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, a Technical Certificate or a Career Certificate of Completion.

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

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

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

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

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

SPECIAL CAREER AND TECHNICAL PROGRAMS/ACTIVITIES

ADVANCED PLACEMENT

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

<u>**Articulated Credit for Career and Technical Programs**</u>

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

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

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

How MS-CPAS will be documented:

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

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

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

The student may transfer back to the beginning level course should the student intending to receive credit under this agreement fail to make satisfactory progress in the next higher sequential course.

Credit by Examination

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

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

BASELINE COMPETENCIES

Baseline competencies are taken from the relevant secondary education programs. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

SUPPORT SERVICES

Student Support Services will be provided for students who qualify through federal guidelines as stated in the Carl Perkins Career Education and Applied Technology Education Act of 2006, as amended. The qualifications may include individuals with disabilities, educationally and economically disadvantaged persons (including foster children), and individuals with limited English proficiency, single parents, individuals with limited English proficiency, single parents, individuals participating in programs designed to eliminate sex bias, and individuals in correctional institutions. The new act provides for an increased focus on academic achievement of career and technical education students, strengthens connections between secondary and postsecondary education and improves state and local accountability.

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, which is located in the Gambrell and Daugherty Building on its campus, includes more than 2,000 square feet of training spaces, educational materials and resources. 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.

MISSISSIPPI APPRENTICESHIP PROGRAM

The MISSISSIPPI APPRENTICESHIP PROGRAM (MAP) is a bold new initiative to expand Registered Apprenticeship (RA) programs and transform workforce development in Mississippi. Developed through the unprecedented collaboration among the Mississippi Department of Employment Services (MDES), the Mississippi Community College Board (MCCB), and the Mississippi Development Authority (MDA), MAP is positioning RA as a viable pathway that aligns our workforce and educational systems, strengthens economic competitiveness for our businesses, and makes good-paying jobs more accessible to our citizens.

WORK-BASED LEARNING

WORK-BASED LEARNING (WBL) is designed to provide the student with on-site work experience. Students are supervised by industry personnel and complete a formal training program under the observation of community college instructors and coordinators.

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

- Guidance services are provided which conduct student/staff evaluations annually to determine if the present guidance programs fill the needs for which they are designed.

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

NON-TRADITIONAL PROGRAMS

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

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

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

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

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

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

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

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

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

CAREER AND TECHNICAL PROGRAMS

The Career and technical programs are designed in a stackable credential format which has multiple exit points. The stackable credentials are designed into a 15-semester hour college credit certificate, 30-semester hour career certificate, 45-semester hour technical certificate, and a 60-semester credit hour Associates of Applied Science Degree. The certificate may be issued to a student who completes component parts of a program which is less than the total program.

DIVISION OF CAREER
AND
TECHNICAL EDUCATION

AUTOMOTIVE TECHNOLOGY
(Leading to A.A.S Degree)
Advisor: M. Taylor
CODE: ATA

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

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER			
ATT	1811	Introduction, Safety, and Employability Skills	1	ATT	2334	Steering and Suspension	4
ATT	1715	Engine Repair	5	ATT	1214	Brakes	4
ATT	1124	Basic Elect. & Electro	4	ATT	2434	Engine Perform. II	4
ATT	1424	Engine Perform. I	4	ATT	1134	Advance Electrical & Electro. System	4
CTE	1511	Comp. Math & Read. Comp	1				
TOTAL HOURS			**15**	**TOTAL HOURS**			**16**

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
ATT	2614	Heating and Air Conditioning	4	SPT	1113	Public Speaking	3
ATT	2444	Engine Performance III	4	ENG	1113	English Comp I	3
ATT	2324	Automatic Transmissions and Transaxle	4	LLS	1311	Orientation	1
ATT	1313	Manual Drive Transmission and Transaxle	**3**			Humanities/Fine Arts Elective	3
						Mathematics/Science Elective	3
						Social/Behavior ScienceElective	**3**
TOTAL HOURS			**15**	**TOTAL HOURS**			**16**

TOTAL PROGRAM HOURS: 62
COMPLETION AWARD: Leading to Associate of Applied Science Degree
Forty-Seven (47) hours are required to take ASE Certification

AUTOMOTIVE TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: M. Taylor
CODE: AMT

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

FRESHMAN YEAR

FALL SEMESTER				**SPRING SEMESTER**			
ATT	1811	Introduction, Safety, and Employability Skills	1	ATT	2334	Steering and Suspension	4
ATT	1715	Engine Repair	5	ATT	1214	Brakes	4
ATT	1124	Basic Elect. & Electro	4	ATT	2434	Engine Perform. II	4
ATT	1424	Engine Perform. I	4	ATT	1134	Advance Electrical & Electro. System	4
CTE	1511	Comp. Math & Read. Comp	1				
TOTAL HOURS			**15**	**TOTAL HOURS**			**16**

SOPHOMORE YEAR

FALL SEMESTER			
ATT	2614	Heating and Air Conditioning	4
ATT	2444	Engine Performance III	4
ATT	2324	Automatic Transmissions and Transaxle	4
ATT	1313	Manual Drive Transmission and Transaxle	**3**
TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 46
COMPLETION AWARD: Technical Certificate

AUTOMOTIVE TECHNOLOGY
(Leading to a Career Certificate)
Advisor: M. Taylor
CODE: ATC

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

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER		
ATT	1811	Introduction, Safety, and Employability Skills	1	ATT	2334	Steering and Suspension	4
ATT	1715	Engine Repair	5	ATT	1214	Brakes	4
ATT	1124	Basic Elect. & Electro.	4	ATT	2434	Engine Perform. II	4
ATT	1424	Engine Perform. I	4	ATT	1134	Advance Electrical & Electro. System	4
CTE	1511	Comp. Math & Read. Comp	1				
TOTAL HOURS			**15**	**TOTAL HOURS**			**16**

TOTAL PROGRAM HOURS: 31
COMPLETION AWARD: Career Certificate

AUTOMOTIVE TECHNOLOGY
(Leading to a College Credit Certificate)
Advisor: M. Taylor
CODE: ACC

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

FALL SEMESTER

ATT	1811	Introduction, Safety, and	
		Employability Skills	1
ATT	1715	Engine Repair	5
ATT	1124	Basic Elect. & Electro.	4
ATT	1424	Engine Perform. I	4
CTE	1511	Comp. Math & Read. Comp	1
TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 15
COMPLETION AWARD: College Credit Certificate

BARBER/STYLIST TECHNOLOGY
(Leading to A.A.O Degree)
Advisors: J. Nunley, Jr. and R. Thomas
CODE: BAA

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

FRESHMEN YEAR

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

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
BAV	1518	Intermediate Practices in Barbering II	8	SPT	1113	Public Speaking	3
BAV	1618	Advanced Practices In Barbering	**8**	ENG	1113	English Composition I	3
TOTAL HOURS			**16**	LLS	1311	Orientation	1
				Humanities/Fine Arts Elective			3
				Mathematics/Science Elective			3
				Social/Behavior Science Elective			3
				TOTAL HOURS			**16**

TOTAL PROGRAM HOURS: 64
COMPLETION AWARD: Associate of Applied Occupational

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

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

FRESHMEN YEAR

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

SOPHOMORE YEAR

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

TOTAL PROGRAM HOURS: 48
COMPLETION AWARD: Technical Certificate

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

Program Description: The Barber/Stylist postsecondary instructional program prepares individuals to cut, perm, color, 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 and 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.

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

FRESHMEN YEAR

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

TOTAL PROGRAM HOURS: 28

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

BUSINESS & OFFICE TECHNOLOGY
ACCOUNTING TECHNOLOGY OPTION
(Leading to A.A.S. Degree)
Advisor: K Hollins
CODE: ACA

Program Description: The Accounting Technology program is a technical program designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhance the skills of persons currently employed in accounting who wish to advance. Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms.

FRESHMAN YEAR

FALL SEMESTER

BOT	1233	Microsoft Word I	3
BOT	1273	Introduction to Microsoft Office	3
BOT	1213	Professional Development	3
BOT	1433	Business Accounting or	3
ACC	2213	Principles of Accounting I	3
BOT	1713	Mechanics of Communication	**3**
TOTAL HOURS			**15**

SPRING SEMESTER

BOT 2433	Quickbooks	3
BOT 1243	Microsoft Word II	3
BOT 1313	Applied Business Math	3
BOT 1823	Microsoft Excel I	3
BOT 2813	Business Communication	**3**
TOTAL HOURS		**15**

SOPHOMORE YEAR

FALL SEMESTER

BOT	1443	Advanced Business Accounting or	
ACC	2223	Principles of Accounting II	3
BOT	2463	Payroll Accounting	3
BOT	2333	Microsoft Access	3
BOT	2833	Integrated Computer Applications	3
BOT	2473	Cost Accounting	**3**
TOTAL HOURS			**15**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
LLS	1311	Orientation	1
		Social/Behavior Science	3
		Math/Natural Science	3
		Humanities/Fine Arts	**3**
TOTAL HOURS			**16**

TOTAL PROGRAM HOURS: 61
COMPLETION AWARD: Leading to Associate of Applied Science Degree

BUSINESS & OFFICE TECHNOLOGY
ACCOUNTING TECHNOLOGY OPTION
(Leading to a Technical Certificate)
Advisor: K Hollins
CODE: AAT

Program Description: The Accounting Technology program is a technical program designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhance the skills of persons currently employed in accounting who wish to advance. Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms.

FRESHMEN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Office	3
BOT	1233	Microsoft Word I	3
BOT	1213	Professional Development	3
BOT	1433	Business Accounting **or**	
ACC	1213	Principles of Accounting I	3
BOT	1713	Mechanics of	**3**

TOTAL HOURS 15

SPRING SEMESTER

BOT	2433	Quickbooks	3
BOT	1243	Microsoft Word II	3
BOT	1313	Applied Business Math	3
BOT	1823	Microsoft Excel I	
BOT	2813	Business Communication	3
			3

TOTAL HOURS 15

SOPHOMORE YEAR

FALL SEMESTER

BOT	1443	Advanced Business Accounting (or)	
ACC	2223	Principles of Accounting II	3
BOT	2333	Microsoft Access	3
BOT	2463	Payroll Accounting	3
BOT	2473	Cost Accounting	3
BOT	2833	Integrated Computer Applications	**3**

TOTAL HOURS 15

TOTAL PROGRAM HOURS: 45
COMPLETION AWARD: Technical Certificate

BUSINESS & OFFICE TECHNOLOGY
ACCOUNTING TECHNOLOGY OPTION
(Leading to a Career Certificate)
Advisor: K Hollins
CODE: ACV

Program Description: The Accounting Technology program is a technical program designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhance the skills of persons currently employed in accounting who wish to advance. Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms.

FRESHMEN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Office	3
BOT	1233	Microsoft Word I	3
BOT	1213	Professional Development	3
BOT	1433	Business Accounting **or**	3
ACC	1213	Principles of Accounting I	
BOT	1713	Mechanics of Communication	**3**
TOTAL HOURS			**15**

SPRING SEMESTER

BOT	2433	Quickbooks	3
BOT	1243	Microsoft Word II	3
BOT	1313	Applied Business Math	3
BOT	1823	Microsoft Excel I	3
BOT	2813	Business Communication	3
TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 30
COMPLETION AWARD: Career Certificate

BUSINESS & OFFICE TECHNOLOGY
ACCOUNTING TECHNOLOGY OPTION
(Leading to a College Credit Certificate)
Advisor: K Hollins
CODE: AAC

Program Description: The Accounting Technology program is a technical program designed to prepare students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhance the skills of persons currently employed in accounting who wish to advance. Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms.

FALL SEMESTER

BOT	1273	Introduction to Microsoft Office	3
BOT	1233	Microsoft Word I	3
BOT	1213	Professional Development	3
BOT	1433	Business Accounting **or**	3
ACC	1213	Principles of Accounting I	
BOT	1713	Mechanics of Communication	**3**
TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 15
COMPLETION AWARD: College Credit Certificate

BUSINESS & OFFICE TECHNOLOGY
ADMINISTRATIVE OFFICE TECHNOLOGY
(Leading to A.A.S. Degree)
Advisor: K. Hollins
Code: BOA

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.

FRESHMAN YEAR

FALL SEMESTER

BOT	1233	Microsoft Word I	3
BOT	1273	Introduction to Microsoft Office	3
BOT	1213	Professional Development	3
BOT	1433	Business Accounting **or**	3
ACC	2213	Principles of Accounting I	3
BOT	1713	Mechanics of Communication	**3**
TOTAL HOURS			**15**

SPRING SEMESTER

BOT 1413	Records Management	3
BOT 1243	Microsoft Word II	3
BOT 1313	Applied Business Math	3
BOT 1823	Microsoft Excel I	3
BOT 2813	Business Communication	**3**
TOTAL HOURS		**15**

SOPHOMORE YEAR

FALL SEMESTER

BOT	2433	Quickbooks	3
BOT	1513	Machine Transcription	3
BOT	2333	Microsoft Access	3
BOT	2833	Integrated Computer Applications	3
BOT	1853	Microsoft Excel II	**3**
TOTAL HOURS			**15**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
LLS	1311	Orientation	1
		Social/Behavior Science	3
		Math/Natural Science	3
		Humanities/Fine Arts	**3**
TOTAL HOURS			**16**

TOTAL PROGRAM HOURS: 61
COMPLETION AWARD: Leading to Associate of Applied Science Degree

BUSINESS & OFFICE TECHNOLOGY
ADMINISTRATIVE OFFICE TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: K. Hollins
CODE: BCT

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.

FRESHMEN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Office	3
BOT	1233	Microsoft Word I	**3**
BOT	1213	Personal and Professional Development	3
BOT	1433	Business Accounting (or)	
ACC	2213	Principles of Accounting I	3
BOT	1713	Mechanics of Communication	**3**
TOTAL HOURS			**15**

SPRING SEMESTER

BOT	1243	Microsoft Word II	3
BOT	1313	Applied Business Math	3
BOT	1823	Microsoft Excel I	3
BOT	1413	Records Management	
BOT	2813	Business Communication	**3**
TOTAL HOURS			**15**

SOPHOMORE YEAR

FALL SEMESTER

BOT	2433	Quickbooks	3
BOT	1513	Machine Transcription	3
BOT	2333	Microsoft Access	3
BOT	2833	Integrated Computer Applications	3
BOT	1853	Microsoft Excel II	**3**
TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 45
COMPLETION AWARD: Technical Certificate

BUSINESS & OFFICE TECHNOLOGY
ADMINISTRATIVE OFFICE TECHNOLOGY
(Leading to a Career Certificate)
Advisor: K. Hollins
CODE: BOV

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.

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
BOT	1273	Introduction to Microsoft Office	3	BOT	1243	Microsoft Word II	3
				BOT	1313	Applied Business Math	3
BOT	1233	Microsoft Word I	3	BOT	1823	Microsoft Excel I	3
BOT	1213	Personal and Professional Development	3	BOT	1413	Records Management	
				BOT	2813	Business Communication	**3**
BOT	1433	Business Accounting (or)					
ACC	2213	Principles of Accounting I	3				
BOT	1713	Mechanics of Communication	**3**				
TOTAL HOURS			**15**	**TOTAL HOURS**			**15**

TOTAL PROGRAM HOURS: 30
      Completion Award: Career Certificate

BUSINESS & OFFICE TECHNOLOGY
ADMINISTRATIVE OFFICE TECHNOLOGY
(Leading to a College Credit Certificate)
Advisor: K. Hollins
CODE: BOC

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.

FALL SEMESTER
BOT   1273   Introduction to   3
Microsoft Office
BOT   1233   Microsoft Word I   3
     BOT   1213   Personal and Professional
Development   3
     BOT   1433   Business Accounting (or)
ACC   2213   Principles of Accounting I   3
     BOT   1713   Mechanics of Communication   **3**
TOTAL HOURS   **15**

TOTAL PROGRAM HOURS: 15
       Completion Award: College Credit Certificate

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

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

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
BBT	1313	Tools, Equipment, and Safety	3	BBT	1425	Advanced Block Lay	5
BBT	1115	Brick and Block Laying	5	BBT	1525	Advanced Brick Lay	5
BBT	1215	Masonry Construction	5	BBT	2112	Repair & Restoration	2
BBT	1223	Masonry Math, Estimating and Blueprint Reading	**3**	DDT	1213	Construction Mat.	3
				CTE	1511	Related Studies	**1**
TOTAL HOURS			**16**	**TOTAL HOURS**			**16**

SOPHOMORE YEAR

FALL SEMESER				SPRING SEMESTER			
BBT	1623	Chimney and Fireplace Construction	3	SPT	1113	Public Speaking	3
				ENG	1113	English Composition I	3
BBT	1723	Arch Construction	3	PSY	1513	General Psychology	3
BBT	1823	Steps, Patios, and Brick Floors	3	LLS	1311	Orientation	1
BBT	2123	Leadership Preparedness	3	Humanities/Fine Arts Elective			3
DDT	2243	Cost Estimation	**3**	Mathematics/Science Elective			**3**
TOTAL HOURS			**15**	**TOTAL HOURS**			**16**

TOTAL PROGRAM HOURS: 63
COMPLETION AWARD: Associate of Applied Science

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

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

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
BBT	1313	Tools, Equipment, and Safety	3	BBT	1425	Advanced Block Lay	5
BBT	1115	Brick and Block Laying	5	BBT	1525	Advanced Brick Lay	5
BBT	1215	Masonry Construction	5	BBT	2112	Repair & Restoration	2
BBT	1223	Masonry Math, Estimating and Blueprint Reading	**3**	DDT	1213	Construction Mat.	3
TOTAL HOURS			**16**	CTE	1511	Related Studies	**1**
						Computational Math, Reading Comprehension, Sentence and Employability Skills	
				TOTAL HOURS			**16**

SOPHOMORE YEAR

FALL SEMESER			
BBT	1623	Chimney and Fireplace Construction	3
BBT	1723	Arch Construction	3
BBT	1823	Steps, Patios, and Brick Floors	3
BBT	2123	Leadership Preparedness	3
DDT	2243	Cost Estimation	**3**
TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 47
COMPLETION AWARD: Technical Certificate

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

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

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

FRESHMEN YEAR

FALL SEMESTER

BBT	1313	Tools, Equipment, and Safety	3
BBT	1115	Brick and Block Laying	5
BBT	1215	Masonry Construction	5
BBT	1223	Masonry Math, Estimating and Blueprint Reading	**3**
TOTAL HOURS			**16**

SPRING SEMESTER

BBT	1425	Advanced Block Lay	5
BBT	1525	Advanced Brick Lay	5
BBT	2112	Repair & Restoration	2
DDT	1213	Construction Mat.	3
CTE	1511	Related Studies Computational Math, Reading Comprehension, Sentence and Employability Skills	**1**
TOTAL HOURS			**16**

TOTAL PROGRAM HOURS: 32
COMPLETION AWARD: Career Certificate

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

BRICK, BLOCK, AND STONE MASONRY
(Leading to a College Credit Certificate)
Advisor: N. Mitchell, Sr.
CODE: BCC

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

FRESHMEN YEAR

FALL SEMESTER

BBT	1313	Tools, Equipment, and Safety	3
BBT	1115	Brick and Block Laying	5
BBT	1215	Masonry Construction	5
BBT	1223	Masonry Math, Estimating and Blueprint Reading	**3**
TOTAL HOURS			**16**

TOTAL PROGRAM HOURS: 16
COMPLETION AWARD: College Credit Certificate

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

CARPENTRY TECHNOLOGY
(Leading to an A.A.S. Degree)
Advisor: L. Barrett
CODE: CCA

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.

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER			
CCT	1116	Foundations	6	CCT	1163	Construction Math.	3
CCT	1133	Blueprint Reading	3	CCT	1315	Int./Ext. Finishing and Cabinet Installation	5
CCT	1236	Floor Wall Framing	6	CCT	1245	Ceiling and Roofing Framing	5
TOTAL HOURS			**15**	CCT	2911	Special Problems in Carpentry	1
				CTE	1511	Related Studies,	**1**
				TOTAL HOURS			**15**

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
CCT	2133	Millwork	3	SPT	1113	Public Speaking	3
CCT	1113	Fundamentals of Drafting	3	LLS	1311	Orientation	1
CCT	2113	Principles of Multi-Family & Light Commercial Construction	3	Humanities/Fine Arts Elective			3
				Social/Behavioral Science Elective			3
CCT	2243	Cost Estimating	3	ENG	1113	English Composition I	3
WBL	1913	Work-Based Learning	**3**	Mathematics/Science Elective			**3**
TOTAL HOURS			**15**	**TOTAL HOURS**			**16**

TOTAL PROGRAM HOURS: 61
COMPLETION AWARD: Associate of Applied Science Degree

CARPENTRY TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: L. Barrett
CODE: CCT

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.

FRESHMAN YEAR

FALL SEMESTER

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

in Carpentry   1

SPRING SEMESTER

CCT	1163	Construction Math.	3
CCT	1315	Int./Ext. Finishing and Cabinet Installation	5
CCT	1245	Ceiling and Roofing Framing	5
CCT	2911	Special Problems	
CTE	1511	Related Studies,	1
TOTAL HOURS			**15**

SOPHOMORE YEAR

FALL SEMESTER

CCT	2133	Millwork	3
CCT	1113	Fundamentals of Drafting	3
CCT	2113	Principles of Multi-Family & Light Commercial Construction	3
CCT	2243	Cost Estimating	3
WBL	1913	Work-Based Learning	3
TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 45
COMPLETION AWARD: Technical Certificate

CARPENTRY TECHNOLOGY
(Leading to a Career Certificate)
Advisor: L. Barrett
Code: CAC

Program Description: Residential Carpentry Technology is an instructional program designed to prepare students for entry level into the residential carpentry trade. The residential carpentry program offers learning experiences in blueprint reading, estimating, building, installing, and repairing structural units.

FRESHMAN YEAR

FALL SEMESTER				**SPRING SEMESTER**			
CCT	1116	Foundations	6	CCT	1163	Construction Math.	3
CCT	1133	Blueprint Reading	3	CCT	1315	Int./Ext. Finishing and Cabinet Installation	5
CCT	1236	Floor Wall Framing	**6**				
TOTAL HOURS			**15**	CCT	1245	Ceiling and Roofing Framing	5
				CCT	2911	Special Problems	
in Carpentry			1				
				CTE	1511	Related Studies,	1
				TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 30
COMPLETION AWARD: Career Certificate

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CARPENTRY TECHNOLOGY
(Leading to a College Credit Certificate)
Advisor: L. Barrett
Code: CTE

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Program Description: Residential Carpentry Technology is an instructional program designed to prepare students for entry level into the residential carpentry trade. The residential carpentry program offers learning experiences in blueprint reading, estimating, building, installing, and repairing structural units.

FALL SEMESTER

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

TOTAL PROGRAM HOURS: 15
COMPLETION AWARD: College Credit Certificate

COMMERCIAL TRUCK DRIVING
(Leading to a CDL)
Advisor: S. Gray
CODE: CTD

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
First Semester

DTV 1116	Commercial Truck Driving I	6
DTV 1126	Commercial Truck Driving II	6
DTV 1137	Commercial Truck Driving Internship	7

Total Semester Hours 19

COLLISION REPAIR TECHNOLOGY
(Leading to an A.A.S. Degree)
Advisor: E. Peggy
CODE: CRA

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

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
ABT	1146	Structural Analysis and	6	ABT	1236	Non-Stu/Ana Da Rep II	6
ABT	1223	Non-Structure Analysis and Damage Repair I	3	ABT	1453	Mechanical and Electrical Components II	3
ABT	1443	Mechanical and Electrical Components I	3	ABT	1323	Refinishing II	3
ABT	1313	Refinishing I	**3**	ABT	1153	Structure Analysis and Damage Repair II	**3**
TOTAL HOURS			15	**TOTAL HOURS**			15

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
ABT	2336	Refinishing III	3	SPT	1113	Public Speaking	3
ABT	2163	Structural Analysis and Damage Repair III	3	ENG	1113	English Composition	3
ABT	2243	Non-Stru. Analysis & Damage Repair III	3	LLS	1311	Orientation	1
WBL	2913	Work Based Learning	**3**			Social/Behavior Science Elective	3
						Humanities/Fine Arts Elective	3
						Mathematics/Science Elective	**3**
TOTAL HOURS			15	**TOTAL HOURS**			16

TOTAL PROGRAM HOURS: 61

COMPLETION AWARD: Associate of Applied Science Degree

COLLISION REPAIR TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: E. Peggy
CODE: ABT

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

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
ABT	1146	Structural Analysis and	6	ABT	1236	Non-Stu/Ana Da Rep II	6
ABT	1223	Non-Structure Analysis and Damage Repair I	3	ABT	1453	Mechanical and Electrical Components II	3
ABT	1443	Mechanical and Electrical Components I	3	ABT	1323	Refinishing II	3
				ABT	1153	Structure Analysis and	
ABT	1313	Refinishing I	**3**			Damage Repair II	**3**
TOTAL HOURS			**15**	**TOTAL HOURS**			**15**

SOPHOMORE YEAR

FALL SEMESTER

ABT	2336	Refinishing III	6
ABT	2163	Structural Analysis and Damage Repair III	3
ABT	2243	Non-Stru. Analysis & Damage Repair III	3
WBL	2913	Work Based Learning	**3**
TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 45

COMPLETION AWARD: Technical Certificate

COLLISION REPAIR TECHNOLOGY
(Leading to a Career Certificate)
Advisor: E. Peggy
CODE: CRC

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

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
ABT	1146	Structural Analysis and	6	ABT	1236	Non-Stu/Ana Da Rep II	6
ABT	1223	Non-Structure Analysis and Damage Repair I	3	ABT	1453	Mechanical and Electrical Components II	3
ABT	1443	Mechanical and Electrical Components I	3	ABT	1323	Refinishing II	3
				ABT	1153	Structure Analysis and Damage Repair II	**3**
ABT	1313	Refinishing I	**3**				
TOTAL HOURS			**15**	**TOTAL HOURS**			**15**

TOTAL PROGRAM HOURS: 30

COMPLETION AWARD: Career Certificate

COLLISION REPAIR TECHNOLOGY
(Leading to a College Credit Certificate)
Advisor: E. Peggy
CODE: ABC

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

FRESHMEN YEAR

FALL SEMESTER

ABT	1146	Structural Analysis and	6
ABT	1223	Non-Structure Analysis and Damage Repair I	3
ABT	1443	Mechanical and Electrical Components I	3
ABT	1313	Refinishing I	**3**

TOTAL HOURS   **15**

TOTAL PROGRAM HOURS: 15
COMPLETION AWARD: College Credit Certificate

COSMETOLOGY
(Leading to A.A.O. Degree)
Advisor: S. Hicks & N. Howard
CODE: COA

Cosmetology is an instructional program that prepares individuals with the theory and skills to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the Mississippi State Board of Cosmetology certification examination.

FRESHMAN YEAR

FALL SEMESTER

COV	1123	Cosmetology Orientation	3
COV	1245	Cosmetology Science I	5
COV	1426	Hair Care I	6
COV	1522	Nail Care I	2
COV	1622	Skin Care I	**2**
TOTAL HOURS			**18**

SPRING SEMESTER

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

SOPHOMORE YEAR

FALL SEMESTER

COV	1263	Cosmetology Sciences III	3
COV	1443	Hair Care III	3
COV	1542	Nail Care III	2
COV	1642	Skin Care III	2
COV	1732	Salon Business II	**2**
TOTAL HOURS			**12**

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
LLS	1311	Orientation	1
Behavioral/Social Science Elective			3
Math/Natural Science Elective			3
Humanities/Fine Arts Elective			**3**
TOTAL HOURS			**16**

PROGRAM TOTAL HOURS: 63
COMPLETION AWARD: Associate of Applied Occupational Degree

COSMETOLOGY
(Leading to a Technical Certificate)
Advisor: S. Hicks & N. Howard
CODE: COT

Program Description: COSMETOLOGY is an instructional program that prepares individuals with the theory and skills to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the Mississippi State Board of Cosmetology certification examination.

FRESHMEN

FALL SEMESTER				SPRING SEMESTER			
COV	1123	Cosmetology Orientation	3	COV	1255	Cosmetology	5
COV	1245	Cosmetology Science I	5			Sciences II	
COV	1426	Hair Care I	6	COV	1436	Hair Care II	6
COV	1522	Nail Care I	2	COV	1532	Nail Care II	2
COV	1622	Skin Care I	2	COV	1632	Skin Care II	2
				COV	1722	Salon Business I	**2**
TOTAL HOURS			**18**	**TOTAL HOURS**			**17**

SOPHOMORE YEAR

FALL SEMESTER			
COV	1263	Cosmetology Sciences III	3
COV	1443	Hair Care III	3
COV	1542	Nail Care III	2
COV	1642	Skin Care III	2
COV	1732	Salon Business II	**2**
TOTAL HOURS			**12**

PROGRAM TOTAL HOURS: 47
COMPLETION AWARD: Technical Certificate

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

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

COSMETOLOGY
(Leading to a Teacher Training)
Advisor: S. Hicks & N. Howard
CODE: COI

Program Description: COSMETOLOGY TEACHER TRAINING is an instructional program that prepares individuals to teach others the theory and skills to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the Mississippi State Board of Cosmetology instructor licensing examination.

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 standards of the Mississippi State Board of Cosmetology and the requirement for 750 contact hours for students.

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

SOPHOMORE YEAR

ENG	1113	English Composition I	3
Humanities/Fine Arts Elective			3
Behavioral Social Science Elective			3
Math/Natural Science Elective			**3**
TOTAL HOURS			12

TOTAL PROGRAM HOURS: 36
COMPLETION AWARD: Instructional Certificate
It is recommended that students complete twelve semester hours of college level education as approved by the Mississippi State Board of Cosmetology before enrolling in the Cosmetology Teacher Training Option.

EARLY CHILDHOOD EDUCATION TECHNOLOGY
(Leading to an A.A.S. Degree)
Advisors: A. Landfair & T. Taylor
CODE: EDA

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

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER		
CDT	1113	Early Childhood Profession	3	CDT	1713	Language and Literacy
CDT	1214	Infant and Toddler Development	4			Development for Young Children 3
CDT	1313	Creative Arts for Young		CDT	2714	Social studies, Math and
		Children	3			Science for Young Children 4
CDT	1343	Child Health, Safety and		CDT	1224	Preschool & Primary 4
Nutrition			3	Development		
CDT	2233	Guiding Social and Emotional		CDT	2914	Initial Practicum **4**
		Behavior	**3**	**TOTAL HOURS**		**16**
TOTAL HOURS			**15**			

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER		
CDT	2413	Development of the		LLS	1311	Orientation 1
Exceptional Child		3	SPT 1113	Public Speaking		3
CDT	2613	Methods and Materials		ENG	1113	English Composition I 3
		And Measurement	3			Humanities/Fine Arts 3
CDT	2934	Advance Practicum	4			Social/Behavior Science 3
CDT	2813	Administration of Program	3			Math/Natural Science **3**
CDT	2513	Family Dynamics and				
		Community Involvement	**3**			
TOTAL HOURS			**16**	**TOTAL HOURS**		**16**

PROGRAM TOTAL HOURS: 63

Completion of CDT 1213, CDT 1113 and CDT 1343 courses proved the student with course content assessed in the Child Development Assistant-Infant and Toddler and Pre-School (CDA) licensing exams. However, it is noted that the additional work experiences required to sit for the CDA exam is not included in these courses.
COMPLETION AWARD: Child Development Assistant-Infant and Toddler Certificate of Proficiency
COMPLETION AWARD: Child Development Assistant-Preschool Certificate of Proficiency

*Upon Completion of all the EDT Certificate Courses, students will be eligible to take the **Pre-Pac Exam**. Upon passing the exam students will receive a **National Certificate** in the field of Early Childhood Development. This certification is recognized across the United States.*

EARLY CHILDHOOD EDUCATION TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: A. Landfair and T. Taylor
CODE: EDT

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

FRESHMEN YEAR

FALL SEMESTER

CDT	1214	Infant and Toddler Develop.	4
CDT	1113	Early Childhood Profession	3
CDT	1343	Child Health, Safety & Nutri.	3
CDT	1313	Creative Arts for Young Children	3
CDT	2233	Guiding Social and Emotional Behavior	3
TOTAL HOURS			**16**

SPRING SEMESTER

CDT	1713	Language and Literacy Development for Young Children	3
CDT	2714	Social Studies, Math & Science for Y/Children	4
CDT	2914	Initial Practicum	4
CDT	1224	Preschool & Primary	**4**
TOTAL HOURS			**15**

SOPHOMORE YEAR

FALL SEMESTER

CDT	2413	Development of the Exceptional Child	3
CDT	2934	Preschool Practicum	4
CDT	2813	Administration of Programs	3
CDT	2513	Family Dynamics and Community Involvement	3
CDT	2613	Methods & Materials And Measurement	3
TOTAL HOURS			**16**

PROGRAM TOTAL HOURS: 47

COMPLETION AWARD: Technical Certificate

Completion of these courses provides the student with course content assessed in the Child Development Assistant-Infant and Toddler and Pre-School (CDA) licensing exams. However, it is noted that the additional work experience required to sit for the CDA exam in not included in these courses.

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

EARLY CHILDHOOD EDUCATION TECHNOLOGY
(Leading to a Career Certificate)
Advisor: A. Landfair and T. Taylor
CODE: EDC

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

FRESHMEN YEAR

FALL SEMESTER

CDT	1214	Infant and Toddler Develop.	4
CDT	1113	Early Childhood Profession	3
CDT	1343	Child Health, Safety & Nutri.	3
CDT	1313	Creative Arts for Young Children	3
CDT	2233	Guiding Social and Emotional Behavior	3
TOTAL HOURS			**16**

SPRING SEMESTER

CDT	1713	Language and Literacy Development for Young Children	3
CDT	2714	Social Studies, Math & Science for Y/Children	4
CDT	2914	Initial Practicum	4
CDT	1224	Preschool & Primary	**4**
TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 31

COMPLETION AWARD: Career Certificate

Completion of these courses provides the student with course content assessed in the Child Development Assistant-Infant and Toddler and Pre-School (CDA) licensing exams. However, it is noted that the additional work experience is required to sit for the CDA exam in not included in these courses.

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

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

EARLY CHILDHOOD EDUCATION TECHNOLOGY
(Leading to a College Credit Certificate)
Advisor: A. Landfair and T. Taylor
CODE: ECC

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

FALL SEMESTER

CDT	1214	Infant and Toddler Develop.	4
CDT	1113	Early Childhood Profession	3
CDT	1343	Child Health, Safety & Nutri.	3
CDT	1313	Creative Arts for Young Children	3
CDT	2233	Guiding Social and Emotional Behavior	3
TOTAL HOURS			**16**

TOTAL PROGRAM HOURS: 16
COMPLETION AWARD: College Credit Certificate

HEALTHCARE DATA TECHNOLOGY
(Leading to an A.A.S. Degree)
Advisor: E. Furdge
CODE: HDA

Program Description: The Health-care 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.

FRESHMAN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Off.	3
BOT	1313	Applied Business Math	3
BOT	1613	Medical Office Terminology I	3
BOT	1763	Communication Essentials	3
BOT	2743	Medical Office Concepts	3
LLS	1311	Orientation	1
TOTAL HOURS			**16**

SPRING SEMESTER

ACC	2213	Prin. Of Accounting **or**	
BOT	1433	Business Accounting	3
BOT	1623	Medical Office Term II	3
BOT	1643	Pathophysiology	3
BOT	2183	Career Readiness	3
BOT	2523	Medical Mach. Trans. I	**3**
TOTAL HOURS			**15**

SOPHOMORE YEAR

FALL SEMESTER

BOT	2643	CPT Coding	3
BOT	2653	ICD Coding	3
BOT	2663	Advanced Coding	3
BOT	2673	Medical Insurance Billing	3
BOT	2763	Electronic Health Record **or**	3
BOT	2933	Healthcare Data Internship	
TOTAL HOURS			**15**

SPRING SEMESTER

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

TOTAL PROGRAM HOURS: 62
COMPLETION AWARD: Associate of Applied Science
Total hours required for completion of this program may be reduced through articulation agreements with local high schools Career Centers. Students, who lack entry level skills in Math, English, Science, etc. will be provided related studies. Baseline competencies are taken from the high school Business and Computer Technology programs. Students who can document mastery of these Competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

All courses are required to prepare for the ICD Exam

HEALTHCARE DATA TECHNOLOGY
(Leading to a Technical Certificate)
Advisor: E. Furdge
CODE: HDT

Program Description: The Health-care 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.

FRESHMAN YEAR

FALL SEMESTER				**SPRING SEMESTER**			
BOT	1273	Introduction to Microsoft Off.	3	ACC	2213	Prin. Of Accounting **or**	
BOT	1313	Applied Business Math	3	BOT	1433	Business Accounting	3
BOT	1613	Medical Office Terminology I	3	BOT	1623	Medical Office Term II	3
BOT	1763	Communication Essentials	3	BOT	1643	Pathophysiology	3
BOT	2743	Medical Office Concepts	**3**	BOT	2183	Career Readiness	3
	BOT	2523 Medical Mach. Trans. I	**3**				
TOTAL HOURS			**15**	**TOTAL HOURS**			**15**

SOPHOMORE YEAR

FALL SEMESTER			
BOT	2643	CPT Coding	3
BOT	2653	ICD Coding	3
BOT	2663	Advanced Coding	3
BOT	2673	Medical Insurance Billing	3
BOT	2763	Electronic Health Record **or**	3
BOT	2933	Healthcare Data Internship	**3**
TOTAL HOURS			**15**

PROGRAM TOTAL HOURS: 45
COMPLETION AWARD: Technical Certificate

HEALTHCARE DATA TECHNOLOGY
(Leading to a Career Certificate)
Advisor: E. Furdge
CODE: HDC

Program Description: The Health-care 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.

FRESHMAN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Off.	3
BOT	1313	Applied Business Math	3
BOT	1613	Medical Office Terminology I	3
BOT	1763	Communication Essentials	3
BOT	2743	Medical Office Concepts	3
TOTAL HOURS			**15**

SPRING SEMESTER

ACC	2213	Prin. Of Accounting **or**	3
BOT	1433	Business Accounting	3
BOT	1623	Medical Office Term II	3
BOT	1643	Pathophysiology	3
BOT	2183	Career Readiness	3
BOT	2523	Medical Mach. Trans. I	**3**
TOTAL HOURS			**15**

PROGRAM TOTAL HOURS: 30
COMPLETION AWARD: Career Certificate

HEALTHCARE DATA TECHNOLOGY
(Leading to a College Credit Certificate)
Advisor: E. Furdge
CODE: HCC

Program Description: The Health-care 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.

FALL SEMESTER

BOT	1273	Introduction to Microsoft Off.	3
BOT	1313	Applied Business Math	3
BOT	1613	Medical Office Terminology I	3
BOT	1763	Communication Essentials	3
BOT	2743	Medical Office Concepts	3

TOTAL HOURS   **15**

PROGRAM TOTAL HOURS: 15
COMPLETION AWARD: College Credit Certificate

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION
(Leading to an A.A. O. Degree)
Advisor: B. Warr
CODE: CUA

Program Description: The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all the lab classes. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
CUT	1153	Introduction to Culinary Arts	3	CUT	1125	Culinary Principles II	5
CUT	1115	Culinary Principles I	5	CUT	1134	Principles of Baking	4
HRT	1214	Sanitation and Safety	4	CUT	1513	Garde Manger	3
HRT	2623	Hospitality H.R. Management	**3**	CUT	2223	Menu Planning	**3**
TOTAL HOURS			**15**	**TOTAL HOURS**			**15**

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
CUT	2314	American Regional Cuisine	4	ENG	1113	English Composition	3
CUT	2244	Dining Room Management	4	SPT	1113	Public Speaking	3
CUT	2424	International Cuisine	4	LLS	1311	Orientation	1
HRT	2233	Food & Beverage Cost Control	3			Behavioral/Social Science Elective	3
						Math/Natural Science Elective	3
						Humanities/Fine Arts Elective	**3**
TOTAL HOURS			**15**	**TOTAL HOURS**			**15**

TOTAL PROGRAM HOURS: 60
COMPLETITION AWARD: Associate of Applied Occupational

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION
(Leading to a Technical Certificate)
Advisor: B. Warr
CODE: CTT

Program Description: The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all the lab classes. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FRESHMEN YEAR

FALL SEMESTER

CUT	1153	Introduction to Culinary Arts	3
HRT	1214	Sanitation and Safety	4
CUT	1115	Culinary Principles I	5
HRT	2623	Hospitality H.R. Management	**3**
TOTAL HOURS			**15**

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**

SOPHOMORE YEAR

FALL SEMESTER

CUT	2314	American Regional Cuisine	4
CUT	2244	Dining Room Management	4
CUT	2424	International Cuisine	4
HRT	2233	Food & Beverage Cost Control	**3**
TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 45
COMPLETITION AWARD: Technical Certificate

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION
(Leading to a Career Certificate)
Advisor: B. Warr
CODE: CUC

Program Description: The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all the lab classes. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FRESHMEN YEAR

FALL SEMESTER				**SPRING SEMESTER**			
CUT	1153	Introduction to Culinary Arts	3	CUT	1125	Culinary Principles II	5
				CUT	1134	Principles of Baking	4
HRT	1214	Sanitation and Safety	4	CUT	1513	Garde Manger	3
CUT	1115	Culinary Principles I	5	CUT	2223	Menu Planning	**3**
HRT	2623	Hospitality H.R. Management	**3**				
TOTAL HOURS			**15**	**TOTAL HOURS**			**15**

TOTAL PROGRAM HOURS: 30
COMPLETITION PROGRAM: Career Certificate

HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION
(Leading to a College Credit Certificate)
Advisor: B. Warr
CODE: CUT

Program Description: The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all the lab classes. In addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FALL SEMESTER

CUT	1153	Introduction to Culinary Arts	3
HRT	1214	Sanitation and Safety	4
CUT	1115	Culinary Principles I	5
HRT	2623	Hospitality H.R. Management	**3**
TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 15
COMPLETITION PROGRAM: College Credit Certificate

INDUSTRIAL MAINTENANCE TECHNOLOGY
(Leading to an A.A.S. Degree)
Advisors: E. Walker, Jr. & E. Bell
CODE: IMA

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

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
IMM	1113	Industrial Maintenance Safety	3	IMM	1734	Maintenance Welding and Welding	4
IMM	1243	Mechanical Industrial Maintenance I	3	IMM	1173	Motor Maintenance Troubleshooting	3
IMM	1214	Introduction to Industrial Maintenance	4	IMM	1163	Electrical Industrial Maintenance II	3
IMM	1814	Electrical Industrial Maintenance I	4	IMM	1323	Motor Control Systems	3
IMM	1313	Prin of Hydr and Preu	**3**	IMM	1253	Mechanical Industrial Maintenance II	**3**
TOTAL HOURS			**17**	**TOTAL HOURS**			**16**

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
IMM	2613	Programmable Login Controllers	3	ENG	1113	English Composition I	3
IMM	2214	Advanced Electrical Industrial Maintenance	4	SPT	1113	Public Speaking	3
IMM	2424	Solid State Motor Control	4	LLS	1311	Orientation	1
IMM	2224	Advanced Mechanical Industrial Maintenance	**4**			Math/Natural Science with Lab	3
						Humanities/Fine Arts Elective	3
						Social/Behavioral Science Elective	**3**
TOTAL HOURS			**15**	**TOTAL HOURS**			**16**

TOTAL PROGRAM HOURS: 64

COMPLETION AWARD: Associate of Applied Science Degree

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

INDUSTRIAL MAINTENANCE TECHNOLOGY
(Leading to a Technical Certificate)
Advisors: E. Walker, Jr. & E. Bell
CODE: ITT

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

FRESHMEN YEAR

FALL SEMESTER

IMM	1113	Industrial Maintenance Safety	3
IMM	1243	Mechanical Industrial Maintenance I	3
IMM	1214	Introduction to Industrial Maintenance	4
IMM	1814	Electrical Industrial Maintenance I	4
IMM	1313	Prin of Hydr and Preu	**3**
TOTAL HOURS			**17**

SPRING SEMESTER

IMM	1734	Maintenance Welding and Welding	4
IMM	1173	Motor Maintenance Troubleshooting	3
IMM	1163	Electrical Industrial Maintenance II	3
IMM	1323	Motor Control Systems	3
IMM	1253	Mechanical Industrial Maintenance II	**3**
TOTAL HOURS			**16**

SOPHOMORE YEAR

FALL SEMESTER

IMM	2613	Programmable Login Controllers	3
IMM	2214	Advanced Electrical Industrial Maintenance	4
IMM	2424	Solid State Motor Control	4
IMM	2224	Advanced Mechanical Industrial Maintenance	**4**
TOTAL HOURS			**15**

TOTAL PROGRAM HOURS: 48

COMPLETITION PROGRAM: Technical Certificate

INDUSTRIAL MAINTENANCE TECHNOLOGY
(Leading to a Career Certificate)
Advisor: E. Walker, Jr. & E. Bell
CODE: IMC

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

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
IMM	1113	Industrial Maintenance Safety	3	IMM	1734	Maintenance Welding and Welding	4
IMM	1243	Mechanical Industrial Maintenance I	3	IMM	1173	Motor Maintenance Troubleshooting	3
IMM	1214	Introduction to Industrial Maintenance	4	IMM	1163	Electrical Industrial Maintenance II	3
IMM	1814	Electrical Industrial Maintenance I	4	IMM	1323	Motor Control Systems	3
IMM	1313	Prin of Hydr and Preu	**3**	IMM	1253	Mechanical Industrial Maintenance II	**3**
TOTAL HOURS			**17**	**TOTAL HOURS**			**16**

PROGRAM TOTAL HOURS: 33

COMPLETION AWARD: Career Certificate

INDUSTRIAL MAINTENANCE TECHNOLOGY
(Leading to a College Credit Certificate)
Advisor: E. Walker, Jr. & E. Bell
CODE: ICC

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

FALL SEMESTER

IMM	1113	Industrial Maintenance Safety	3
IMM	1243	Mechanical Industrial Maintenance I	3
IMM	1214	Introduction to Industrial Maintenance	4
IMM	1814	Electrical Industrial Maintenance I	4
IMM	1313	Prin of Hydr and Preu	**3**

TOTAL HOURS   17

PROGRAM TOTAL HOURS: 17

COMPLETION AWARD: College Credit Certificate

WELDING AND CUTTING TECHNOLOGY
(Leading to A.A.S. Degree)
Advisor: H. Striplin, Jr.
CODE: WLA

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).
Electives are available in advanced levels of Welding and Cutting.

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER			
WLT	1115	Shielded Arc Welding I	5	WLT	1135	Gas Tungsten Arc	5
WLT	1225	Shielded Arc Welding II	5			Welding	
WLT	1173	Introduction to		WLT	1124	Gas Metal Arc Welding	4
		Welding & Safety	3	WLT	1143	Fluxed Cored Arc Weld	3
WLT	1232	Drawing & Welding	2	WLT	1313	Cutting Processing	3
Symbol Interpretation							
TOTAL HOURS			**15**	**TOTAL HOURS**			**15**

SOPHOMORE YEAR

FALL SEMESTER				SPRING SEMESTER			
WLT	1155	Pipe Welding	5	SPT	1113	Public Speaking	3
WLT	1252	Advanced Pipe Welding	2	PSY	1513	General Psychology	3
WLT	1162	Gas Metal Arc Aluminum	3	ENG	1113	English Composition I	3
Welding			LLS	1311	Orientation		1
WLT	1912	Special Problem in	2	Humanities/Fine Arts Elective			3
		Welding & Cutting		Mathematics/Science Elective			3
WBL	2923	Work-Based Learning	3				
TOTAL HOURS			**15**	**TOTAL HOURS**			**16**

TOTAL PROGRAM: 63
COMPLETION AWARD: Associate of Applied Science Degree
If Prerequisites for courses have not been satisfied then additional coursework may be required.

WELDING AND CUTTING TECHNOLOGY

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

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).
Electives are available in advanced levels of Welding and Cutting.

FRESHMAN YEAR

FALL SEMESTER

WLT	1115	Shielded Arc Welding I	5
WLT	1225	Shielded Arc Welding II	5
WLT	1173	Introduction to Welding & Safety	3
WLT	1232	Drawing & Welding Symbol Interpretation	2
TOTAL HOURS			**15**

SPRING SEMESTER

WLT	1135	Gas Tungsten Arc Welding	5
WLT	1124	Gas Metal Arc Welding	4
WLT	1143	Fluxed Cored Arc Weld	3
WLT	1313	Cutting Processing	3
TOTAL HOURS			**15**

SOPHOMORE YEAR

FALL SEMESTER

WLT	1155	Pipe Welding	5
WLT	1252	Advanced Pipe Welding	2
WLT	1162	Gas Metal Arc Aluminum Welding	2
WLT	1913	Special Problem in Welding & Cutting	3
WBL	2923	Work-Based Learning	3
TOTAL HOURS			**15**

TOTAL PROGRAM: 45

COMPLETION AWARD: Technical Certificate

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

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).
Electives are available in advanced levels of Welding and Cutting.

FRESHMAN YEAR

FALL SEMESTER				SPRING SEMESTER			
WLT	1115	Shielded Arc Welding I	5	WLT	1135	Gas Tungsten Arc Welding	5
WLT	1225	Shielded Arc Welding II	5	WLT	1124	Gas Metal Arc Welding	4
WLT	1173	Introduction to Welding & Safety	3	WLT	1143	Fluxed Cored Arc Weld	3
WLT	1232	Drawing & Welding Symbol Interpretation	2	WLT	1313	Cutting Processing	3

TOTAL HOURS	**15**	**TOTAL HOURS**	**15**

TOTAL PROGRAM HOURS: 30
COMPLETION AWARD: Career Certificate

WELDING AND CUTTING TECHNOLOGY
(Leading to a College Credit Certificate)
Advisor: H. Striplin, Jr.
CODE: WCC

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).
Electives are available in advanced levels of Welding and Cutting.

FALL SEMESTER

WLT	1115	Shielded Arc Welding I	5
WLT	1225	Shielded Arc Welding II	5
WLT	1173	Introduction to Welding & Safety	3
WLT	1232	Drawing & Welding	2

Symbol Interpretation

TOTAL HOURS   **15**

TOTAL PROGRAM HOURS: 15
COMPLETION AWARD: College Credit Certificate