

TECHNICAL DEGREE AND CERTIFICATE OF COMPLETION PROGRAMS OF STUDY

DIVISION OF CAREER AND TECHNICAL EDUCATION

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

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

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

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

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

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

SPECIAL CAREER AND TECHNICAL PROGRAMS/ACTIVITIES

ADVANCED PLACEMENT

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

Articulated Credit for Career and Technical Programs

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

To be eligible for articulated credit, a student must:

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

To be awarded articulated credit, a student must:

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

How MS-CPAS will be documented:

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

How will articulated credit be transcribed?

1. Students must complete twelve (12) non-developmental career, technical or academic credit hours

in the articulated postsecondary Career or Technical program before the articulated credit is transcript

2. A grade of “Z” is recorded for credit granted. No quality points are granted. Credits granted are not used in computing grade point average.

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

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

Credit by Examination

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

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

BASELINE COMPETENCIES

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

SUPPORT SERVICES

Student Support Services will be provided for students who qualify through federal guidelines as stated in the Carl Perkins Career Education and Applied Technology Education Act of 2006, as amended. The qualifications may include individuals with disabilities, educationally and economically disadvantaged persons (including foster children), and individuals with limited English proficiency, single parents, individuals with limited English proficiency, single parents, individuals participating in programs designed to eliminate sex

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

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

GUIDANCE AND COUNSELING SERVICES

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

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

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

NON-TRADITIONAL PROGRAMS

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

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

1. Provide programs, services, comprehensive career guidance and counseling, and activities to eliminate sex bias and sex role stereotyping in secondary and postsecondary career education.
2. Provide preparatory services and career education programs, services, activities for girls, women, boys, and men designed to enable the participants to support themselves and their families.
3. Provide support services for individuals participating in career education programs, services, and activities designed to eliminate sex bias and sex role stereotyping.
4. Provide student orientation sessions to present general information

- regarding career opportunities.
5. Increase the awareness of female and male students regarding the wide spectrum of career options available
 6. Ensure that parents and others outside the educational community understand the outreach and recruitment efforts, and realize the important value of their efforts in preparing students, regardless of gender, for nontraditional fields and new and emerging careers.
 7. Bring about change in the classroom to ensure an equitable learning environment for “all students.”

WORK-BASED LEARNING (WBL 2913 and BL 2923)

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

COMPLETION OF CAREER PROGRAMS

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

TECHNICAL DEGREE PROGRAMS

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

AUTOMOTIVE TECHNOLOGY

(Leading to A.A. S. Degree)

Advisor: M. Taylor

CODE: ATA

Program Description: Automotive Technology program 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/NATEF 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

ATT	1811	Introduction, Safety, and Employability Skills	1
ATT	1715	Engine Repair	5
ATT	1214	Brakes	4
ATT	1424	Engine Perform. I	4
CTE	1511	Comp. Math & Read. Comp	<u>1</u>
		TOTAL HOURS	15

SPRING SEMESTER

ATT	2334	Steering and Suspension	4
ATT	1124	Basic Elect. & Electro.	4
ATT	2434	Engine Perform. II	4
ATT	1134	Advance Electrical & Electro. System	<u>4</u>
		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	<u>3</u>
		TOTAL HOURS	15

SPRING SEMESTER

SPT	1113	Public Speaking	3
ENG	1113	English Comp I	3
		Social/Behavior Science Elective	3
		Humanities/Fine Arts Elective	3
		Mathematics/Science Elective	<u>3</u>
		TOTAL HOURS	15

TOTAL PROGRAM: 61

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation** course in order to graduate from the College.

BARBER/STYLIST TECHNOLOGY

(Leading to A.A.S. 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 Mississippi State Board of Barber Examiners certification examination.

FRESHMEN YEAR

FALL SEMESTER

BAV	1118	Basic Practices in Barbering	8
BAV	1218	Fundamental Practices in Barbering I	<u>8</u>
TOTAL HOURS			16

SPRING SEMESTER

BAV	1318	Fundamental Practices in Barbering II	8
BAV	1418	Intermediate Practices in Barbering II	<u>8</u>
TOTAL HOURS			16

SOPHOMORE YEAR

FALL SEMESTER

BAV	1518	Intermediate Practices in Barbering II	8
BAV	1618	Advanced Practices In Barbering	<u>8</u>
TOTAL HOURS			16

SPRING SEMESTER

SPT	1113	Public Speaking	3
ENG	1113	English Composition I	3
		Social/Behavior Science Elective	3
		Humanities/Fine Arts Elective	3
		Mathematics/Science Elective	<u>3</u>
TOTAL HOURS			15

TOTAL PROGRAM: 63

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation** course in order to graduate from the College.

**BUSINESS & OFFICE TECHNOLOGY
ACCOUNTING TECHNOLOGY OPTION**

(Leading to A.A.S. Degree)

Advisor: K Hollins

CODE: ACA

Program Description: The Accounting Technology program is 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 accountant firms.

FRESHMEN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Office	3
BOT	1233	Microsoft Word I	3
BOT	1213	Personal & Professional Development	3
BOT	1433	Business Accounting or	3
ACC	1213	Principles of Accounting I	
BOT	1713	Mechanics of Communication	<u>3</u>
		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	<u>3</u>
		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	<u>3</u>
		TOTAL HOURS	15

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	<u>3</u>
		TOTAL HOURS	15

TOTAL PROGRAM: 60

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirements:** Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS 1311 Orientation** course in order to graduate from the College.

**BUSINESS & OFFICE TECHNOLOGY
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 specialist 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	<u>3</u>
		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	3
BOT	2813	Business Communication	<u>3</u>
		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	<u>3</u>
		TOTAL HOURS	15

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	<u>3</u>
		TOTAL HOURS	15

TOTAL PROGRAM: 60

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirements:** Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS 1311 Orientation** course in order to graduate from the College.

BRICK, BLOCK AND STONE MASONRY

(Leading to A.A.S. Degree)

Advisor: N. Mitchell, Sr.

CODE: BBA

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

FRESHMEN YEAR

FALL SEMESTER

BBV	1313	Tools, Equipment, and Safety	3
BBV	1114	Brick and Block Laying	4
BBV	1214	Masonry Construction	4
BBV	1223	Masonry Math, Estimating and Blueprint Reading	<u>3</u>
TOTAL HOURS			14

SPRING SEMESTER

CAV	1113	Foundations	3
CAV	1133	Blueprint Reading	3
BBV	1524	Advanced Brick Laying	4
BBV	1425	Advanced Block Laying	5
CTE	1511	Related Studies	<u>1</u>
Computational Math, Reading Comprehension, Sentence and Employability Skills			
TOTAL HOURS			16

SOPHOMORE YEAR

FALL SEMESER

BBV	1623	Chimney and Fireplace Construction	3
BBV	1723	Arch Construction	3
BBV	1823	Steps, Patios, and Brick Floors	3
DDT	1213	Construction Materials	3
DDT	2243	Cost Estimation	<u>3</u>
TOTAL HOURS			15

SPRING SEMESTER

SPT	1113	Public Speaking	3
ENG	1113	English Composition I	3
PSY	1513	General Psychology	3
Humanities/Fine Arts Elective			3
Mathematics/Science Elective			<u>3</u>
TOTAL HOURS			15

TOTAL PROGRAM: 62

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS 1311 Orientation** course in order to graduate from the College.

CARPENTRY TECHNOLOGY

(Leading to 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

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

SPRING SEMESTER

CCT	1163	Construction Math.	3
CCT	1315	Int./Ext. Finishing and Cabinet Installation	5
CCT	1245	Ceiling and Roofing Framing	5
CTE	1511	Related Studies, Computational Math, Reading Comprehension, Sentence and Employability Skills	1
CCT	2911	Special Problems In Carpentry	<u>1</u>
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	<u>3</u>
TOTAL HOURS			15

SPRING SEMESTER

SPT	1113	Public Speaking	3
ART	1113	Humanities and Fine Arts Elective	3
		Social/Behavioral Science Elective	3
ENG	1113	English Composition I	3
MAT	1113	Mathematics/Science Elective	<u>3</u>
TOTAL HOURS			15

TOTAL PROGRAM: 60

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student, (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation** course in order to graduate from the College.

COLLISION REPAIR TECHNOLOGY

(Leading to an A.A.S. Degree)

Advisor: J. Giles

CODE: CRA

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

FRESHMEN YEAR

FALL SEMESTER

ABT	1143	Structural Analysis and Damage Repair I	3
ABT	1223	Non-Structure Analysis and Damage Repair I	3
ABT	1443	Mechanical and Electrical Components I	3
ABT	1314	Refinishing I	4
ABT	1213	Collision Welding & Cutting	<u>3</u>
		TOTAL HOURS	16

SPRING SEMESTER

ABT	1233	Non-Structure Analysis and Damage Repair II	3
ABT	1453	Mechanical and Electrical Components II	3
ABT	1323	Refinishing II	3
ABT	1153	Structure Analysis and Damage Repair II	3
ABT	2243	Non-Structure Analysis and Damage Repair III	<u>3</u>
		TOTAL HOURS	15

SOPHOMORE YEAR

FALL SEMESTER

ABT	2333	Refinishing III	3
ABT	2173	Structural Analysis and Damage Repair IV	3
ABT	2253	Non-Structure Analysis and Damage Repair IV	3
ABT	2343	Refinishing IV	3
WBL	2913	Work Based Learning or	<u>3</u>
BOT	1013	Introduction Keyboarding	
		TOTAL HOURS	15

SPRING SEMESTER

SPT	1113	Public Speaking	3
ENG	1113	English Composition	3
		Social/Behavior Science Elective	3
		Humanities/Fine Arts Elective	3
		Mathematics/Science Elective	<u>3</u>
		TOTAL HOURS	15

TOTAL PROGRAM: 61

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation** course in order to graduate from the College.

COSMETOLOGY

(Leading to A.A.S. Degree)

Advisor: S. Hicks

CODE: COA

Program Description: The Instructional program prepare individuals 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 MS State Board of Cosmetology Certification Examination.

FRESHMAN YEAR

FALL SEMESTER

COV	1122	Cosmetology Orientation	2
COV	1245	Cosmetology Science I	5
COV	1426	Hair Care I	6
COV	1522	Nail Care I	2
COV	1622	Skin Care I	<u>2</u>

TOTAL HOURS 17

SPRING SEMESTER

COV	1255	Cosmetology Sciences II	5
COV	1436	Hair Care II	6
COV	1532	Nail Care II	2
COV	1632	Skin Care II	2
COV	1722	Salon Business I	<u>2</u>

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	<u>2</u>

TOTAL HOURS 12

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	<u>3</u>

TOTAL HOURS 15

PROGRAM TOTAL: 61

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation** course in order to graduate from the College.

EARLY CHILDHOOD EDUCATION TECHNOLOGY

(Leading to an A.A.S. Degree)

Advisors: A. Landfair & T. Taylor

CODE: EDA

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

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	<u>3</u>
		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	2944	Advanced Practicum	4
CDT	1224	Preschool & Primary	<u>4</u>
		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	<u>3</u>
		TOTAL HOURS	16

SPRING SEMESTER

SPT	1113	Public Speaking	3
ENG	1113	English Composition	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	<u>3</u>
		TOTAL HOURS	15

PROGRAM TOTAL: 62

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation** course in order to graduate from the College.

**ELECTRONICS & RELATED ENGINEERING TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION**

(Leading to an A.A.S. Degree)

Advisor: T. Newson

CODE: CSA

Program Description: The Computer Servicing Technology program will provide students with the required skills and expertise to be employable as computer and IT support specialists to interface with IT hardware, communication and mobile technology resources. The program prepares individuals to install, maintain, service, and diagnose operational problems in PC hardware or mobile IT systems arising from software, mechanical, or electrical malfunctions. In addition to PC and mobile support, further emphasis is placed on support of computer networks, server maintenance, and cloud technologies.

FRESHMEN YEAR

FALL SEMESTER

CST	1213	Networking I	3
CST	1713	Server Admin. I	3
CST	1913	Mobile Device Sup. I	3
CST	2113	IT Servicing Lab I	3
CST	2413	Cloud Computing I	<u>3</u>
		Total Hours	15

SPRING SEMESTER

CST	1123	Basic Com Systems	3
CST	1333	Operating Systems	3
CST	1813	Server Admin. II	3
CST	2123	IT Servicing Lab II	3
CST	2223	Networking II	<u>3</u>
		TOTAL HOURS	15

SOPHOMORE YEAR

FALL SEMESTER

CST	1613	Security Fundamentals	3
CST	1923	Mobile Device Sup. II	3
CST	2423	Cloud Computing II	3
CST	2913	Special Project	3
WBL	2913	Work Based Learning	<u>3</u>
		TOTAL HOURS	15

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	<u>3</u>
		TOTAL HOURS	15

PROGRAM TOTAL: 60

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student(first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS /1311-Orientation** course in order to graduate from the College.

HEALTH-care DATA TECHNOLOGY

(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.

FRESHMAN YEAR

FALL SEMESTER

BOT	1313	Applied Business Mathematics	3 (or)
BOT	1713	Mechanics of Communication	
	1763	Communication Essentials (or)	3
BOT	1113	Document Formatting and Production (or)	
BOT	1133	Micro. Applications	3
BOT	2743	Medical Office Concepts	3
BOT	1613	Medical Office Terminology I	<u>3</u>

TOTAL HOURS 15

SPRING SEMESTER

BOT	1643	Pathophysiology	3
BOT	1623	Medical Terminology II	3
BOT	1433	Business Accounting	or
ACC	1213	Principles of Account.	3
BOT	2523	Medical Mac. Trans. I	3
BOT	2763	Electronic Records	<u>3</u>

Total Hours 15

SOPHOMORE YEAR

FALL SEMESTER

BOT	2183	Career Readiness	3
BOT	2643	CPT Coding	3
BOT	2653	ICD Coding	3
BOT	2663	Advanced Coding	3
BOT	2673	Medical Insurance Billing	<u>3</u>

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 Science Elective	3
		Humanities/Fine Arts Elective	<u>3</u>

TOTAL HOURS 16

Program Total: 61

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student(first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS /1311-Orientation** course in order to graduate from the College.

**HOSPITALITY & TOURISM MANAGEMENT TECHNOLOGY
CULINARY ARTS TECHNOLOGY OPTION**

(Leading to an A.A. S. 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

CUT	1153	Introduction to Culinary Arts	3
HRT	1214	Sanitation and Safety	4
CUT	1115	Culinary Principles I	5
HRT	1223	Restaurant and Catering Operations	<u>3</u>

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	<u>3</u>

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	2613	Hospitality Supervision	<u>3</u>

TOTAL HOURS 15

SPRING SEMESTER

ENG	1113	English Composition	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	<u>3</u>

TOTAL HOURS 15

TOTAL PROGRAM: 60

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation course** in order to graduate from the College.

**HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION**

(Leading to an A.A.S. Degree)

Advisor: B. Warr

CODE: HRA

Program Description: The Hotel and Restaurant Management Technology concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers and supervisors in the hospitality and tourism industry. Completion of the two year program leads to an associate of Applied Science degree. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain Manage First Certification from the National Restaurant Association Educational Foundation or certification from the Educational Institute of American Hotel and Lodging Association in Specialized Food and Beverage Management and/or Hospitality Operations. In Addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FRESHMEN YEAR

FALL SEMESTER

HRT	1123	Introduction to the Hospitality & Tourism Industry	3
HRT	1214	Sanitation and Safety	4
HRT	1115	Culinary Principles I	5
BOT	1313	Applied Business	<u>3</u>
TOTAL HOURS			15

SPRING SEMESTER

CUT	1125	Culinary Principles II	5
HRT	2713	Mar. Hos. Services	3
HRT	1224	Restaurant & Catering Operations	4
CUT	2223	Menu Planning	<u>3</u>
Total Hours			15

SOPHOMORE YEAR

FALL SEMESTER

HRT	2613	Hospitality Supervision	3
HRT	2623	Hos. Human Resource Manage.	3
BOT	1233	Microsoft Word I	3
HRT	2233	Food & Beverage Control	3
HRT	2913	Supervised Work Experience In Hotel Restaurant Manage.	<u>3</u>
TOTAL HOURS			15

SPRING SEMESTER

ENG	1113	English Comp. I	3
SPT	1113	Public Speaking	3
		Humanities/Fine Arts Elective	3
		Behavioral/Social Science Elective	3
		Math/Natural Science Elective	<u>3</u>
TOTAL HOURS			15

PROGRAM TOTAL: 60

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation** course in order to graduate from the College. Instructor Approved Electives

INDUSTRIAL MAINTENANCE TECHNOLOGY

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

Program Description: This program is designed to prepare students for entry-level employment as multi-craft maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and 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 machining operations, fundamentals of piping and hydrotesting, and fundamentals of industrial electricity. Elective courses were added in an effort to allow colleges to customize the state-wide curriculum framework to meet the needs of the local economy.

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	Industrial Electricity Level I	4
BOT	1013	Intro to Keyboarding	<u>3</u>

TOTAL HOURS **17**

SPRING SEMESTER

IMM	1734	Maintenance Welding and Metal	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	<u>3</u>

TOTAL HOURS **16**

SOPHOMORE YEAR

FALL SEMESTER

IMM	2613	Programmable Logic Controllers	3
IMM	2214	Advanced Electrical Industrial Maintenance	4
IMM	2424	Solid State Motor Control	4
IMM	2224	Advanced Mechanical Industrial Maintenance	4

CTE	1511	Related Studies	<u>1</u>
TOTAL HOURS			16

SPRING SEMESTER

ENG	1113	English Composition I	3
SPT	1113	Public Speaking	3
		Social/Behavioral Science Elective	3
		Math/Natural Science with Lab	3
		Humanities/Fine Arts Elective	<u>3</u>

TOTAL HOURS **15**

TOTAL PROGRAM: 64

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation** course in order to graduate from the College.

WELDING AND CUTTING TECHNOLOGY

(Leading to A.A.S. Degree)

Advisor: H. Striplin, Jr.

CODE: WLA

Program Description: The Welding and Cutting Technology program prepares students for entry level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxy fuel Cutting, and Gas Tungsten Arc Welding (GTAW).

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	<u>2</u>
TOTAL HOURS			15

SPRING SEMESTER

WLT	1135	Gas Tungsten Arc Welding	5
WLT	1124	Gas Metal Arc Welding	4
WLT	1143	Flux Cored Arc Weld	3
WLT	1313	Cutting Processes	<u>3</u>
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	2913	Work-Based Learning	<u>3</u>
TOTAL HOURS			15

SPRING SEMESTER

SPT	1113	Public Speaking	3
PSY	1513	General Psychology	3
ENG	1113	English Composition I	3
		Humanities/Fine Arts Elective	3
		Mathematics/Science Elective	<u>3</u>
TOTAL HOURS			15

TOTAL PROGRAM: 60

COMPLETION AWARD: Associate of Applied Science

****Additional Graduation Requirement:** Any student (first-time, transfer, and part-time) who begins at Coahoma Fall 2014 and later will be required to take **LLS/1311 Orientation** course in order to graduate from the College.

**DIVISION OF CAREER
AND
TECHNICAL EDUCATION**

**TECHNICAL
AND
CAREER CERTIFICATE
PROGRAMS**

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

Program Description: Automotive Technology program 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/NATEF 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

ATT	1811	Introduction, Safety, and Employability Skills	1
ATT	1715	Engine Repair	5
ATT	1214	Brakes	4
ATT	1424	Engine Perform. I	4
CTE	1511	Comp. Math & Read. Comp	<u>1</u>
TOTAL HOURS			15

SPRING SEMESTER

ATT	2334	Steering and Suspension	4
ATT	1124	Basic Elect. & Electro.	4
ATT	2434	Engine Perform. II	4
ATT	1134	Advance Electrical & Electro. System	<u>4</u>
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	<u>3</u>
TOTAL HOURS			15

TOTAL PROGRAM: 46

COMPLETION AWARD: Technical Certificate

AUTOMOTIVE TECHNOLOGY

(Leading to a Career Certificate)

Advisor: M. Taylor

CODE: ATC

Program Description: Automotive Technology program 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/NATEF 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

ATT	1811	Introduction, Safety, and Employability Skills	1
ATT	1715	Engine Repair	5
ATT	1214	Brakes	4
ATT	1424	Engine Perform. I	4
CTE	1511	Comp. Math & Read. Comp	<u>1</u>
		TOTAL HOURS	15

SPRING SEMESTER

ATT	2334	Steering and Suspension	4
ATT	1124	Basic Elect. & Electro.	4
ATT	2434	Engine Perform. II	4
ATT	1134	Advance Electrical & Electro. System	<u>4</u>
		TOTAL HOURS	16

TOTAL PROGRAM: 31

COMPLETION AWARD: Career Certificate

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

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 Mississippi State Board of Barber Examiners certification examination.

FRESHMEN YEAR

FALL SEMESTER

BAV	1118	Basic Practices in Barbering	8
BAV	1218	Fundamental Practices in Barbering I	<u>8</u>
		TOTAL HOURS	16

SPRING SEMESTER

BAV	1318	Fundamental Practices in Barbering II	8
BAV	1418	Intermediate Practices in Barbering II	<u>8</u>
		TOTAL HOURS	16

SOPHOMORE YEAR

FALL SEMESTER

BAV	1518	Intermediate Practices in Barbering II	8
BAV	1618	Advanced Practices In Barbering	<u>8</u>
		TOTAL HOURS	16

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

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

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.

FALL SEMESTER

BAV 2217 Barber Instructor Training 7
Training I

BAV 2227 Barber Instructor 7
Training II

TOTAL HOURS **14**

SPRING SEMESTER

BAV 2237 Barber Instructor 7
Training III

BAV 2247 Barber Instructor 7
Training IV

TOTAL HOURS

TOTAL PROGRAM: 28

COMPLETION AWARD: Instructor Training Certificate

**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 accountant firms.

FRESHMEN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Office	3
BOT	1233	Microsoft Word I	3
BOT	1213	Personal & Professional Development	3
BOT	1433	Business Accounting or	3
ACC	1213	Principles of Accounting I	
BOT	1713	Mechanics of Communication	<u>3</u>
		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	<u>3</u>
		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	<u>3</u>
		TOTAL HOURS	15

TOTAL PROGRAM: 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 accountant firms.

FRESHMEN YEAR

FALL SEMESTER

BOT	1273	Introduction to Microsoft Office	3
BOT	1233	Microsoft Word I	3
BOT	1213	Personal & 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 <u>3</u>
		TOTAL HOURS	15

TOTAL PROGRAM: 30

COMPLETION AWARD: Career Certificate

**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 specialist 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	<u>3</u>

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	3
BOT	2813	Business Communication	<u>3</u>

TOTAL

HOURS

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	<u>3</u>
		TOTAL HOURS	15

TOTAL PROGRAM: 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 specialist 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	<u>3</u>

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	3
BOT	2813	Business Communication	<u>3</u>

TOTAL

HOURS

15

TOTAL PROGRAM: 30

Completion Award: Career Certificate

BRICK, BLOCK, AND STONE MASONRY

(Leading to a Technical Certificate)

Advisor: N. Mitchell, Sr.

CODE: BBT

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

FRESHMEN YEAR

FALL SEMESTER

BBV	1313	Tools, Equipment, and Safety	3
BBV	1114	Brick and Block Laying	4
BBV	1214	Masonry Construction	4
BBV	1223	Masonry Math, Estimating and Blueprint Reading	<u>3</u>

TOTAL HOURS

SPRING SEMESTER

CAV	1113	Foundations	3
CAV	1133	Blueprint Reading	3
BBV	1524	Advanced Brick Laying	4
BBV	1425	Advanced Block Laying	5
CTE	1511	Related Studies	
		Computational Math, Reading Comprehension, Sentence and Employability Skills	<u>1</u>

TOTAL HOURS

16

SOPHOMORE YEAR

FALL SEMESER

BBV	1623	Chimney and Fireplace Construction	3
BBV	1723	Arch Construction	3
BBV	1823	Steps, Patios, and Brick Floors	3
DDT	1213	Construction Materials	3
DDT	2243	Cost Estimation	<u>3</u>

TOTAL HOURS

15

TOTAL PROGRAM: 45

COMPLETION AWARD: Technical Certificate

BRICK, BLOCK, AND STONE MASONRY

(Leading to a Career Certificate)

Advisor: N. Mitchell, Sr.

CODE: BBC

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

FRESHMEN YEAR

FALL SEMESTER

BBV	1313	Tools, Equipment, and Safety	3
BBV	1114	Brick and Block Laying	4
BBV	1214	Masonry Construction	4
BBV	1223	Masonry Math, Estimating and Blueprint Reading	<u>3</u>

TOTAL HOURS

SPRING SEMESTER

CAV	1113	Foundations	3
CAV	1133	Blueprint Reading	3
BBV	1524	Advanced Brick Laying	4
BBV	1425	Advanced Block Laying	5
CTE	1511	Related Studies	
		Computational Math, Reading Comprehension, Sentence and Employability Skills	<u>1</u>

TOTAL HOURS

16

TOTAL PROGRAM: 30

COMPLETION AWARD: Career Certificate

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	<u>6</u>
		TOTAL HOURS	5

SPRING SEMESTER

CCT	1163	Construction Math.	3
CCT	1315	Int. /Ext. Finishing and Cabinet Installation	5
		TOTAL HOURS	15
		CCT 1245	Ceiling and Roofing Framing
		CCTE 1511	Related Studies, 1 Computational Math, Reading Comprehension, Sentence and Employability Skills
		CCT 2911	Special Problems In Carpentry
			<u>1</u>
		TOTAL HOURS	15

SOPHOMORE YEAR

FALL SEMESTER

CCT	2133	Millwork	3
CCT	1113	Fundamentals of Drafting	3
CCT	2113	Principles of Multi-Family and Light Commercial Construction	3
CCT	2243	Cost Estimating	3
WBL	1913	Work-Based Learning	<u>3</u>
		TOTAL HOURS	15

TOTAL PROGRAM: 45
COMPLETION AWARD: Technical Award

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

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	<u>6</u>

5

TOTAL HOURS

SPRING SEMESTER

CCT	1163	Construction Math.	3
CCT	1315	Int. /Ext. Finishing and Cabinet Installation	5
15	CCT	1245	Ceiling and Roofing
		Framing	
	CTE	1511	Related Studies, 1
		Computational Math, Reading	
		Comprehension, Sentence and	
		Employability Skills	
CCT	2911	Special Problems	
		In Carpentry	<u>1</u>
			15

TOTAL PROGRAM: 30

COMPLETION AWARD: Career Certificate

COLLISION REPAIR TECHNOLOGY

(Leading to a Technical Certificate)

Advisor: J. Giles

CODE: ABT

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

FRESHMEN YEAR

FALL SEMESTER				SPRING SEMESTER			
ABT	1143	Structural Analysis and Damage Repair I	3	ABT	1233	Non-Structure Analysis and Damage Repair II	3
ABT	1223	Non-Structure Analysis and Damage Repair I	3	ABT	1453	Mechanical and Electrical Components II	3
ABT	1443	Mechanical and Electrical Components I	3	ABT	1323	Refinishing II	3
ABT	1314	Refinishing I	4	ABT	1153	Structure Analysis and Damage Repair II	3
ABT	1213	Collision Welding and Cutting	<u>3</u>	ABT	2243	Non-Structure Analysis and Damage Repair III	<u>3</u>
		TOTAL HOURS	16			TOTAL HOURS	15

SOPHOMORE YEAR

FALL SEMESTER			
ABT	2333	Refinishing III	3
ABT	2173	Structural Analysis and Damage Repair IV	3
ABT	2253	Non-Structure Analysis and Damage Repair IV	3
ABT	2343	Refinishing IV	3
WBL	2913	Work Based Learning or	<u>3</u>
BOT	1013	Introduction Keyboarding	
		TOTAL HOURS	15

TOTAL PROGRAM: 46

COMPLETION AWARD: Technical Certificate

COLLISION REPAIR TECHNOLOGY

(Leading to a Career Certificate)

Advisor: J. Giles

CODE: CRC

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

FALL SEMESTER		FRESHMEN YEAR		SPRING SEMESTER		
ABT	1143	Structural Analysis and Damage Repair I	3	ABT	1233	Non-Structure Analysis 3 and Damage Repair II
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	1314	Refinishing I	4	ABT	1153	Structure Analysis and Damage Repair II 3
ABT	1213	Collision Welding and Cutting	<u>3</u>	ABT	2243	Non-Structure Analysis and Damage Repair III <u>3</u>
		TOTAL HOURS				TOTAL HOURS
		15				16

TOTAL PROGRAM: 31

COMPLETION AWARD: Career Certificate

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

Program Description: The Instructional program prepare individuals 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 MS State Board of Cosmetology Certification Examination.

FRESHMEN					
FALL SEMESTER			SPRING SEMESTER		
COV 1122	Cosmetology Orientation	2	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	<u>2</u>	COV 1632	Skin Care II	2
			COV 1722	Salon Business I	
<u>2</u>					
	TOTAL HOURS	17		TOTAL	
HOURS	17				

SOPHOMORE YEAR			
FALL SEMESTER			
COV 1263	Cosmetology Sciences III	3	
COV 1443	Hair Care III	3	
COV 1542	Nail Care III	2	
COV 1642	Skin Care III	2	
COV 1732	Salon Business II	<u>2</u>	
	TOTAL HOURS	12	

PROGRAM TOTAL: 46
COMPLETION AWARD: Technical Certificate

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

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

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

COV	2816	Teacher Training I	6
COV	2826	Teacher Training II	<u>6</u>
		TOTAL HOURS	12

SPRING SEMESTER

COV	2836	Teacher Training III	6
COV	2846	Teacher Training IV	<u>6</u>
		TOTAL HOURS	12

ENG	1113	English Composition I	3
		Humanities/Fine Arts Elective	3
		Behavioral Social Science Elective	3
		Math/Natural Science Elective	<u>3</u>
			12

TOTAL PROGRAM: 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 a Technical Certificate)

Advisors: A. Landfair and T. Taylor

CODE: EDT

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

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	<u>3</u>
		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	2944	Advanced Practicum	4
CDT	1224	Preschool & Primary	<u>4</u>
		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	<u>3</u>
		TOTAL HOURS	16

PROGRAM TOTAL: 47

COMPLETION AWARD: Technical Certificate

EARLY CHILDHOOD EDUCATION TECHNOLOGY

(Leading to a Career Certificate)

Advisors: A. Landfair and T. Taylor

CODE: EDC

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

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	<u>3</u>
		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	2944	Advanced Practicum	4
CDT	1224	Preschool & Primary	<u>4</u>
		TOTAL HOURS	15

TOTAL PROGRAM: 31

COMPLETION AWARD: Career Certificate

**ELECTRONICS & RELATED ENGINEERING TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION**

(Leading to a Technical Certificate)

Advisor: T. Newson

CODE: CNT

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

FRESHMEN YEAR

FALL SEMESTER

CST	1213	Networking I	3
CST	1713	Server Administration I	3
CST	1913	Mobile Device Support I	3
		II	3
CST	2113	IT Servicing Lab I	3
CST	2413	Cloud Computing	<u>3</u>
		Total Hours	15

SPRING SEMESTER

CST	1123	Basic IT Hardware	3
CST	1333	Operating Systems	3
CST	1813	Server Administration	3
CST	2123	IT Servicing Lab II	3
CST	2223	Networking II	<u>3</u>
		TOTAL HOURS	15

SOPHOMORE YEAR

FALL SEMESTER

CST	1613	Security Fundamentals	3
CST	1923	Mobile Device Support II	3
CST	2423	Cloud Computing II	3
CST	2913	Special Projects	3
WBL	2913	Work Based Learning	<u>3</u>

TOTAL HOURS **15**

PROGRAM TOTAL: 45

COMPLETION AWARD: Technical Certificate

**ELECTRONICS & RELATED ENGINEERING TECHNOLOGY
COMPUTER SERVICING TECHNOLOGY OPTION**

(Leading to a Career Certificate)

Advisor: T. Newson

CODE: CSC

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

FRESHMEN YEAR

FALL SEMESTER

CST	1213	Networking I	3
CST	1713	Server Administration I	3
CST	1913	Mobile Device Support I	
II	3		
CST	2113	IT Servicing Lab I	3
CST	2413	Cloud Computing	<u>3</u>
		Total Hours	15

SPRING SEMESTER

CST	1123	Basic IT Hardware	3
CST	1333	Operating Systems	3
CST	1813	Server Administration	
CST	2123	IT Servicing Lab II	3
CST	2223	Networking II	<u>3</u>
		TOTAL HOURS	

PROGRAM TOTAL: 30

AWARD COMPLETION: Career Certificate

HEALTH-care 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.

FRESHMAN YEAR

FALL SEMESTER

BOT	1313	Applied Business Mathematics	3 (or)
BOT	1713	Mechanics of Communication	
	1763	Communication Essentials (or)	3
BOT	1113	Document Formatting and Production (or)	
BOT	1133	Micro. Applications	3
BOT	2743	Medical Office Concepts	3
BOT	1613	Medical Office Terminology I	<u>3</u>

TOTAL HOURS **15**

SPRING SEMESTER

BOT	1643	Pathophysiology	3
BOT	1623	Medical Terminology II	3
BOT	1433	Business Accounting	or
ACC	1213	Principles of Account.	3
BOT	2523	Medical Mac. Trans. I	3
BOT	2763	Electronic Records	<u>3</u>

Total Hours **15**

SOPHOMORE YEAR

FALL SEMESTER

BOT	2183	Career Readiness	3
BOT	2643	CPT Coding	3
BOT	2653	ICD Coding	3
BOT	2663	Advanced Coding	3
BOT	2673	Medical Insurance Billing	<u>3</u>

TOTAL HOURS **15**

PROGRAM TOTAL: 45

COMPLETION AWARD: Technical Certificate

HEALTH-care 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.

FRESHMAN YEAR

FALL SEMESTER

BOT	1313	Applied Business Mathematics	3 (or)
BOT	1713	Mechanics of Communication	
	1763	Communication Essentials (or)	3
BOT	1113	Document Formatting and Production (or)	
BOT	1133	Micro. Applications	3
BOT	2743	Medical Office Concepts	3
BOT	1613	Medical Office Terminology I	<u>3</u>

TOTAL HOURS **15**

SPRING SEMESTER

BOT	1643	Pathophysiology	3
BOT	1623	Medical Terminology II	3
BOT	1433	Business Accounting	or
ACC	1213	Principles of Account.	3
BOT	2523	Medical Mac. Trans. I	3
BOT	2763	Electronic Records	<u>3</u>

Total Hours **15**

PROGRAM TOTAL: 30

COMPLETION AWARD: Career Certificate

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	1223	Restaurant and Catering Operations	<u>3</u>

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	<u>3</u>

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	2613	Hospitality Supervision	<u>3</u>

TOTAL HOURS **15**

TOTAL PROGRAM: 45

COMPLETION 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

CUT	1153	Introduction to Culinary Arts	3
HRT	1214	Sanitation and Safety	4
CUT	1115	Culinary Principles I	5
HRT	1223	Restaurant and Catering Operations	<u>3</u>
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	<u>3</u>
TOTAL HOURS			15

TOTAL PROGRAM: 30

COMPLETION PROGRAM: Career Certificate

HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION
 (Leading to a Technical Certificate)

Advisor: B. Warr

CODE: HMT

Program Description: The Hotel and Restaurant Management Technology concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers and supervisors in the hospitality and tourism industry. Completion of the two year program leads to an associate of Applied Science degree. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain Manage First Certification from the National Restaurant Association Educational Foundation or certification from the Educational Institute of American Hotel and Lodging Association in Specialized Food and Beverage Management and/or Hospitality Operations. In Addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FRESHMEN YEAR

FALL SEMESTER

HRT	1123	Introduction to the Hospitality & Tourism Industry	3
HRT	1214	Sanitation and Safety	4
HRT	1115	Culinary Principles I	5
BOT	1313	Applied Business	<u>3</u>
TOTAL HOURS			15

SPRING SEMESTER

CUT	1125	Culinary Principles II	5
HRT	2713	Mar. Hos. Services	3
HRT	1224	Restaurant & Catering Operations	4
CUT	2223	Menu Planning	<u>3</u>
Total Hours			15

SOPHOMORE YEAR

FALL SEMESTER

HRT	2613	Hospitality Supervision	3
HRT	2623	Hos. Human Resource Manage.	3
BOT	1233	Microsoft Word I	3
HRT	2233	Food & Beverage Control	3
HRT	2913	Supervised Work Experience In Hotel Restaurant Manage.	<u>3</u>
TOTAL HOURS			15

TOTAL PROGRAM: 45

COMPLETION AWARD: Technical Certificate

**HOSPITALITY AND TOURISM MANAGEMENT TECHNOLOGY
HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY OPTION**

(Leading to a Career Certificate)

Advisor: B. Warr

CODE: HRC

Program Description: The Hotel and Restaurant Management Technology concentration provides specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers and supervisors in the hospitality and tourism industry. Completion of the two year program leads to an associate of Applied Science degree. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain Manage First Certification from the National Restaurant Association Educational Foundation or certification from the Educational Institute of American Hotel and Lodging Association in Specialized Food and Beverage Management and/or Hospitality Operations. In Addition, students completing this program will be eligible to obtain ServSafe Sanitation certification from the National Restaurant Association.

FRESHMEN YEAR

FALL SEMESTER

HRT	1123	Introduction to the Hospitality & Tourism Industry	3
HRT	1214	Sanitation and Safety	4
HRT	1115	Culinary Principles I	5
BOT	1313	Applied Business	<u>3</u>
TOTAL HOURS			15

SPRING SEMESTER

CUT	1125	Culinary Principles II	5
HRT	2713	Mar. Hos. Services	3
HRT	1224	Restaurant & Catering Operations	4
CUT	2223	Menu Planning	<u>3</u>
Total Hours			15

TOTAL PROGRAM: 30

COMPLETION AWARD: Career Certificate

INDUSTRIAL MAINTENANCE TECHNOLOGY

(Leading to a Technical Certificate)

Advisors: E. Walker, Jr. & E. Bell

CODE: ITT

Program Description: This program is designed to prepare students for entry-level employment as multi-craft maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and 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 machining operations, fundamentals of piping and hydrotesting, and fundamentals of industrial electricity. Elective courses were added in an effort to allow colleges to customize the state-wide curriculum framework to meet the needs of the local economy.

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	Industrial Electricity Level I	4
BOT	1013	Intro to Keyboarding (or)	<u>3</u>
WBL	2913	Work Based Learning	
		TOTAL HOURS	17

SPRING SEMESTER

IMM	1734	Maintenance Welding and Metal	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	<u>3</u>
		TOTAL HOURS	16

SOPHOMORE YEAR

FALL SEMESTER

IMM	2613	Programmable Logic Controllers	3
IMM	2214	Advanced Electrical Industrial Maintenance	4
IMM	2424	Solid State Motor Control	4
IMM	2224	Advanced Mechanical Industrial Maintenance	4
CTE	1511	Related Studies	<u>1</u>
		TOTAL HOURS	16

PROGRAM TOTAL: 49

COMPLETION AWARD: Technical Award

INDUSTRIAL MAINTENANCE TECHNOLOGY

(Leading to a Career Certificate)

Advisors: E. Walker, Jr. & E. Bell

CODE: IMC

Program Description: This program is designed to prepare students for entry-level employment as multi-craft maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and 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 machining operations, fundamentals of piping and hydrotesting, and fundamentals of industrial electricity. Elective courses were added in an effort to allow colleges to customize the state-wide curriculum framework to meet the needs of the local economy.

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	Electricity Level I	4
BOT	1013	Intro to Keyboarding	<u>3</u>
TOTAL HOURS			17

SPRING SEMESTER

IMM	1734	Maintenance Welding and Metal	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	<u>3</u>
TOTAL HOURS			16

PROGRAM TOTAL: 33

COMPLETION AWARD: Career Certificate

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 Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxy fuel Cutting, and Gas Tungsten Arc Welding (GTAW).

FRESHMAN YEAR

FALL SEMESTER

WLT	1115	Shielded Arc Welding I	5
WLT	1225	Shielded Arc Welding II	5
WLT	1173	Welding Safety, Inspection & Testing Principles	3
WLT	1232	Drawing & Welding Symbol Interpretation	<u>2</u>

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 Processes	<u>3</u>

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	2913	Work-Based Learning	<u>3</u>

TOTAL HOURS 15

TOTAL PROGRAM: 45

COMPLETION AWARD: Technical Certificate

WELDING AND CUTTING TECHNOLOGY

(Leading to 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 Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxy fuel Cutting, and Gas Tungsten Arc Welding (GTAW).

FRESHMAN YEAR

FALL SEMESTER

WLT 1115	Shielded Arc Welding I	5
WLT 1225	Shielded Arc Welding II	5
WLT 1173	Welding Safety, Inspection & Testing Principles	3
WLT 1232	Drawing & Welding Symbol Interpretation	<u>2</u>

TOTAL HOURS **15**

SPRING SEMESTER

WLT 1135	Gas Tungsten Arc Welding	5
WLT 1124	Gas Metal Arc Welding	4
WLT 1143	Flux Cored Arc Weld	3
WLT 1313	Cutting Processes	<u>3</u>

15

TOTAL PROGRAM: 30

COMPLETION AWARD: Career Certificate

CAREER AND TECHNICAL SHORT-TERM CERTIFICATE PROGRAM

COMMERCIAL TRUCK DRIVING

(Leading to a Commercial Driver's License (CDL))

Advisor: S. Gray

Short Term Program

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. CCC's Commercial Truck Driving Program is an eight week program that prepares students to drive tractor trailers and other commercial vehicles. The program is a combination of classroom and actual road driving that includes Department of Transportation rules and regulations, safety, proper, shifting, log books, preparation of paperwork, map reading, and handling of cargo.

Each student logs a minimum of 20 contact hours of driving time with various loads, road and driving conditions. Students are required to pass the DOT Commercial Driver Written Examination and obtain a Commercial Driver's License (CDL).

Commercial Truck Driving Class I 140 Clock hours

Commercial Truck Driving Class II 140 Clock hours

COMPLETION AWARD: Certificate in Commercial Truck Driving