

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 9ACC 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 deigned 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)