership skills, to make a positive contribution to co-curricular campus life, and to develop socialization skills with fellow students. The student organizations at Coahoma Community College are as diverse as the student enrollment and were developed to create avenues for increased learning and community spirit. Student Organizations are governed by policies set forth by the Division of Enrollment and Student Services. In order for Clubs and Organizations to participate in major functions (Homecoming Activities, Coronation, host campus/off-campus events) they are to be deemed active by the guidelines set forth by the Division of Enrollment and Student Services. The following are recognized clubs and organizations on the Coahoma Community College campus:

ACCOUNTING SOCIETY: This organization is designed to give students an opportunity to participate in accounting practices and to be exposed to various careers in the field. Upon the permission of the advisor, students of any classification are eligible for membership. Sponsor: Debra Carter

AMBASSADORS: This organization is designed to give students an opportunity to participate in activities of the college. Students are introduced to the history of the college and represent the college with the recruiting staff. Upon an interview of the advisor, students of any classification are eligible for membership. The Ambassadors participate in various activities of the college on and off campus. Sponsor: LaShasa Griffin

BAND: This organization is designed to give students an opportunity to participate in group musical playing and performances. With an audition from the Director of Bands, students of any classification are eligible for membership. The band participates in on and off campus activities. Sponsor: McCleod

BAPTIST STUDENT UNION (BSU): This organization is designed for students wanting to experience knowing Christ and to make Him known. Through small group Bible studies that help develop a deeper knowledge of God, spiritual accountability is built with students. Retreats, conferences, and seminars are opportunities available through this club.

BARBERING & COSMETOLOGY STYLIST: This organization is designed to give barbering and cosmetology students an opportunity to participate in group practical settings. Students are introduced to the best practices of barbering and cosmetology. With the permission of the advisors, students of any classification are eligible for membership.

CCC CHOIR (PHI CHI PSI): This organization is designed to give students an opportunity to participate in group singing and choral music activities. Students are introduced best practices in music arrangements. With an audition from the Director, students of any classification are eligible for membership. The choir participates in state meetings and festivals and gives concerts on and off campus.

THE COAHOMA MALE: This club is to provide services to the Coahoma male student that will enhance the probability of the student's successful matriculation to graduation by eliminating potential barriers to success. Male students of any classification are eligible for participation.

The COAHOMAN: This is an annual yearbook that presents a pictorial history of events of the school year. It represents the student body, faculty, staff, campus activities, and events. The Year Book Staff facilitates selections for this club.

COMPUTER SCIENCE SOCIETY: This organization is composed of computer majors and other students who are interested in the objectives of the club. Objectives of this club include: to help each member develop a sense of responsibility and a more cooperative attitude through group participation; and to help each member learn to think critically.

CRIMINAL JUSTICE SOCIETY: The Criminal Justice Department provides an opportunity for students to make use of current materials in discussing vital issues that affect the criminal justice field and to provide career pathways in the field.

DELTA EPSILON CHI: is a collegiate organization to enhance the co-curricular education of students with interest in marketing, management and entrepreneurship. Delta Epsilon Chi helps students to develop skills and competence for business careers, to build self-esteem, to experience leadership and to practice community service.

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

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

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

EPICUREAN CLUB: This club is established to expose students to the art of fine dining and etiquette.

FELLOWSHIP OF CHRISTIAN ATHLETES (FCA): The Coahoma Community College Fellowship of Christian Athletes (CCC- FCA) is a club that focuses on presenting to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

FRESHMAN CLASS: This class of students plan and carry out social and retention class initiative programs. Its membership is made up of Freshman class members only.

HEALTH & PHYSICAL ED: This club affords physical education majors and other interested students the opportunity to participate in many phases of physical education programs. Members are taught to officiate and render this service to the school's intramural program.

MOSA CLUB-ADN PROGRAM: This club affords Associate Degree in Nursing majors and other interested students the opportunity to participate in many phases of nursing practices. Members are taught the different types of nursing careers and compete for regional recognition.

MULTI-MEDIA CLUB: The Coahoma Community College Multimedia Club (CCCMC) is a club that focuses on learning about and creating various multimedia projects, such as photography, video, audio, graphics, web site management, etc. Membership to this club is a selective process through the Department of Web Services

NATIONAL ASSOCIATION OF LICENSED OF PRACTICAL NURSES (NALPN): The National Association of Licensed Practical Nurses is the professional organization for licensed practical nurses and licensed vocational nurses and practical/vocational nursing students in the United States.

ALPHA DELTA NU NURSING HONOR SOCIETY: This organization recognizes the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long responsibility. Additionally, the society participates in the recruitment of qualified individuals into the profession of nursing. Eligibility for membership includes: Minimum GPA of 3.0 or above in all general education classes, a grade of B or better in each nursing class and no previous failures of any nursing classes. Students would be invited to provisional membership after successful completion (see above) of at least one semester of a nursing course. Full membership is granted in the final semester of study if student maintains cumulative 3.0 GPA and earns a grade of B or better in all courses. Students shall have demonstrated conduct that reflects integrity and professionalism.

NATIONAL TECHNICAL HONOR SOCIETY: National Technical Honor Society is a national

junior college honorary society in the career technical area promoting scholarship, leadership, and the development of character. Eligibility for membership includes a grade-point average (GPA) of 3.25 or better in technical programs and an overall grade point average (GPA) of 3.0, evidence of good character, and membership in extracurricular activities.

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

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

RESPIRATORY CARE: This club affords respiratory care majors and other interested students the opportunity to participate in many phases of respiratory care. Members are taught the different facets of this allied health field.

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

SOCIAL SCIENCE SOCIETY: The weekly forums under the sponsorship of the Social Science Department provide the opportunity for students to make use of current reading materials in discussing vital social problems and relative careers in the field.

SOPHOMORE CLASS: This class of student's plans and carries out social and retention/graduation class initiative programs and its membership is made up of Sophomore students only.

SKILLS USA: is the official student organization for those individuals enrolled in trade, industrial, technical, and training programs. As an integral part of the instructional program, the club activities that are planned, initiated, and conducted by members; help the students develop social and leadership abilities as well as occupational skills. All career technical students are expected to be active and supportive in club activities.

SPANISH CLUB (PURA VIDA): Promotes peace through understanding among all people; Increase cultural awareness by sponsoring activities which promote understanding and goodwill; Seek creativity in diversity while improving and expanding upon the efforts toward this goal; Organize educational and cultural activities that will promote the studies of Hispanic language, literature, and culture; Promote appreciation and understanding of the Hispanic/Latino culture; Contribute and encourage the study and appreciation of the Spanish language.

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

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

WESLEY FOUNDATION: The Wesley Foundation at Coahoma Community College is a campus ministry/organization that seeks to embody the love of God known through the life and work of Jesus Christ. We strive to offer a spiritual home, provide opportunities for personal growth and spiritual formation, serve Christ by serving others, work for peace with justice, develop Christian leaders, and provide outreach through missions.

WORKFORCE DEVELOPMENT

The goal of the Coahoma Community College Workforce Development Center is to provide workforce education to the citizens of Bolivar, Coahoma, Quitman, Tallahatchie and Tunica counties by providing them the skills needed to be more productive and have an improved quality of life and to provide the employers of our area a better trained and educated workforce.

Non-credit workforce education enables the Workforce Development Center to respond to local labor market demands by meeting the workforce needs of current and future employers, as well as the needs of individuals for short-term skills training.

CUSTOMIZED TRAINING

For businesses and industries, the Workforce Development Center provides customized training which is designed to meet the specific needs of business and industry. Our skilled and dedicated team will work with you to develop a training curriculum to meet those needs. The WDC can provide a large range of services including: employee assessment, assistance in screening/training potential employees, skills upgrade training for current employees and leadership training for management. Whatever your training needs may be, the Workforce Development Center is here to work with you in meeting those needs.

Services and resources available include:

- Assistance in designing customized training plan for business/industry
- Training facilities and equipment (can be on-site at business/industry or at the Workforce Development Center)
- Paid instructors
- Funds for the cost of training
- Training manuals/materials
- Pre-employment assessment/screening (ACT Workkeys/CRC)
- Pre-employment skills training
- On-the-job skill development

Types of Training:

The following is a list of trainings offered but the Workforce Development Center is not limited to this list. All of our training is customized to fit the specific needs of the business/industry:

- Environmental Services
- Forklift Training
- Safety Training
- HazMat
- Welding
- Manufacturing Basic Skills
- Basic Electrical
- Carpentry/Weatherization/Home Repair
- Supervisory Management
- CPR & ACLS (Advanced Cardio Life Support)
- GED Preparation/Adult Education
- Sexual Harassment/Workplace Harassment
- Customer Service
- Conflict Resolution
- Time Management
- Leadership Management
- Industrial Maintenance
- Computer Training
- Pre-employment Training
- Spanish
- Train-the-Trainer
- HVAC

WORKFORCE TRAINING

Workforce Training Programs are short-term courses geared towards specific workforce skills. Working closely with the WIN Job Center and area businesses/industries, classes and curriculum are developed to provide short-term training for individuals seeking to enter the workforce or upgrade their skills. We keep abreast of current labor market trends to offer training that will meet the workforce needs in the community, as well as providing a marketable skill for individuals.

Available services include, but are not limited to:

- Career Counseling
- Job Skill/Dexterity Assessments (Job Pass)
- Aptitude/Skills Assessments (ACT Workkeys/CRC)
- Report Writing
- English as a Second Language (ESL)
- Employability Skills Workshops
- Customer Service
- Resume Writing Workshops
- Interview Skills Workshops
- Computer/Keyboarding Courses
- Specialized Career Training Classes

ADULT EDUCATION

Adult Education classes provide an opportunity for adults who did not complete high school to achieve their personal goals and work toward employment, HSE completion and self-improvement. The tuition-free program provides books and materials as well as direct instruction and computer software. Schedules and assignments are specialized to meet the needs of each individual.

Adult education class enrollment can be achieved by visiting or calling the Adult Education Program at 662-621-4314.

Adult Education offers adults the chance to prepare for a high school equivalency certificate, college entrance, vocational-technical education, employment, career readiness or job promotion.

As a result of Adult Education classes, students are to obtain a basic knowledge of:

- Math
- Science
- Social Studies
- Reading
- Writing
- Consumer Education
- Civic Education
- Citizenship
- Life Skills
- Employability Skills
- Career Readiness

The tuition-free program is open to any adult who:

- Is currently not enrolled in school
- Does not have a high school diploma
- Will be 17 years of age or older by July 1st of the current school year

HIGH SCHOOL EQUIVALENCY TESTING

Computer based GED and Computer/Paper-based Hi-SET testing are offered at Coahoma Community College and Ned W. Gathwright Workforce Development Center. Information, registration, testing dates and schedules are available at www.ged.com or www.hiset.org and/or by calling [662-621-4209](tel:662-621-4209) or [662-621-4313](tel:662-621-4313).

MI-BEST (Mississippi's Integrated Basic Education and Skills Training)

MI-BEST incorporates academic skill development, career advising, work-readiness training, and workforce training through Adult Education and Career and Technical Education course work. The workforce training program allows students to:

- Be job ready in 6-12 months
- Train in high demand careers
- Earn national certifications quickly
- Professional support team for student success
- Enroll in Adult Education and college courses simultaneously

What is MI-BEST?

MI-BEST is an innovative workforce training program dedicated to preparing people who need help with foundational skills for careers by mixing career training with additional support for HSE training including math, writing, and reading inside the classroom. This student- first approach gives participants the skills they need to succeed in school and compete in the workforce by working on technical and basic education skills at the same time while also providing support services to students through a Student Navigator and Student Services. The navigator helps students complete college paperwork, provides general support, and develops plans for students to meet their goals, tracks student progress and makes referrals as needed. Student Services will conduct a skills assessment, assists with resume writing, job search activities, training services, career counseling, and provides job referrals.

The goals of MI-BEST are to:

- Assist students who need to earn their HSE (High School Equivalency) certificate, to do so while they are also enrolled in college courses focused on preparing them for a career
- Help students to earn one or more certifications that helps them get a better job with a family sustaining wage
- Allow students to earn college credits that leads to a degree in the future

Who can participate?

MI-BEST is open to students without a high school diploma who wants to train for a career and needs additional help with:

- Math
- Reading and/or
- Language/Writing

In order to determine if this program applies to you, you will need to take the Career Readiness Certificate and the TABE test. These tests will be administered during a MI-BEST Orientation and Registration session.

How do you know if you need help with college math, reading, and writing?

- If you have not earned your High School Diploma/HSE certificate
- If you have your High School Diploma/HSE but it has been a while since you have gone to school
- If you took the COMPASS or ACCUPLACER test and tested into developmental education courses.

If you would like to find out if you qualify for the MI-BEST program, contact the MI-BEST navigator at 662-621-4301.

UNIVERSITY PARALLEL DEGREE PROGRAMS OF STUDY

DIVISION OF ACADEMIC AFFAIRS

The Division of Academic Affairs offers university-parallel degree programs designed to meet the needs of students who plan to transfer to four-year institutions of higher learning to pursue a baccalaureate or professional degree.

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

The general education core for university parallel degree programs follows:

University Parallel Degree Program / Associate of Arts GENERAL EDUCATION CORE REQUIREMENTS	
English Composition I English Composition II	6 credit hours
Western Civilization I and II or American History I and II	6 credit hours*
World Literature or American Literature	6 credit hours**
Laboratory Science I and II (lecture and lab)	8 credit hours***
Art Appreciation or Music Appreciation	3 credit hours**
College Algebra (or higher)	3 credit hours***
Public Speaking	3 credit hours
Computer Concepts or Computer Applications	3 credit hours
TOTAL:	38 credit hours
<p>* The six (6) credit hours of Western Civilization or American History meet the accreditation requirement for the general core to include at least one course from the social sciences.</p> <p>** The six (6) credit hours of World Literature or American Literature and three (3) credit hours of Art Appreciation or Music Appreciation meet the accreditation requirement for the general core to include at least one course from the humanities/fine arts.</p> <p>*** The eight (8) credit hours of laboratory Science and the three (3) credit hours of College Algebra meet the accreditation requirement to include at least one course from the natural sciences/mathematics.</p>	

Coahoma Community College is a two-year, accredited, public, comprehensive institution of higher learning committed to serving as a catalyst for community and economic development in the rural, Northwest Mississippi Delta region and beyond. The college provides accessible, diverse, quality, equitable educational opportunities and support services that foster holistic growth in a student-centered learning environment. The college is committed to preparing students for college or university transfer and entry into a skilled workforce.

In order to meet its mission, Coahoma Community College measures the extent students have attained college-level general education competencies for university parallel programs. The institution evaluates students' attainment of general education competencies by randomly selecting samples of students' work from targeted courses and by administering the Collegiate Assessment of Academic Proficiency to graduates. The institution uses assessment results to enhance and improve its university parallel degree programs.

The college-level general education competencies for university-parallel programs include the following:

- **Written Communication:** Upon completion of a university-parallel program, students will be able to write a clear, well organized composition and research paper using appropriate documentation.
- **Oral Communication:** Upon completion of a university-parallel program, students will be able to construct and deliver a clear, well organized oral presentation.
- **Technology Usage:** Upon completion of a university-parallel program, students will be able to identify and use appropriate computer applications.
- **Problem Solving:** Upon completion of a university-parallel program, students will be able to use mathematics and science reasoning to solve problems.
- **Historical and Cultural Awareness:** Upon completion of a university-parallel program students will be able to analyze how history and culture affect society.
- **Critical Thinking:** Upon completion of a university-parallel program students will be able to demonstrate the ability to think critically about a problem and formulate possible conclusions and/or solutions as appropriate.

ACCOUNTING

Advisor: D. Carter

Major Code: ACC

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I, Lab	1	BIO 1141	General Biology II, Lab	1
BIO 1133	General Biology I, Lecture	3	BIO 1143	General Biology II, Lecture	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
MAT 1313	College Algebra	3	CSC 1123	Computer Applications	3
BAD 1113	Intro. to Business	3	LLS 1311	Orientation	1
			BAD 1121	Business Seminar I	1
Total		16			15

SOPHOMORE YEAR

FALL			SPRING		
ACC 2213	Princ. of Accounting I	3	ACC 2223	Princ. of Accounting II	3
ECO 2113	Principles of Macroeconomics	3	ECO 2123	Princ. of Microeconomics	3
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
PSY 1513	General Psychology	3	SPT 1113	Public Speaking I	3
BAD 2413	Legal Env. of Business	3	ART 1113	Art Appreciation or	3
			MUS 1113	Music Appreciation	
Total		15			15

TOTAL PROGRAM 61

ADVERTISING

Advisor: D. Carter, L. Elliott, J. Pittman

Major Code: ADV

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
MAT 1313	College Algebra	3	CSC 1123	Computer Applications I	3
LLS 1311	Orientation	1	SPT 1113	Public Speaking I	3
LAB SCIENCE OPTION		4	LAB SCIENCE OPTION		4
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
BAD 1121	Business Seminar I	1			
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
ENG 2423	World Literature I or	3	ENG 2433	World Literature II or	3
ENG 2223	American Literature I		ENG 2233	American Literature II	
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
MFL 2213	Spanish III	3	MFL 2223	Spanish IV	3
BAD 1113	Introduction to Business	3	SOC 2113	Intro to Sociology I	3
PSY 1513	General Psychology	3	ART 1113	Art Appreciation or	3
			MUS 1113	Music Appreciation	
Total		15			15

TOTAL PROGRAM 61

AFRICAN AMERICAN STUDIES

Advisor: B. Boschert, E. Melton

Major Code: AAS

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I, Lab	1	BIO 1141	General Biology II, Lab	1
BIO 1133	General Biology I, Lecture	3	BIO 1143	General Biology II, Lecture	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	MAT 1313	College Algebra	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
HPR ELECTIVE		1			
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
MFL 2213	Spanish III	3	MFL 2223	Spanish IV	3
PHY 2241	Physical Science I Lab	1	ART 1113	Art Appreciation or	3
PHY 2243	Physical Science I Lecture	3	MUS 1113	Music Appreciation	
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
SPT 1113	Public Speaking I	3	Social Science ELECTIVE		3
Social Science ELECTIVE		3	CSC 1113	Computer Concepts or	3
			CSC 1123	Computer Applications	
Total		16			15

TOTAL PROGRAM 62

AGRICULTURAL SCIENCE

Advisor: A. Reynolds

Major Code: AGS

FRESHMAN YEAR

BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
BIO 1133	General Biology Lecture I	3	BIO 1143	General Biology Lecture II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	ART 1113	Art Appreciation or	
HIS 1113	Western Civilization	3	MUS 1113	Music Appreciation	3
CSC 1113	Computer Concepts or		MAT 1313	College Algebra	3
CSC 1123	Computer Applications	3	HIS 1123	Western Civilization II	3
	HPR ELECTIVE	1			
	Total	15	Total		16

SOPHOMORE YEAR

CHE 1213	Gen Chemistry Lec I	3	CHE 1223	Gen Chemistry Lec II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
PSY 1513	General Psychology	3	SPT 1113	Public Speaking	3
MFL 1213	Spanish I	3	ENG 2233	American Literature II or	3
ENG 2223	American Literature I or		ENG 2433	World Literature II	
ENG 2423	World Literature I	3		SOCIAL SCIENCE Elective	3
ECO 2113	Prin of Microeconomics	3		HPR ELECTIVE	1
				HPR ELECTIVE	1
	Total	16	Total		15

TOTAL PROGRAM 62

ART EDUCATION

Advisor: R. Wilcox & G. Latham

Major Code: ARE

FRESHMAN YEAR

FALL			SPRING		
ART 1313	Drawing I	3	ART 1323	Drawing II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
MAT 1313	College Algebra	3			
			ART 1513	Computer in Art	3
LLS1311	Orientation	1	MUS 1113	Music Appreciation OR Art	3
			ART 1113	Appreciation	3
	LAB SCIENCE OPTION (Select lab, lecture sequence)	4		LAB SCIENCE OPTION (Select lab, lecture sequence)	4
	HPR ELECTIVE	1			
Total		15	Total		16

SOPHOMORE YEAR

FALL			SPRING		
ART 1433	Design I	3	ART 1443	Design II	3
CSC1113	Computer Concepts OR	3	ART 2523	Painting II	3
CSC 1123	Computer Applications I				
ART 2513	Painting I	3	HIS 1123	Western Civilization II	3
HIS 1113	Western Civilization I	3	SPT 1113	Public Speaking I	3
ENG 2223	World Literature I or	3	ENG 2233	World Literature II or	3
ENG2423	American Literature I		ENG 2433	American Literature II	
Total		15	Total		15

TOTAL PROGRAM: 61

ART/FINE ARTS

Advisor: R. Wilcox, G. Latham

Major Code: ART

FRESHMAN YEAR

FALL		SPRING	
ART 1313	Drawing I	3	
ENG 1113	English Composition I	3	
MAT 1313	College Algebra	3	
LLS1311	Orientation	1	
LAB SCIENCE		4	
	(Selects one lab/lecture)		
HPR ELECTIVE		1	
Total		15	16

SOPHOMORE YEAR

FALL		SPRING	
ART 1433	Design I	3	
ART 2513	Painting I	3	
HIS 1113	Western Civilization I	3	
ENG 2223	American Literature I or	3	
ENG 2423	World Literature I		
ART 1113	Art Appreciation or	3	
MUS 1113	Music Appreciation		
Total		15	15

TOTAL PROGRAM 61

ATHLETIC TRAINING/SPORTS MEDICINE

Advisor: Selina Reid

Major Code: ASM

FRESHMAN YEAR

FALL

BIO 1131	General Biology I, Lab	1
BIO 1133	General Biology I, Lecture	3
CSC 1123	Computer Applications I	3
ENG 1113	English Composition I	3
HPR 2733	Intro to Athletic Training	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
Total		17

SPRING

BIO 1613	Nutrition	3
ENG 1123	English Composition II	3
HPR 2711	Athletic Training Term.	1
PSY 1513	General Psychology	3
SPT 1113	Public Speaking I	3
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
		16

SOPHOMORE YEAR

FALL

BIO 2511	Anat & Physiology I Lab	1
BIO 2513	Anat & Physiology I Lect	3
HIS 1113	Western Civilization I	3
HPR 1213	Personal & Comm Health	3
SOC 2113	Introduction to Sociology I	3
ENG 2223	American Literature I or	3
ENG 2423	World Literature I	
Total		16

SPRING

HPR 2213	First Aid & CPR	3
	Social Science ELECTIVE	3
HIS 1123	Western Civilization II	3
HPR 2723	Prev & Care of Ath Injuries	3
ENG 2233	American Literature II or	3
ENG 2433	World Literature II	
	HPR ELECTIVE	1
Total		16

TOTAL PROGRAM 64

BANKING AND FINANCE

Advisor: D. Carter, L. Elliott, J. Pittman

Major Code: BAF

FRESHMAN YEAR

FALL			SPRING		
ACC 2213	Prin of Accounting I	3	ACC 2223	Prin of Accounting II	3
ENG 1113	English Composition I	3	CSC 1123	Computer Applications I	3
LLS 1311	Orientation	1	ENG 1123	English Composition II	3
MAT 1313	College Algebra	3	BAD 1113	Intro Business	3
LAB SCIENCE OPTION		4	LAB SCIENCE OPTION		4
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
BAD 1121	Business Seminar I	1			
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
BAD 2413	Legal Environ of Business	3	BAD 2323	Business Statistics	3
ECO 2113	Prin of Macro	3	ECO 2123	Prin of Microeconomics	3
SPT 1113	Public Speaking I	3	ART 1113	Art Appreciation or	3
HIS 1113	Western Civilization I or	3	MUS 1113	Music Appreciation	
HIS 2213	American History I		HIS 1123	Western Civilization II	3
ENG 2223	American Literature I or	3	HIS 2223	American History II	
ENG 2423	World Literature I		PSY 1513	General Psychology	3
Total		15			15

TOTAL PROGRAM 61

BIOCHEMISTRY

Advisor: S. Jones

Major Code: BOC

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I, Lab	1	CHE 1221	General Chem Lab II	1
BIO 1133	General Biology I, Lect	3	CHE 1223	General Chem Lect II	3
CHE 1211	General Chemistry Lab I	1	ENG 1123	English Composition II	3
CHE 1213	General Chemistry Lect I	3	CSC 1113	Computer Concepts or	3
ENG 1113	English Composition I	3	CSC 1123	Computer Applications I	
LLS 1311	Orientation	1	MAT 1623	Calculus II	3
MAT 1613	Calculus I	3	ART 1113	Art Appreciation or	3
			MUS 1113	Music Appreciation	
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
BIO 2921	Microbiology Lab	1	CHE 2431	Organic Chem Lab II	1
BIO 2923	Microbiology Lect	3	CHE 2433	Organic Chem Lect II	3
CHE 2421	Organic Chemistry Lab I	1	SPT 1113	Public Speaking I	3
CHE 2423	Organic Chemistry Lecture	3	HIS 1123	Western Civilization II or	3
HIS 1113	Western Civilization I or	3	HIS 2223	American History II	
HIS 2213	American History I		Social Science ELECTIVE		3
Social Science ELECTIVE		3	Literature OPTION		3
HPR ELECTIVE		1			
Total		15			16

TOTAL PROGRAM 62

BIOLOGY EDUCATION

Advisor: S.Jones, R.Cosby, A. Reynolds

Major Code: BED

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I, Lab	1	BIO 1141	General Biology II, Lab	1
BIO 1133	General Biology I, Lecture	3	BIO 1143	General Biology II, Lecture	3
CSC 1123	Computer Applications I	3	ENG 1123	English Composition II	3
ENG 1113	English Composition I	3	HPR 1121	General Activities II	1
HPR 1111	General Activities I	1	PSY 1513	General Psychology	3
LLS 1311	Orientation	1	MAT 1323	Trigonometry	3
MAT 1313	College Algebra	3		HPR ELECTIVE	1
Total		15			15

SOPHOMORE YEAR

FALL			SPRING		
CHE 1211	General Chemistry Lab I	1	SOC 2113	Intro to Sociology I	3
CHE 1213	General Chemistry Lect I	3	ART 1113	Art Appreciation or	3
HIS 1113	Western Civilization I or		MUS 1113	Music Appreciation	
HIS 2213	American History I		BIO 1311	Botany Lab	1
SPT 1113	Public Speaking I	3	BIO 1313	Botany Lecture	3
	LITERATURE OPTION	3		SOCIAL SCIENCE ELECTIVE	3
BIO 2921	Microbiology Lab	1	HIS 1123	Western Civilization II or	3
BIO 2923	Microbiology Lecture	3	HIS 2223	American History II	
Total		17			16

TOTAL PROGRAM 63

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.

BIOLOGY

(PRE-MEDICAL, PRE-OPTOMETRY, PRE-PHYSICAL THERAPY)

Advisor: S. Jones, R. Cosby, A. Reynolds

Major Code: BIO

FRESHMAN YEAR

FALL			SPRING		
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	MAT 1323	Trigonometry	3
MAT 1313	College Algebra	3	HIS 1123	Western Civilization II or	3
HIS 1113	Western Civilization I or	3	HIS 2223	American History II	
HIS 2213	American History		CSC 1113	Computer Concepts or	3
	HPR ELECTIVE	1	CSC 1123	Computer Applications I	
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
BIO1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
BIO 1133	General Biology Lect I	3	BIO 1143	General Biology Lecture II	3
CHE 2421	Organic Chem Lab I	1	CHE 2431	Organic Chem Lab II	1
CHE2423	Organic Chem Lect I	3	CHE 2433	Organic Chem Lect II	3
SPT 1113	Public Speaking I	3	ART 1113	Art Appreciation or	3
	Literature OPTION	3	MUS 1113	Music Appreciation	
	Social Science ELECTIVE	3	Social Science ELECTIVE		3
			HPR ELECTIVE		1
Total		17			15

TOTAL PROGRAM 63

BIOLOGY

(MARINE BIOLOGY)

Advisor: R.Cosby, A. Reynolds

Major Code: BIO

FRESHMAN YEAR

FALL			SPRING		
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	MAT 1323	Trigonometry	3
MAT 1313	College Algebra	3	HIS 1123	Western Civilization II or	3
HIS 1113	Western Civilization I or	3	HIS 2223	American History II	
HIS 2213	American History		CSC 1113	Computer Concepts or	3
	HPR ELECTIVE	1	CSC 1123	Computer Applications I	
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
BIO1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
BIO 1133	General Biology Lect I	3	BIO 1143	General Biology Lecture II	3
CHE 2421	Organic Chem Lab I	1	CHE 2431	Organic Chem Lab II	1
CHE2423	Organic Chem Lect I	3	CHE 2433	Organic Chem Lect II	3
SPT 1113	Public Speaking I	3	ART 1113	Art Appreciation or	3
Literature OPTION		3	MUS 1113	Music Appreciation	
Social Science ELECTIVE		3	Social Science ELECTIVE		3
			HPR ELECTIVE		1
Total		17			15

TOTAL PROGRAM 63

BUSINESS ADMINISTRATION

Advisor: D. Carter, L. Elliott, J. Pittman

Major Code: BAD

FRESHMAN YEAR

FALL		SPRING	
ACC 2213	Prin of Accounting I	3	
ACC 2223	Prin of Accounting II		3
ENG 1113	English Composition I	3	
LLS 1311	Orientation		1
MAT 1313	College Algebra	3	
ENG 1123	English Composition II		3
PSY 1513	General Psychology	3	
BAD 1113	Intro to Business		3
LAB SCIENCE OPTION		4	4
(Select lab, lecture sequence)		(Select lab, lecture sequence)	
BAD 1121	Business Seminar I		1
Total		16	15

SOPHOMORE YEAR

FALL		SPRING	
BAD 2323	Business Statistics	3	
BAD 2413	Legal Environ of Business		3
ECO 2113	Prin of Macroeconomics	3	
ECO 2123	Prin of Microeconomics		3
ENG 2223	American Literature I or		3
ART 1113	Art Appreciation or		3
ENG 2423	World Literature I	3	
MUS 1113	Music Appreciation		
HIS 1113	Western Civilization I or		
HIS 1123	Western Civilization II		
HIS 2213	American History I	3	
HIS 2223	American History II		3
SPT 1113	Public Speaking I	3	
CSC 1123	Computer Applications I		3
Total		15	15

TOTAL PROGRAM 61

CHEMISTRY

Advisor: S. Jones
Major Code: CHE

FRESHMAN YEAR

FALL			SPRING		
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chem Lab II	1
CHE 1213	General Chem Lect I	3	CHE 1223	General Chem Lect II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II	3
HIS 2213	American History I		HIS 2223	American History II	
LLS 1311	Orientation	1	MAT 1623	Calculus II	3
MAT 1613	Calculus	3	CSC 1113	Computer Concepts or	3
HPR ELECTIVE		1	CSC 1123	Computer Applications I	
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
CHE 2421	Organic Chem Lab	1	CHE 2431	Organic Chem Lab II	1
CHE 2423	Organic Chem Lect I	3	CHE 2433	Organic Chem Lect II	3
PSY 1513	General Psychology	3	ART 1113	Art Appreciation or	3
SPT 1113	Public Speaking I	3	MUS 1113	Music Appreciation	
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
MAT 2113	Intro to Linear Algebra	3	CSC 1613	Computer Programming	3
			SOC 2113	Intro to Sociology I	3
Total		16			16

TOTAL PROGRAM 63

CIVIL/MECHANICAL ENGINEERING & CHEMICAL ENGINEERING

Advisors: S. Jones
Major Code: CME

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
MAT 1613	Calculus I	3	MAT 1623	Calculus II	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
CHE 1213	General Chemistry Lect I	3	CHE 1223	General Chemistry Lect II	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
CSC 1123	Computer Applications	3	SPT 1113	Public Speaking	3
LLS 1311	Orientation	1			
Total		17			16

SOPHOMORE YEAR

FALL			SPRING		
MAT 2613	Calculus III	3	MAT 2623	Calculus IV	3
MAT 2113	Linear Algebra	3	MAT 2913	Differential Equations	3
PHY 2511	General Physics IA Lab I	1	PHY 2521	General Physics IA Lab II	1
PHY 2513	General Physics IA Lect I	1	PHY 2523	General Physics IA Lect II	1
PSY 1513	General Psychology	3	SOC 2113	Introduction to Sociology	3
Literature Option		3	ART 1113	Art Appreciation or	
			MUS 1113	Music Appreciation	3
Total		16			16

TOTAL PROGRAM 65

Pre-requisite

***MAT 1623**

****MAT 2613 and MAT 2623 co-requisite**

COMPUTER INFORMATION SYSTEMS

Advisor: J. Pittman, M. Tompkins

Major Code: CIS

FRESHMAN YEAR

FALL			SPRING		
ACC 2213	Prin of Accounting I	3	ACC 2223	Prin of Accounting II	3
ENG 1113	English Composition I	3	LLS 1311	Orientation	1
BAD 1113	Introduction to Business	3	ENG 1123	English Composition II	3
MAT 1313	College Algebra	3	ART 1113	Art Appreciation or	3
			MUS 1113	Music Appreciation	
LAB SCIENCE OPTION		4	LAB SCIENCE OPTION		4
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
			BAD 1121	Business Seminar I	1
Total		16			15

SOPHOMORE YEAR

FALL			SPRING		
ECO 2113	Prin of Macro	3	BAD 2413	Legal Environ of Business	3
CSC 1613	Computer Programming I	3	ECO 2123	Prin of Micro	3
SPT 1113	Public Speaking I	3	HIS 1123	Western Civilization II or	3
HIS 1113	Western Civilization I or	3	HIS 2223	American History II	
HIS 2213	American History I		CSC 1123	Computer Applications I	3
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
Total		15			15

TOTAL PROGRAM 61

CRIMINAL JUSTICE

Advisor: R. Miller, V. Williams

Major Code CRJ

FRESHMAN YEAR

FALL			SPRING		
CRJ 1313	Intro to Criminal Justice	3	CRJ 1323	Police Admin & Organ	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	MAT 1313	College Algebra	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
LAB SCIENCE OPTION		4	LAB SCIENCE OPTION	4	
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
HPR ELECTIVE		1			
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
CRJ 1363	Intro to Corrections	3	CRJ 2513	Juvenile Justice	3
SOC 2113	Intro to Sociology I	3	SPT 1113	Public Speaking I	3
ENG 2223	American Literature I or	3	ENG 2233	American Liter II or	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
Social Science ELECTIVE		3	ART 1113	Art Appreciation	3
CSC 1113	Computer Concepts or	3	MUS 1113	Music Appreciation	
CSC 1123	Computer Applications		Social Science ELECTIVE		3
Total		15			15

TOTAL PROGRAM 61

ECONOMICS

Advisor: L. Elliott
Major Code: ECO

FRESHMAN YEAR

FALL			SPRING		
ACC 2213	Prin of Accounting I	3	ACC 2223	Prin of Accounting II	3
ENG 1113	English Composition I	3	CSC 1113	Computer Concepts or	3
			CSC 1123	Computer Applications	
LLS 1311	Orientation	1	ENG 1123	English Composition II	3
MAT 1313	College Algebra	3	PSC 1113	American Nat'l Gov't	3
LAB SCIENCE OPTION		4	LAB SCIENCE OPTION		4
	(Select lab, lecture sequence)			(Select lab, lecture sequence)	
BAD 1121	Business Seminar I	1			
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
ECO 2113	Prin of Macro	3	BAD 2413	Legal Environ of Business	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II	
HIS 2213	American History I	3	HIS 2223	American History II	3
SPT 1113	Public Speaking I	3	ECO 2123	Prin of Micro	3
MAT 1613	Calculus I	3	ENG 2233	American Literature II or	3
ENG 2223	American Literature I or	3	ENG 2433	World Literature II	
ENG 2423	World Literature I		ART 1113	Art Appreciation or	3
			MUS 1113	Music Appreciation	
Total		15			15

TOTAL PROGRAM 61

ELEMENTARY EDUCATION (ELE)

Advisor: B. Boschert, E. Melton, Y. Mickels

Major Code: ELE

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I Lab	1	ENG 1123	English Composition II	3
BIO 1133	General Biology I Lecture	3	MAT 1313	College Algebra	3
ENG 1113	English Composition I	3	PSC 1113	American Nat'l Gov't	3
LLS 1311	Orientation	1	ART 1113	Art Appreciation or	3
HPR ELECTIVE		1	MUS 1113	Music Appreciation	
CSC 1113	Computer Concepts or	3	HIS 1123	Western Civilization II or	3
CSC 1123	Computer Applications I		HIS 2223	American History II	
HIS 1113	Western Civilization I or	3			
HIS 2213	American History I				
Total		17			15

SOPHOMORE YEAR

FALL			SPRING		
MAT 1723	Real Number Systems	3	SPT 1113	Public Speaking I	3
PHY 2241	Physical Science I Lab	1	ENG 2233	American Literature II or	3
PHY 2243	Physical Science I Lecture	3	ENG 2433	World Literature II	
ENG 2223	American Literature I or	3	Endorsement Area/ELECTIVES		3
ENG 2423	World Literature I		Endorsement Area/ELECTIVES		3
Endorsement Area/ELECTIVES		3	SOC 2113	Intro to Sociology I	3
PSY 1513	General Psychology	3			
Total		16			15

TOTAL PROGRAM 61

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.

ELEMENTARY EDUCATION

(See previous page for program of study.)

ELEMENTARY EDUCATION ELECTIVES & ENDORSEMENT AREAS:

(Choose three courses or 9 hours)

EDU 1613 Foundation in Education

EPY 2533 Human Growth and Development

ENDORSEMENT AREAS

For Mississippi K-6 Licensure in elementary education, the Mississippi Department of Education requires that candidates have completed at least 18 hours, in each of two endorsement areas, with no grade lower than a C. In addition, some IHL universities also offer elementary education programs, K-6 with 2 add on endorsements. In these programs, candidates earn an additional 3 hours, or 21 hours in each of the two endorsement areas, with no grade lower than a C. These programs prepare the students for Mississippi

K-6 licensure, with add on licenses for grades 7-12 in the two endorsement areas. English, General Science, Math, and Social Studies are endorsement areas accepted by all eight IHL universities.

Acceptable transfer courses for these endorsement areas are as follows:

Endorsement Area - English

ENG 2223 American Literature I

ENG 2233 American Literature II

Endorsement Area - Social Studies

ECO 2113 Principles of Macroeconomics

ECO 2123 Principles of Microeconomics

HIS 2213 American History I

HIS 2223 American History II

SOC 2123 Introduction to Sociology II

SOC 2143 Marriage and Family

Endorsement Area - Math

MAT 1323 Trigonometry

MAT 1613 Calculus I

MAT 1623 Calculus II

MAT 2613 Calculus III

MAT 2623 Calculus IV

Endorsement Area - Science

BIO 1141/1143 General Biology Lab/Lecture II

BIO 2511/2513 Anatomy and Physiology Lab/Lecture I

BIO 2521/2523 Anatomy and Physiology Lab/Lecture II

BIO 2921/2923 Microbiology Lab/Lecture

CHE 1221/1223 General Chemistry Lab/Lecture I

CHE 1311/1313 Principles of Chemistry Lab/Lecture I

CHE 1321/1323 Principles of Chemistry Lab/Lecture II

CHE 2421/2423 Organic Chemistry Lab/Lecture I

CHE 2431/2423 Organic Chemistry Lab/Lecture II

PHY 2251/2253 Physical Science Lab/Lecture II

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.

ENGLISH

Major Code: ENG

Advisor: M. Faulker, C. Williams

FRESHMAN YEAR

FALL		SPRING	
ENG 1113 English Composition I	3	ENG 1123 English Composition II	3
ENG 2223 American Literature I	3	ENG 2233 American Literature II	3
LLS 1311 Orientation	1	MFL 1223 Spanish II	3
MFL 1213 Spanish I	3	MAT 1313 College Algebra	3
LAB SCIENCE OPTION	4	LAB SCIENCE OPTION	4
(Select lab, lecture sequence)		(Select lab, lecture sequence)	
HPR ELECTIVE	1		
Total	15		16

SOPHOMORE YEAR

FALL		SPRING	
ENG 2423 World Literature I	3	ENG 2433 World Literature II	3
PSY 1513 General Psychology	3	SPT 1113 Public Speaking I	3
MFL 2213 Spanish III	3	ART 1113 Art Appreciation or	3
Social Science ELECTIVE	3	MUS 1113 Music Appreciation	
HIS 1113 Western Civilization I or	3	HIS 1123 Western Civilization II or	3
HIS 2213 American History I		HIS 2223 American History II	
		CSC 1113 Computer Concepts or	3
		CSC 1123 Computer Applications I	
Total	15		15

TOTAL PROGRAM 61

ENTREPRENEURSHIP

Advisor: D. Carter
Major Code: ENT

FRESHMAN YEAR

FALL			SPRING		
ACC 2213	Prin of Accounting I	3	ACC 2223	Prin of Accounting II	3
ENG 1113	English Composition I	3	CSC 1123	Computer Applications I	3
LLS 1311	Orientation	1	ENG 1123	English Composition II	3
MAT 1313	College Algebra	3	PSY 1513	General Psychology	3
LAB SCIENCE OPTION		4	LAB SCIENCE OPTION		4
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
BAD 1121	Business Seminar	1			
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
BAD 1113	Intro to Business	3	BAD 2413	Legal Environ of Business	3
BAD 2323	Business Statistics	3	ECO 2123	Prin of Micro	3
ECO 2113	Prin of Macro	3	ART 1113	Art Appreciation or	3
SPT 1113	Public Speaking I	3	MUS 1113	Music Appreciation	
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
			LITERATURE OPTION		3
Total		15			15

TOTAL PROGRAM 61

ENVIRONMENTAL SCIENCE

Advisor: A. Reynolds
Major Code: ENV

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
BIO 1133	General Biology Lecture I	3	BIO 1143	General Biology Lecture II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HPR 1111	General Activities I	1	HPR 1121	General Activities II	1
LLS 1311	Orientation	1	MAT 1323	Trigonometry	3
MAT 1313	College Algebra	3	PSY 1513	General Psychology	3
CSC 1113	Computer Concepts or	3		HPR ELECTIVE	1
CSC 1123	Computer Applications I				
Total		15			15

SOPHOMORE YEAR

FALL			SPRING		
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
CHE 1213	General Chem Lect I	3	CHE 1223	General Chemistry Lect II	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II	3
HIS 2213	American History I		HIS 2223	American History II	
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
SPT 1113	Public Speaking I	3	ART 1113	Art Appreciation or	3
Social Science ELECTIVE		3	MUS 1113	Music Appreciation	
			Social Science ELECTIVE		3
Total		16			16

TOTAL PROGRAM 62

EXERCISE SCIENCE/KINESIOTHERAPY

Advisor: S. Reid
Major Code: EXE

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I Lab	1	BIO 1613	Nutrition	3
BIO 1133	General Biology I Lecture	3	ENG 1123	English Composition II	3
ENG 1113	English Composition I	3	HPR 2711	Athletic Training Term.	1
HPR 1593	Health Concepts	3	SPT 1113	Public Speaking I	3
LLS 1311	Orientation	1	ART 1113	Art Appreciation or	3
MAT 1313	College Algebra	3	MUS 1113	Music Appreciation	
CSC 1113	Computer Concepts or	3	PSY 1513	General Psychology	3
CSC 1123	Computer Applications I				
Total		17			16

SOPHOMORE YEAR

FALL			SPRING		
BIO 2511	Anat & Physiology I Lab	1	BIO 2521	Anat & Physiology II Lab	1
BIO 2513	Anat & Physiology I Lect	3	BIO 2523	Anat & Physiology II Lect	3
CHE 1211	General Chem I Lab	1	SOC 2113	Intro to Sociology I	3
CHE 1213	General Chem I Lecture	3	HPR 2213	First Aid & CPR	3
	Literature Option	3		HPR ELECTIVE	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
HPR ELECTIVE		1			
Total		15			16

TOTAL PROGRAM 64

GENERAL BUSINESS

Advisor: D. Carter, L. Elliot, J. Pittman, M. Tompkins

Major Code: GBS

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	
HIS 2213	American History I		HIS 2223	American History II	3
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
BIO 1133	General Biology Lecture I	3	BIO 1143	General Biology Lecture II	3
BAD 1113	Intro to Business	3	MUS 1113	Music Appreciation or	
LLS 1311	Orientation	1	ART 1113	Art Appreciation	3
BAD 1121	Business Seminar I	1	MFL 1213	Spanish I	3
Total		15	Total		16

SOPHOMORE YEAR

ENG 2423	World Literature	3	ENG 2433	World Literature II	3
BAD 2413	Legal Environment of Business	3	SPT 1113	Public Speaking	3
ACC 2213	Prin. of Accounting I	3	ACC 2223	Prin. Of Accounting II	3
ECO 2113	Prin.of Macroeconomics	3	ECO 2123	Prin. Microeconomics	3
MAT 1313	College Algebra	3	CSC 1123	Computer Applications	3
Total		15	Total		15

TOTAL PROGRAM: 61

GENERAL SCIENCE

Advisor: S. Jones, R. Cosby, A Reynolds

Major Code: GSC

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
BIO 1133	General Biology Lecture I	3	BIO 1143	General Biology Lecture II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
LLS 1311	Orientation	1	CSC 1113	Computer Concepts or	3
MAT 1313	College Algebra	3	CSC 1123	Computer Applications I	
HPR ELECTIVE		1	MAT 1323	Trigonometry or	3
			MAT 1613	Calculus	
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
CHE 1211	General Chem Lab I	1	CHE 1221	General Chem Lab II	1
CHE 1213	General Chem Lect I	3	CHE 1223	General Chem Lect II	3
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
SPT 1113	Public Speaking I	3	ART 1113	Art Appreciation or	3
ENG 2223	American Literature I or	3	MUS 1113	Music Appreciation	
ENG 2423	World Literature I		ENG 2233	American Literature II or	3
Social Science ELECTIVE		3	ENG 2433	World Literature II	
			Social Science ELECTIVE		3
Total		16			16

TOTAL PROGRAM 63

GENERAL STUDIES

Advisor: K. Hall, D. Jones, W. Lee, M. Faulkner, C. Williams

Major Code: GED

FRESHMAN YEAR

FALL		SPRING	
ENG 1113 English Composition I	3	ENG 1123 English Composition II	3
CSC 1113 Computer Concepts or		MAT 1313 College Algebra	3
CSC 1123 Computer Applications I	3	HIS 1123 Western Civilization II or	3
HIS 1113 Western Civilization I or	3	HIS 2223 American History II	
HIS 2213 American History I		LAB SCIENCE OPTION	4
LAB SCIENCE OPTION	4	(Select lab, lecture sequence)	
(Select lab, lecture sequence)		Elective	3
LLS 1311 Orientation	1		
HPR ELECTIVE	1		
Total	15		16

SOPHOMORE YEAR

FALL		SPRING	
ENG 2223 American Literature I or	3	ENG 2233 American Literature II or	3
ENG 2423 World Literature I		ENG 2433 World Literature II	
SPT 1113 Public Speaking	3	ART 1113 Art Appreciation or	3
Social Science ELECTIVE	3	MUS 1113 Music Appreciation	
Elective	3	Social Science ELECTIVE	3
Elective	3	Elective	3
		Elective	3
Total	15		15

TOTAL PROGRAM 61

HEALTH & KINESIOLOGY

Advisor: S. Reid
Major Code: KSM

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I Lab	1	BIO 1141	General Biology II Lab	1
BIO 1133	General Biology I Lecture	3	BIO 1143	General Biology II Lecture	3
CSC 1123	Computer Applications I	3	ENG 1123	English Composition II	3
ENG 1113	English Composition I	3	ART 1113	Art Appreciation or	3
HPR 1111	General Activities I	1	MUS 1113	Music Appreciation	
LLS 1311	Orientation	1	HPR 1593	Health Concepts	3
MAT 1313	College Algebra	3	SPT 1113	Public Speaking I	3
			HPR 2711	Athletic Training Term	1
Total		15			17

SOPHOMORE YEAR

FALL			SPRING		
BIO 2511	Anat & Physiology I Lab	1	BIO 2521	Anat & Physiology II Lab	1
BIO 2513	Anat & Physiology I Lect	3	BIO 2523	Anat & Physiology II Lect	3
HIS 1113	Western Civilization I or	3	HPR 2213	First Aid & CPR	3
HIS 2213	American History I		HPR 2723	Prev & Care of Ath Injuries	3
HPR 1213	Personal & Comm Health	3	HIS 1123	Western Civilization II or	3
PSY 1513	General Psychology	3	HIS 2223	American History II	
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
Total		16			16

TOTAL PROGRAM 64

HEALTH, PHYSICAL EDUCATION & RECREATION HUMAN PERFORMANCE/ PHYSICAL EDUCATION

Advisor: S. Reid
Major Code: HPR

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I Lab	1	BIO 1141	General Biology II Lab	1
BIO 1133	General Biology I Lecture	3	BIO 1143	General Biology II Lecture	3
CSC 1123	Computer Applications I	3	ENG 1123	English Composition II	3
ENG 1113	English Composition I	3	HPR 2711	Athletic Training Term.	1
HPR 1593	Health Concepts	3	SPT 1113	Public Speaking I	3
LLS 1311	Orientation	1	ART 1113	Art Appreciation or	3
MAT 1313	College Algebra or	3	MUS 1113	Music Appreciation	
MAT 1613	Calculus I		HPR 1551	Fitness & Conditioning	1
Total		17			15

SOPHOMORE YEAR

FALL			SPRING		
BIO 2511	Anat & Physiology I Lab	1	HPR 2723	Prev & Care of Ath Injuries	3
BIO 2513	Anat & Physiology I Lect	3	BIO 1613	Nutrition	3
HPR 1313	Introduction to HPER	3	HPR 2213	First Aid & CPR	3
	Literature Option	3	PYS 1513	General Psychology	3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
HPR 1213	Personal & Comm Health	3		HPR ELECTIVE	1
Total		16			16

TOTAL PROGRAM 64

HEALTH SCIENCE

Advisor: R. Cosby, S. Jones

Major Code: HSC

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
HPR 1111	General Activities I	1
LLS 1311	Orientation	1
MAT 1313	College Algebra or	3
MAT 1613	Calculus I	
CSC 1113	Computer Concepts or	3
CSC 1123	Computer Applications I	
BIO 1131	General Biology Lab I	1
BIO 1133	General Biology Lecture	3

Total 15

SPRING

ENG 1123	English Composition II	3
HPR 1121	General Activities II	1
PSY 1513	General Psychology	3
MAT 1323	Trigonometry or	3
MAT 1623	Calculus II	
	HPER ELECTIVE	1
BIO 1141	General Biology Lab II	1
BIO 1143	General Biology Lecture II	3

15

SOPHOMORE YEAR

FALL

CHE 1211	General Chem Lab I	1
CHE 1213	General Chem Lecture I	3
HIS 1113	Western Civilization I or	3
HIS 2213	American History I	
SOC 2113	Introduction to Sociology	3
SPT 1113	Public Speaking I	3
ENG 2223	American Literature I or	3
ENG 2423	World Literature I	

Total 16

SPRING

CHE 1221	General Chem Lab II	1
CHE 1223	General Chem Lect II	3
HIS 1123	Western Civilization II or	3
HIS 2223	American History II	
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
ENG 2233	American Literature II or	3
ENG 2433	World Literature II	
HPR 1213	Personal Community Health	3

16

TOTAL PROGRAM 62

HEALTHCARE MARKETING

Advisor: D. Carter, L. Elliot, J. Pittman, M. Tompkins

Major Code: HCM

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I or		HIS 1123	Western Civilization II or	
HIS 2213	American History I	3	HIS 2223	American History II	3
BIO 2511	Anatomy & Physiology Lab I	1	BIO 2521	Anatomy & Physiology Lab II	1
BIO 2513	Anatomy & Physiology Lecture I	3	BIO 2523	Anatomy & Physiology Lecture II	3
MAT 1313	College Algebra	3	MUS 1113	Music Appreciation	3
LLS 1311	Orientation	1	BAD 1113	Intro to Business	3
BAD 1121	Business Seminar I	1			
Total		15	Total		16

SOPHOMORE YEAR

CHE 1211	General Chemistry Lab I	1	BAD 2413	Legal & Environment	3
CHE 1213	General Chemistry Lecture I	3	SPT 1113	Public Speaking	3
ACC 2213	Principles of Accounting	3	ACC 2223	Principles of Accounting II	3
ECO 2113	Principles of Macroeconomics	3	ECO 2123	Principles of Microeconomics	3
ENG 2423	World Literature	3	PSY 1513	General Psychology	3
CSC 1113	Computer Concepts	3			
Total		16	Total		15

TOTAL PROGRAM: 62

HISTORY

Advisors: B. Boschert, E. Melton

Major Code: HIS

FRESHMAN YEAR

FALL		SPRING	
ENG 1113	English Composition I	3	
HIS 1113	Western Civilization I	3	
LLS 1311	Orientation	1	
MFL 1213	Spanish I	3	
LAB SCIENCE OPTION		4	
	(Select lab, lecture sequence)		
HPR ELECTIVE		1	
Total		15	16

SOPHOMORE YEAR

FALL		SPRING	
HIS 2213	American History I	3	
MFL 2213	Spanish III	3	
SPT 1113	Public Speaking I	3	
ART 1113	Art Appreciation or	3	
MUS 1113	Music Appreciation		
Literature Option		3	
Total		15	15

TOTAL PROGRAM 61

HORTICULTURE

Advisor: A. Reynolds

Major Code: HOC

FRESHMAN YEAR

BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
BIO 1133	General Biology Lecture I	3	BIO 1143	General Biology Lecture II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	ART 1113	Art Appreciation	3
CSC 1113	Computer Concepts	3	MAT 1313	College Algebra	3
CHE 1211	General Chemistry Lab I	1	CHE 1221	General Chemistry Lab II	1
CHE 1213	Gen Chemistry Lec I	3	CHE 1223	Gen Chemistry Lec II	3
	Total	15		Total	17

SOPHOMORE YEAR

CHE 2421	Organic Chem Lab I	1	HIS1123	Western Civilization II or	3
CHE 2423	Organic Chem Lect I	3	HIS 2223	American History II	
SPT 1113	Public Speaking	3	BIO 2921	Microbiology Lab	1
BIO 1311	Botany Lab I	1	BIO 2923	Microbiology Lecture	3
BIO 1313	Botany Lecture	3	MAT1323	Trigonometry	3
HIS 1113	Western Civilization I	3	BAD 2413	Legal Environment of Business	3
HIS 2213	American History I HPR ELECTIVE			Literature Option	3
	Total	15		Total	16

TOTAL PROGRAM 63

INSURANCE AND REAL ESTATE

Advisor: D. Carter, L. Elliott, J. Pittman

Major Code: IRR

FRESHMAN YEAR

FALL			SPRING		
ACC 2213	Prin of Accounting I	3	ACC 2223	Prin of Accounting II	3
ENG 1113	English Composition I	3	CSC 1123	Computer Applications I	3
LLS 1311	Orientation	1	ENG 1123	English Composition II	3
MAT 1313	College Algebra	3	BAD 1113	Intro to Business	3
LAB SCIENCE OPTION		4	LAB SCIENCE OPTION		4
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
BAD 1121	Business Seminar	1			
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
BAD 2323	Business Statistics	3	BAD 2413	Legal Environ of Business	3
ECO 2113	Prin of Macro	3	ECO 2123	Prin of Micro	3
SPT 1113	Public Speaking I	3	ART 1113	Art Appreciation or	3
HIS 1113	Western Civilization I or	3	MUS 1113	Music Appreciation	
HIS 2213	American History I		HIS 1123	Western Civilization II or	3
ENG 2223	American Literature I or	3	HIS 2223	American History II	
ENG 2423	World Literature I		PSY 1513	General Psychology	3
Total		15			15

TOTAL PROGRAM 61

INTERDISCIPLINARY STUDIES

Advisor: J. Pittman

Major Code: IDS

CSC Program STUDENTS ONLY

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS XXXX	History Elective	3	HIS XXXX	HIS Elective	3
BIO XXXX	Lab Science Lecture	3	BIO XXXX	Lab Science Lecture	3
BIO XXXX	Lab Science Lab	1	BIO XXXX	Lab Science Lab	1
MAT 1313	College Algebra	3	CSC 1113 or	Computer Concepts or	3
LLS 1311	Orientation	1	CSC 1123	Computer Applications	
			ART 1113 or	Art Appreciation or	3
			MUS 1113	Music Appreciation	
Total		14			16

SOPHOMORE YEAR

FALL			SPRING		
ENG XXX	Literature Option	3	BOA 2613 or	Business Communication or	3
	Elective	3	SPT 1113	Public Speaking	
	Elective	3		Elective	3
	Elective	3		Elective	3
	Elective	3		Elective	3
				Elective	3
Total		15			15

TOTAL PROGRAM 60

INTERNATIONAL BUSINESS

Advisor: D. Carter
Major Code: IBU

FRESHMAN YEAR

FALL				SPRING			
ACC 2213	Principles of Accounting I	3		ACC 2223	Principles of Accounting II	3	
ENG 1113	English Composition I	3		CSC 1123	Computer Applications I	3	
LLS 1311	Orientation	1		ENG 1123	English Composition II	3	
MAT 1313	College Algebra	3		BAD 1113	Introduction to Business	3	
LAB SCIENCE OPTION		4		LAB SCIENCE OPTION		4	
	(Select lab, lecture sequence)				(Select lab, lecture sequence)		
BAD 1121	Business Seminar I	1					
Total		15				16	

SOPHOMORE YEAR

FALL				SPRING			
BAD 2413	Legal Environ of Business	3		ECO 2123	Prin of Micro	3	
ECO 2113	Princ of Macro	3		ENG 2433	World Literature II	3	
ENG 2423	World Literature I	3		ART 1113	Art Appreciation or	3	
MFL1213	Spanish I	3		MUS 1113	Music Appreciation		
HIS 1113	Western Civilization I or	3		HIS 1123	Western Civilization II or	3	
HIS 2213	American History I			HIS 2223	American History II		
				SPT 1113	Public Speaking	3	
Total		15				15	

TOTAL PROGRAM 61

JOURNALISM

Advisor: K. Hall, M. Faulkner, C. Williams

Major Code: JOU

FRESHMAN YEAR

FALL		SPRING	
ENG 1113 English Composition I	3	ENG 1123 English Composition II	3
LLS 1311 Orientation	1	MFL 1223 Spanish II	3
MAT 1313 College Algebra	3	PSY 1513 General Psychology	3
MFL 1213 Spanish I	3	CSC 1113 Computer Concepts or	3
LAB SCIENCE OPTION	4	CSC 1123 Computer Applications I	
(Select lab, lecture sequence)		LAB SCIENCE OPTION	4
HPR ELECTIVE	1	(Select lab, lecture sequence)	
Total	15		16

SOPHOMORE YEAR

FALL		SPRING	
MFL 2213 Spanish III	3	MFL 2223 Spanish IV	3
SPT 1113 Public Speaking I	3	ART 1113 Art Appreciation or	3
HIS 1113 Western Civilization I or	3	MUS 1113 Music Appreciation	
HIS 2213 American History I		HIS 1123 Western Civilization II or	3
ENG 2223 American Literature I or	3	HIS 2223 American History II	
ENG 2423 World Literature I		ENG 2233 American Literature II or	3
Social Science ELECTIVE	3	ENG 2433 World Literature II	
		Social Science ELECTIVE	3
Total	15		15

TOTAL PROGRAM 61

MANAGEMENT

Advisor: D. Carter
Major Code: MGT

FRESHMAN YEAR

FALL			SPRING		
ACC 2213	Prin of Accounting I	3	ACC 2223	Prin of Accounting II	3
ENG 1113	English Composition I	3	CSC 1123	Computer Applications I	3
LLS 1311	Orientation	1	ENG 1123	English Composition II	3
MAT 1313	College Algebra	3	BAD 1113	Intro to Business	3
LAB SCIENCE OPTION		4	LAB SCIENCE OPTION		4
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
BAD 1121	Business Seminar I	1			
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
BAD 2323	Business Statistics	3	BAD 2413	Legal Environ of Business	3
ECO 2113	Prin of Macro	3	ECO 2123	Prin of Micro	3
SPT 1113	Public Speaking I	3	PSY 1513	General Psychology	3
ENG 2223	American Literature I or	3	ART 1113	Art Appreciation or	3
ENG 2423	World Literature I		MUS 1113	Music Appreciation	
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
Total		15			15

TOTAL PROGRAM 61

MASS COMMUNICATIONS

Advisor: K. Hall, C. Williams
Major Code: MAC

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	MUS 1113	Music Appreciation	3
MAT 1313	College Algebra	3	CSC 1113	Computer Concepts or	3
	LAB SCIENCE Option	4	CSC 1123	Computer Applications	
	(Select lab, lecture sequence)			LAB SCIENCE Option	4
	HPR ELECTIVE	1		(Select lab, lecture sequence)	
ENG 2223	American Literature I	3	ENG 2233	American Literature II	3
		15			
Total			Total		16

SOPHOMORE YEAR

FALL			SPRING		
ENG 2423	World Literature I	3	ENG 2433	World Literature II	3
PSY 1513	General Psychology	3	SPT 1113	Public Speaking	3
HIS 1113	Western Civilization I or		ART 1113	Art Appreciation o	3
HIS 2213	American History I	3	HIS 1123	Western Civilization II or	
	SOCIAL SCIENCE	3	HIS 2223	American History II	3
	ELECTIVES				
MFL 1213	Spanish I	3	MFFL 1223	Spanish II	3
Total		15	Total		15

TOTAL PROGRAM: 61

MATHEMATICS

Advisor: J. Rockett, C. Britt

Major Code: MAT

FRESHMAN YEAR

FALL		SPRING	
ENG 1113 English Composition I	3	ENG 1123 English Composition II	3
HIS 1113 Western Civilization I or	3	HIS 1123 Western Civilization II or	3
HIS 2213 American History I		HIS 2223 American History II	
HPR 1111 General Activities I	1	SPT 1113 Public Speaking I	3
LLS 1311 Orientation	1	PSC 1113 American Nat'l Gov't	3
MAT 1613 Calculus I	3	MAT 1623 Calculus II	3
CSC 1113 Computer Concepts or	3		
CSC 1123 Computer Applications I			
HPR ELECTIVE	1		
Total	15		15

SOPHOMORE YEAR

FALL		SPRING	
MAT 2613 Calculus III	3	MAT 2113 Linear Algebra	3
MFL 1213 Spanish I	3	MFL 1223 Spanish II	3
ENG 2223 American Literature I or	3	ART 1113 Art Appreciation or	3
ENG 2423 World Literature I		MUS 1113 Music Appreciation	
Social Science OPTION	3	BIO 1141 General Biology Lab I	1
BIO 1131 General Biology Lab I	1	BIO 1143 General Biology Lecture II	3
BIO 1133 General Biology Lecture I	3	ENG 2233 American Literature II or	3
		ENG 2433 World Literature II	
Total	16		16

TOTAL PROGRAM 62

MATHEMATICS EDUCATION (MAE)

Advisor: J. Rockett, C. Britt

Major Code: MAE

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I Lab	1	BIO 1141	General Biology II Lab	1
BIO 1133	General Biology I Lecture	3	BIO 1143	General Biology II Lecture	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HPR 1111	General Activities I	1	SPT 1113	Public Speaking I	3
LLS 1311	Orientation	1	MAT 1623	Calculus II	3
MAT 1613	Calculus I	3	ART 1113	Art Appreciation or	3
CSC 1113	Computer Concepts or	3	MUS 1113	Music Appreciation	
CSC 1123	Computer Applications I				
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
ENG 2423	World Literature I or	3	ENG 2433	World Literature II or	3
ENG 2223	American Literature I		ENG 2233	American Literature II	
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
MAT 2613	Calculus III	3	CSC 1613	Computer Programming	3
PHY 2241	Physical Science I Lab	1	Social Science ELECTIVE		3
PHY 2243	Physical Science I Lect	3	Social Science ELECTIVE		3
Social Science ELECTIVE		3			
Total		16			15

TOTAL PROGRAM 62

MUSIC EDUCATION

Emphasis: Brass

Advisor: K. Towers

Major Code: MUSB

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ART 1113	Art Appreciation	3	CSC 1113	Computer Concepts or	
PSY 1513	General Psychology	3	CSC 1123	Computer Applications	3
MUA 1172	Applied Brass I	2	MUA 1182	Applied Brass II	2
MUA 1511	Class Piano I	1	MUA 1521	Class Piano II	1
MUO1211	Choir I or		MUO 1221	Choir II or	
MUO1111	Band I	1	MUO 1121	Band II	1
MUS 1911	Recital Class I/Seminar	0	MUS 1921	Recital Class II/Seminar	1
			*MUS 1133	Fundamentals of Music	3
Total		16	Total		17

SOPHOMORE YEAR

FALL			SPRING		
LAB SCIENCE OPTION			LAB SCIENCE OPTION		
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
ENG 2423	World Literature I or	4	SPT 1113	Public Speaking	3
ENG 2223	American Literature I	3	LLS 1311	Orientation	1
MAT 1313	College Algebra	3			
MUS 1213	Music Theory I	3	MUS 1223	Music Theory II	3
MUS 1211	Music Theory Lab I	1	MUS 1221	Music Theory Lab II	1
MUA 2172	Applied Brass III	2	MUA 2182	Applied Brass IV	2
MUA 2511	Class Piano III	1	MUA 2521	Class Piano IV	1
MUO 2211	Choir III or		MUO 2221	Choir IV or	
MUO 2111	Band III	1	MUO 2121	Band IV	1
MUS 2911	Recital Class III/Seminar	0	MUS 2921	Recital Class IV/Seminar	1
Total		18			17

Music Electives:

*MUS 1133	Fundamentals of Music (Depending on Entrance Exam)	3
MUS 1123	Music Survey	3
MUS 1113	Music Appreciation	3
MUO 1241, 1251, 2241, 2251	Small Singing Groups (I-IV)	1
MUO 1131, 1141, 2131, 2141	Small Instrument Groups (I-IV)	1
MUA 1111, 1121, 2111, 2121	Class Brass (I-IV)	1
MUA 1811, 1821, 2811, 2821	Class Woodwind (I-IV)	1
MUA 1411, 1421, 2411, 2421	Class Percussion (I-IV)	1
MUA 1711, 1721, 2711, 2721	Class Voice (I-IV)	1
MUA 1542, 1552, 2542, 2552	Piano For Voice Majors (I-IV)	2

TOTAL PROGRAM: 62- 65

MUSIC EDUCATION

Emphasis Piano Keyboard

Advisor: K. Towers

Major Code: MUSK

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ART 1113	Art Appreciation	3	CSC 1113	Computer Concepts or	
PSY 1513	General Psychology	3	CSC 1123	Computer Applications	3
MAT 1313	College Algebra	3			
MUA1572	Piano Keyboard I	2	LLS 1311	Orientation	1
MUO1211	Choir I or		MUA 1582	Piano Keyboard II	2
MUO1111	Band I	1	MUO 1221	Choir II or	
MUS 1911	Recital Class I/Seminar	0	MUO 1121	Band II	1
			*MUS 1133	Fundamentals of Music	3
			MUS 1921	Recital Class II/Seminar	1
Total		18	Total		17

SOPHOMORE YEAR

FALL			SPRING		
LAB SCIENCE OPTION		4	LAB SCIENCE OPTION		4
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
ENG 2423	World Literature I or		SPT 1113	Public Speaking	3
ENG 2223	American Literature I	3	MUS 1223	Music Theory II	3
MUS 1213	Music Theory I	3	MUS 1221	Music Theory Lab II	1
MUS 1211	Music Theory Lab I	1	MUA 2582	Piano Keyboard IV	2
MUA 2572	Piano Keyboard III	2	MUA 1782	Applied Voice II	2
MUA 1772	Applied Voice I	2	MUO 2221	Choir IV or	
MUO 2211	Choir III or		MUO 2121	Band IV	1
MUO 2111	Band III	1	MUS 2921	Recital Class IV/Seminar	1
MUS 2911	Recital Class III/Seminar	0			
Total		16			17

Music Electives:

*MUS 1133	Fundamentals of Music (Depending on Entrance Exam)	3
MUS 1123	Music Survey	3
MUS 1113	Music Appreciation	3
MUO 1241, 1251, 2241, 2251	Small Singing Groups (I-IV)	1
MUO 1131, 1141, 2131, 2141	Small Instrument Groups (I-IV)	1
MUA 1111, 1121, 2111, 2121	Class Brass (I-IV)	1
MUA 1811, 1821, 2811, 2821	Class Woodwind (I-IV)	1
MUA 1411, 1421, 2411, 2421	Class Percussion (I-IV)	1
MUA 1711, 1721, 2711, 2721	Class Voice (I-IV)	1
MUA 1542, 1552, 2542, 2552	Piano For Voice Majors (I-IV)	2

TOTAL PROGRAM: 62- 65

MUSIC EDUCATION

Emphasis: Percussion

Advisor: K. Towers

Major Code: MUSP

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ART 1113	Art Appreciation	3	CSC 1113	Computer Concepts or	
PSY 1513	General Psychology	3	CSC 1123	Computer Applications	3
MUA 1472	Applied Percussion I	2	MUA 1482	Applied Percussion II	2
MUA 1511	Class Piano I	1	MUA 1521	Class Piano II	1
MUO1211	Choir I or		MUO 1221	Choir II or	
MUO1111	Band I	1	MUO 1121	Band II	1
MUS 1911	Recital Class I/Seminar	0	MUS 1921	Recital Class II/Seminar	1
			*MUS 1133	Fundamentals of Music	3
Total		16	Total		17

SOPHOMORE YEAR

FALL			SPRING		
LAB SCIENCE OPTION		4	LAB SCIENCE OPTION		4
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
ENG 2423	World Literature I or		SPT 1113	Public Speaking	3
ENG 2223	American Literature I	3	LLS 1311	Orientation	1
MAT 1313	College Algebra	3			
MUS 1213	Music Theory I	3	MUS 1223	Music Theory II	3
MUS 1211	Music Theory Lab I	1	MUS 1221	Music Theory Lab II	1
MUA 2472	Applied Percussion III	2	MUA 2482	Applied Percussion IV	2
MUA 2511	Class Piano III	1	MUA 2521	Class Piano IV	1
MUO 2211	Choir III or		MUO 2221	Choir IV or	
MUO 2111	Band III	1	MUO 2121	Band IV	1
MUS 2911	Recital Class III/Seminar	0	MUS 2921	Recital Class IV/Seminar	1
Total		18			17

Music Electives:

*MUS 1133	Fundamentals of Music (Depending on Entrance Exam)	3
MUS 1123	Music Survey	3
MUS 1113	Music Appreciation	3
MUO 1241, 1251, 2241, 2251	Small Singing Groups (I-IV)	1
MUO 1131, 1141, 2131, 2141	Small Instrument Groups (I-IV)	1
MUA 1111, 1121, 2111, 2121	Class Brass (I-IV)	1
MUA 1811, 1821, 2811, 2821	Class Woodwind (I-IV)	1
MUA 1411, 1421, 2411, 2421	Class Percussion (I-IV)	1
MUA 1711, 1721, 2711, 2721	Class Voice (I-IV)	1
MUA 1542, 1552, 2542, 2552	Piano For Voice Majors (I-IV)	2

TOTAL PROGRAM: 62- 65

MUSIC EDUCATION

Emphasis: Voice

Advisor: K. Towers

Major Code: MUSV

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ART 1113	Art Appreciation	3	CSC 1113	Computer Concepts or	
PSY 1513	General Psychology	3	CSC 1123	Computer Applications	3
MUA 1772	Applied Voice I	2	MUA 1782	Applied Voice II	2
MUA 1511	Class Piano I	1	MUA 1521	Class Piano II	1
MUO1211	Choir I or		MUO 1221	Choir II or	
MUO1111	Band I	1	MUO 1121	Band II	1
MUS 1911	Recital Class I/Seminar	0	MUS 1921	Recital Class II/Seminar	1
			*MUS 1133	Fundamentals of Music	3
Total		16	Total		17

SOPHOMORE YEAR

FALL			SPRING		
LAB SCIENCE OPTION			LAB SCIENCE OPTION		
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
ENG 2423	World Literature I or	4	SPT 1113	Public Speaking	3
ENG 2223	American Literature I	3	LLS 1311	Orientation	1
MAT 1313	College Algebra	3			
MUS 1213	Music Theory I	3	MUS 1223	Music Theory II	3
MUS 1211	Music Theory Lab I	1	MUS 1221	Music Theory Lab II	1
MUA 2772	Applied Voice III	2	MUA 2782	Applied Voice IV	2
MUA 2511	Class Piano III	1	MUA 2521	Class Piano IV	1
MUO 2211	Choir III or		MUO 2221	Choir IV or	
MUO 2111	Band III	1	MUO 2121	Band IV	1
MUS 2911	Recital Class III/Seminar	0	MUS 2921	Recital Class IV/Seminar	1
Total		18			17

Music Electives:

*MUS 1133	Fundamentals of Music (Depending on Entrance Exam)	3
MUS 1123	Music Survey	3
MUS 1113	Music Appreciation	3
MUO 1241, 1251, 2241, 2251	Small Singing Groups (I-IV)	1
MUO 1131, 1141, 2131, 2141	Small Instrument Groups (I-IV)	1
MUA 1111, 1121, 2111, 2121	Class Brass (I-IV)	1
MUA 1811, 1821, 2811, 2821	Class Woodwind (I-IV)	1
MUA 1411, 1421, 2411, 2421	Class Percussion (I-IV)	1
MUA 1711, 1721, 2711, 2721	Class Voice (I-IV)	1
MUA 1542, 1552, 2542, 2552	Piano For Voice Majors (I-IV)	2

TOTAL PROGRAM: 62- 65

MUSIC EDUCATION

Emphasis: Woodwinds

Advisor: K. Towers

Major Code: MUSW

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
ART 1113	Art Appreciation	3	CSC 1113	Computer Concepts or	
PSY 1513	General Psychology	3	CSC 1123	Computer Applications	3
MUA 1872	Applied Woodwinds I	2	MUA 1882	Applied Woodwinds II	2
MUA 1511	Class Piano I	1	MUA 1521	Class Piano II	1
MUO1211	Choir I or		MUO 1221	Choir II or	
MUO1111	Band I	1	MUO 1121	Band II	1
MUS 1911	Recital Class I/Seminar	0	MUS 1921	Recital Class II/Seminar	1
			*MUS 1133	Fundamentals of Music	3
Total		16	Total		17

SOPHOMORE YEAR

FALL			SPRING		
LAB SCIENCE OPTION		4	LAB SCIENCE OPTION		4
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
ENG 2423	World Literature I or		SPT 1113	Public Speaking	3
ENG 2223	American Literature I	3	LLS 1311	Orientation	1
MAT 1313	College Algebra	3			
MUS 1213	Music Theory I	3	MUS 1223	Music Theory II	3
MUS 1211	Music Theory Lab I	1	MUS 1221	Music Theory Lab II	1
MUA 2872	Applied Woodwinds III	2	MUA 2882	Applied Woodwinds IV	2
MUA 2511	Class Piano III	1	MUA 2521	Class Piano IV	1
MUO 2211	Choir III or		MUO 2221	Choir IV or	
MUO 2111	Band III	1	MUO 2121	Band IV	1
MUS 2911	Recital Class III/Seminar	0	MUS 2921	Recital Class IV/Seminar	1
Total		18			17

Music Electives:

*MUS 1133	Fundamentals of Music (Depending on Entrance Exam)	3
MUS 1123	Music Survey	3
MUS 1113	Music Appreciation	3
MUO 1241, 1251, 2241, 2251	Small Singing Groups (I-IV)	1
MUO 1131, 1141, 2131, 2141	Small Instrument Groups (I-IV)	1
MUA 1111, 1121, 2111, 2121	Class Brass (I-IV)	1
MUA 1811, 1821, 2811, 2821	Class Woodwind (I-IV)	1
MUA 1411, 1421, 2411, 2421	Class Percussion (I-IV)	1
MUA 1711, 1721, 2711, 2721	Class Voice (I-IV)	1
MUA 1542, 1552, 2542, 2552	Piano For Voice Majors (I-IV)	2

TOTAL PROGRAM: 62- 65

PARALEGAL/LEGAL STUDIES

Advisor: J. Mayo, E. Melton, Y. Mickel

Major Code: PAR

FRESHMAN YEAR

FALL

ENG 1113 English Composition I	3
LLS 1311 Orientation	1
MFL 1213 Spanish I	3
HIS 1113 Western Civilization I or	3
HIS 2213 American History I	
LAB SCIENCE OPTION (Select lab, lecture sequence)	4
HPR ELECTIVE	1
Total	15

SPRING

ENG 1123 English Composition II	3
MFL 1223 Spanish II	3
MAT 1313 College Algebra	3
HIS 1123 Western Civilization II or	3
HIS 2223 American History II	
LAB SCIENCE OPTION (Select lab, lecture sequence)	4
Total	16

SOPHOMORE YEAR

FALL

ENG 2423 World Literature I	3
SPT 1113 Public Speaking I	3
MFL 2213 Spanish III	3
SOC 2113 Introduction to Sociology	3
ART 1113 Art Appreciation or	3
MUS 1113 Music Appreciation	
Total	15

SPRING

BAD 2413 Legal Environ of Business	3
ENG 2433 World Literature II	3
MFL 2223 Spanish IV	3
Social Science ELECTIVE	3
CSC 1113 Computer Concepts or	3
CSC 1123 Computer Applications I	
Total	15

TOTAL PROGRAM 61

PHARMACEUTICAL SCIENCES

Advisor:

Major Code: PSC

FRESHMAN YEAR

FALL			SPRING		
CHE 1211	General Chem Lab I	1	CHE 1221	General Chem Lab II	1
CHE 1213	General Chem Lect I	3	CHE 1223	General Chem Lect II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	SPT 1113	Public Speaking I	3
MAT 1613	Calculus I	3	ART 1113	Art Appreciation or	3
CSC 1113	Computer Concepts or	3	MUS 1113	Music Appreciation	
CSC 1123	Computer Applications I		HIS 1123	Western Civilization II or	3
HIS 1113	Western Civilization I or	3	HIS 2223	American History II	
HIS 2213	American History I				
Total		17			16

SOPHOMORE YEAR

FALL			SPRING		
BIO 1131	Gen Biology Lab I	1	BIO 1141	Gen Biology Lab II	1
BIO 1133	Gen Biology Lect I	3	BIO 1143	Gen Biology Lect II	3
CHE 2421	Organic Chem Lab I	1	CHE 2431	Organic Chem Lab II	1
CHE 2423	Organic Chem Lect I	3	CHE 2433	Organic Chem Lect II	3
ECO 2113	Prin of Macro	3	Social Science ELECTIVE		3
Literature OPTION		3	Social Science ELECTIVE		3
HPR ELECTIVE		1	HPR ELECTIVE		1
Total		15			15

TOTAL PROGRAM 63

POLITICAL SCIENCE

Advisor: J. Mayo, E. Melton, Y. Mickel

Major Code: POL

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MFL 1213	Spanish I	3
HIS 1113	Western Civilization I or	3
HIS 2213	American History I	3
LAB SCIENCE OPTION		4
(Select lab, lecture sequence)		
HPR ELECTIVE		1

SPRING

ENG 1123	English Composition II	3
MAT 1313	College Algebra	3
MFL 1223	Spanish II	3
HIS 1123	Western Civilization II or	3
HIS 2223	American History II	3
LAB SCIENCE OPTION		4
(Select lab, lecture sequence)		

Total

15

16

SOPHOMORE YEAR

FALL

ECO 2113	Prin of Macro	3
MFL 2213	Spanish III	3
PSC 1113	American Nat'l Gov't	3
SOC 2113	Intro to Sociology I	3
Literature OPTION		3

SPRING

ECO 2123	Prin of Micro	3
MFL 2223	Spanish IV	3
SPT 1113	Public Speaking I	3
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
CSC 1113	Computer Concepts or	3
CSC 1123	Computer Concepts	

Total

15

15

TOTAL PROGRAM 61

PRE-BSN (NURSING)

Advisor:

Major Code: PNU

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	Gen Biology Lab I	1	BIO 1613	Nutrition	3
BIO 1133	General Biology Lecture I	3	ENG 1123	English Composition II	3
CSC 1123	Computer Applications I	3	PSY 1513	General Psychology	3
ENG 1113	English Composition I	3	SPT 1113	Public Speaking I	3
LLS 1311	Orientation	1	HIS 1123	Western Civilization II or	3
MAT 1313	College Algebra	3	HIS 2223	American History II	
HIS 1113	Western Civilization I or	3			
HIS 2213	American History I				
Total		17			15

SOPHOMORE YEAR

FALL			SPRING		
BIO 2511	Anat & Physiology Lab I	1	BAD 2323	Business Statistics or	3
			MAT 2323	Statistics	
BIO 2513	Anat & Physiology Lect I	3	BIO 2521	Anat & Physiology Lab II	1
CHE 1211	General Chem Lab I	1	BIO 2523	Anat & Physiology Lect II	3
CHE 1213	General Chem Lecture I	3	BIO 2921	Microbiology Lab	1
SOC 2113	Intro to Sociology I	3	BIO 2923	Microbiology Lecture	3
Literature OPTION		3	EPY 2533	Human Growth & Dev	3
HPR ELECTIVE		1	ART 1113	Art Appreciation or	3
			MUS 1113	Music Appreciation	
Total		15			17

TOTAL PROGRAM 64

PRE-CLINICAL LABORATORY SCIENCE

Advisors:

Major Code: PLS

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology Lab I	1	BIO 1141	General Biology Lab II	1
BIO 1133	General Biology Lecture I	3	BIO 1143	General Biology Lect II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	SPT 1113	Public Speaking I	3
MAT 1313	College Algebra	3	CSC 1113	Computer Concepts or	3
HIS 1113	Western Civilization I or	3	CSC 1123	Computer Applications I	
HIS 2213	American History I		HIS 1123	Western Civilization II or	3
HPR ELECTIVE		1	HIS 2223	American History II	
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
BIO 2921	Microbiology Lab	1	CHE 1221	General Chem Lab II	1
BIO 2923	Microbiology Lecture	3	CHE 1223	General Chem Lect II	3
CHE 1211	General Chem Lab I	1	ART 1113	Art Appreciation or	3
CHE 1213	General Chem Lect I	3	MUS 1113	Music Appreciation	
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
Social Science ELECTIVE		3	Social Science ELECTIVE		3
HPR ELECTIVE		1			
Total		15			16

TOTAL PROGRAM 62

PRE-DENTAL HYGIENE

Advisor:

Major Code: PDH

FRESHMAN YEAR

FALL

BIO 1131	General Biology Lab I	1
BIO 1133	General Biology Lecture I	3
CHE 1211	General Chem Lab I	1
CHE 1213	General Chem Lecture I	3
ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
Total		15

SPRING

BIO 1613	Nutrition	3
CHE 1221	General Chem Lab II	1
CHE 1223	General Chem Lect II	3
ENG 1123	English Composition II	3
PSY 1513	General Psychology	3
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
Total		16

SOPHOMORE YEAR

FALL

BIO 2511	Anat & Physiology I, Lab	1
BIO 2513	Anat & Physiology I, Lect	3
HIS 1113	Western Civilization I or	3
HIS 2213	American History I	
BIO 2921	Microbiology Lab	1
BIO 2923	Microbiology Lecture	3
SOC 2113	Intro to Sociology I	3
	HPR ELECTIVE	1

SPRING

BIO 2521	Anat & Physiology II, Lab	1
BIO 2523	Anat & Physiology II, Lect	3
HIS 1123	Western Civilization II or	3
HIS 2223	American History II	
SPT 1113	Public Speaking I	3
	Literature OPTION	3
CSC 1113	Computer Concepts or	3
CSC 1123	Computer Applications I	

Total 15

16

TOTAL PROGRAM 62

PRE-HEALTH INFORMATICS AND INFORMATION MANAGEMENT

Advisor:
Major Code: PHI

FRESHMAN YEAR

FALL			SPRING		
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab I	1
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HPR 1111	General Activities I	1	HPR 1121	General Activities II	1
MAT 1313	College Algebra	3	SPT 1113	Public Speaking I	3
LLS 1311	Orientation	1	ART 1113	Art Appreciation or	3
CSC 1113	Computer Concepts	3	MUS 1113	Music Appreciation	3
			HPR ELECTIVE		1
Total		15			15

SOPHOMORE YEAR

FALL			SPRING		
ENG 2223	American Literature I or	3	ENG 2233	American Literature II or	3
ENG 2423	World Literature I		ENG 2433	World Literature II	
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
ACC 2213	Principles of Accounting I	3	Social Science ELECTIVE		3
Social Science ELECTIVE		3	ELECTIVE		3
ELECTIVE		3	ELECTIVE		3
Total		15			15

TOTAL PROGRAM 60

PRE-OCCUPATIONAL THERAPY

Advisor:
Major Code: POT

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology Lab I	1	ENG 1123	English Composition II	3
BIO 1133	General Biology Lecture I	3	HPR 1121	General Activities II	1
ENG 1113	English Composition I	3	PSY 1513	General Psychology	3
HPR 1111	General Activities I	1	ART 1113	Art Appreciation or	3
			MUS 1113	Music Appreciation	
LLS 1311	Orientation	1	CSC 1113	Computer Concepts or	3
MAT 1313	College Algebra	3	CSC 1123	Computer Applications I	
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
BIO 2511	Anat & Physiology Lab I	1	BIO 2521	Anat & Physiology Lab II	1
BIO 2513	Anat & Physiology Lect I	3	BIO 2523	Anat & Physiology Lect II	3
CHE 1211	General Chem Lab I	1	EPY 2533	Human Growth & Dev	3
CHE 1213	General Chem Lect I	3	SPT 1113	Public Speaking I	3
Social Science ELECTIVE		3	Literature OPTION		3
Social Science ELECTIVE		3	Social Science ELECTIVE		3
HPR ELECTIVE		1			
Total		15			16

TOTAL PROGRAM 62

PSYCHOLOGY

Advisor: Y. Mickel, J. Mayo, V. Williams

Major Code: PSY

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I Lab	1	BIO 1141	General Biology II Lab	1
BIO 1133	General Biology I Lecture	3	BIO 1143	General Biology II Lecture	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	MFL 1223	Spanish II	3
MAT 1313	College Algebra	3	PSY 1513	General Psychology	3
MFL 1213	Spanish I	3	CSC 1113	Computer Concepts or	3
HPR ELECTIVE		1	CSC 1123	Computer Applications I	
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
MFL 2213	Spanish III	3	SPT 1113	Public Speaking I	3
SOC 2113	Intro to Sociology I	3	ART 1113	Art Appreciation or	3
ENG 2223	American Literature I or	3	MUS 1113	Music Appreciation	
ENG 2423	World Literature I		ENG 2233	American Literature II or	3
HIS 1113	Western Civilization I or	3	ENG 2433	World Literature II	
HIS 2213	American History I		HIS 1123	Western Civilization II or	3
Major ELECTIVE		3	HIS 2223	American History II	
<i>EPY 2513 Child Psychology</i>			Social Science ELECTIVE		3
<i>EPY 2533 Human Growth & Dev</i>					
Total		15			15

TOTAL PROGRAM 61

PUBLIC ADMINISTRATION/ PUBLIC POLICY STUDIES

Advisor: J. Mayo, E. Melton, Y. Mickel
Major Code: PUS

FRESHMAN YEAR

FALL		SPRING		
ENG 1113 English Composition I	3	ENG 1123 English Composition II	3	
HIS 1113 Western Civilization I or	3	HIS 1123 Western Civilization II or	3	
HIS 2213 American History I		HIS 2223 American History II		
LLS 1311 Orientation	1	MAT 1313 College Algebra	3	
CSC 1113 Computer Concepts or	3	PSY 1513 General Psychology	3	
CSC 1123 Computer Applications I		LAB SCIENCE OPTION	4	
LAB SCIENCE OPTION	4	(Select lab, lecture sequence)		
(Select lab, lecture sequence)				
HPR ELECTIVE	1			
Total	15			16

SOPHOMORE YEAR

FALL		SPRING		
MFL 1213 Spanish I	3	SOC 2113 Intro to Sociology I	3	
PSC 1113 American Nat'l Gov't	3	MFL 1223 Spanish II	3	
SPT 1113 Public Speaking I	3	ECO 2123 Prin of Micro	3	
ACC 2213 Prin of Accounting I or	3	ART 1113 Art Appreciation or	3	
ECO 2113 Prin of Macro		MUS 1113 Music Appreciation		
ENG 2223 American Literature I or	3	ENG 2233 American Literature II or	3	
ENG 2423 World Literature I		ENG 2433 World Literature II		
Total	15			15

TOTAL PROGRAM 61

RECREATION

Advisor: S. Reid
Major Code: REC

FRESHMAN YEAR

FALL		SPRING	
ENG 1113	English Composition I	3	
HPR 1111	General Activities I	1	
LLS 1311	Orientation	1	
MAT 1313	College Algebra	3	
CSC 1113	Computer Concepts or	3	
CSC 1123	Computer Applications I		
LAB SCIENCE OPTION		4	
	(Select lab, lecture sequence)		
Total		15	17

SOPHOMORE YEAR

FALL		SPRING	
HIS 1113	Western Civilization I or	3	
HIS 2213	American History I		
HPR 1213	Personal & Comm Health	3	
HPR 1551	Fitness & Conditioning	1	
SOC 2113	Intro to Sociology I	3	
ENG 2223	American Literature I or	3	
ENG 2423	World Literature I		
ART 1113	Art Appreciation or	3	
MUS 1113	Music Appreciation		
Total		16	16

TOTAL PROGRAM 64

SOCIAL SCIENCES

Advisor: E. Melton, Y. Mickel, B. Boschert
Major Code SOC

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	Gen Biology I, Lab	1	BIO 1141	Gen Biology II, Lab	1
BIO 1133	Gen Biology I, Lecture	3	BIO 1143	Gen Biology II, Lecture	3
ENG 1113	English Composition I	3	ENG 1123	English Composition II	3
HIS 1113	Western Civilization I	3	HIS 1123	Western Civilization II	3
LLS 1311	Orientation	1	MAT 1313	College Algebra	3
PSC 1113	American Nat'l Gov't	3	PSY 1513	General Psychology	3
HPR ELECTIVE		1			
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
ECO 2113	Prin of Macro	3	HIS 2223	American History II	3
HIS 2213	American History I	3	ART 1113	Art Appreciation or	3
SOC 2113	Intro to Sociology I	3	MUS 1113	Music Appreciation	
SPT 1113	Public Speaking I	3	ENG 2233	American Literature II or	3
ENG 2223	American Literature I or	3	ENG 2433	World Literature II	
ENG 2423	WorldLiterature I		Social Science ELECTIVE		3
			CSC 1113	Computer Concepts or	3
			CSC 1123	Computer Applications I	
Total		15			15

TOTAL PROGRAM 61

SOCIAL SCIENCE EDUCATION

Advisor: E. Melton, Y. Mickel, B. Boschert

Major Code: SSE

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	Gen Biology I Lab	1	ENG 1123	English Composition II	3
BIO 1133	Gen Biology I Lect	3	HIS 1123	Western Civilization II	3
MAT 1313	College Algebra	3	PSC 1113	American Nat'l Gov't	3
ENG 1113	English Composition I	3	PSY 1513	General Psychology	3
LLS 1311	Orientation	1	SPT 1113	Public Speaking I	3
HIS 1113	Western Civilization I	3			
HPR ELECTIVE		1			
Total		15			15

SOPHOMORE YEAR

FALL			SPRING		
ECO 2113	Prin of Macro	3	EPY 2533	Human Growth and Dev	3
HIS 2213	American History I	3	HIS 2223	American History II	3
PHY 2241	Physical Science I Lab	1	ART 1113	Art Appreciation or	3
PHY 2243	Physical Science II Lect	3	MUS 1113	Music Appreciation	
SOC 2113	Intro to Sociology I	3	ENG 2233	American Literature II or	3
ENG 2223	American Literature I or	3	ENG2433	World Literature II	
ENG 2423	World Literature I		CSC 1123	Computer Applications I	3
Total		16			15

TOTAL PROGRAM 61

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.

SOCIOLOGY/SOCIAL WORK

Advisor: V. Williams, R. Miller

Major Code: SWK

FRESHMAN YEAR

FALL			SPRING		
ENG 1113 English Composition I	3		ENG 1123 English Composition II	3	
LLS 1311 Orientation	1		MAT 1313 College Algebra	3	
MFL 1213 Spanish I	3		MFL 1223 Spanish II	3	
HIS 1113 Western Civilization I or	3		HIS 1123 Western Civilization II or	3	
HIS 2213 American History I	3		HIS 2223 American History II	3	
LAB SCIENCE OPTION	4		LAB SCIENCE OPTION	4	
(Select lab, lecture sequence)			(Select lab, lecture sequence)		
HPR ELECTIVE	1				
Total	15				16

SOPHOMORE YEAR

FALL			SPRING		
ECO 2113 Prin of Macro	3		PSC 1113 American Nat'l Gov't	3	
SOC 2113 Intro to Sociology I	3		SOC 2133 Social Problems	3	
SPT 1113 Public Speaking I	3		SOC 2143 Marriage and Family	3	
CSC 1113 Computer Concepts or	3		ART 1113 Art Appreciation or	3	
CSC 1123 Computer Applications I	3		MUS 1113 Music Appreciation	3	
ENG 2223 American Literature I or	3		ENG 2233 American Literature II or	3	
ENG 2423 World Literature I	3		ENG 2433 World Literature II	3	
Total	15				15

TOTAL PROGRAM 61

SPANISH/FOREIGN LANGUAGE

Advisor: A. Pullen, C. Williams

Major Code: SPA

FRESHMAN YEAR

FALL

ENG 1113	English Composition I	3
LLS 1311	Orientation	1
MAT 1313	College Algebra	3
MFL 1213	Spanish I	3
LAB SCIENCE OPTION		4
(Select lab, lecture sequence)		
HPR ELECTIVE		1
Total		15

SPRING

ENG 1123	English Composition II	3
MFL 1223	Spanish II	3
CSC 1113	Computer Concepts or	3
CSC 1123	Computer Applications I	
LAB SCIENCE OPTION		4
(Select lab, lecture sequence)		
ELECTIVE		3
Total		16

SOPHOMORE YEAR

FALL

HIS 1113	Western Civilization I or	3
HIS 2213	American History I	
MFL 2213	Spanish III	3
SPT 1113	Public Speaking	3
ENG 2223	American Literature I or	3
ENG 2423	World Literature I	
Social Science ELECTIVE		3
Total		15

SPRING

HIS 1123	Western Civilization II or	3
HIS 2223	American History II	
MFL 2223	Spanish IV	3
PSY 1513	General Psychology	3
ART 1113	Art Appreciation or	3
MUS 1113	Music Appreciation	
ENG 2233	American Literature II or	3
ENG 2433	World Literature II	
Total		15

TOTAL PROGRAM 61

SPECIAL EDUCATION

Advisor: B. Boschert, E. Melton, Y. Mickel

Major Code: SPE

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	Gen Biology I Lab	1	CSC 1123	Computer Applications I	3
BIO 1133	Gen Biology I Lect	3	ENG 1123	English Composition II	3
ENG 1113	English Composition I	3	HPR 1213	Personal & Comm Hlth	3
LLS 1311	Orientation	1	MAT 1723	Real Number System	3
MAT 1313	College Algebra	3	HIS 1123	Western Civilization II or	3
HIS 1113	Western Civilization I or	3	HIS 2223	American History II	
HIS 2213	American History I				
HPR ELECTIVE		1			
Total		15			15

SOPHOMORE YEAR

FALL			SPRING		
MFL 1213	Spanish I	3	MFL 1223	Spanish II	3
PHY 2241	Physical Science I Lab	1	ART 1113	Art Appreciation or	3
PHY 2243	Physical Science I Lecture	3	MUS 1113	Music Appreciation	
SPT 1113	Public Speaking I	3	Endorsement Area Elective		3
Endorsement Area Elective		3	ENG 2233	American Literature II	
ENG 2223	American Literature I or	3	ENG 2433	World Literature II	3
ENG 2423	World Literature I		PSY 1513	General Psychology	3
Total		16			15

TOTAL PROGRAM 61

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.

Special EDUCATION

(See previous page for program of study.)

SPECIAL EDUCATION ELECTIVES & ENDORSEMENT AREAS:

(Choose six courses or 6 hours)

EDU 1613 Foundation in Education

EPY 2533 Human Growth and Development

ENDORSEMENT AREAS

For Mississippi K-6 Licensure in elementary education, the Mississippi Department of Education requires that candidates have completed at least 18 hours, in each of two endorsement areas, with no grade lower than a C. In addition, some IHL universities also offer elementary education programs, K-6 with 2 add on endorsements. In these programs, candidates earn an additional 3 hours, or 21 hours in each of the two endorsement areas, with no grade lower than a C. These programs prepare the students for Mississippi

K-6 licensure, with add on licenses for grades 7-12 in the two endorsement areas. English, General Science, Math, and Social Studies are endorsement areas accepted by all eight IHL universities.

Acceptable transfer courses for these endorsement areas are as follows:

Endorsement Area - English

ENG 2223 American Literature I

ENG 2233 American Literature II

Endorsement Area - Social Studies

ECO 2113 Principles of Macroeconomics

ECO 2123 Principles of Microeconomics

HIS 2213 American History I

HIS 2223 American History II

SOC 2123 Introduction to Sociology II

SOC 2143 Marriage and Family

Endorsement Area - Math

MAT 1323 Trigonometry

MAT 1613 Calculus I

MAT 1623 Calculus II

MAT 2613 Calculus III

MAT 2623 Calculus IV

Endorsement Area - Science

BIO 1141/1143 General Biology Lab/Lecture II

BIO 2511/2513 Anatomy and Physiology Lab/Lecture I

BIO 2521/2523 Anatomy and Physiology Lab/Lecture II

BIO 2921/2923 Microbiology Lab/Lecture

CHE 1221/1223 General Chemistry Lab/Lecture I

CHE 1311/1313 Principles of Chemistry Lab/Lecture I

CHE 1321/1323 Principles of Chemistry Lab/Lecture II

CHE 2421/2423 Organic Chemistry Lab/Lecture I

CHE 2431/2423 Organic Chemistry Lab/Lecture II

PHY 2251/2253 Physical Science Lab/Lecture II

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.

SPEECH/SPEECH EDUCATION

Advisor: K. Hall

Major Code: SPC

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology Lab I	1	ART 1113	Art Appreciation	3
BIO 1133	General Biology Lecture I	3	ENG 1123	English Composition II	3
ENG 1113	English Composition I	3	MFL 1223	Spanish II	3
LLS 1311	Orientation	1	PSY 1513	General Psychology	3
MAT 1313	College Algebra	3	CSC 1113	Computer Concepts or	3
MFL 1213	Spanish I	3	CSC 1123	Computer Applications I	3
HPR ELECTIVE		1			
Total		15			

SOPHOMORE YEAR

FALL			SPRING		
PHY 2241	Physical Science Lab I	1	PSC 1113	American Nat'l Gov't	3
PHY 2243	Physical Science Lecture I	3	ENG 2233	American Literature II or	3
SPT 1113	Public Speaking I	3	ENG 2433	World Literature II	3
SOC 2113	Intro to Sociology I	3	HIS 1123	Western Civilization II or	3
ENG 2223	American Literature I or	3	HIS 2223	American History II	3
ENG 2423	World Literature I	3	Major ELECTIVE OPTION		
HIS 1113	Western Civilization I or	3	Science ELECTIVE		
HIS 2213	American History I	3	(Select lab, lecture combination)		
			BIO 1141/1143 General Bio II		
			PHY 2251/2253 Physical Science II		
Total		16			

TOTAL PROGRAM 62

Students must submit proof of registration for the Praxis Core or ACT prior to graduation. Students with an ACT score of 21 or higher (and no subscores below 18) or a SAT score of 860 are not required to take the Praxis Core.

SPORT COACHING EDUCATION

Advisor: Selina Reid

Major Code: SPD

FRESHMAN YEAR

FALL			SPRING		
BIO 1131	General Biology I, Lab	1	BIO 1141	General Biology II, Lab	1
BIO 1133	General Biology I, Lecture	3	BIO 1143	General Biology II, Lecture	3
ENG 1113	English Composition I	3	BIO 1613	Nutrition	3
HPR 1111	General Activities I	1	ENG 1123	English Composition II	3
LLS 1311	Orientation	1	HPR 1121	General Activities II	1
MAT 1313	College Algebra	3	SPT 1113	Public Speaking I	3
CSC 1113	Computer Concepts or	3	HPR 2711	Athletic Training	1
CSC 1123	Computer Applications I			Technology	
Total		15			15

SOPHOMORE YEAR

FALL			SPRING		
BIO 2511	Anat & Physiology I, Lab	1	HIS 1123	Western Civilization II	3
BIO 2513	Anat & Physiology I, Lect	3	HIS 2223	American History II	
SOC 2113	Intro to Sociology I	3	HPR 2723	Care and Prev Ath Injuries	3
	Literature Option	3	ART 1113	Art Appreciation or	3
HIS 1113	Western Civilization I or	3	MUS 1113	Music Appreciation	
HIS 2213	American History I		HPR 1313	Introduction to HPR	3
HPR 1213	Personal & Comm Hlth I	3	Social Science ELECTIVE		3
Total		16			15

TOTAL PROGRAM 61

SPORTS MANAGEMENT

Advisor: S. Reid

Major Code: SPM

+

FRESHMAN YEAR

FALL

CSC 1113	Computer Concepts or	3	
CSC 1123	Computer Applications		
ENG 1113	English Composition I	3	
HPR 1111	General Activities I	1	
LLS 1311	Orientation	1	
PSY 1513	General Psychology	3	
	LAB SCIENCE OPTION	4	
	(Select lab, lecture sequence)		
Total		15	

SPRING

ENG 1123	English Composition II	3	
SPT 1113	Public Speaking I	3	
HPR 1121	General Activities II	1	
	Math OPTION	3	
	LAB SCIENCE OPTION	4	
	(Select lab, lecture sequence)		
HPR 1313	Introduction to HPER	3	
Total		17	

SOPHOMORE YEAR

FALL

ACC 2213	Prin of Accounting I	3	
HPR 1213	Personal & Comm Health	3	
HPR 1551	Fitness & Conditioning	1	
SOC 2113	Intro to Sociology I	3	
HIS 1113	Western Civilization I	3	
HIS 2213	American History I		
	Literature OPTION	3	
Total		16	

SPRING

BAD 2413	Legal Environ of Business	3	
HPR 2213	First Aid & CPR	3	
	HPR ELECTIVE	1	
HIS 1123	Western Civilization II	3	
HIS 2223	American History II		
	Social Science ELECTIVE	3	
ART 1113	Art Appreciation or	3	
MUS 1113	Music Appreciation		
Total		16	

TOTAL PROGRAM 64

HOSPITALITY/ TOURISM MANAGEMENT

Advisor: D. Carter, L. Elliott

Major Code: TOU

FRESHMAN YEAR

FALL			SPRING		
ENG 1113	English Composition I	3	CSC 1123	Computer Applications I	3
LLS 1311	Orientation	1	ENG 1123	English Composition II	3
MAT 1313	College Algebra	3	MAJOR ELECTIVE		3
HIS 1113	Western Civilization I or	3	HIS 1123	Western Civilization II or	3
HIS 2213	American History I		HIS 2223	American History II	
LAB SCIENCE OPTION		4	LAB SCIENCE OPTION		4
	(Select lab, lecture sequence)			(Select lab, lecture sequence)	
BAD 1121	Business Seminar I	1			
Total		15			16

SOPHOMORE YEAR

FALL			SPRING		
ACC 2213	Prin of Accounting I	3	ACC 2223	Prin of Accounting II	3
BAD 2413	Legal Environ of Business	3	ECO 2123	Prin of Microeconomics	3
ECO 2113	Prin of Macro	3	ENG 2433	World Literature II or	3
ENG 2423	World Literature I or	3	ENG 2233	American Literature II	
ENG 2223	American Literature I		ART 1113	Art Appreciation or	3
SPT 1113	Public Speaking I	3	MUS 1113	Music Appreciation	
				Major Elective	3
Total		15	Total		15

TOTAL PROGRAM

APPROVED ELECTIVES

SOCIAL SCIENCE ELECTIVES

SOC 1113	Introduction to Social Science
SOC 2113	Introduction to Sociology I
SOC 2123	Introduction to Sociology II
SOC 2133	Social Problems
SOC 2143	Marriage and Family
EPY 2513	Child Psychology
EPY 2533	Human Growth and Development
PSY 1513	Psychology
CRJ 1313	Introduction to Criminal Justice
CRJ 1323	Introduction to Police Administration and Organization
CRJ 1363	Introduction to Corrections
CRJ 2513	Introduction to Criminal Justice
PSC 1113	American National Government
HIS 1113	Western Civilization I
HIS 1123	Western Civilization II
HIS 2213	American History I
HIS 2223	American History II
ECO 2113	Principles of Macroeconomics
ECO 2123	Principles of Microeconomics

MATH SCIENCE ELECTIVES

BIO1613	Nutrition
BIO1133	General Biology I
BIO1143	General Biology II
BIO2923	Microbiology
MAT1313	College Algebra
MAT1323	Trigonometry
MAT1723	Real Number

FINE ARTS ELECTIVES

ART1113	Art Appreciation
ART1913	Art for Elementary Teachers
MUS1113	Music Appreciation
MUS1913	Music for Elementary Teachers
MUS1133	Fundamentals of Music

Humanities/ Literature Electives

ENG2223	American Literature I	ENG2423 World Literature I
ENG2233	American Literature II	ENG2433 World Literature II

Health, Physical Education and Recreation Electives

HPR 1111	General Physical Education Activities I
HPR 1121	General Physical Education Activities II
HPR 1131	Varsity Sports I
HPR 1141	Varsity Sport II
HPR 2711	Athletic Training Terminology
HPR 1213	Personal and Community Health
HPR 1313	Introduction to Health, Physical Education & Recreation
HPR 1511	Team Sports I
HPR 1551	Fitness and Conditioning Training I
HPR 2213	First Aid & CPR
HPR 2323	Recreational Leadership
HPR 2723	Prevention and Care of Athletic Injuries
HPR 1593	Health Concepts of Physical Activity, Wellness and Nutrition
HPR 2733	Introduction to Athletic Training
HPR 2483	Track Theory
HPR 2453	Baseball Theory
HPR 2433	Basketball Theory
HPR 2423	Football Theory
HPR 2493	Softball Theory
HPR 2413	Individual and Team Sports Officiating
HPR 2813	Park and Recreation Program Leadership
HPR 1813	Foundation of Leisure and Recreation

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, an Advanced Technical Certificate, or a Technical 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. All of the programs foster a nurturing teaching and learning environment that 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.

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.

SPECIAL CAREER AND TECHNICAL PROGRAMS/ACTIVITIES

ADVANCED PLACEMENT

Coahoma Community College has two provisions for granting credit: by advanced student placement and granting 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 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 transcript?

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.

. 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.

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.

SPECIAL POPULATIONS

The SPECIAL POPULATIONS program provides remediation to career and technical students. These students, who are disadvantaged or disabled, will receive Special Population Services, which will allow them to experience success in their chosen Career & Technical programs.

EARLY CHILDHOOD ACADEMY

Coahoma Community College's Early Childhood Academy Resource and Referral Center, located in the Gambrell and Daugherty Building on its campus, includes more than 2,000 square feet of training spaces, educational materials, and resources. In addition, the Early Childhood Academy collaborates with participating community and junior colleges, the Mississippi Department of Human Services, and childcare providers to ensure that Mississippi's family-based unified and integrated early childhood system connects and integrates resources and services for both parents/caregivers and their children.

WORK-BASED LEARNING

A structured work-site learning experience in which the student, program area teacher, work-based learning coordinator, and work-site supervisor/mentor develop and implement an educational training agreement. This site is designed to integrate the student's academic and technical skills into a work environment. It may include regular meetings and seminars with school personnel for supplemental instruction and progress reviews. Variable credit is awarded based on one semester hour per 45 industrial contact hours.

WBL 191(1-3) – Work-Based Learning I

WBL 192(1-3) – Work-Based Learning II

WBL 193(1-3) – Work-Based Learning III

45 clock hours at work per semester = 1 hour credit

90 clock hours at work per semester = 2 hour credit

135 clock hours at work per semester = 3 hour credit

DELTA WORKFORCE DEVELOPMENT

DELTA WORKFORCE DEVELOPMENT AREA (DWDA) SELECT (Student, Education, Leadership, Employment, Citizenship Training) provides services to out-of-school youth, ages 16-24. The purpose of the program is to provide youth with assistance in achieving academic and employment success.

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 developing and using 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 assists in coordinating the integration of academic and career skills (including Work-Based Learning initiatives).
- Guidance services assist instructors in student recruitment, including recruitment of special population students.
- Guidance personnel provides services that help students in obtaining skills to succeed in career-technical programs.

Coahoma Community College is committed to the success of its students by providing an environment conducive 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.

CAREER AND TECHNICAL PROGRAMS

Career and technical education programs are designed to award stackable credentials. Therefore, most of the programs have multiple exit points.

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)

This degree is awarded to Technical majors and is not designed to transfer, but it may.

- 1. Complete the prescribed set of courses for a major** or have a substitute approved by the faculty advisor and CTE Dean. Substitutions must have compatible course content and must be of an equal or greater level of difficulty.
- 2. General Education Core:**
 - Eng1113-English Composition (3hrs)
 - Humanities/Fine Arts (3hr)
 - Social/Behavioral Science (3hrs)
 - SPT/COM 1113 – Public Speaking **OR** ENG 1123 – English Composition II **OR** Social/Behavioral Science
 - MAT 1113 –College Algebra **OR** Natural Science with Lab
 - Total General Education Core:15 -19 hours

This core represents the minimum general education requirements for the awarding of an AAS, not the general education requirements for all AAS programs. To see if this general education core applies to a particular program of study, please refer to the specific program page.

3. Minimum of sixty (60) semester hours (excluding pre-core hours)

4. Earn a 2.00 GPA on the required semester hours

To calculate the GPA, the highest grade which fulfills a requirement to be used.

5. Residency Requirements:

To receive an Associate of Applied Science degree, 25% of the degree requirements must be earned through Coahoma Community College and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses. Or military service will not count toward meeting the residency.

***All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the receiving institution's policy will determine the student's GPA.**

COLLEGE CREDIT CERTIFICATE REQUIREMENT

This certificate is awarded to students who complete the prescribed coursework (minimum of 15 hours).

1. Successfully complete the prescribed set of courses or approved substitute.

2. Earn a 2.00 GPA on the required semester hours

To calculate the GPA, the highest grade which fulfills a requirement to be used.

3. Residency Requirements:

To receive a College Credit Certificate, 25% of the certificate requirements must be earned through Coahoma Community College and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses. Or military service will not count toward meeting the residency.

***All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the receiving institution's policy will determine the student's GPA.**

TECHNICAL CERTIFICATE REQUIREMENT

This certificate is awarded to students who complete the prescribed coursework (minimum of 30 semester hours) for a Technical Program.

1. Successfully complete the prescribed set of courses or approved substitute.

2. Earn a 2.00 GPA on the required semester hours

To calculate the GPA, the highest grade which fulfills a requirement to be used.

3. Residency Requirements:

To receive a Technical Certificate, 25% of the certificate requirements must be earned through Coahoma Community College and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses. Or military service will not count toward meeting the residency.

***All hours attempted during a student's entire academic history will be considered when determining**

federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the receiving institution's policy will determine the student's GPA.

ADVANCED TECHNICAL CERTIFICATE REQUIREMENT

This certificate is awarded to students who complete the prescribed coursework (minimum of 45 hours) for an Advanced Technical Program.

- 1. Successfully complete the prescribed set of courses or approved substitute.**
- 2. Earn a 2.00 GPA on the required semester hours**

To calculate the GPA, the highest grade which fulfills a requirement to be used.

- 3. Residency Requirements:**

In order to receive the Advanced Technical Certificate, 25% of the certificate requirements must be earned through Coahoma Community College and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses.

Or military service will not count toward meeting the residency.

***All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the receiving institution's policy will determine the student's GPA.**

**PROGRAMS OF STUDY
DIVISION OF CAREER
AND
TECHNICAL EDUCATION**

**ARCHITECTURE AND CONSTRUCTION STUDIES PATHWAY
BRICK, BLOCK, & STONE MASONRY**

ADVISOR: N. MITCHELL, SR.

COUNSELOR: M. GATEWOOD

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

FIRST YEAR

FALL SEMESTER

BBT 1115 Brick and Block Laying	5
BBT 1215 Masonry Construction	5
BBT 1223 Masonry Math, Estimating and Blueprint Reading	3
BBT 1313 Tools, Equip., & Safety	3
LLS 1311 Orientation	1
Total Hours	17

SPRING SEMESTER

BBT 1425 Advanced Block Lay	5
BBT 1525 Advanced Brick Lay	5
BBT 2112 Repair & Restoration	2
*Approved Technical Elective	3
*	
Total Hours	15

A College Credit Certificate may be earned at this point.

A Technical Certificate may be earned at this point.

SECOND YEAR

FALL SEMESTER

BBT 1623 Chimney and Fireplace	3
BBT 1723 Arch Construction	3
BBT 1823 Steps, Patios, and Brick Floors	3
BBT 2123 Leadership Preparedness	3
*Approved Technical Elective	3
Total Hours	15

SPRING SEMESTER

ENG 1113 English Composition I	3
Social/Behavioral Science	3
Humanities/Fine Arts	3
MAT 1313 College Algebra OR Natural Science w/Lab	3-4
Public Speaking OR Social /Behavioral Science OR English Composition II	3
Total Hours	15-16

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

*Approved Technical Electives: BBT 191 (1-3), BOT 1273, WBL 1913, WBL 1923. WBL 1933 or other electives technical or academic electives approved by advisor.

**ARCHITECTURE AND CONSTRUCTION STUDIES PATHWAY
CARPENTRY TECHNOLOGY**

ADVISOR:
COUNSELOR: M. GATEWOOD

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

FIRST YEAR

FALL SEMESTER

CCT 1116 Foundation 6
CCT 1133 Blueprint Reading 3
CCT 1236 Flooring and Wall Framing 6
LLS 1311 Orientation 1

Total Hours

6
3
6
1
16

SPRING SEMESTER

CCT 1163 Construction Mathematics 3
CCT 1245 Ceiling and Roof Framing 5
CCT 1315 Interior/Exterior Finishing and Cabinet Installation 5
*Approved Technical Elective 3

Total Hours

16

A College Credit Certificate may be earned at this point.

A Technical Certificate may be earned at this point.

SECOND YEAR

FALL SEMESTER

CCT 1113 Fundamentals of Drafting 3
CCT 2113 Principles of Multi-Family & Light Commercial Construction 3
CCT 2133 Millwork 3
CCT 2243 Cost Estimating 3

*Approved Technical Elective

Total Hours

3
3
3
3
3
15

SPRING SEMESTER

ENG 1113 English Composition I 3
Social/Behavioral Science 3
Humanities/Fine Arts 3
MAT 1313 College Algebra OR Natural Science w/Lab 3-4
Public Speaking OR Social /Behavioral Science OR English Composition II 3

Total Hours

15-16

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

*Approved Technical Electives: CCT 292(1-6), RCT 1312, WBL 1913, WBL 1923. WBL 1933 or other electives technical or academic electives approved by advisor.

**ARCHITECTURE AND CONSTRUCTION STUDIES PATHWAY
ELECTRICAL TECHNOLOGY**

ADVISOR: E. BELL

COUNSELOR: M. GATEWOOD

Program Description: Electrical Technology program prepares individuals to install, operate, maintain, and repair electrical systems. These systems include residential, commercial, and industrial wiring, motors controls, and electrical distribution panels. In addition, the program offers extensive hands-on training in electrical troubleshooting and developing problem-solving skills in industrial electrical procedures, programmable logic controllers, and process control.

FIRST YEAR

FALL SEMESTER

ELT 1113 Residential Wiring	3
ELT 1123 Commercial Wiring	3
ELT 1144 AC and DC Circuits for Electrical Power	4
ELT 1193 Fundamentals of Electricity	3
LLS 1311 Orientation	1
* Approved Elective	3
Total Hours	17

SPRING SEMESTER

ELT 1213 Electrical Power	3
ELT 1253 Branch Circuit and Service Entrance Calculation	3
ELT 1263 Electrical Drawing and Schematics	3
ELT 1413 Motor Control	3
*Approved Technical Elective	3
Total Hours	15

A College Credit Certificate may be earned at this point.

A Technical Certificate may be earned at this point

SECOND YEAR

FALL SEMESTER

ELT 2114 Equipment Maintenance Troubleshooting & Repair	4
ELT 2424 Solid State Motor Control	4
ELT 2613 Programming Logic Controllers	3
*Approved Technical Elective	4
Total Hours	15

SPRING SEMESTER

ENG 1113 English Composition I	3
Social/Behavioral Science	3
Humanities/Fine Arts	3
MAT 1313 College Algebra OR Natural Science w/Lab	3-4
Public Speaking OR Social / Behavioral Science English Composition II	OR 3
Total Hours	15-16

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

*Approved Technical Electives: ELT 1133, ELT 1283, ELT 291(1-4), RCT 1312, WBL 1913, WBL 1923. WBL 1933 or other technical or academic electives approved by advisor.

**ARCHITECTURE AND CONSTRUCTION STUDIES PATHWAY
HEATING, VENTILATION, AIR-CONDITIONING, AND REFRIGERATION TECHNOLOGY**

ADVISOR: J. HALL

COUNSELOR: M. GATEWOOD

Program Description: Heating, Ventilation, Air-Conditioning, and Refrigeration Technology is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air-conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial and residential setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating, cooling, and refrigeration systems according to the standards of the American Society of Heating, Refrigeration, and Air-Conditioning Engineers, Inc., Air-Conditioning Contractors of America (ACCA), Air-Conditioning Heating Refrigeration Institute (AHRI), and others

FIRST YEAR

FALL SEMESTER

SPRING SEMESTER

ACT 1003 Introduction to Heating and Air Conditioning Technology	3	ACT 1713 Electricity for Heating, Ventilation, Air-Conditioning, and Refrigeration	3
ACT 1124 Basic Compression Refrigeration	4	ACT 2414 Heating, Ventilation, Air Conditioning, and Refrigeration I	4
ACT 1133 Brazing and Piping	3	ACT 2433 Refrigerant, Retrofit and Regulations	3
ACT 1214 Controls	4	ACT 2513 Heating Systems	3
ACT 1313 Refrigeration System Components	3		
LLS 1311 Orientation	1		
Total Hours	18	Total Hours	13

A College Credit Certificate may be earned at this point.

A Technical Certificate may be earned at this point.

SECOND YEAR

FALL SEMESTER

SPRING SEMESTER

ACT 2324 Commercial Refrigeration	4	ENG 1113 English Composition I	3
ACT 2424 Heating, Ventilation, and Air Conditioning II	4	Social/Behavioral Science	3
ACT 2624 Heat Load and Air Properties	4	Humanities/Fine Arts	3
*Approved Technical Elective	3	MAT 1313 College Algebra OR Natural Science w/Lab	3-4
		Public Speaking OR Social / Behavioral Science OR English Composition II	3
Total Hours	15	Total Hours	15-16

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

*Approved Technical Electives: RCT 1312, WBL 1913, WBL 1923. WBL 1933 or other electives technical or academic electives approved by advisor.

**ARCHITECTURE AND CONSTRUCTION STUDIES PATHWAY
WELDING AND CUTTING TECHNOLOGY**

ADVISOR: H. STRIPLIN, JR.
COUNSELOR: M. GATEWOOD

Program Description: The Welding and Cutting Technology program prepares students for entry-level employment in the field of welding and cutting. The curriculum includes Blueprint Reading, Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxyfuel Cutting, and Gas Tungsten Arc Welding (GTAW).

FIRST YEAR

FALL SEMESTER

WLT 1115	Shielded Metal Arc Welding I	5
WLT 1173	Introduction to Welding and Safety	3
WLT 1225	Shielded Metal Arch Welding II	5
WLT 1232	Blueprint Reading, Welding and Metallurgy	2
LLS 1311	Orientation	1

Total Hours **16**

SPRING SEMESTER

WLT 1124	Gas Metal Arch Welding	4
WLT 1135	Gas Tungsten Arc Welding	5
WLT 1143	Fluxed Cored Arc Welding	3
WLT 1313	Cutting Processes	3

Total Hours **15**

A College Credit Certificate may be earned at this point.

A Technical Certificate may be earned at this point

SECOND YEAR

FALL SEMESTER

WLT 1155	Pipe Welding	5
WLT 1162	Gas Metal Arc Aluminum Welding	2
WLT 1252	Advance Pipe Welding	3
*Approved Technical Elective		5

Total Hours **15**

SPRING SEMESTER

ENG 1113	English Composition I	3
	Social/Behavioral Science	3
	Humanities/Fine Arts	3
MAT 1313	College Algebra OR Natural Science w/Lab	3-4

Public Speaking OR Social /Behavioral Science OR
English Composition II **3**

Total Hours **15-16**

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

*Approved Technical Electives: RCT 1312, WLT 1912, WBL 1913, WBL 1923. WBL 1933 or other technical or academic electives approved by advisor.

HUMAN SERVICES PATHWAY
BARBER/STYLIST TECHNOLOGY
 ADVISOR: R. THOMAS & R. HIGHTOWER
 COUNSELOR: T. BUTLER

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.

FIRST 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 Practice in Barbering I	8
LLS 1311 Orientation	1		
Total Hours	17	Total Hours	16

A College Credit Certificate may be earned at this point.

A Technical Certificate may be earned at this point

SECOND YEAR

FALL SEMESTER		SPRING SEMESTER	
BAV 1518 Intermediate Practice in Barbering II	8	ENG 1113 English Composition I	3
BAV 1618 Advanced Practice in Barbering	8	Social/Behavioral Science Humanities/Fine Arts	3 3
		MAT 1313 College Algebra OR Natural Science w/Lab	3-4
		Public Speaking OR Social /Behavioral Science OR English Composition II	3
Total Hours	16	Total Hours	15-16

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

HUMAN SERVICES PATHWAY
BARBER/STYLIST TECHNOLOGY
 ADVISOR: R. THOMAS & R. HIGHTOWER
 COUNSELOR: T. BUTLER

Program Description: The Barber/Stylist postsecondary instructional program prepares individuals to teach others to cut, perm, 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 will prepare individuals to teach others in the area of sales, business management, state law, and customer relationships. Satisfactory completion of the courses qualifies students for the MS State Board of Barber Examiners instructor licensing examination.

PROGRAM REQUIREMENTS

The curriculum is designed for students who currently hold a valid Mississippi barber license. Student instructors who do not have two years of 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 MS State Board of Barber Examiners, and successful completion of the program qualifies students for the state licensing examination for barber instructors

FIRST YEAR

FALL SEMESTER

SPRING SEMESTER

BAV 2217 Barbering Instructor Training I	7	BAV 2237 Barbering Instructor Training III	7
BAV 2227 Barbering Instructor Training II	7	BAV 2247 Barbering Instructor Training IV	7
Total Hours	14	Total Hours	14

**HUMAN SERVICES PATHWAY
COSMETOLOGY**

ADVISOR: N. HOWARD

COUNSELOR: T. BUTLER

Program Description: Cosmetology is an instructional program designed to prepares students with the theory and skills to care for hair, nails, and skin with an emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the course qualifies students for the Mississippi State Board of Cosmetology certificate examination.

FIRST YEAR

FALL SEMESTER

COV 1123 Cosmetology Orientation 3
 COV 1245 Cosmetology Science 5
 COV 1426 Hair Care I 6
 COV 1522 Nail Care I 2
 COV 1622 Skin Care I 2
 LLS 1311 Orientation 1
Total Hours 19

SPRING SEMESTER

COV 1255 Cosmetology Sciences II 3
 COV 1436 Hair Care II 6
 COV 1532 Nail Care II 2
 COV 1632 Skin Care II 2
 COV 1722 Salon Business 2
Total Hours 17

A College Credit Certificate may be earned at this point.

A Technical Certificate may be earned at this point.

SECOND 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 3
Total Hours 12

SPRING SEMESTER

ENG 1113 English Composition I 3
 Social/Behavioral Science 3
 Humanities/Fine Arts 3
 MAT 1313 College Algebra OR Natural
 Science w/La 3-4
 Public Speaking OR Social /Behavioral Science OR
 English Composition I 3
Total Hours 15-16

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

**HUMAN SERVICES PATHWAY
COSMETOLOGY**
ADVISOR: N. HOWARD
COUNSELOR: T. BUTLER
(TEACHER TRAINING OPTION)

Program Description: Cosmetology teacher training is an instructional program designed to prepares students to teach theory and skills to care for hair, nails, and skin with an emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the course qualifies students for the Mississippi State Board of Cosmetology certificate examination.

PROGRAM REQUIREMENTS

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 Mississippi State Board of Cosmetology standards and the requirement for 750 contact hours for students.

FIRST YEAR

FALL SEMESTER

COV 2816 Teacher Training I
COV 2826 Teacher Training II

6
6

Total Hours

12

SPRING SEMESTER

COV 2836 Teacher Training III
COV 2846 Teacher Training IV

6
6

Total Hours

12

SECOND YEAR

FALL SEMESTER

ENG 1113 English Composition I
Humanities/Fine Arts Elective
Behavioral/Social Science Elective
Math/Natural Science Elective

3
3
3
3

Total Hours

12

**HUMAN SERVICES PATHWAY
CULINARY ARTS TECHNOLOGY**

ADVISOR: L. CRAVEN & D. PITTMAN

COUNSELOR: T. BUTLER

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, after successful completion of the Sanitation and Safety course, students will be eligible to obtain ServSafe® Sanitation certification from the National Restaurant Association.

FIRST YEAR

FALL SEMESTER

CUT 1115	Culinary Principles I	5
CUT 1153	Introduction to Culinary Arts	3
CUT 1214	Sanitation and Safety	4
LLS 1311	Orientation	1
	*Approved Technical Elective	3

Total Hours

16

SPRING SEMESTER

CUT 1125	Culinary Principles II	5
CUT 1134	Principles of Baking	4
CUT 1513	Garde Manger	3
CUT 2223	Menu Planning	3

Total Hours

15

A College Credit Certificate may be earned at this point.

A Technical Certificate may be earned at this point

SECOND YEAR

FALL SEMESTER

HRT 2233	Food & Beverage Cost Control	3
CUT 2244	Dining Room Management	4
CUT 2314	American Regional Cuisine	4
CUT 2424	International Cuisine	4

Total Hours

15

SPRING SEMESTER

ENG 1113	English Composition I	3
	Social/Behavioral Science	3
	Humanities/Fine Arts	3
MAT 1313	College Algebra OR Natural Science w/Lab	3-4
	Public Speaking OR Social /Behavioral Science	OR
	English Composition II	3

Total Hours

15-16

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

*Approved Technical Electives: HRT 2613, HRT 2623, RCT 1312, WBL 1913, WBL 1923. WBL 1933 or other electives technical or academic electives approved by advisor.

PROFESSIONAL STUDIES PATHWAY
BUSINESS TECHNOLOGY

ADMINISTRATIVE OFFICE TECHNOLOGY

ADVISOR: K. HOLLINS

COUNSELOR: T. BUTLER

Program Description: The Administrative Office Technology Program is an instructional program designed to prepare and train students for entry-level training in administrative office procedures, integrated computer applications, business financial systems, communication, accounting clerks, records clerks, transcriptionists, word processing specialists, and to fill other positions requiring computer skills such as database management, Web design, and desktop publishing.

FIRST YEAR

FALL SEMESTER

BOT 1233	Microsoft Word I	3
BOT 1273	Intro to Microsoft Office	3
BOT 1313	Applied Business Math	3
BOT 1763	Communication Essentials	3
LLS 1311	Orientation	1
	*Approved Technical Elective	3

Total Hours

16

SPRING SEMESTER

BOT 1243	Microsoft Word II	3
BOT 1413	Records Management	3
BOT 1433	Business Accounting	3
BOT 1823	Microsoft Excel I	3
BOT 2183	Career Readiness	3

Total Hours

15

A College Credit Certificate may be earned at this point.

A Technical Certificate may be earned at this point

SECOND YEAR

FALL SEMESTER

BOT 1513	Machine Transcription	3
BOT 1853	Microsoft Excel II	3
BOT 2333	Microsoft Access	3
BOT 2433	QuickBooks	3
	*Approved Technical Elective	3

Total Hours

15

SPRING SEMESTER

ENG 1113	English Composition I	3
	Social/Behavioral Science	3
	Humanities/Fine Arts	3
MAT 1313	College Algebra OR Natural Science w/Lab	3-4
	Public Speaking OR Social /Behavioral Science OR English Composition II	3

Total Hours

15-16

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

*Approved Technical Electives: BOT 2473, BOT 2813, BOT 2833, RCT, 1312, WBL 1913, WBL 1923. WBL 1933 or other electives technical or academic electives approved by advisor.

PROFESSIONAL STUDIES PATHWAY
BUSINESS TECHNOLOGY

HEALTHCARE DATA TECHNOLOGY

ADVISOR:

COUNSELOR: T. BUTLER

Program Description: The Healthcare Data 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. Health-care Data Technology is a 2-year program of study that requires courses in the vocational-technical core, designated areas of concentration, and the academic core.

FIRST YEAR

FALL SEMESTER

BOT 1233 Microsoft Word I	3
BOT 1273 Intro to Microsoft Office	3
BOT 1313 Applied Business Math	3
BOT 1613 Medical Terminology I	3
BOT 1763 Communication Essential	3
LLS 1311 Orientation	1
Total Hours	16

SPRING SEMESTER

BOT 1433 Business Accounting	3
BOT 1623 Medical Terminology II	3
BOT 2183 Career Readiness	3
BOT 2523 Medical Machine Transcription	3
*Approved Technical Elective	3
Total Hours	15

A College Credit Certificate may be earned at this point.

A Technical Certificate may be earned at this point.

SECOND YEAR

FALL SEMESTER

BOT 2643 CPT Coding	3
BOT 2653 ICD Coding	3
BOT 2663 Advance Coding	3
BOT 2673 Medical Insurance Billing	3
*Approved Technical Elective	3
Total Hours	15

SPRING SEMESTER

ENG 1113 English Composition I	3
Social/Behavioral Science	3
Humanities/Fine Arts	3
MAT 1313 College Algebra OR Natural Science w/Lab	3-4
Public Speaking OR Social /Behavioral Science OR English Composition II	3
Total Hours	15-16

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

*Approved Technical Electives: BOT 1643, BOT 2473, BOT 2763, BOT 2813, BOT 2833, BOT 2933, RCT 1312 WBL 1913, WBL 1923. WBL 1933 or other technical or academic electives approved by advisor.

**PROFESSIONAL STUDIES PATHWAY
EARLY CHILDHOOD EDUCATION TECHNOLOGY**

ADVISORS: A. LANDFAIR & T. TAYLOR

COUNSELOR: T. BUTLER

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

FIRST YEAR

FALL SEMESTER

CDT 1113	Early Childhood Profession	3
CDT 1214	Infant and Toddler Develop	4
CDT 1343	Child Health, Safety, and Nutrition	3
CDT 1313	Creative Arts for Young Children	3
CDT 2233	Guiding Social and Emotional Behavior	3
LLS 1311	Orientation	1

Total Hours 17

A College Credit Certificate may be earned at this point.

SPRING SEMESTER

CDT 1224	Preschool & Primary Development	4
CDT 1713	Language and Literacy Development for Young Children	3
CDT 2714	Social Studies, Math and Science for Young Children	4
CDT 2914	Initial Practicum	4

Total Hours 15

A Technical Certificate may be earned at this point

SECOND YEAR

FALL SEMESTER

CDT 2413	Development of the Exceptional Child	3
CDT 2513	Family Dynamics and Community Involvement	3
CDT 2613	Methods, Materials, and Measurement	3
CDT 2813	Administration of Programs for Young Children	3
CDT 2944	Advance Practicum	4

Total Hours 16

A College Credit Certificate may be earned at this point.

SPRING SEMESTER

ENG 1113	English Composition I	3
	Social/Behavioral Science	3
	Humanities/Fine Arts	3
MAT 1313	College Algebra OR Natural Science w/Lab	3-4
	Public Speaking OR Social / Behavioral Science OR English Composition II	3

Total Hours 15-16

A Technical Certificate may be earned at this point

**TRANSPORTATION STUDIES PATHWAY
AUTOMOTIVE TECHNOLOGY**

ADVISOR: M. TAYLOR

COUNSELOR: M. GATEWOOD

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

FIRST YEAR

FALL SEMESTER

ATT 1124	Basic Elect. & Electro.	4
ATT 1424	Engine Perform. I	4
ATT 1715	Engine Repair	5
ATT 1811	Introduction, Safety, and Employability Skills	1
CTE 1511	Comp. Math & Read. Comp	1
LLS 1311	Orientation	1

Total Hours

16

SPRING SEMESTER

ATT 1134	Advance Electrical & Electrical System	4
ATT 1214	Brake	4
ATT 2434	Engine Perform. II	4
	*Approved Technical Elective	3

Total Hours

15

A College Credit Certificate may be earned at this point.

A Technical Certificate may be earned at this point

SECOND YEAR

FALL SEMESTER

ATT 1313	Manual Drive Transmission and Transaxle	3
ATT 2324	Automatic Trans/Transaxle	4
ATT 2614	Heating and Air Conditioning	4
	*Approved Technical Elective	4

Total Hours

15

SPRING SEMESTER

ENG 1113	English Composition I	3
	Social/Behavioral Science	3
	Humanities/Fine Arts	3
MAT 1313	College Algebra OR Natural Science w/Lab	3-4
	Public Speaking OR Social /Behavioral Science OR English Composition II	3

Total Hours

15-16

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

*Approved Technical Electives: ATT 2334, ATT 2444, ATT 291(1-6), BOT 1113, WBL 1913, WBL 1923, WBL1933, RCT 1312, or other electives technical or academic electives approved by advisor.

**TRANSPORTATION STUDIES PATHWAY
COLLISION REPAIR TECHNOLOGY**

ADVISOR: E. JOHNSON
COUNSELOR: M. GATEWOOD

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

FIRST YEAR

FALL SEMESTER

ABT 1146	Structural Analysis and Damage Repair I	6
ABT 1223	Non-Structural Analysis and Damage Repair I	3
ABT 1313	Refinishing I	3
ABT 1443	Mechanical and Electrical Components I	3
LLS 1311	Orientation	1
	Total Hours	16

A College Credit Certificate may be earned at this point.

SPRING SEMESTER

ABT 1153	Structural Analysis and Damage Repair II	3
ABT 1236	Non-Structure Analysis and Damage Repair II	6
ABT 1323	Refinishing II	3
ABT 1453	Mechanical and Electrical Components II	3
	Total Hours	15

A Technical Certificate may be earned at this point.

SECOND YEAR

FALL SEMESTER

ABT 2163	Structural Analysis and Damage Repair III	3
ABT 2243	Structural Analysis and Damage Repair III	3
ABT 2336	Refinishing III	6
	*Approved Technical Elective	3
	Total Hours	15

An Advanced Technical Certificate may be earned at this point.

SPRING SEMESTER

ENG 1113	English Composition I	3
	Social/Behavioral Science	3
	Humanities/Fine Arts	3
MAT 1313	College Algebra OR Natural Science w/Lab	3-4
	Public Speaking OR Social /Behavioral Science OR English Composition II	3
	Total Hours	15-16

An AAS Degree may be earned at this point.

*Approved Technical Electives: ABT 291(1-3), ABT 292(1-6), RCT 1312, WBL 1913, WBL 1923. WBL 1933 or other electives technical or academic electives approved by advisor.

**TRANSPORTATION STUDIES PATHWAY
COMMERCIAL TRUCK DRIVING**

ADVISOR: S. GRAY

COUNSELOR: M. GATEWOOD

Program Description: This instructional program prepares individuals to drive trucks and other commercial vehicles. It includes instruction in operating diesel-powered vehicles, loading and unloading cargo, reporting delays or accidents on the road, verifying loads against shipping records, and keeping necessary records and hours of service. Postsecondary Commercial Truck Driving is a certificate program designed to provide advanced skills to its students. The program consists of up to four levels of instruction which must be obtained at the community/junior college level. Industry standards referenced are from the Mississippi Professional Driver's Manual for Class A, B, & C © Commercial Driver's License, Department of Public Safety, and State of Mississippi.

FIRST YEAR

DTV 1116 Commercial Truck Driving I	6
DTV 1126 Commercial Truck Driving II	6
DTV 1137 Commercial Truck Driving Internship	7
Total Hours	19

**MANUFACTURING PATHWAY
INDUSTRIAL MAINTENANCE TECHNOLOGY**

ADVISOR: E. WALKER
COUNSELOR: M. GATEWOOD

Program Description: Trades curriculum includes a program of study for Career Technical program is designed to prepare students for entry-level employment as multi-craft 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 various areas, including safety, machinery maintenance and troubleshooting/service, blueprint reading, basic machining operations, fundamentals of piping and hydro-testing, and fundamentals of industrial electricity.

FIRST YEAR

FALL SEMESTER

IMM 1113 Industrial Maintenance Safety	3
IMM 1153 Electrical Industrial Maintenance I	3
IMM 1214 Introduction to Industrial Maintenance	4
IMM 1243 Mechanical Industrial Maintenance I	3
LLS 1311 Orientation	1
*Approve Technical Elective	3

Total Hours **17**
A College Credit Certificate may be earned at this point.

SPRING SEMESTER

IMM 1163 Electrical Industrial Maintenance II	3
IMM 1253 Mechanical Industrial Maintenance II	3
IMM 1323 Motor Control Systems	3
*Approved Technical Elective	6

Total Hours **15**
A Technical Certificate may be earned at this point

SECOND YEAR

FALL SEMESTER

IMM 2214 Advance Electrical Industrial Maintenance	4
IMM 2224 Advanced Mechanical Industrial Maintenance	4
IMM 2613 Programmable Logic Controllers	3
*Approved Technical Elective	4

Total Hours **15**
A College Credit Certificate may be earned at this point.

SPRING SEMESTER

ENG 1113 English Composition I	3
Social/Behavioral Science	3
Humanities/Fine Arts	3
MAT 1313 College Algebra OR Natural Science w/Lab	3-4
Public Speaking OR Social /Behavioral Science OR English Composition II	3

Total Hours **15-16**
A Technical Certificate may be earned at this point

*Approved Technical Electives: IMM 1173, IMM 1313, IMM 1734, ELT, 1123, ELT 1233, ELT 2424 WBL 1913, WBL 1923. WBL 1933 or other electives technical or academic electives approved by advisor.

HEALTH SCIENCE PROGRAMS OF STUDY

DIVISION OF HEALTH SCIENCES

Coahoma Community College offers Associate of Applied Science degrees in Nursing, Polysomnography, and Respiratory Care. These programs are designed to educate the student to become licensed health care professionals.

These programs are composed of a balance of general academic courses and specialized health care course. Upon successful completion of these programs, the student is awarded an Associate of Applied Science degree. In order to practice in the field, graduates from these programs must pass professional qualifying exams.

The general education core for the Polysomnography Technology and Respiratory Care programs is as follows:

Associate of Applied Science Degree Polysomnography Technology / Respiratory Care GENERAL EDUCATION CORE REQUIREMENTS	
English Composition I	3 credit hours
Humanities (Literature, Art, Music, or History)	3 credit hours**
Public Speaking I	3 credit hours
History/Social Science Elective	3 credit hours*
College Algebra or Higher/Natural Sciences	3 credit hours***
Computer Concepts	3 credit hours
TOTAL:	18 credit hours
<small>* The three (3) credit hours elective in social sciences meets the accreditation requirement for the general core to include at least one course from the social/behavioral 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 meet the accreditation requirement to include at least one course from the natural sciences/mathematics.</small>	

The general education core for the Associate of Applied Science degree in Nursing is as follows:

Associate of Applied Science Degree Nursing GENERAL EDUCATION CORE REQUIREMENTS	
English Composition I	3 credit hours
Art/Music Appreciation	3 credit hours**
General Psychology	3 credit hours*
Human Growth and Development	3 credit hours*
Anatomy and Physiology I and II (lecture and lab)	8 credit hours***
TOTAL:	20 credit hours
<small>* The six (6) credit hours in General Psychology and Human Growth and Development meet the accreditation requirement for the general core to include at least one course from the social sciences. ** The three (3) credit hours of Art or Music Appreciation meet the accreditation requirement for the general core to include at least one course from the humanities/fine arts. *** The eight (8) credit hours of Anatomy and Physiology I and II (lecture and lab) meet the accreditation requirement to include at least one course from the natural sciences/mathematics.</small>	

Associate of Applied Science Degree Paramedic GENERAL EDUCATION CORE REQUIREMENTS	
English Composition I	3 credit hours
Humanities/Fine Arts (Literature, Art, Music)	3 credit hours**
Public Speaking I	3 credit hours
Social/Behavioral Science Elective	3 credit hours*
College Algebra or Higher/Natural Sciences	3 credit hours***
TOTAL:	15 credit hours
<small>* The three (3) credit hours elective in social/behavioral sciences meets the accreditation requirement for the general core to include at least one course from the social/behavioral 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 meet the accreditation requirement to include at least one course from the natural sciences/mathematics. A and P II also satisfies this requirement at 4 credit hours.</small>	

Coahoma Community College offers a one-year certificate program in Practical Nursing. This specialized program is designed to train the student to become a Licensed Practical Nurse.

Coahoma Community College also offers short-term certificate programs in Phlebotomy/EKG, Emergency Medical Technology (EMT) and Nursing Assistant.

For program specific information, refer to the College Admissions section of this Catalog for admission criteria for Health Science programs.

ASSOCIATE DEGREE NURSING (LPN TO ADN TRACK)

Advisors: J. Brown, C. Smith, L. Willingham, K. White, D. Honour

Major Code: ADN

FIRST YEAR

FALL

BIO 2513	Anat and Phys I Lect	3
BIO 2511	Anat and Phys I Lab	1
ENG 1113	English Composition I	3
PSY1513	General Psychology	3
BIO 1613	Nutrition	3
EPY 2533	Hum Growth and Dev	3

16

SPRING

BIO 2523	Anatomy & Physiology II Lecture	3
BIO2521	Anatomy & Physiology II Lab	1
BIO 2923	Microbiology Lecture	3
BIO 2921	Microbiology Lab	1
MAT 1313	College Algebra	3
MUS 1113 or ART 1113	Music or Art Appreciation	3

14

THIRD SEMESTER

NUR 2013 Nursing Transition (Summer Session I) **3**

Students will be officially admitted to the Associate Degree Nursing program upon successful completion of NUR 2013.

17

SECOND YEAR

FALL

NUR 2124	Mental Health Nursing	4
NUR 2128	Maternal Child Nursing	8

12

SPRING

NUR 2227	Medical Surgical Nursing	7
NUR 2223	Management of Client Care	3
NUR 2232	NCLEX Review	2

12

Student will receive 14 credit hours of transcript credit upon successful completion of second year of the Associate Degree Nursing Program based on the Advanced Placement Policy for Licensed Practical Nurses. **14**

ADVANCED PLACEMENT POLICY FOR LICENSED PRACTICAL NURSES

Licensed Practical Nurses (LPN) who meet specific admission requirements may be eligible for admission to the Associate Degree Nursing program. An LPN admitted must enroll in NUR 2013 Nursing Transition (3 credit hours) during Summer Session I. Upon successful completion of NUR 2013 Nursing Transition, student is awarded advanced placement to the second year of the Associate Degree Nursing program. This student is also eligible to receive 14 hours of transcript credit based on possession of an unencumbered practical nursing license at the time of admission to the program, therefore providing the LPN to RN student with the equivalent number of credit hours required in the Associate Degree Nursing program. The 14 hours of transcript credit is only awarded upon the successful completion of the second year of the Associate Degree Nursing program.

PARAMEDIC

(Associate Degree)

Advisors: R. Nelson

Major Code: EMS

This program combines general education as well technical and clinical training in Paramedicine to prepare the successful graduate to work as a Paramedic, by; performing emergent, pre-hospital, advanced life support care on scene and en route to a hospital.

Program Pre-requisites (4 credit hours):

BIO 2511/2513 Anatomy and Physiology I Lab/Lecture (4 credit hours)

Be a nationally registered emergency medical technician (NREMT)

Program Co-requisites (4 credit hours):

BIO 2523/2521 Anatomy and Physiology II Lab/Lecture (4 credits hours) - **Must be taken prior to entering sophomore fall semester. Added May 2019**

FRESHMAN YEAR

FALL

EMS 1133	Foundations of Paramedicine	3
EMS 1213	Concepts of Airway/Respiratory Medicine	3
EMS 1713	Concepts of Neurological Medicine	3
EMS 1514	Practicum I	4
EMS 2715	Concepts of Traumatic Medicine	5

18

SPRING

EMS 1325	Concepts of Cardiovascular Medicine	5
EMS 1913	Concepts of Reproductive Medicine	3
EMS 1525	Practicum II	5
EMS 2314	Medical Emergencies/ Secondary Assessment	4

17

SOPHOMORE YEAR

FALL

EMS 2566	Practicum III	6
EMS 2934	Practicum Capstone	4
EMS 2912	Concepts of EMS Operations	2

12

SPRING

ART 1113/ MUS 1113		3
	Art or Music Appreciation	
PSY 1513/ SOC 2113		3
	General Psychology or Intro to Sociology I	
SPT 1113	Public Speaking	3
	Math or Science Elective*	4
	Written Communication	3

***Anatomy & Physiology I (Bio 2513) can be used as the Math/Science elective. Total program hours 67 hrs. or 71 hours if A&P I (Bio 2513) is not used as Math/Science elective.**

PARAMEDIC

Technical Certificate)

Advisors: R. Nelson

Major Code: EMC

This program combines general education as well technical and clinical training in Paramedicine to prepare the successful graduate to work as a Paramedic, by; performing emergent, pre-hospital, advanced life support care on scene and en route to a hospital.

Program Pre-requisites (4 credit hours):

BIO 2511/2513 Anatomy and Physiology I Lab/Lecture (4 credit hours)

Be a nationally registered emergency medical technician (NREMT)

Program Co-requisites (4 credit hours):

BIO 2523/2521 Anatomy and Physiology II Lab/Lecture (4 credits hours)- **Must be taken prior to entering sophomore fall semester. Added May 2019**

FRESHMAN YEAR

FALL

EMS 1133	Foundations of Paramedicine	3
EMS 1213	Concepts of Airway/Respiratory Medicine	3
EMS 1713	Concepts of Neurological Medicine	3
EMS 1514	Practicum I	4
EMS 2715	Concepts of Traumatic Medicine	5
		18

SPRING

EMS 1325	Concepts of Cardiovascular Medicine	5
EMS 1913	Concepts of Reproductive Medicine	3
EMS 1525	Practicum II	5
EMS 2314	Medical Emergencies/ Secondary Assessment	4
		17

SOPHOMORE YEAR

FALL

EMS 2566	Practicum III	6
EMS 2934	Practicum Capstone	4
EMS 2912	Concepts of EMS Operations	2
		12

Total program hours for the Technical Certificate 55 hrs.

POLYSOMNOGRAPHY TECHNOLOGY

(Associate Degree)

FALL Admission (2022, 2024)

Advisor: K. Davis, R.W. Seymore

Major Code: PSG

Prerequisites: (must be completed prior to admission to the Polysomnography Technology Program)

BIO 2513 Anatomy & Physiology I
 BIO 2511 Anatomy & Physiology Lab I
 BIO 2523 Anatomy & Physiology II
 BIO 2521 Anatomy & Physiology Lab II

FRESHMAN YEAR

FALL			SPRING		
PSG 1116	Introduction of Polysom	6	PSG 2214	PSG Scoring & Analysis	4
PSG 1113	Polysom Pathophysiology	3	PSG 2218	Clinical Applications I	<u>8</u>
PSG 1123	Polysom Technology	<u>3</u>			12
		12			

SOPHOMORE YEAR

FALL			SPRING		
				Humanities/Fine Arts Elective**	3
PSG 2132	Professional Transition	2		Social/Behavior Science Elective***	3
PSG 2227	Clinical Applications II	7		SPT 1113 Oral Communication	3
PSG 2224	PSG Capstone	<u>4</u>		MAT 1113 College Algebra*	3
		13		CSC 1113 Computers Concepts	3
				ENG 1113 English Comp I	<u>3</u>
					18

*College Algebra or higher

**Music Appreciation, Art Appreciation, Drawing, Painting

***Sociology, Psychology, Western Civilization

POLYSOMNOGRAPHY TECHNOLOGY

(Technology Certificate)
FALL Admission (2022)

Advisor: K. Davis, R.W. Seymore
Major Code: PSV

Prerequisites: (must be completed prior to admission to the Polysomnography Technology Program)

BIO 2513 Anatomy & Physiology I
BIO 2511 Anatomy & Physiology Lab I
BIO 2523 Anatomy & Physiology II
BIO 2521 Anatomy & Physiology Lab II

FRESHMAN YEAR

FALL

PSG 1116	Introduction of Polysom	6
PSG 1113	Polysom Pathophysiology	3
PSG 1123	Polysom Technology	<u>3</u>
		12

SPRING

PSG 2214	PSG Scoring & Analysis	4
PSG 2218	Clinical Applications I	8
		12

SOPHOMORE YEAR

FALL

PSG 2132	Professional Transition	2
PSG 2227	Clinical Applications II	7
PSG 2224	PSG Capstone	<u>4</u>
		13

POLYSOMNOGRAPHY TECHNOLOGY

(Associate Degree)

SPRING Admission (2021,2024)

Advisor: K. Davis, R.W. Seymore

Major Code: PSG

Prerequisites: (must be completed prior to admission to the Polysomnography Technology Program)

BIO 2513 Anatomy & Physiology I

BIO 2511 Anatomy & Physiology Lab I

BIO 2523 Anatomy & Physiology II

BIO 2521 Anatomy & Physiology Lab II

FRESHMAN YEAR

SPRING

PSG 1116	Introduction of Polysom	6
PSG 1113	Polysom Pathophysiology	3
PSG 1123	Polysom Technology	<u>3</u>
		12

FALL

PSG 2214	PSG Scoring & Analysis	4
PSG 2218	Clinical Applications I	<u>8</u>
		12

SOPHOMORE YEAR

SPRING

PSG 2132	Professional Transition	2
PSG 2227	Clinical Applications II	7
PSG 2224	PSG Capstone	<u>4</u>
		13

FALL

Humanities/Fine Arts Elective**	3
Social/Behavior Science Elective***	3
SPT 1113 Oral Communication	3
MAT 1113 College Algebra*	3
CSC 1113 Intro to Computers	3
ENG 1113 English Comp I	<u>3</u>
	18

*College Algebra or higher

**Music Appreciation, Art Appreciation, Drawing, Painting

***Sociology, Psychology, Western Civilization

POLYSOMNOGRAPHY TECHNOLOGY

(Technology Certificate)

SPRING Admission (2021, 2024)

Advisor: K. Davis, R.W. Seymore

Major Code: PSV

Prerequisites: (must be completed prior to admission to the Polysomnography Technology Program)

BIO 2513 Anatomy & Physiology I

BIO 2511 Anatomy & Physiology Lab I

BIO 2523 Anatomy & Physiology II

BIO 2521 Anatomy & Physiology Lab II

FRESHMAN YEAR

SPRING

PSG 1116	Introduction of Polysom	6
PSG 1113	Polysom Pathophysiology	3
PSG 1123	Polysom Technology	<u>3</u>
		12

FALL

PSG 2214	PSG Scoring & Analysis	4
PSG 2218	Clinical Applications I	<u>8</u>
		12

SOPHOMORE YEAR

SPRING

PSG 2132	Professional Transition	2
PSG 2227	Clinical Applications II	7
PSG 2224	PSG Capstone	<u>4</u>
		13

PRACTICAL NURSING

Advisors: C. Dixon, E. Gordon, A. Hankins

Major Code: PNV

Practical Nursing is a twelve-month certificate program. The Practical Nursing Program prepares students to assist in providing general nursing care under direction of a registered nurse, physician, or dentist. Graduates of the Practical Nursing program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination (NCLEX-PN®)

FRESHMAN YEAR

FALL

PNV 1213 Body Structure/ Functions	3
PNV 1443 Nursing Fundamentals Clinical	13
	16

SPRING

PNV 1682 Adult Health Nursing Concepts and Clinical	12
PNV 1524 IV Therapy & Pharmacology	4
	16

SUMMER

PNV 1728 Specialty Areas in Nursing	8
PNV 1914 Nursing Transition	4
	12

TOTAL PROGRAM 44

RESPIRATORY CARE

Advisors: A. Brooks, W. Lockett, Y. Washington

Major Code: RES

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

<u>Prerequisites:</u>	Hours:
Human Anatomy and Physiology I Lecture (BIO 2513)	3
Human Anatomy and Physiology I Lab (BIO 2511)	1
Human Anatomy and Physiology II Lecture (BIO 2523)	3
Human Anatomy and Physiology II Lab (BIO 2521)	1
Total	8

FRESHMAN YEAR

FALL			SPRING	
ENG 1113	English Composition I	3	Elective Humanities/Fine Arts *	3
SPT 1113	Public Speaking	3	Math/Natural Science Elective**	3
CSC 1113	Computer Concepts	3	Elective Social/Behavioral Science***	3
RCT 1223	Patient Assess/Planning	3	RCT 2333 Cardiopulmonary Pathology	3
RCT 1214	Respiratory Care Science	4	RCT 1416 Respiratory Care I	6
RCT 1313	Cardiopulmonary A&P	3		
Total		19		18

SUMMER

RCT 1424	Respiratory Care II	4	RCT 2613 Neonatal/Pediatrics	3
RCT 1322	Pulmonary Function Test	2	RCT 1613 Respiratory Pharm	3
Total		6		6

SOPHOMORE YEAR

FALL			SPRING	
RCT 1516	Clinical Practice I	6	RCT 2534 Clinical Practice III	4
RCT 1524	Clinical Practice II	4	RCT 2546 Clinical Practice IV	6
RCT 2434	Respiratory Care III	4	RCT 2713 Respiratory Care Seminar	3
Total		14		13

TOTAL PROGRAM 84 (includes 8 hours of pre-requisites courses)

* Music or Art Appreciation

** College Algebra or higher/Natural Science

*** Intro to Sociology, Psychology, Marriage and Family

HEALTH SCIENCE SHORT-TERM CERTIFICATE PROGRAMS

Students must complete the application process for all Health Science Short-Term Certificate programs **PRIOR** to being admitted to any of the programs below. Students must apply and meet additional requirements in order to be eligible for admission.

ADULT LONG-TERM CARE NURSE AIDE

NAV

Certificate

Advisor: C. Dixon

The Long-Term Care Nurse Aide Program is a short term certificate course that prepares the student to assist in providing care as a member of the health care team in a skilled nursing facility under the direction of health care professionals. Graduates of this 90-clock hour program are eligible for certification as a nurse aide by passing the State Department of Health approved competency examination National Nurse Aide Assessment (NNAAP) which is developed by the National Council of State Boards of Nursing (NCSBN).

CARDIOGRAPHY – BASIC (EKG)

ECV

Certificate

Advisors: A. Brooks

The Electrocardiography Certificate Program is a 10 week short term certificate course designed to prepare the successful graduate for practice in non-invasive cardiography by a combination of didactic (60 clock hours), laboratory (15 clock hours), and clinical practicum (15 clock hours). The graduate will be prepared for and may qualify to challenge the credentialing examinations for the Cardiovascular Credentialing International (CCI).

EMERGENCY MEDICAL TECHNOLOGY – BASIC

EMS

Certificate

Advisors: R. Nelson

Emergency Medical Technology - Basic is a one semester instructional program that prepares individuals to function in the pre-hospital environment. The EMT-Basic program provides instruction in basic life support care of sick and injured persons. This includes airway assessment, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. It is divided into two classes: EMS 1163 (module I) and EMS 1174 (Module II). Emergency Medical Technicians – Basic are certified by the Mississippi State Department of Health Emergency Medical Services. Students who complete the program are eligible to take the National Registry of Emergency Medical Technicians – Basic Level. (Adapted from the MSRCU)

Course Offered On-Demand

EMS 1163/ EMS 1174

PHLEBOTOMY - BASIC

PEV

Certificate

Advisors: A. Brooks

The Phlebotomy Certificate Program is a one semester short term certificate course designed to prepare the successful graduate to practice as a phlebotomist, by a combination of didactic instruction, laboratory, and clinical practicum. The graduate will be prepared for and may be qualified to challenge the credentialing examinations for The American Society for Clinical Pathology (ASCP).

COURSE DESCRIPTIONS

ACADEMIC COURSE DESCRIPTIONS

ACCOUNTING

ACC 2213 PRINCIPLES OF ACCOUNTING I - A study of the financial accounting principles that relate to business. The topics to be covered include the accounting cycle, accounting systems for service and merchandising businesses, assets, liabilities, and equity. Three hours, 3 credits.

ACC 2223 PRINCIPLES OF ACCOUNTING II - A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Prerequisite: Accounting 2213. Three hours, 3 credits.

ART

ART 1113 ART APPRECIATION - A course designed to provide an understanding and appreciation of the visual arts. Three hours, 3 credits.

ART 1313 DRAWING I – Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation and synthesis of these components to create an organized visual expression. Students will apply overlapping foreshortening and diminished scale. Black and white media will be stressed. Three hours, 3 credits.

ART 1323 DRAWING II – Continuation of skills from Drawing I with an introduction to color and further study of composition. Three hours, 3 credits.

ART 1433 DESIGN I - Introduction to the fundamentals of two-dimensional design with emphasis in black and white media. Six hours, 3 credits. Offered fall semester only.

ART 1443 DESIGN II - Continuation of Design I with emphasis in color theory. Six hours, 3 credits. Offered spring semester only.

ART 1453 THREE DIMENSIONAL DESIGN - To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media. Six hours, 3 credits.

ART 1513 COMPUTER ART - An introduction to the theory and practice of using the computer to create art. A study of methods and applications utilizing the computer and selected software applications. Three hours, 3 credits.

ART 1913 ART FOR ELEMENTARY TEACHERS – Development of essential concepts of children’s art education in compliance with the National Standards for Arts Education. Three hours, 3 credits.

ART 2513 PAINTING I- An introduction to painting compositions and techniques. Six hours, 3 credits.

ART 2523 PAINTING II- A further study in the compositions, techniques, and concepts in Painting I. Six hours, 3 credits.

BUSINESS ADMINISTRATION

BAD 1113 INTRODUCTION TO BUSINESS - This course is designed to introduce students to the basic concepts of business. Students receive instruction regarding the current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers. Three hours, 3 credits.

BAD 1121 BUSINESS SEMINAR I - This course is designed to coordinate the various business-related student activities to the local level. It promotes leadership and professionalism in civic and social functions which includes student participation and guest speakers. (Course description change effective Fall 2015)

BAD 2323 BUSINESS STATISTICS – Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. Topics include: central tendency and dispersion; probability; binomial, Poisson, and normal distributions; estimation and hypothesis testing. Prerequisite: MAT 1233. Three hours, 3 credits.

BAD 2413 LEGAL ENVIRONMENT OF BUSINESS – An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment. Three hours, 3 credits.

BIOLOGY

BIO 1111 PRINCIPLES OF BIOLOGY LAB I- A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I, Lecture.

BIO 1113 PRINCIPLES OF BIOLOGY LECTURE I- A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics

BIO 1121 PRINCIPLES OF BIOLOGY LAB I- A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1123 Principles of Biology II, Lecture.

BIO 1123 PRINCIPLES OF BIOLOGY LECTURE II- A lecture course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems.

BIO 1131 GENERAL BIOLOGY I, Laboratory – A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I, lecture. Co-requisite: BIO 1133. Two hours, 1 credit.

BIO 1133 GENERAL BIOLOGY I, Lecture – A lecture course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and physiology, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Co-requisite: BIO 1131. Three hours, 3 credits.

BIO 1141 GENERAL BIOLOGY II, Laboratory – A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143 General Biology II, Lecture. Pre-requisite: BIO 1131. Co-requisite: BIO 1143. Two hours, 1 credit.

BIO 1143 GENERAL BIOLOGY II, Lecture – A lecture course for the science majors that reinforces concepts introduced in BIO 1133 General Biology I, Lecture, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Pre-requisite: BIO 1133. Co-requisite: BIO 1141. Three hours, 3 credits.

BIO 1311 BOTANY I, Laboratory - A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313 Botany I, Lecture.

BIO 1313 BOTANY I, Lecture - A lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance.

BIO 1321 BOTANY II, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1323 Botany II, Lecture.

BIO 1323 BOTANY II, Lecture – A lecture course that emphasizes classification and identification of plants.

BIO 1613 NUTRITION - A lecture course covering the nutrients required for normal growth and prevention of major chronic diseases, and applied to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and their applications for healthcare providers. Three hours, 3 credits.

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

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

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

BIO 2523 ANATOMY AND PHYSIOLOGY II, Lecture - A lecture course that includes detailed studies of the anatomy and physiology of the human endocrine, cardiovascular, lymphatic, respiratory, digestive, and urinary systems, as well as reproduction and development. Pre-requisite: BIO 2513. Co-requisite: BIO 2521. Three hours, 3 credits.

BIO 2921 MICROBIOLOGY, Laboratory – A laboratory course which provides experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Co-requisite: BIO 2923. Two hours, 1 credit.

BIO 2923 MICROBIOLOGY, Lecture – A lecture course providing a comprehensive study of microorganisms to include microbial taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity and other selected applied areas. Co-requisite: BIO 2921. Three hours, 3 credits.

CHEMISTRY

CHE 1211 GENERAL CHEMISTRY I, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Lecture. Pre-requisite: MAT 1313 or CHE 1321. Co-requisite: CHE 1213. Two hours, 1 credit.

CHE 1213 GENERAL CHEMISTRY I, Lecture – A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Pre-requisite: MAT 1313 or CHE 1323. Co-requisite: CHE 1211. Three hours, 3 credits.

CHE 1221 GENERAL CHEMISTRY II, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II, Lecture. Pre-requisite: CHE 1211. Co-requisite: CHE 1223. Two hours, 1 credit.

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

CHE 1311 PRINCIPLES OF CHEMISTRY I, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313 Principles of Chemistry I, Lecture. Co-requisite: CHE 1313. Two hours, 1 credit.

CHE 1313 PRINCIPLES OF CHEMISTRY I, Lecture – A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy and states of matter. Co-requisite: CHE 1311. Three hours, 3 credits.

CHE 1321 PRINCIPLES OF CHEMISTRY II, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1323 Principles of Chemistry II, Lecture. Pre-requisite: CHE 1311. Co-requisite: CHE 1323. Two hours, 1 credit.

CHE 1323 PRINCIPLES OF CHEMISTRY II, Lecture – A lecture course that emphasizes chemical stoichiometry, gases, solutions, acids/bases, and an introduction to organic chemistry. Pre-requisite: CHE 1313. Co-requisite: CHE 1321. Three hours, 3 credits.

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

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

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

CHE 2433 ORGANIC CHEMISTRY II, Lecture – A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds with emphasis on reactions and their mechanisms. Pre-requisite: CHE 2423. Co-requisite: CHE 2431. Three hours, 3 credits.

COMPUTER SCIENCE

CSC 1113 COMPUTER CONCEPTS - A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three hours lecture/lab, 3 credits.

CSC 1123 COMPUTER APPLICATIONS I - This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications with integration of these applications. Three hours lecture/lab, 3 credits.

CSC 1613 COMPUTER PROGRAMMING I - Introduction to problem-solving methods and algorithm development which emphasizes the imperative first approach; designing, debugging, looping, scope rules, functions, and a variety of applications in an object-oriented programming language. Three hours lecture/lab, 3 credits.

CRIMINAL JUSTICE

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

CRJ 1323 POLICE ADMINISTRATION AND ORGANIZATION –Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three hours, 3 credits.

CRJ 1363 INTRODUCTION TO CORRECTIONS - An overview of the correctional field; its origins, historical and philosophical background, development, current status, and relationship with other facets of the criminal justice system. Three hours, 3 credits.

CRJ 2513 JUVENILE JUSTICE- Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three hours, 3 credits.

ECONOMICS

ECO 2113 PRINCIPLES OF MACROECONOMICS – The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, circular flow of market economies and international trade. Three hours, 3 credits.

ECO 2123 PRINCIPLES OF MICROECONOMICS – The study of firms, industries, and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structures. Three hours, 3 credits.

EDUCATION

EDU 1613 FOUNDATIONS IN EDUCATION - Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Includes a minimum of 30 hours field experience. Three hours, 3 credits.

ENGLISH

ENG 0114 BEGINNING ENGLISH AND READING –This integrated course is designed to develop basic writing skills and reading strategies. Four hours, 4 credits.

ENG 0124 INTERMEDIATE ENGLISH AND READING–This integrated course is designed to advance students to college-level writing skills and reading strategies. Four hours, 4credits.

ENG 1113 ENGLISH COMPOSITION I – This course prepares the students to think critically and compose texts for academic and professional rhetorical situations. Three hours, 3 credits.

ENG 1123 ENGLISH COMPOSITION II –This course a continuation of English Composition I with emphasis on research, argumentation, and composition. Readings, essays, and research paper are required. Three hours, 3 credits.

ENG 2223 AMERICAN LITERATURE I – This course surveys representative prose and poetry of the United States from its beginnings to the Civil War. Pre-requisite: ENG 1113. Three hours, 3 credits.

ENG 2233 AMERICAN LITERATURE II – This course surveys representative prose and poetry of the United States from Civil War to the present. Three hours, 3 credits.

ENG 2423 WORLD LITERATURE I – This course surveys texts representative of global, historical, and cultural diversity from the ancient world through the early modern world. Pre-requisite: ENG 1113. Three hours, 3 credits.

ENG 2433 WORLD LITERATURE II – This course surveys text representative of global, historical, and cultural diversity from the Enlightenment Period to the present. Three hours, 3 credits.

EDUCATIONAL PSYCHOLOGY

EPY 2513 CHILD PSYCHOLOGY - A study of various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial and cognitive development. Three hours, 3 credits.

EPY 2523 ADOLESCENT PSYCHOLOGY - A study of human growth and development during adolescence. This includes physical, cognitive and psychosocial development. Three hours, 3 credits.

EPY 2533 HUMAN GROWTH AND DEVELOPMENT - A study of various aspects of human growth and development from conception through death. Topics include biological, psychosocial and cognitive development. Three hours, 3 credits.

HEALTH, PHYSICAL EDUCATION, RECREATION

HPR 1111 GENERAL PHYSICAL EDUCATION ACTIVITIES I – This course is designed to give students a modern concept of physical education and recreation by developing body skills. 1 hour, 1 credit.

HPR 1121 GENERAL PHYSICAL EDUCATION ACTIVITIES II – This course is designed to give students a modern concept of physical education and recreation by developing body skills. 1 hour, 1 credit.

HPR 1131 VARSITY SPORTS II- Participation in _____ sport.

HPR 1141 VARSITY SPORTS II - Participation in _____ varsity sport.

HPR 1213 PERSONAL AND COMMUNITY HEALTH - Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three hours, 3 credits.

HPR 1313 INTRODUCTION TO HEALTH, PHYSICAL EDUCATION & RECREATION - Introduction to the objective, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunity of professional personnel. Orientation of student to opportunities in the field. Three hours, 3 credits.

HPR 1511 TEAM SPORTS I- Rules, techniques, participation and equipment in (activities)

(name sport) (Title and course description change effective Fall 2010)

HPR 1551 FITNESS AND CONDITIONING TRAINING I – Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. (Title and course description change effective Fall 2010)

HPR 1593 Health Concepts of Physical Activity, Wellness and Nutrition- This course is design to help students develop an understanding of the concepts of physical fitness and nutrition for a healthful lifestyle and a reduced risk of disease. The student will explore wellness concepts and engage in management. Three hours, 3 credits.

HPR 1813 Foundation of Leisure and Recreation – Analysis of the Parks and Recreation profession to provide a basic understanding of leisure as an increasing important component of our society. Three Hours, 3 Credits.

HPR 2213 FIRST AID & CPR - Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. Three hours, 3 credits.

HPR 2323 RECREATIONAL LEADERSHIP - Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three hours, 3 credits.

HPR 2413 Individual and Team Sports Officiating – Personal skill development, rules and officiating techniques for individual and team sports (Three Hours, 3 Credits)

HPR 2433 Basketball – Explores the theories, practices, tactics, and strategies involved in coaching basketball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization, and management practices. Three Hours, 3 Credits.

HPR 2423 Football Theory – Explores the theories, practices, tactics, and strategies involved in coaching football. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization, and management practices. Three Hours, 3 Credits.

HPR 2453 Baseball Theory – Explores the theories, practices, tactics, and strategies involved in coaching baseball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization, and management practices. Three Hours, 3 Credits

HPR 2483 Track Theory – Explores the theories, practices, tactics, strategies involved in coaching track. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics organization and management practices. Three Hours, 3 Credits.

HPR 2493 Softball Theory – Explores the theories, practices, tactics, and strategies involved in coaching softball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization, and management practices. Three Hours, 3 Credits

HPR 2711 Athletic Training Terminology- Course to develop students' knowledge of musculoskeletal and orthopedic terminology related health professions. 1 hour, 1 credit.

HPR 2723 PREVENTION AND CARE OF ATHLETIC INJURIES – Theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. Three hours, 3 credits.

HPR 2733 Introduction to Athletic Training– Introduction to the profession, including but not limited to procedural aspects of the athletic training room operation, role delineations, preparation, and competencies with 100 observational/experience hours under a Board of Certification (BOC) certified athletic trainer. This course is recommended for Athletic Training majors. Three Hours, 3 Credits.

HPR 2813 Park and Recreation Program Leadership – Planning and leadership techniques for conducting organized park and recreation programs for all age groups. Three Hours, 3 Credits

HISTORY

HIS 1113 WESTERN CIVILIZATION I - This is a general survey of Western Civilization from ancient times to mid-seventeenth century. Three hours, 3 credits.

HIS 1123 WESTERN CIVILIZATION II - This is a general survey of Western Civilization since

the seventeenth century. Three hours, 3 credits.

HIS 1613 SURVEY OF AFRICAN-AMERICAN HISTORY – This is a survey of African American history from African origins to modern times. Three hours, 3 credits.

HIS 2213 AMERICAN (U.S.) HISTORY I - This is a survey of American (U.S.) history to 1877. Three hours, 3 credits.

HIS 2223 AMERICAN (U.S.) HISTORY II - This is a survey of American (U.S.) history since 1865. Three hours, 3 credits.

HONORS

HON 1913 Honors Leadership Forum I - Admission is by invitation only. This course has as its central focus the development of leadership skills. It is designed to provide a basic understanding of leadership and group dynamics theory and to assist the student in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own style of leadership. This course integrates readings from the humanities, classic works of literature, and experimental learning exercises with readings and discussions of traditional theories. Three hours, 3 credits.

HON 1921 Honors Forum II - Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. One hour, 1 credit.

HON 2911 Honors Forum III - Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. One hour, 1 credit.

HON 2921 Honors Forum IV - Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. One hour, 1 credit.

LEADERSHIP

LEA 1811 Leadership and Organization Skills I - An introduction of leadership styles and skills, roles, and functions of officers of student organizations One hour, 1 credit.

LEA 1821 Leadership and Organization Skills II - A study of leadership styles and skills, roles, and functions of officers of student organizations. One hour, 1 credit.

LEA 2811 LEADERSHIP AND ORGANIZATIONAL SKILLS III – An application of leadership styles and skills, roles, and function of officers of student organizations.

LEARNING & LIFE SKILLS

LLS 0113 ESSENTIAL COLLEGE SKILLS I - This course is designed to aid in the development of student potentials in the following fundamental areas; improving student confidence, setting life goals, developing effective study skills and habits and developing classroom learning skills. The course emphasizes reasoning skills, interpersonal skills, personal and social adjustment. Three hours, 3 credits.

Non-transferable Credit.

LLS 0123 ESSENTIAL COLLEGE SKILLS II – This course is designed to support the student in the successful completion of his or her college courses by teaching the application of specific study skills and learning strategies. Three hours, 3 credits. Non-transferable Credit.

LLS 1152 COLLEGE LIFE – This course is designed to assist the first-time student in achieving academic, career, and personal success. Two hours, 2 credits.

LLS 1212 SELF-AFFIRMATION – This course is designed to help students increase self-awareness and to see the power of thoughts both positively and negatively-to improve self-concepts. Two hours, 2 credits.

LLS 1223 LIFE SKILLS DEVELOPMENT – This course is designed to aid students in stress and anger management, and promote self-awareness. Three hours, 3 credits.

LLS 1311 ORIENTATION - This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments, and gives the student guidance in collegiate life. One hour, 1 credit.

LLS 1323 CAREER EXPLORATION- This course is designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices. Three hours, 3 credits.

LLS 1423 COLLEGE STUDY SKILLS- This course is designed as an advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective mastery of college level course, both graduate and undergraduate. Three hours, 3 credits.

MATHEMATICS

MAT 0123 BEGINNING ALGEBRA - A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, exponents, operations with polynomials, and factoring. Three hours, 3 credits. Non-transferable Credit

MAT 1233 INTERMEDIATE ALGEBRA – The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; exponents; radicals; polynomials. Three hours, 3 credits. Non-transferable Credit

MAT 1313 COLLEGE ALGEBRA – This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Three hours, 3 credits.

MAT 1323 TRIGONOMETRY – This course includes trigonometric functions and their graphs; functions of composite angles; fundamental relations; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Three hours, 3 credits.

MAT 1513 BUSINESS CALCULUS I – A study of functions, limits, continuity, derivatives, and

their applications to business and economics. Three hours, 3 credits.

MAT 1613 CALCULUS I - This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; applications; antiderivatives. Three hours, 3 credits.

MAT 1623 CALCULUS II- This course includes the following topics: the definite integral; differentiation and integration of transcendental functions, techniques of integration; applications. Prerequisite: MAT 1613. Three hours, 3 credits.

MAT 1723 REAL NUMBER SYSTEM – Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Three hours, 3 credits.

MAT 2113 INTRODUCTION TO LINEAR ALGEBRA - This course includes the following topics: systems of linear equations; matrices; vector spaces; determinantes; orthogonality; linear transformations; applications; eigenvalues and eigenvectors.

MAT 2323 STATISTICS- This course introduces statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Pre-requisite: MAT 1233 Three hours, 3 credits

MAT 2613 CALCULUS III - This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite series. Prerequisite: MAT 1623. Three hours, 3 credits.

MAT 2623 CALCULUS IV –This course includes the following topics: partial differentiation; optimization; multiple integration; vector calculus; quadric surfaces and line integrals; divergence theorem; Stokes' Theorem. Prerequisite: MAT 2613. Three hours, 3 credits.

MAT 2913 DIFFERENTIAL EQUATIONS- This course includes the following topics; solutions of first and higher order differential equation, existence theorems, Laplace transforms; applications.

MODERN & FOREIGN LANGUAGE

MFL 1213 SPANISH I –This course is an oral-aural approach, which stresses conversation, pronunciation, listening, comprehension, reading, writing, and functional grammar with emphasis on communication. Three hours, 3 credits.

MFL 1223 SPANISH II – This course continues MFL 1213 with wider vocabulary and more complex structures and functions. Three hours, 3 credits.

MFL 2213 SPANISH III – This course continues MFL 1223 with additional materials of literary and cultural value. Three hours, 3 credits.

MFL 2223 SPANISH IV – This course continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Three hours, 3 credits.

MUSIC APPLIED

MUA 1411 CLASS PERCUSSION I- Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's interest in playing.

MUA 1472 PERCUSSION FOR MUSIC EDUCATION I- Percussion instruction for music majors and advanced non-music majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing.

MUA 1511, 1521, 2511, 2521 CLASS PIANO FOR MUSIC MAJORS I, II, III, & IV –MUA 1572, 1582, 2572, 2582 PIANO FOR KEYBOARD MAJORS (MUSIC EDUCATION) I, II, III, & IV – Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to university.

MUA 1572 PIANO FOR KEYBOARD MAJORS- Individual piano instruction including technique, appropriate repertoire, and memorization.

MUA 1711 Class Voice I- Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting

MUA 1772, 1782, 2772, 2782 VOICE FOR VOCAL MUSIC EDUCATION MAJORS I, II, III, & IV –Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability.

MUA 1872, 1882, 2872, 2882 WOODWINDS FOR MUSIC EDUCATION- Woodwind instruction for music education majors and advanced non-music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability.

MUA 1172, 1182, 2172, 2182 BRASS FOR MUSIC EDUCATION MAJORS I, II, III, & IV – Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability.

MUA 1472, 1482, 2472, 2482 PERCUSSION FOR MUSIC EDUCATION I, II, III, & IV – Percussion instruction for music majors, with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing.

MUS 2513 MUSIC FOR ELEMENTARY TEACHERS – Designed for the needs of the elementary education student. Essentials of public school music; study of the fundamentals of music. Reading music notations and terminology. Three hours, 3 credits.

MUSIC ORGANIZATIONS

MUO 1111 BAND I – Designed to teach the fundamental principles of playing musical instruments

explore varied levels of literature and develop the student's knowledge of performance techniques. Prerequisite: Instructor Approval. 1 credit hour.

MUO 1121 BAND II – Designed to teach the fundamental principles of playing musical instruments explore varied levels of literature and develop the student's knowledge of performance techniques. Prerequisite: Instructor Approval. 1 credit hour.

MUO 1211 CHOIR I– A course for music majors and non-majors focused on performing choral music from a variety of style periods. Prerequisite: Instructor Approval. 1 credit hour.

MUO 1221 CHOIR II – A course for music majors and non-majors focused on performing choral music from a variety of style periods. Prerequisite: Instructor Approval. 1 credit hour.

MUO 1241 SELECT VOICE ENSEMBLE- A course for select singers focused on performing from one or more genres of music. 1 credit hour.

MUO 1151 SMALL MIXED ENSEMBLE- Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups.

MUO 2111 BAND III – Designed to teach the fundamental principles of playing musical instruments explore varied levels of literature and develop the student's knowledge of performance techniques. Prerequisite: Instructor Approval. 1 credit hour.

MUO 2121 BAND IV – Designed to teach the fundamental principles of playing musical instruments explore varied levels of literature and develop the student's knowledge of performance techniques. Prerequisite: Instructor Approval. 1 credit hour.

MUO 2211 CHOIR III – A course for music majors and non-majors focused on performing choral music from a variety of style periods. Prerequisite: Instructor Approval. 1 credit hour.

MUO 2221 CHOIR IV – A course for music majors and non-majors focused on performing choral music from a variety of style periods. Prerequisite: Instructor Approval. 1 credit hour.

MUSIC FOUNDATIONS

MUS 1113 MUSIC APPRECIATION - A course designed to give the student, through listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture. Three hours, 3 credits.

MUS 1123 MUSIC SURVEY – Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present.

MUS 1133 FUNDAMENTALS OF MUSIC - Study of basic knowledge of music fundamentals to prepare students for music theory. Concepts include: notation, scales, keys, rhythm, intervals, triads, and their inversions.

MUS 1211 MUSIC THEORY LAB- Lab instruction. Development of music sight-singing, ear training and dictation skills. One hour, 1 credit.

MUS 1213 MUSIC THEORY LECTURE- Study of functional harmony through analysis and part-writing. Three hours, 3 credits.

MUS 1214 MUSIC THEORY I Lecture/Lab- Study of functional harmony through analysis, part-writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation

MUS 1224 MUSIC THEORY II Lecture/Lab – Continued study of functional harmony through analysis, part-writing, sight-singing, and ear training. This course includes lab instruction in sight-singing, ear training, and dictation.

MUS 1911, 1921, 2911, 2921 RECITAL CLASS I, II, III, & IV - MUS 1413 BASIC COMPUTER SKILLS FOR MUSICIANS – Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required.

MUS 2513 MUSIC FOR ELEMENTARY TEACHERS- Designed for the needs of the elementary education student. Essentials of public school music; study of the fundamentals of music. Reading music notations and terminology. Three hours, 3 credits.

PHYSICS

PHY 2241 PHYSICAL SCIENCE I, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243 Physical Science Survey I, Lecture. Co-requisite: PHY 2243. Two hours, 1 credit.

PHY 2243 PHYSICAL SCIENCE I, Lecture – A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Co-requisite: PHY 2241. Three hours, 3 credits.

PHY 2251 PHYSICAL SCIENCE II, Laboratory – A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253 Physical Science Survey II, Lecture. Co-requisite: PHY 2253. Two hours, 1 credit.

PHY 2253 PHYSICAL SCIENCE II, Lecture – A lecture course that includes studies of chemistry, geology, and meteorology. Co-requisite: PHY 2251. Three hours, 3 credits.

PHY 2511 GENERAL PHYSICS I-A, Laboratory - A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2513 General Physics I- A, Lecture. Co-requisite: PHY 2513. Two hours, 1 credit.

PHY 2513 GENERAL PHYSICS I-A, Lecture - A lecture course covering mechanics and conservation laws. This is a calculus based course primarily for students of engineering, science, or mathematics. Co-requisite: PHY 2511. Three hours, 3 credits.

PHY 2521 GENERAL PHYSICS II-A, Laboratory - A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2523 General Physics II- A, Lecture. Two hours, 1 credit.

PHY 2523 GENERAL PHYSICS II-A, Lecture– A lecture course covering electricity, magnetism, and optics. This is a calculus-based course primarily for students of engineering, science, and mathematics. Three hours, 3 credits.

POLITICAL SCIENCE

PSC 1113 AMERICAN NATIONAL GOVERNMENT - Survey of the foundations, institutions, and political aspects of American national government. Three hours, 3 credits.

PSC 1123 AMERICAN STATE AND LOCAL GOVERNMENT – Survey of the relationship among American local, state, and national governments, and the organization, function, and operation of different levels of government. Three hours, 3 credits.

PSYCHOLOGY

PSY 1513 GENERAL PSYCHOLOGY - An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours, 3 credits.

SOCIAL WORK

SOC 1113 INTRODUCTION TO SOCIAL SCIENCE – This course gives students insights into people’s behavior by examining ideas from various social sciences. Three hours, 3 credits.

SOC 2113 INTRODUCTION TO SOCIOLOGY– The course introduces the scientific study of human society and social interaction and examines social forces on individuals and groups. Three hours, 3 credits.

SOC 2133 SOCIAL PROBLEMS - This course is a study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. Three hours, 3 credits.

SOC 2143 MARRIAGE AND FAMILY A study of the development of marriage and family as social institutions within society. Three hours, 3 credits.

SPEECH & THEATRE

SPT 1113 PUBLIC SPEAKING I – Study and practice in making speeches for a variety of public forums. Major emphasis is placed on speech preparation and delivery. Three hours, 3 credits.

COURSE DESCRIPTIONS

CAREER TECHNICAL EDUCATION

Automotive Technology

ATT 1124 – BASIC ELECTRICAL/ELECTRONIC SYSTEMS -This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. (4 sch: 2 hr. lecture, 4-hr lab)

ATT 1134- ADVANCED ELECTRICAL/ELECTRONIC SYSTEMS - This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/washer systems, and accessories. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 1214 – BRAKES - This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 1313 – MANUAL DRIVE TRANSMISSION/TRANSAXLES - This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. It includes instruction in the diagnosis of drive train problems, and the repair and maintenance of transmissions, transaxles, clutches, CV Joints, differentials, and other components. (3 sch: 1hr. lecture, 4 hr. lab)

ATT 1424 – ENGINE PERFORMANCE I - This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction, diagnosis, and correction of problems associated within these areas. (4 sch: 2 hr. lecture, 4 hr.lab)

ATT 1715 – ENGINE REPAIR- This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. (5 sch: 2 hr. lecture, 6 hr. lab)

ATT 1811 – INTRODUCTION, SAFETY, AND EMPLOYABILITY SKILLS - This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. (1 sch: 1 hr. lecture)

ATT 2324 – AUTOMATIC TRANSMISSIONS/TRANSAXLES -This is a course designed to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Including instruction and practice of testing, inspecting, and repair of these devices. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 2334 – STEERING AND SUSPENSION SYSTEMS - This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems of automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering components. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 2434 – ENGINE PERFORMANCE II -This is a course designed to provide advanced skills and

knowledge related to the ignition system, fuel, air induction, and exhaust system. It includes instruction, diagnosis, and correction of problems associated within these areas. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 2444 – ENGINE PERFORMANCE III-This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 2614 – HEATING AND AIR CONDITIONING - This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. (4 sch: 2 hr. lecture, 4 hr. lab)

ATT 292(1-6) - SUPERVISED WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY— A course that is a cooperative program between industry and education designed to integrate the student’s technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

BARBER/STYLIST TECHNOLOGY

BAV 1118 BASIC PRACTICES IN BARBERING--A course which includes basic practices including orientation, safety, and practical experiences in handling tools and hair cutting. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab) **Prerequisites:** None

BAV 1218-FUNDAMENTAL PRACTICES IN BARBERING I--A course which includes fundamental practices in styling, shampooing, blow drying, perm rolling, and perm processing. Practices are done independently with supervision. (8 sch: 2 hr. lecture 18 hr. lab) **Prerequisites:** None

BAV 1318--FUNDAMENTAL PRACTICES IN BARBERING II--A course which includes sanitization, sterilization, prevention and control of contamination and decontamination in the workplace, hygiene and good grooming, hair analysis, and the application of a chemical hair relaxer and style. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab) **Prerequisites:** None

BAV 1418 INTERMEDIATE PRACTICES IN BARBERING I--A course which includes theory of colors, classifications of hair color, color preparation and applications, and treatment of damaged hair. Practices are done independently with supervision. (8 sch: 2 hr. lecture, 18 hr. lab) **Prerequisites:** None

BAV 1518 INTERMEDIATE PRACTICES IN BARBERING II--A course which includes additional study of the structure and function of the skin, common skin disorders, and scalp and hair disorders. Practices are included in providing facial massages, rendering plain facials, and barbering services previously introduced. (8 sch: 2 hr. lecture, 12 hr. lab) **Prerequisites:** Basic Practices in Barbering (BAV 1118) and Fundamental Practices in Barbering I (BAV 1218)

BAV 1618 ADVANCED PRACTICES IN BARBERING--A course which includes the study of business management and business law applicable to barber shop management. Practices included are mustache and beard trimming. (8 sch: 2 hr. lecture, 18 hr. lab) **Prerequisites:** Fundamental Practices in Barbering II (BAV 1318) and Intermediate Practices in Barbering I (BAV 1418)

BAV 2217 BARBER INSTRUCTOR TRAINING I--Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. (7 sch: 21 hr lab) **Prerequisites:** Completion of (BAV 1118-1618), consent of

instructor, and a current and valid Barber license.

BAV 2227 BARBER INSTRUCTOR TRAINING II—Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. (7 sch: 21 hr. lab). **Prerequisites:** Barber Instructor Training I (BAV 2217), consent of instructor, and a current and valid Barber license

BAV 2237 Barber Instructor Training III—Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. (7 sch: 21 lab hrs.) **Prerequisites:** Barber Instructor Training I (BAV2217) Barber Instructor Training II (BAV 2227), consent of instructor, and a current and valid barber license.

BAV 2247 Barbering Instructor Training IV - Successful completion of this course will enable the student to apply the training and instruction he or she received at the community/junior college program with the company of his or her choice. The student will perform/observe independently with minimal supervision from a company trainer. (7 sch: 2 hr. lecture, 15 hr. clinical lab) **Prerequisites:** Completion of BAV 2217, BAV 2227, and BAV 2237, consent of instructor, and a current and valid barber license

BRICK, BLOCK AND MASONRY

BBT 1313 – TOOLS, EQUIPMENT, AND SAFETY - This course is designed to give the student experience in the use and care of tools and equipment along with the safety procedures used in the masonry trade. (3 sch: 2 hr. lecture, 2 hr. lab)

BBT 1115 BRICK AND BLOCK LAYING - This course is designed to give the student experience in laying brick and block. (5 sch: 2 hr. lecture, 6 hr. lab)

BBT 1215 MASONRY CONSTRUCTION - This course is designed to give the student experience in various types of walls, finishing, and masonry construction techniques. (5 sch: 2 hr. lecture, 6-hr. lab)

BBT 1223 MASONRY MATH, ESTIMATING AND BLUEPRINT READING - This course is designed to give the student experience in calculations, estimating, and blueprint reading. (3 sch: 2 hr. lecture, 2 hr. lab)

BBT 1425 ADVANCED BLOCK LAYING - This course is designed to give the student experience in laying block columns, piers, and various walls. (5 sch. 1 hr. lecture, 8 hr. lab)

BBT 1525 ADVANCED BRICK LAYING - This course is designed to give the student advanced experience in brick columns, piers, and various walls. (5 sch. 2 hr. lectures, 6 hr. lab)

BBT 1623 CHIMNEY AND FIREPLACE CONSTRUCTION - The student will gain advanced experiences in layout and construction of chimneys, fireplaces, and refractory masonry piers, and various walls. (3 sch. 1 hr. lecture, 4 hr. lab)

BBT 1723 ARCH CONSTRUCTION--Students will gain advanced experiences in layout and construction of steps, arches, and brick floors. (3 sch: 2-hr lecture, 2-hr lab)

BBT 1823 STEPS, PATIOS, AND BRICK FLOORS—Students will gain advanced experiences in layout and construction of steps, patios, and brick floors, (3 sch: 2-hr. lecture, 2-hr. lab)

BBT 191(1-3) - SPECIAL PROBLEMS IN BRICK, BLOCK, AND STONE MASONRY— A course to provide students with an opportunity to utilize skills and knowledge gained in other Brick, Block, and Stone Masonry courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project (1-3sch: 2-6 hr. lab)

BBT 2112 REPAIR & RESTORATION - The student will gain experience in the repair and restoration of brick and masonry structures. (2 sch: 1hr. lecture, 2 lab)

BBT 2123 LEADERSHIP PREPAREDNESS - The student will gain experience in job skills, leadership, safety, and project control from a management perspective (3 sch: 2 hr. lecture, 2 hr.lab)

DDT 1213--CONSTRUCTION MATERIALS--A course designed to familiarize the student with the physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. (3 sch: 2 hr. lecture, 2 hr. lab)

DDT 2243—COST ESTIMATING-- Preparation of material and labor quantity surveys from actual working drawings and specifications (3 sch: 2-hr lecture, 2-hr lab)

BUSINESS OFFICE TECHNOLOGY (Accounting Technology, Administrative Office Technology, and Health Care Data)

BOT 1113 DOCUMENT FORMATTING AND PRODUCTION - This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** Prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute OR successfully complete Introduction to Keyboarding (BOT 1013).

BOT 1213 PERSONAL & PROFESSIONAL DEVELOPMENT - This course emphasizes an awareness of interpersonal skills essential for job success. (3 sch: 3 hr. lecture)

BOT 1233 MICROSOFT WORD I- This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions. (3 sch: 3 hr. lecture)

BOT 1243 MICROSOFT WORD II -This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skill building. (3 sch: 3 hr. lecture)

BOT 1273 INTRODUCTION TO MICROSOFT OFFICE- This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite. (3 sch: 3 hr. lecture)

BOT 1313 APPLIED BUSINESS MATHEMATICS - A course that is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculators is stressed. (3 sch: 3 hr. lecture) Prerequisite: None

BOT 1413 RECORDS MANAGEMENT--This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall--paper, image, and digital--and the treatment of these categories in proper management, storage, and retrieval. (3 sch: 3 hr. lecture) Prerequisite: None

BOT 1433 BUSINESS ACCOUNTING – This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business (3 sch: 3 hr. lecture) Prerequisite: None.

BOT 1443 ADVANCED BUSINESS ACCOUNTING – This course is a continuation of Business Accounting with emphasis in accounting for corporations. (3 sch: 3 hr. lecture) **Prerequisite:** Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213)

BOT 1510 MACHINE TRANSCRIPTION LAB – This lab is a co-requisite to BOT 1513, which requires a two-hour lab. **Co-requisite:** BOT 1513

BOT 1513 MACHINE TRANSCRIPTION--A course designed to teach transcription of a wide variety of business communications from machine dictation. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** Word Processing (BOT 1143) **Co-requisite:** BOT 1510

BOT 1613 MEDICAL OFFICE TERMINOLOGY I – This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. (3 sch: 3 hr. lecture) **Prerequisite:** None

BOT 1623 MEDICAL OFFICE TERMINOLOGY II – This course presents medical terminology pertaining to human anatomy in the context of body systems. Emphasis is directed toward medical terminology as it relates to the medical office. (3sch: 3 hr. lecture). **Prerequisite:** None

BOT 1643 PATHOPHYSIOLOGY- This course will provide an in-depth study of common disease processes and disorders with emphasis placed on etiology, symptoms, diagnoses, treatments, and disease prevention. (3sch: 3 hr. lecture).

BOT 1713 MECHANICS OF COMMUNICATION--A course designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. (3 sch: 3 hr. lecture) Prerequisite: None

BOT 1763 COMMUNICATION ESSENTIALS -This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. (3 sch: 2 hr. lecture, 2 hr. lab)

BOT 1823 MICROSOFT EXCEL I- This course focuses on application Microsoft® Excel® as an aid to management decision making.

BOT 1853 MICROSOFT EXCEL II- This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software.

BOT 2183 CAREER READINESS -This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. (3 sch: 3 hr. lecture)

BOT 2333 MICROSOFT ACCESS- This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft® Access®.

BOT 2433 QUICKBOOKS -This course applies basic accounting principles using QuickBooks®.

BOT 2463 – PAYROLL ACCOUNTING – This course provides an in-depth study of payroll accounting.

(3 sch: 2 hr. lecture, 2 hr. lab). BOT 2460 – Payroll Accounting Lab. **Prerequisite:** Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213).

BOT 2470 – COST ACCOUNTING LAB - This lab is a co-requisite to BOT 2473, which requires a two hour lab. **Co-requisite:** BOT 2473

BOT 2473 – COST ACCOUNTING – This course provides an in-depth study of cost Coahoma Community College • 2015-2017 College Catalog accounting for manufacturing business. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisite:** Business Accounting (BOT 1433) or Accounting Principles I (ACC 1213). **Co-requisite:** BOT 2470

BOT 2520 – MEDICAL OFFICE TRANSCRIPTION I LAB – This lab is a corequisite to BOT 2523, which requires a two hour lab. **Co-requisite:** BOT 2523

BOT 2523 – MEDICAL OFFICE TRANSCRIPTION I – This course is designed to teach transcription of various medical documents. Prerequisites: Document Formatting and Production (BOT 1113), Medical Office Terminology I (BOT 1613), and Medical Office Terminology II (BOT 1623) **Co-requisite:** BOT 2520

BOT 2640 – CPT CODING LAB – This lab is a co-requisite to BOT 2643, which requires a two hour lab. **Co-requisite:** BOT 2643

BOT 2643 – CPT CODING – This course is an introduction to the field of outpatient procedural coding and requirements for insurance reimbursement. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisite:** Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor. **Co-requisite:** BOT 2640

BOT 2650 – ICD CODING LAB – This lab is a co-requisite to BOT 2653, which requires a two hour lab. **Co-requisite:** BOT 2653

BOT 2653 – ICD CODING – This course is an introduction to the field of diagnostic and inpatient procedural coding. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisites:** Medical Office Terminology I (BOT 1613), Medical Office Terminology II (BOT 1623), or consent of instructor. **Co-requisite:** BOT 2650

BOT 2660 ADVANCED CODING LAB – This lab is a co-requisite to BOT 2663, which requires a two hour lab. **Co-requisite:** BOT 2663

BOT 2663 – ADVANCED CODING - This course includes advanced analysis of diagnostic and procedural coding systems. (3 sch: 2 hr. lecture, 2 hr.) **Prerequisite:** CPT Coding (BOT 2643 and ICD Coding (BOT 2653). **Co-requisite:** BOT 2660

BOT 2670 – MEDICAL INSURANCE BILLING LAB – This lab is a co-requisite to BOT 2673, which requires a two hour lab. **Co-requisite:** BOT 2673

BOT 2673 – MEDICAL INSURANCE BILLING – This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** CPT Coding (BOT 2643 and ICD Coding (BOT 2653) **Co-requisite:** BOT 2670

BOT 2740 – MEDICAL OFFICE CONCEPTS LAB. This lab is a co-requisite to BOT 2743, which requires a two hour lab. **Co-requisite:** BOT 2743

BOT 2743 – MEDICAL OFFICE CONCEPTS – This course will provide coverage and integration of

medical office skills. Problem solving will be emphasized. (3 sch: 2 hr. lecture, 2 hr. lab). **Prerequisites:** Document Formatting and Production (BOT 1113). **Co-requisite:** BOT 2740

BOT 2763 ELECTRONIC HEALTH RECORDS--This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. (3sch: 3 hr. lecture)

BOT 2813--BUSINESS COMMUNICATION--A course that develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logically written presentation. (3 sch: 3 hr. lecture) **Prerequisite:** Mechanics of Communication (BOT 1713) or by consent of instructor.

BOT 2830 – INTEGRATED COMPUTER APPLICATIONS LAB - This lab is a corequisite to BOT 2833, which requires a two hour lab. **Co-requisite:** BOT 2833

BOT 2833--INTEGRATED COMPUTER APPLICATIONS--A course that integrates activities using applications software including word processing, database, spreadsheet, graphics, and multimedia. (3 sch: 2 hr. lecture, 2 hr. lab) **Prerequisite:** Word Processing (BOT 1143), Business Communication (BOT 2813), Database Management (BOT 2323), and Electronic Spreadsheet (BOT 1813), or by consent of instructor. **Co-requisite:** BOT 2830

BOT 2933 HEALTHCARE DATA INTERNSHIP - Students will serve as interns with healthcare facilities and will be given meaningful projects, responsibilities, work deadlines, and expectations similar to what they would expect as a full-time healthcare data employee. (3sch: 2 hr lecture, 2 hr lab)

CARPENTRY TECHNOLOGY

CCT 1116 FOUNDATIONS --This course includes site selection, site preparation, site layout, building forms, and construction of foundations. (6 sch: 2 hr. lecture, 8 hr. lab) Prerequisite: None

CCT 1133 BLUEPRINT READING--A course which includes the elements of residential plans and how to prepare a bill of materials from a set of plans. (3 sch: 2 hr. lecture, 2 hr. lab)

CCT 1236 FLOOR AND WALL FRAMING—This course is designed to give the student experience in floor and wall framing. (6 sch: 2 hr. lecture, 8 hr. lab) Prerequisite: None

CCT 1163 CONSTRUCTION MATHEMATICS - This course includes the fundamental principles of practical problems in mathematics that carpenters may encounter in the workforce. (3 sch: 1 hr. lecture, 4 hr. lab) Prerequisite: None

CCT 1315 INTERIOR/EXTERIOR FINISHING AND CABINET INSTALLATION - This course includes thermal and sound protection types of interior ceilings wall coverings floor coverings, trim work and cabinet installation. It also includes the installation and finishing of wall coverings, cornices and exterior trim. (5 sch: 2 hr. lecture, 6 hr. lab) Prerequisite: None

CCT 1245 CEILING AND ROOFING FRAMING - This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. (5 sch: 1 hr. lecture, 8 hr. lab) Prerequisite: None

CCT 2133 MILLWORK --This course includes principles of building and installation of cabinet drawers and shelves. (3 sch: 1 hr. lecture, 4 hr. lab) Prerequisite: None

CCT 1113 FUNDAMENTALS OF DRAFTING --Fundamentals and principles of drafting to provide the

basic background needed for all other drafting courses. (3 sch: 2 hr. lecture, 2 hr. lab)

CCT 2113 PRINCIPLES OF MULTI-FAMILY AND LIGHT COMMERCIAL CONSTRUCTION-

A course examining the fundamentals of multi-family and light commercial construction. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

CCT 2243 COST ESTIMATING - Preparation of material and labor quantity surveys from actual working drawings and specifications. (3 sch: 2 hr. lecture, 2 hr. lab) Prerequisite: None

CCT 2911 Special Problem in Carpentry Technology - This course is designed to provide students with an opportunity to utilize skills and knowledge gained in other courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (1 sch: 2 hr. lab) Prerequisite: None

COMMERCIAL TRUCK DRIVING

DTV 1114-6 Commercial Truck Driving I - Fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. (4 sch: 1 lecture, 6-10 hr. lab) Prerequisite: None

DTV 1124-6 Commercial Truck Driving II - Description: Continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. (4 sch: 1 lecture, 6-10 hr. lab) **Prerequisite:** Commercial Truck Driving I (DTV 1114-6)

DTV 1137 COMMERCIAL TRUCK DRIVING INTERNSHIP - Under the supervision of a company trainer, this course will enable the student to apply the training he/she received at the Community/Junior College program they attended with the company of his/her choice. The successful completion of this course will enable the student to drive independently with minimum supervision with the company of his/her choice. (7 sch: 21 hrs. Internship) Prerequisite: Instructor Approved

COLLISION REPAIR TECHNOLOGY

ABT 1146 STRUCTURAL ANALYSIS AND DAMAGE REPAIR I—A course to provide skills and practice in welding and cutting procedures that are used in the collision repair industry. This course also covers the complete inspection and nonstructural analysis of damage vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (6sch: 3 hr. lecture, 6 hr. lab)

ABT 1153 STRUCTURAL ANALYSIS AND DAMAGE REPAIR II—This is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in the removal and installation of glass. (3sch: 2hr. lecture, 2 hr. lab)

ABT 1223 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR I—A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. (3sch: 2hr. lecture, 2 hr. lab)

ABT 1236 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR II—This course is a

continuation of Non-Structural Analysis and Damage Repair I. This course provides instruction for preparation principles and practices. (6 sch. 3 hr. lecture, 6 hr. lab)

ABT 1313 REFINISHING I -- A course designed to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. (3 sch. 1 hr. lecture, 4hr. lab)

ABT 1323 REFINISHING II --Continuation of Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures. (3sch: 1 hr. lecture, 4 hr. lab)

ABT 1443 MECHANICAL AND ELECTRICAL COMPONENTS I - A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop, includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations (3 sch. 3 hr.)

ABT 1453 MECHANICAL AND ELECTRICAL COMPONENTS II --A continuation. A course designed to provide theory and practice in the areas of brakes and electrical (3sch: 3 hr. lecture, 3 hr. lab)

ABT 2163 STRUCTURAL ANALYSIS AND DAMAGE REPAIR III – This course is a continuation of Structural Analysis and Damage Repair II. This course provides the procedures and practices for frame inspection and repair. (3sch: 2hr. lecture, 2 hr. lab)

ABT 2243 NON-STRUCTURAL ANALYSIS AND DAMAGE REPAIR III – This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practice. (3sch: 2hr. lecture, 2 hr. lab)

ABT 2336 REFINISHING III – A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying. (6sch: 2 hr. lecture, 8 hr. lab)

ABT 291(1-3) - SPECIAL PROBLEM IN COLLISION REPAIR TECHNOLOGY— A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (1-3sch. 2-6 hr. lab)

ABT 292(1-6) SUPERVISED WORK EXPERIENCE IN COLLISION REPAIR TECHNOLOGY—A course that is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours.

COSMETOLOGY

COV 1123—COSMETOLOGY ORIENTATION—This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (3 sch: 2 hr. lecture) Prerequisite: None

COV 1245—COSMETOLOGY SCIENCES I – (Cosmetology and Nail Technician)—This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety

precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab). Prerequisite: None

COV 1255—COSMETOLOGY SCIENCES II (Cosmetology)—This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (5 sch: 3 hr. lecture, 6 hr. lab) Pre/co-requisite: Cosmetology Sciences I (COV 1245)

COV 1263—COSMETOLOGY SCIENCES III (Cosmetology)—This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (3 sch: 2 hr. lecture, 3 hr. lab) Prerequisites: Cosmetology Sciences II (COV 1255)

COV 1426—HAIR CARE I - This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services Coahoma Community College • 2015-2017 College Catalog and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions with each. (6 sch: 2 hr. lecture, 12 hr. lab) Pre/Co-requisite: None

COV 1436 HAIR CARE II- This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each (6 sch: 2 hr. lecture, 12 hr. lab) Pre/Co-requisite: Hair Care I (COV 1426)

COV 1443 HAIR CARE III—This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; hair enhancements; chemical texture services and hair coloring. Included are classroom theory and lab practices and safety precautions associated with each. (3 sch: 9 hr. lab) Pre/Co-requisite: Hair Care II (COV 1436)

COV 1522—NAIL CARE I—This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/Co-requisites:None

COV 1532 – NAIL CARE II –This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr lecture, 3 hr. lab) Pre/Co-requisite: Nail Care I (COV 1522)

COV 1542 – NAIL CARE III –This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hr. lab) Pre/Co-requisites: Nail Care II (COV 1532)

COV 1622 – SKIN CARE I –This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/Co-requisites:None

COV 1632 – SKIN CARE II—This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab). Pre/Co-requisite: Skin Care I (COV 1622)

COV 1642 – SKIN CARE III- This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 6 hr. lab) Pre/Co-requisites: Skin Care II (COV 1632).

COV 1722—SALON BUSINESS I—This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. (2 sch: 1 hr. lecture, 3 hr. lab) Pre/Co-requisite: None

COV 1732 – SALON BUSINESS II –This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each (2sch: 1 hr. lecture, 3 hr. lab) Pre/Co-requisite: Salon Business I (COV 1722)

COV 2816-- COSMETOLOGY TEACHER TRAINEE I—Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/Co-requisites: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.

COV 2826--COSMETOLOGY TEACHER TRAINEE II—Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/Co-requisites: Cosmetology Teacher Training I (COV 2816)

COV 2836--COSMETOLOGY TEACHER TRAINEE III--A course which instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction. (6 sch: 3 hr. lecture, 9 hr. lab) Pre/Co-requisites: Cosmetology Teacher Training II (COV 2826)

COV 2846--COSMETOLOGY TEACHER TRAINEE IV - A course which instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction (6 sch: 3 hr. lecture, 9 hr. lab) Pre/Corequisites: Cosmetology Teacher Training III (COV 2836)

EARLY CHILDHOOD EDUCATION TECHNOLOGY

CDT 1214 Infant and Toddler Development---This is course provides knowledge concerning the care and development of infants and toddlers in early childhood programs. Practice of infant and toddler care giving skills (birth to 36 months) in group settings is given in laboratory classroom or collaborative centers. (4 sch: 3-hr lecture, 2-hr lab)

CDT 1113 Early Childhood Profession---This course is an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to develop observational skills through laboratory experience. (3 sch: 2-hr lecture, 2-hr lab)

CDT 1343 Child Health, Safety, and Nutrition---This course provides knowledge of general health, safety, and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and referenced in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R). (3 sch: 3-hr lecture)

CDT 1313 Creative Arts for Young Children---This course provides knowledge of the creative arts and strategies for developing and implementing creative art experiences, both as a means of creative expression and as a part of integrated learning with children birth to age eight. Experiences will be implemented during Practicum. (3 sch: 3-hr lecture)

CDT 2233 Guiding Social and Emotional Behavior---This course provides knowledge of the typical behaviors of young children at each stage of development, environmental influences affecting their behavior, and the practice of positive guidance principles by adult caregivers. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Standards, the Infant Toddler Standards, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Lab activities will be implemented during Practicum I and II. (3 sch: 3-hr lecture)

CDT 1713 Language and Literacy Development for Young Children---This course provides knowledge of oral and written language development of young children and the strategies for the development and implementation of developmentally appropriate language and literacy experiences throughout the curriculum. The Mississippi Early Learning Standards, Infant Toddler Standards, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are utilized. Activities will be implemented during Practicum. (3 sch: 3-hr lecture)

CDT 2714 Social Studies, Math, and Science for Young Children---This course provides knowledge of strategies for developing and implementing developmentally appropriate experiences in social studies, math, and science for young children. Lab activities with the children are implemented during Practicum. (4 sch: 4-hr lecture)

CDT 2914 Initial Practicum---This course is a supervised practicum which includes a minimum of 120 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. (4 sch: 8-hr lab) Prerequisite: Instructor Approved

CDT 1224 Preschool and Primary Development

This course provides knowledge concerning the care, development, and education of the preschool child in group settings and school age children in afterschool and summer programming. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers. (ages 3–8) (4 sch: 3-hr lecture, 2-hr lab) Prerequisite: Instructor Approved

CDT 2413 Development of the Exceptional Child---This course provides knowledge of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). (3 sch: 2-hr lecture, 2-hr lab) Prerequisite: Instructor Approved

CDT 2944 Advanced Practicum---This course is a supervised practicum which includes a minimum of 120 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate

to promote an optimum learning environment for young children. (4 sch: 8 hr. lab) Prerequisite: Instructor Approved

CDT 2813 Administration of Programs for Young Children

This course provides knowledge of the development and administration of early childhood education programs. Emphasis is placed on evaluation of policies and procedures, organizational structure, management, and the quality measures through state agencies. (3 sch: 3-hr lecture) **Prerequisite:** Instructor Approved

CDT 2513 Family Dynamics and Community Involvement---This course provides knowledge for establishing successful partnerships with children’s families and communities by creating respectful, reciprocal relationships that support and empower families while involving families in their children’s development and learning. (ages birth to 8 years). (3 sch: 3-hr lecture) **Prerequisite:** Instructor Approved

CDT 2613 Methods, Materials, and Measurements---This course provides knowledge of an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing, and interpreting observation data to improve program quality and meet the needs of individual children. The learning experiences will be implemented during Practicum. (3 sch: 3-hr lecture)

Electrical Technology

ELT 1113 - Residential Wiring – This course includes the advanced skills related to the wiring of single and multifamily buildings. Includes instruction and practice in service-entrance installation, National Electrical Code ® requirements, and specialized circuits. (3 sch: 2 hr. lecture, 2 hr. lab)

ELT 1123 - Commercial Wiring – This course provides instruction and practice in the installation of commercial electrical services including the types of conduit and other raceways, National Electrical Code ® requirements, and three-phase distribution networks. (3 sch: 2 hr. lecture, 2 hr. lab)

ELT 1133 - Applications for the National Electrical Code – The course is designed to place emphasis on developing the student’s ability to locate, interpret and properly apply information in the National Electrical Code in real-world applications. (3 sch: 2 hr. lecture, 2 hr. lab)

ELT 1144 - AC and DC Circuits for Electrical Technology – Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. (4 sch: 2 hr. lecture, 4 hr. lab)

ELT 1193 - Fundamentals of Electricity – This course is designed to introduce fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits will be included. (3 sch: 2 hr. lecture, 2 hr. lab)

ELT 1213 - Electrical Power – This course provides information on electrical motors and their installation. Instruction and practice in using the different types of electrical motors, transformers, and alternators. (3 sch: 2 hr. lecture, 2 hr. lab)

ELT 1253 - Branch Circuit and Service Entrance Calculations—The course is designed to teach students the calculations of circuit sizes for all branch circuits and service entrances in all electrical installation. Proper use of the National Electrical Code ® will be required. (3 sch: 2 hr. lecture, 2 hr.

lab)

ELT 1263 - Electrical Drawings and Schematics – This course introduces architectural, industrial, mechanical, and electrical symbols needed to read blueprints, schematic diagrams. Prints and drawings associated with electrical wiring will be studied. (3 sch: 2 hr. lecture, 2 hr. lab)

ELT 1283 - Cost Estimation for Electrical Installation – This course gives students the knowledge and ability to estimate the cost of an electrical installation using specifications for various structures. (3 sch: 2 hr. lecture, 2 hr. lab)

ELT 1413 - Motor Controls – This course includes the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. (3 sch: 2 hr. lecture, 2 hr. lab)

ELT 2114 - Equipment Maintenance, Troubleshooting, and Repair—This course includes maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. (4 sch. 2 hr. lecture, 4 hr. lab)

ELT 2424 - Solid State Motor Control—This course provides knowledge of the principles and operation of solid state motor control, and variable frequency drives. The design, installation, and maintenance of different solid state devices for motor control will be introduced. (4 sch. 2 hr. lecture, 4 hr. lab)

ELT 2613 - Programmable Logic Controllers—This course provides instruction in the use of programmable logic controllers (PLCs) in modern industrial settings. The operating principles, installation and basic programming of PLCs will be covered. (3 sch: 2 hr. lecture, 2 hr. lab)

ELT 291(1-4) Special Projects I—This course provides practical application of skills and knowledge gained in other electrical or electrical-related technical courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. (1–3 sch: 2–6-hr lab)

Heating, Ventilation, Air-Conditioning, and Refrigeration Technology (HVAC)

ACT 1003 - Introduction to Heating and Air Conditioning Technology — This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included. (3 sch: 2 hr. lecture, 2 lab)

ACT 1124 - Basic Compression Refrigeration – This course includes an introduction to the field of refrigeration and airconditioning. Emphasis is placed on trade math, thermodynamics and heat transfer. (4 sch: 2 hr. lecture, 4 hrs. lab)

ACT 1133 - Brazing and Piping – This course includes various tools and pipe connecting techniques. This course includes specialized tools and test equipment required in heating, ventilation, air-conditioning, and refrigeration. (3 sch: 2 hr. lecture, 2 hr. lab)

ACT 1214 - Controls - This course includes fundamentals of gas, fluid, electrical, and programmable controls. (4 hr. sch: 2 hr. lecture, 4 hr. lab)

ACT 1313 - Refrigeration System Components – This course includes an in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. (3 hr. sch: 2 hr. lecture, 2 hr. lab)

ACT 1713 - Electricity for Heating, Ventilation, Air-Conditioning, and Refrigeration I – This course includes basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. (3 hr. sch: 2 hr. lecture, 2. hr. lab)

ACT 2324 - Commercial Refrigeration — This course includes a study of various commercial refrigeration systems. This course also includes installation, servicing, and maintaining systems. (4 sch: 2 hr. lecture, 4 hr. lab)

ACT 2414 - Heating, Ventilation, Air Conditioning, and Refrigeration – This course includes residential air-conditioning including indoor air quality. This course includes modules on basic maintenance, air quality equipment, troubleshooting cooling, and troubleshooting gas heating. (4 sch: 2 hr. lecture, 4 hr. lab)

ACT 2424 - Heating, Ventilation, and Air Conditioning II – This course includes a continuation of Heating, Ventilation, and Air Conditioning I with modules related to introduction to hydronic systems, troubleshooting heat pumps, and troubleshooting accessories. (4 sch: 2hr. lecture, 4hr. lab)

ACT 2433 - Refrigerant, Retrofit, and Regulations – This course includes regulations and standards for new retrofit and government regulations. This course includes EPA regulations, local, and state codes. (3 sch: 2 hr. lecture. 2 hr. lab)

ACT 2513 - Heating Systems – This course includes various types of residential and commercial heating systems. This course includes gas, oil, electric, compression, and hydronic heating systems. (3 sch: 2 hr. lecture, 2 hr. lab)

ACT 2624 - Heat Load and Air Properties – This course includes introduction to heat load calculations for residential and light commercial heating, ventilation, air-conditioning, and refrigeration systems. This course includes air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. This course introduces air testing instruments and computer usage. (4sch: 2 hr. lecture, 4 hr. lab)

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY (CULINARY ARTS TECHNOLOGY)

CUT 1153/HRT 1123 INTRODUCTION TO CULINARY ARTS/HOSPITALITY & TOURISM INDUSTRY - This course is designed as an introduction to the culinary, hospitality and tourism industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. (3 sch: 3-hr lecture) **Prerequisite:** None

HRT 1213/4 SANITATION & SAFETY- Basic principles of microbiology, sanitation, and safety procedures for a foodservice operation. Implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. ServSafe Sanitation Certification from the National Restaurant

Association or equivalent is offered as a part of this course. (3–4 sch: 3- to 4-hr lec. or 2-hr lecture, 2-hr lab or 3-hr lecture, 2-hr lab) **Prerequisite:** None

CUT/HRT 1114-5 CULINARY PRINCIPLES I -This course is a study of the fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4 sch: 2-hr lecture, 4-hr lab or 3-hr lecture, 4-hr lab) **Co-requisites:** Sanitation and Safety (HRT 1213) or by permission of instructor

HRT 1223/1224 RESTAURANT AND CATERING OPERATIONS - This course focuses on principles of organizing and managing food and beverage facilities and catering operations. (3–4 sch: 3- to 4- hr lecture or 2-hr lecture, 2-hr lab or 2-hr lecture, 4-hr lab) **Prerequisite:** None

CUT 1124-5 CULINARY PRINCIPLES II - This course offers advanced study and application of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for food preparation. (4 sch: 2-hr lecture, 4-hr lab or 3-hr lecture, 4-hr lab) **Prerequisites:** Culinary Principles I (HRT/CUT 1114-5)

CUT 1134-5 PRINCIPLES OF BAKING - This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads and use and care for equipment. (4 sch: 2-hr lecture, 4-hr lab or 3-hr lecture, 4-hr lab) **Prerequisites:** Culinary Principles I (HRT/CUT 1114-5)

CUT 1513-4 GARDE MANGER - This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It explores the various duties of the modern garde manger. (3 sch: 1-hr lecture, 4-hr lab or 2-hr lecture, 4-hr lab) **Prerequisites:** Culinary Principles I (HRT/CUT 1114-5)

CUT 2223 MENU PLANNING-This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. (3 sch: 3-hr lecture) **Prerequisites:** None

CUT 2314 AMERICAN REGIONAL CUISINE - This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. It is a thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. (4sch: 2-hr lecture, 4-hr lab) **Prerequisites:** Culinary Principles I (HRT/CUT 1114-5), Culinary Principles II (CUT 1124-5), or by permission of instructor

CUT 2243-4 DINING ROOM MANAGEMENT -This course focuses on management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. It covers French, Russian, American, and English waited table service, limited service, counter, tray, service, and catering. Emphasis will be placed on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. (3 sch: 1-hr lecture, 4-hr lab or 2-hr lecture, 2-hr lab or 3-hr lecture, 2-hr lab) **Prerequisites:** None

CUT 2424 INTERNATIONAL CUISINE - This course is a study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology. (4 sch: 2-hr lecture, 4-hr lab) **Prerequisites:** Culinary Principles I (HRT/CUT 1114-5), Culinary Principles II (CUT 1124-5), or by permission of instructor

HRT 2613 HOSPITALITY SUPERVISION - This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab) **Prerequisite:** None

HRT 2713 MARKETING HOSPITALITY SERVICES - This course covers the application of marketing methodologies and terms to the hospitality and tourism industry, the use of sales techniques for selling to targeted markets, and developing marketing plans for hospitality and tourism operations. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab) **Prerequisite:** None

HRT 2623 HOSPITALITY HUMAN RESOURCE MANAGEMENT- This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab) **Prerequisite:** None

HRT 2233 FOOD & BEVERAGE CONTROL - This course focuses on principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. (3 sch: 3-hr lecture or 2-hr lecture, 2-hr lab) **Prerequisite:** None

HRT 2913 SUPERVISED WORK EXPERIENCE IN HOTEL RESTAURANT MANAGEMENT - This course is a cooperative program between industry and education and is designed to integrate the

student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (3 sch: 3 hr externship) **Prerequisite:** Consent of instructor

INDUSTRIAL MAINTENANCE TECHNOLOGY

IMM 1113 INDUSTRIAL MAINTENANCE CORE AND SAFETY - This course includes basic safety, introduction to construction math, introduction to hand and power tools, blueprint drawings, and employability and communications. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (3sch. 2-hr lecture, 2-hr lab)

IMM 1153 Electrical and Instrumentation I – This course includes Industrial Safety, Introduction to the National Electric Code®, Electrical Theory, Alternating Current, E&I Test Equipment, and Flow, Pressure, Level, and Temperature. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (3 sch: 1 hr. lecture, 4 hr. lab)

IMM 1243 MECHANICAL AND INDUSTRIAL MAINTENANCE I - This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (3 sch. 1-hr lecture, 4-hr lab)

IMM 1253 MECHANICAL INDUSTRIAL MAINTENANCE II - This course includes advanced setting baseplates and pre-alignment, conventional alignment, installing belt and chain drives, and installing mechanical seals. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (3 sch. 1-hr lecture, 4-hr lab)

IMM 1214 INTRODUCTION TO INDUSTRIAL MAINTENANCE - This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, craft-related mathematics, construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (4 sch. 2-hr lecture, 4-hr lab)

IMM 1313 PRINCIPLES OF HYDRAULICS & PNEUMATICS – This course provides Instruction in basic principles of hydraulics and pneumatics and the inspection, maintenance, and repair of hydraulic and pneumatic systems. (3 sch. 2-hr lecture, 2-hr lab)

IMM 1814 ELECTRICAL INDUSTRIAL MAINTENANCE I - Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (4 sch. 2-hr lecture, 4-hr lab)

Prerequisite: IMM 1113 Industrial Maintenance Core & Safety or CTE 1143 Fundamental of Construction and Manufacturing

IMM 2613 PROGRAMMABLE LOGIC CONTROLLERS - This course includes of programmable logic controllers (PLCs) in modern industrial settings. This course also includes the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. (3 sch. 2-hr lecture, 2-hr lab)

IMM 2214 ADVANCED ELECTRICAL INDUSTRIAL MAINTENANCE - This course includes hazardous locations, electronic components, E & I drawings, motor controls, distribution equipment, transformer applications, and conductor selection and calculation. Instructors for this course must be certified as an NCCER Instructor if administering the certification. **Prerequisite:** IMM 1113 Industrial Maintenance Core & Safety or CTE 1143 Fundamental of Construction and Manufacturing. (4 sch. 2-hr lecture, 4-hr lab)

IMM 2424 SOLID STATE MOTOR CONTROL - This course includes principles and operation of solid

state motor control. Additionally, the course includes the design, installation, and maintenance of different solid state devices for motor control. **Prerequisite:** IMM 1323 Motor Control Systems or IMM 1484 Industrial Control Systems and IMM 2613 Programmable Logic Controllers or Instructor Approved. (4 sch. 2-hr lecture, 4-hr lab)

IMM 2224 ADVANCED MECHANICAL INDUSTRIAL MAINTENANCE - This course includes temporary grounding, layout and installation of tubing and piping systems, machine bending of conduit, hydraulic controls, pneumatic controls, and motor-operated valves. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (4 sch. 2-hr lecture, 4-hr lab) **Prerequisite:** IMM 1113 Industrial Maintenance Core & Safety or CTE 1143 Fundamental of Construction and Manufacturing

IMM 1734 MAINTENANCE WELDING AND METAL - This course includes different metals and their properties and in basic SMAW welding and oxy-fuel cutting and brazing. Components of this course are adopted from the NCCER Welding Level 1 Certification. Instructors for this course must be certified as an NCCER Instructor if administering the certification. (4 sch. 1-hr lecture, 6-hr lab) **Prerequisite:** None

IMM 1173 MOTOR MAINTENANCE TROUBLESHOOTING - This course includes the principles and practice of electrical motor repair. Topics on the disassembly/assembly and preventive maintenance of common electrical motors are discussed. (3sch. 2-hr lecture, 2-hr lab) **Prerequisite:** Instructor Approved

IMM 1163 ELECTRICAL INDUSTRIAL MAINTENANCE II - This course includes process mathematics, hand bending, tubing, clean purge, and test tubing and piping systems, instrument drawings and documents (part one), conductors and cables, and conductors terminations and splices. Instructors for this course must be certified as an NCCER Instruct if administering the certification. (3 sch. 1-hr lecture, 4-hr lab) **Prerequisite:** IMM 1113 Industrial Maintenance Core & Safety or CTE 1143 Fundamental of Construction and Manufacturing

IMM 1323 MOTOR CONTROL SYSTEMS - This course includes the Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. (3 sch. 2-hr lecture, 2-hr lab) **Prerequisite:** IMM 1153 Electrical Industrial Maintenance I and 1163 Electrical Industrial Maintenance II or Instructor Approved

WELDING TECHNOLOGY

WLT 1115 Shielded Metal Arc Welding I

This course is designed to teach students introductory welding techniques using the SMAW process. (5 sch: 1-hr lecture, 8-hr lab)

WLT 1225 Shielded Metal Arc Welding II

This course is designed to teach students advanced welding techniques using the SMAW process. (5 sch: 1-hr lecture, 8-hr lab)

WLT 1173 Introduction to Welding and Safety

This course is designed to give student an introduction to the welding profession and experience in safety procedures related to welding. (3 sch: 2-hr lecture, 2-hr lab)

WLT 1232 Blueprint Reading, Welding Symbols, and Metallurgy

This course is designed to give the student experience in blueprint reading, welding symbols, and metallurgy. (2 sch: 1-hr lecture, 2-hr lab)

WLT 1135 Gas Tungsten Arc Welding (GTAW)

This course is designed to give the student experience in various welding applications using the GTAW process. (5 sch: 1-hr lecture, 8-hr lab)

WLT 1124 Gas Metal Arc Welding (GMAW)

This course is designed to give the student experience in various welding applications with the GMAW process using various modes of transfer. (4 sch: 1-hr lecture, 6-hr lab)

WLT 1143 Flux Cored Arc Welding (FCAW)

This course is designed to give the student experience using FCAW process. (3 sch: 1-hr lecture, 4-hr lab)

WLT 1313 Cutting Processes

This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. (3 sch: 1-hr lecture, 4-hr lab)

WLT 1155 Pipe Welding

This course is designed to give the student experience in pipe welding procedures. (5 sch: 1-hr lecture, 8-hr lab)

WLT 1252 Advanced Pipe Welding

This course is designed to give the student advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes. (2 sch: 1-hr lecture, 2-hr lab)

WLT 1162 Gas Metal Arc Aluminum Welding

This course is designed to give the student experience in Gas Metal Aluminum Welding. (2 sch: 1-hr lecture, 2-hr lab)

WLT 1912 Special Problem in Welding and Cutting Technology

A course to provide students with an opportunity to utilize skills and knowledge gained in other Welding and Cutting Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (2 sch: 4-hr lab)

COURSE DESCRIPTIONS

HEALTH SCIENCE

ECV 1114 ELECTROCARDIOGRAPHY BASIC - This ten week 90 clock hour course is designed to provide the necessary information to correctly understand and perform the twelve lead EKG by didactic instruction (90 contact hours), laboratory (15 contact hours), and clinical practicum (15 contact hours). This course includes hospital and health clinic rotations. (4 sch: 2 lecture, 1 lab, 1 clinical).

NAV 1116 ADULT LONG-TERM CARE NURSE AIDE - This 90 clock hour course is designed to prepare the student to assist in providing care as a member of the health care team in a skilled nursing facility under the direction of health care providers through didactic instruction (42 clock hours), lab (28 clock hours) and clinical (20 clock hours). The components of this course include: Fundamentals of Long-Term Care Assisting; Long-Term Care concepts and Skills, Human Needs, and Special Care Procedures. (6 sch: 3 lecture, 2 lab, 1 clinical.)

EMS 1163 EMT Medical Technician I (EMT) – An introductory course in the foundational concepts of the Emergency Medical Services. Lectures include topics in the history of EMS, well-being of the EMT, medical-legal issues, communication, documentation, A&P, Pathophysiology, life-span development, patient assessment, and vital signs. Laboratory experience will include training in patient assessment and vital signs. (3 Sch.: 2 lecture, 2 lab, 60 total contact hours)

EMS 1174 Emergency Technician II (EMT) – A continuation of the content in EMS 1163 focusing on the incorporation of foundational concepts toward the recognition, stabilization, and transport of patients of all ages range experiencing medical and traumatic emergencies. Ambulance operations and special considerations will also be discussed. (4 Sch.: 2 lecture, 2 lab, 3 clinical, 105 contact hours)

EMS 1133 FOUNDATIONS OF PARAMEDICINE – LECTURE/LAB: This course includes a comprehensive review of the knowledge base and skill set of the Emergency Medical Technician. History of EMS, well-being of the EMT, medical legal issues, communication and documentation will be expanded to the role of the paramedic. This course includes the theory related to intravenous/intraosseous access, medication administration, patient assessment, and introductory pharmacology calculations. It also includes a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. (3 Sch.: 2 lecture, 2 Lab- 60 contact hours) May 2018 change

EMS 1213 CONCEPTS OF AIRWAY AND RESPIRATORY MEDICINE – LECTURE/LAB: This courses integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. This course also includes lab that will integrate comprehensive knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal

of ensuring a patient airway, adequate mechanical ventilation, and respirations for patients of all ages. (3 Sch.: 2 lecture, 2 Lab- 60 contact hours) May 2018 change

EMS 1325 CONCEPTS OF CARDIOVASCULAR MEDICINE – LECTURE/LAB –This course consists of the theory, anatomy, physiology, pathophysiology and treatments associated with the conditions of the cardiovascular system. This includes the theory of introductory, advanced, and multi-lead electrocardiogram interpretation. Changes in the lifespan will also be included. It is also a laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. (5 Sch.: 3 lecture, 4 clinical/field – 105 contact hours) May 2018 change

EMS 1514 PRACTICUM I –Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic and laboratory courses to live patients. This will include but not be limited to rotations in the emergency department, ICU, OR. Respiratory therapy, and pediatrics. (4 Sch.: 0 lecture, 12 Clinical – 180 contact hours) May 2018 change

EMS 1525 PRACTICUM II – A continuation of EMS 1514. Using supervised rotations in definitive care setting, the students will continue to develop assessment and treatment skills. The student will transition to field experience upon receiving competencies in the definitive. (5 Sch.: 9 Lecture, 6 Field -225 hours). May 2018 change

EMS 1713 CONCEPTS OF NEUROLOGICAL MEDICINE – LECTURE/LAB – This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the nervous system. This includes conditions related to structure and those associated with organic and non-organic brain disease. (3 Sch.: 2 Lecture, 2 Clinical/Field – 60 contact hours)

EMS 1913 CONCEPTS OF REPRODUCTIVE MEDICINE – LECTURE/LAB: This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients across the lifespan who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: expanding the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the AEMT level and the EMS course sequence listed before eligibility to rest NREMT AEMT exam is granted (3 sch: 2 lecture; 1clinical – 75 contact hours)

EMS 2314 MEDICAL EMERGENCIES OF THE SECONDARY ASSESSMENT – LECTURE/LAB: This course will integrate patient assessment and assessment finds with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint. (4 Sch.: 3 Lecture, 2 Lab – 75 contact hours). May 2018 change

EMS 2566 PACTICUM III – Under the supervision of an approved program preceptor, the student

will continue to apply the concepts developed in the didactic, laboratory, and clinical settings to the care of patients in the environment of EMS. (6 Sch.: 9 clinic, 9 Field). May 2018 change

EMS 2715 CONCEPTS OF TRAUMATIC MEDICINE - LECTURE/LAB: This course will develop the basis for the pathophysiology, identification, and treatment of traumatic emergencies including coverage of concepts related to trauma systems and shock management. These concepts will be examined in patients across the life span. It also includes the trauma laboratory experience to the theoretical concepts developed in the lecture. (5 Sch.: 3 Lecture, 4 Lab – 105 contact hours). May 2018 change

EMS 2912 CONCEPTS EMS OPERATIONS: Knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety. (2 Sch.: 2 Lecture – 30 Contact hours) May 2018 change

EMS 2934 PARAMEDIC CAPSTONE – LECTURE/LAB: This course serves as a capstone experience course at the end of the Paramedic Program. This course will include the following topics: special needs patient populations, EMS research, principles of public health, integration of leadership, and emerging roles in EMS. It will also serve as a comprehensive review of the program. This course will provide the student with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through cumulative practical skill evaluations and comprehensive Final Examination. (4 Sch.: 2 Lecture, 4 Lab- 90 contact hours) May 2018 change

NUR 2013 NURSING TRANSITION FOR LPN/RN - This course is designed to facilitate the student's transition from practical nursing to the role of registered nurse. Content in this course is meant to supplement and augment content learned in a practical nurse program. Topics include Nursing Process, Therapeutic Communication, Role Transition, Pharmacology, Expanded Assessment Skills, Computer Skills Orientation and Dosage Calculation. Upon successful completion, the student will progress to the second year of the Associate Degree Nursing program. Pre-requisites: Completion of prerequisites for Associate Degree Nursing program. Credit: 3 credit hours (2 Hrs. theory/1 hr. Lab

NUR 2124 MENTAL HEALTH NURSING – This course focuses on the application of the nursing process and development of therapeutic communication skills while implementing nursing interventions with clients experiencing a variety of mental health disorders. Clinical practice settings include acute and chronic in- patient settings with adolescent and adult clients. Hospitals and ambulatory care facilities serve as practice settings. Effective and therapeutic communication skills and clinical decision making are integrated. Pre-requisites: NUR 2013. Credit: 4 credit hours/3 Hrs. theory and 1hr. Clinical.

NUR 2128 FAMILY HEALTH NURSING – This course focuses on prenatal, labor and delivery, post-partum, immediate delivery and evaluation of the mother, newborn and the impact of the family unit. This course also focuses on children from birth through adolescence (age 18) who may be experiencing an acute or chronic illness, born with a congenital defect/disease or experiencing a problem with normal development and maturation. Normal growth and development, physical assessment, nutrition, parenting skills and scheduled immunizations for well and ill children are addressed. In addition, the course includes specific medical-surgical health disorders covered across the life span. Medication administration, communication skills, and clinical reasoning are emphasized

throughout the course. Pre-requisites: NUR 2013, NUR 2124. Credits: 8 credit hours: 6 Hrs. theory and 2 Hrs. clinical.

NUR 2227 MEDICAL-SURGICAL NURSING- This course emphasizes the nursing process to provide safe effective nursing care to the adult client in an acute care environment to include mastery of skills in system specific assessment, clinical decision making, communication, and technology. Clinical emphasis is placed on caring for adult clients with acute complex health care needs with a focus on medication administration, communication skills, and clinical reasoning. Prerequisites: NUR 2013, NUR 2124, NUR 2128. Credits: 7 credits hours: 4 Hrs. theory and 3 Hrs. clinical

NUR 2223 MANAGEMENT OF CLIENT CARE – This course is all inclusive of previously taught courses with emphasis on patient rights, employer responsibilities, legal/ethical implications of nursing practice, effective use of the nursing process, delegation, prioritizing care, clinical supervision and management styles. Prerequisites: NUR 2013, NUR 2124, NUR 2128. Co-Requisite NUR 2227. Credit: 3 credit hours (2 hours theory and 1 hour clinical).

NUR 2232 NCLEX REVIEW - Computer based multiple choice testing is administered for reinforcement and to promote mastery of content. Students take an online NCLEX review course and complete a comprehensive content mastery program. Prerequisites: NUR 2013, NUR 2124, NUR 2128. Co-requisites: NUR 2227, NUR 2223. Credit: 2 credit

PEV 1116 PHLEBOTOMY BASIC - This is a one semester 240 clock hour certificate course designed to prepare students to practice as a phlebotomist by a combination of didactic instruction (60 clock hours), laboratory (60 clock hours), and clinical practicum (120 clock hours). This course includes 4 sch of lecture, 4 sch of procedures and practices and 8 hours of clinical practicum. (6 sch: 4 lecture, 4 lab, 8 clinical)

PNV 1213--BODY STRUCTURE AND FUNCTION- This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. (3 semester credit hours, 3 hour lecture)

PNV 1443--NURSING FUNDAMENTALS AND CLINICAL- This course provides the student with the basic knowledge and skills necessary to care for individual in wellness and illness and is applicable across the life span, as well as demonstration and supervised practice of the fundamentals skills related to practical nursing. (13 sch: 6 hr. lecture, 10 hr. lab, 6 hr. clinical) (Total instructional hours for the courses: 90 hr. lecture, 150 hr. lab, 90 hr. clinical)

PNV 1524—IV THERAPY AND PHARMACOLOGY – This course provides the student with Principles of IV Therapy and pharmacology. Principles covered in the course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. The extended role of IV Therapy included in this course is in accordance with the Mississippi Nursing Practice Law and Administrative Code (4 sch: 3 hr. lecture, 2 hr. lab)

PNV 1682---ADULT HEALTH CONCEPTS AND CLINICAL- This course is designed to provide the student with the basic theory and clinical experiences needed to provide safe, effective care to the adult client experiencing, acute, chronic or life-threatening physical health conditions in all body systems and the knowledge to prepare for the role transition from student to practical

nurse. (12 sch: 8 hr lecture, 4 hr. clinical) (Total instructional hours for the course: 120 lecture, 180 clinical).

PNV 1728---SPECIALITY AREAS IN NURSING- This course provides the student with the basic knowledge and skills to promote and/ or provide safe and effective care for clients and families during antepartum, and postpartum periods as well as infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration. (8 sch: 7.33 hr. lecture, 2 hr. clinical) (Total instructional hours for the course: 110 hr. lecture, 30 clinical)

PNV 1914--- NURSING TRANSITION- This course prepares student for the role transition and the National Council Licensure Examination (NCLEX-PN). (4 sch: 3 hr. lecture, 3 hr. clinical)

PSG 1113 – POLYSOMNOGRAPHY PATHOPHYSIOLOGY. This course provides an in- depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. (3 semester credit hours: 3 lecture hours)

PSG 1116 – INTRODUCTION TO POLYSOMNOGRAPHY. This course introduces the polysomnography profession. Topics include the history of the profession and role of the polysomnographic technologist, communication, time management, infection control, basic patient assessment, and medical gas therapy. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations. (6 semester credit hours: 4 lecture hours, 6 lab hours)

PSG 1123–POLYSOM TECHNOLOGY. This course introduces the fundamental concepts of electricity and test equipment in the field of polysomnography. Topics include basic DC/AC principles (voltage, resistance, current, impedance), components (resistors, inductors, capacitors), power and operation of test equipment. (3 semester credit hours: 3 lecture hours)

PSG 2214 - PSG SCORING AND ANALYSIS. This course provides an immediate level of scoring and data analysis for polysomnographic testing. Students will learn the procedures necessary to generate and validate a report of the scoring of objective and subjective data obtained in a polysomnographic study. (4 sch. 4 hr. lecture)

PSG 2224 - POLYSOMNOGRAPHY CAPSTONE. This course is designed to apply the essential elements of polysomnography through the use of case students. Students develop an analytical approach to problem solving. Review of curriculum, test taking skills, and prepare the student for the registry exam. (4 semester credit hours: 4 lecture hours)

PSG 2218 – CLINICAL APPLICATION I. This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation. (8 semester credit hours: 24 clinical hours)

PSG 2227 – CLINICAL APPLICATION II. This course provides practical application of theories

covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation. (7 semester credit hours: 21 clinical hours)

PSG 2132 – PROFESSIONAL TRANSITION. This course builds on previous knowledge and skills applicable to the practice of professional polysomnography. This course provides an overview of professional concepts basic to the development of professionalism in polysomnography. Emphasis is placed on changes in the health care environment and the impact on the professional polysomnographer's role. Accountability and responsibility issues as they relate to professional polysomnography are discussed. The students will begin the development of a professional portfolio for use throughout the curriculum and in the professional practice settings. (2 semester credit hours: 2 lecture hours)

RCT 1214--RESPIRATORY CARE SCIENCE--Designed to introduce the student practitioner to fundamental elements important to the delivery of health care in a safe, efficient and professional manner. (4 semester credit hours: 3 lecture hours, 2 lab hours). Prerequisites: BIO 1514 and BIO 1524; program admission; or program director's approval.

RCT 1223--PATIENT ASSESSMENT AND PLANNING--This course is a fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. It is an introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. (3 semester credit hours: 2 lecture hours, 2 lab hours).

RCT 1313--CARDIOPULMONARY ANATOMY AND PHYSIOLOGY--This course is a study of cardiopulmonary anatomy and physiology in relation to the practice of respiratory care. (3 semester credit hours: 3 lecture hours)

RCT 1322--PULMONARY FUNCTION TESTING--This course is an introduction to pulmonary function techniques and testing equipment with patient data evaluation and recommendation based on pulmonary function results. (2 semester credit hours: 1 lecture hour, 2 lab hours) Prerequisites: RCT 1313, or instructor's approval

RCT 1416--RESPIRATORY CARE TECHNOLOGY I--This course is a study of respiratory treatments, equipment design and operation related to acute care procedures. (6 semester credit hours: 3 lecture hours, 6 lab hours)

RCT 1424--RESPIRATORY CARE TECHNOLOGY II - This course is a continuation of Respiratory Care Technology I. It is a study of the management of respiratory failure, including mechanical ventilation, pulmonary rehabilitation, and home care. (4 semester credit hours: 3 lecture hours, 2 lab hours)

RCT 1516--CLINICAL PRACTICE I--Patient assessment, performance of respiratory care procedures, and care plan formation are practiced in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. (6 semester credit hours: 18 clinical hours) Prerequisites: BIO 1514, BIO 1524, RCT 1214, RCT 1223, and RCT 1313

RCT 1524--CLINICAL PRACTICE II- This course is a continuation of Clinical Practice 1. Students rotate through various respiratory care subspecialty areas for evaluation of competency and performance of respiratory care procedures. (4 semester credit hours: 12 clinical hours).

RCT 1613--RESPIRATORY CARE PHARMACOLOGY--This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. (3 semester credit hours: 3 lecture hours) Prerequisites: RCT 1214, RCT 1313, and RCT 1223

RCT 2333--CARDIOPULMONARY PATHOLOGY--This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress. (3 semester credit hours: 3 lecture hours) Prerequisites: RCT 1313

RCT 2434--RESPIRATORY CARE TECHNOLOGY III--This course is an advanced study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. (4 semester credit hours: 3 lecture hours, 2 lab hours) Prerequisites: RCT 1523

RCT 2534--CLINICAL PRACTICE III-- This course is a continuation of Clinical Practice I and II. Students will rotate through various clinical areas for evaluation of competency, performance and/or observation of respiratory care procedures. (4 semester credit hours: 12 clinical hours) Prerequisites: RCT 1516 and RCT 1523

RCT 2546--CLINICAL PRACTICE IV--This a continuation of Clinical Practice III. Students rotate through respiratory care areas. A procedural guide is utilized to evaluate student competency and performance. (6 semester credit hours: 18 clinical hours) Prerequisites: RCT 1516, RCT 1523, and RCT 2534

RCT 2613--NEONATAL/PEDIATRICS MANAGEMENT--This course is a study of fetal development and the transition to extra uterine environment. It includes the most common cardiopulmonary disorders, neonatal and pediatric disease processes, and the modes of treatment. (3 semester credit hours: 3 lecture hours) Prerequisite: RCT 2434

RCT 2713--RESPIRATORY CARE SEMINAR--This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students will develop an analytical approach to problem solving. Critical thinking is emphasized. (Delivery techniques may include traditional face-to face or online) 3 semester credit hours: 2 lecture hour, 2 lab hours) Prerequisites: RCT 1523

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