



  
**COPIAH ~ LINCOLN**  
**COMMUNITY COLLEGE**

**2016-2017 Catalog**

**COPIAH-LINCOLN  
COMMUNITY  
COLLEGE**

**102<sup>nd</sup> ANNUAL SESSION**

**Announcements for 2016-2017**

**Wesson Campus**

**Natchez Campus**

**Simpson County Center**

All catalog updates are reflected in the online catalog on our website at [www.colin.edu](http://www.colin.edu).

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## DIRECTORY OF INFORMATION

Copiah-Lincoln Community College  
Wesson Campus  
P.O. Box 649 (Mailing Address)  
1001 Copiah Lincoln Lane (Physical Address)  
Wesson, MS 39191  
Telephone: (601) 643-5101

Copiah-Lincoln Community College  
Natchez Campus  
11 Co-Lin Circle  
Natchez, MS 39120  
Telephone: (601) 442-9111

Copiah-Lincoln Community College  
Simpson County Center  
151 Co-Lin Drive  
Mendenhall, MS 39114  
Telephone: (601) 849-5149

E-mail addresses can be found at our website: [www.colin.edu](http://www.colin.edu)

### AFFILIATIONS

Copiah-Lincoln Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate in Arts and Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Copiah-Lincoln Community College. The commission is only to be contacted if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, and other college-related information should be addressed directly to the college and not to the office of the Commission on Colleges.

Copiah-Lincoln Community College is also an active member of the American Association of Community Colleges, the Mississippi Association of Community and Junior Colleges, the Mississippi Association of Colleges, and the Southern Association of Community and Junior Colleges.

### NON-DISCRIMINATION

Copiah-Lincoln Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or other factors prohibited by law in any of its educational programs, activities, admissions, or employment practices. The following offices have been designated to handle inquiries and complaints regarding the non-discrimination policies of Copiah-Lincoln Community College.

Questions, complaints, or requests in regard to Title IX directives should be made to the Title IX Coordinator, Dr. Brenda Brown Orr, Sandifer Building, John Landress Circle, Wesson, MS 39191, (601) 643-8671.

Questions, complaints, or requests in regard to Section 504 directives should be made to: Wesson Section 504 Coordinator, Beverly Barnes, Henley Building, Lester R. Furr Dr., Wesson, MS 39191, (601) 643-8397; or Natchez Section 504 Coordinator, Zach Moulds, Tom Reed Academic Building, 11 Co-Lin Circle, Natchez, MS 39120, (601) 446-1205; or Simpson Section 504 Coordinator, Michelle Crace, Sidney Parker Academic Building, 151 Co-Lin Dr., Mendenhall, MS 39114, (601) 849-0126.

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Addenda reflecting catalog changes are published periodically. It is each student's responsibility to obtain these addenda. Counselors and advisors are available to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other college regulations rests with the student.

### BOARD OF TRUSTEES

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 Roy F. Winkworth, *Vice Chairman*  
 Tommy Sasser, *Secretary*  
 Steven Ammann  
 Steve Amos  
 Ray Brown, Jr.  
 Ray Carlock  
 Jack Case  
 Mary Cleveland

Rickey Clopton  
 Chris Dunn  
 Lynwood Easterling  
 Tammy Fairburn  
 Charles "Chuck" Gilbert  
 Darryl Grennell  
 Willie Harrison  
 Joyce Johnson  
 Tommy Jolly

Melton King  
 Randall Lofton  
 Mickey Myers  
 Greg Paes  
 Johnny Pyles  
 Roland Ross  
 Troy Stewart, Sr.  
 Vince Turner  
 Barry Tyson

### BOARD OF SUPERVISORS

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 David Carter  
 Ricky Gray  
 Angela Gibson Hutchins  
 Mike Lazarus

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 Daryl K. McMillan, Sr.  
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 Bobby J. Watts  
 Nolan Earl Williamson  
 Rev. Jerry Wilson

#### **Simpson County**

Mickey Berry  
 Danny Craft  
 Brian Kennedy  
 Randy Moore  
 Curtis Skiffer



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# CALENDAR OF INSTRUCTIONAL PROGRAM \*

## GENERAL SESSION 2016-2017 \*

### Fall Term 2016

August 8 - 12 (Mon.-Fri.) .....	Fall Convocation and Campus Faculty Meetings
August 10 (Wed.) .....	Dormitories Open at 1:00 p.m. - Wesson
August 11 (Thurs.) .....	Registration - All Campuses
August 15 (Mon.) .....	Begin Regular Class Schedule (On-ground/Hybrid)
August 16 (Tues.) .....	Last Day for Registration and Schedule Changes (On-ground/Hybrid)
September 5 (Mon.) .....	Labor Day Holiday
October 17 - 18 (Mon.-Tues.) .....	Fall Break (Tentative)
November 21 - 25 (Mon.-Fri.) .....	Thanksgiving Holidays
December 6 - 8 (Tues.-Thurs.) .....	Exam Period for On-ground/Hybrid (Check Individual Campus for Specific Dates)
December 9 (Fri.) .....	Final Grades Due to Admissions, 2:00 p.m. (On-ground/Hybrid)
December 14 (Wed.) .....	Graduation, Wesson Campus - Begin at 9:30 a.m.
December 15 (Thurs.) .....	Christmas Holidays - Begin at 4:00 p.m.

### Spring Term 2017

January 3 (Tues.) .....	ALL Employees Return to Work
January 5 (Thurs.) .....	Registration - All Campuses
January 9 (Mon.) .....	Begin Regular Schedule (On-ground/Hybrid)
January 10 (Tues.) .....	Last Day for Registration and Schedule Changes (On-ground/Hybrid)
January 16 (Mon.) .....	State/National Holiday
March 13 - 17 (Mon.-Fri.) .....	Spring Holidays
April 14 - 17 (Fri.-Mon.) .....	Easter Holiday
May 2 - 4 (Tues.-Thurs.) .....	Exam Period for On-ground/Hybrid (Check Individual Campus for Specific Dates)
May 5 (Fri.) .....	Final Grades Due to Admissions, 2:00 p.m. (On-ground/Hybrid)
May 10 (Wed.) .....	Graduation - Wesson
May 11 (Thurs.) .....	Graduation - Simpson County
May 12 (Fri.) .....	Graduation - Natchez

### Summer Term 2017

May 22 - June 2 .....	Maymester Term
May 15 - July 21 .....	Career Term
May 29 (Mon.) .....	Memorial Day Holiday
June 2 (Fri. by noon) .....	Last Day to Register for First Term (On-ground/Hybrid)
June 5 - June 29 .....	First Summer Term (On-ground/Hybrid)
June 5 - Aug. 1 .....	Evening Term
June 30 (Fri. by noon) .....	Last Day to Register for Second Term (On-ground/Hybrid)
July 3 - 4 (Mon.-Tues.) .....	July 4th Holiday
July 5 - Aug. 1 .....	Second Summer Term (On-ground/Hybrid)

\* Refer to the eLearning website for eLearning Calendar at [www.colin.edu/elearning](http://www.colin.edu/elearning).

## **GENERAL INFORMATION**

### **HISTORY OF THE COLLEGE**

Copiah-Lincoln Agricultural High school was established in the fall of 1915 in Wesson, Mississippi through the joint efforts of Copiah and Lincoln Counties. In 1928, the agricultural high school grew to become Copiah-Lincoln Junior College (General Laws of Mississippi, Sec. 308, Chapter 283). Additional supporting counties were added including Simpson (1934), Franklin (1948), Lawrence (1965) Jefferson (1967), and Adams (1971). A facility located in Natchez had its early beginnings in 1972 with legislative action establishing it as a campus in 1975. A similar facility in Simpson County had its beginnings in 1997, and was built on 16th section land in Mendenhall in 2005. In 1988, the board renamed the college Copiah-Lincoln Community College in recognition of the broad mission of the institution. The college has an annual enrollment of over 3000 students, 60 buildings, and 525 acres.

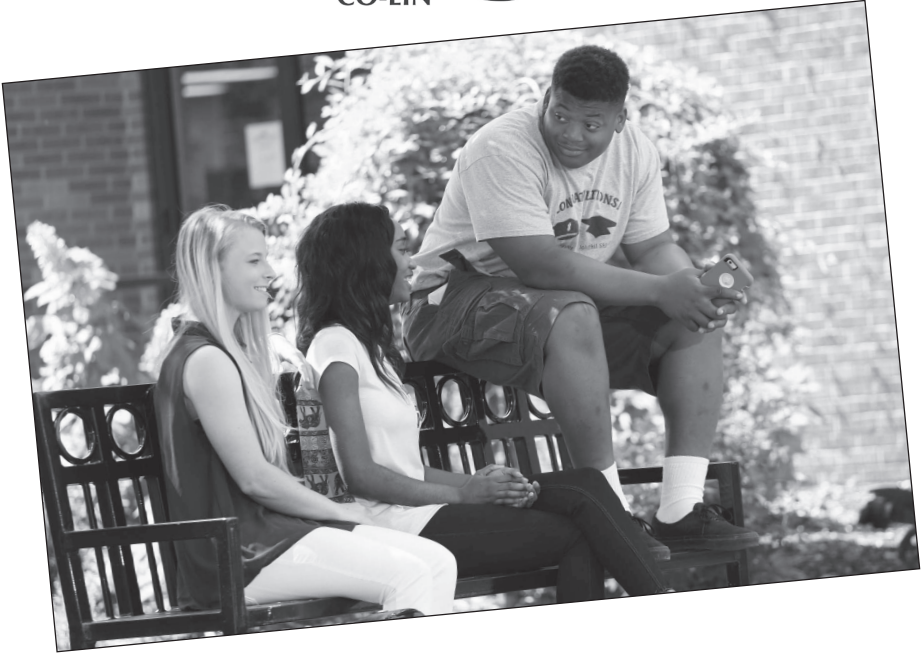
### **MISSION STATEMENT**

The mission of Copiah-Lincoln Community College is to provide educational programs, economic development services, cultural and recreational opportunities through quality instruction and high expectations and service in a safe, student-centered environment.

### **GOALS OF THE COLLEGE**

Copiah-Lincoln Community College will:

- 1) promote student retention, completion, transfer, and employment.
- 2) improve student learning and expand enrollment opportunities and delivery modes
- 3) optimize fiscal, human, technological, and physical resources to enhance learning and operations
- 4) sustain community partnerships, student engagement, and service.



## ADMISSIONS

## **ADMISSIONS POLICIES**

Copiah-Lincoln Community College ascribes to an “open admissions” policy consistent with all appertaining laws. The college embraces the philosophy that students be provided the opportunities for learning experiences, e.g. developmental courses, counseling, tutorial assistance, etc., that will help the individual students to succeed in achieving their educational goals.

Copiah-Lincoln Community College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate program options to help student success. There are no programs designed for transfer to senior institutions that require a minimum ACT score for admission.

Admission to Copiah-Lincoln Community College is not denied to any student on the grounds of sex, race, color, religion, national origin, or disability.

### **ACADEMIC AND TECHNICAL PROGRAMS FIRST-TIME ENTERING COLLEGE STUDENTS**

Candidates for enrollment in the freshman class must submit the following:

1. An Admission’s Application on the official form furnished by the college.
2. An official transcript from an accredited high school indicating a regular diploma with a graduation date and principal’s signature, or receipt of an official transcript from the State Board for Community and Junior Colleges, or the appropriate state adult basic education department showing satisfactory scores on the General Education Development (GED) Test.
- 3.\* Scores on the American College Test (ACT). Applicants 25 years of age or older are exempt from the ACT requirement, except in the ADN program and certain technical programs (where placement tests may be required).
4. A \$50 room deposit if the student is to live on the Wesson Campus. Non-refundable after August 1.

Admission to the college does not necessarily guarantee admission to a specific program. It is necessary to check the prerequisites for each program. Additionally, some specific classes have prerequisites or restrictive admission requirements.

\* All ACT score requirements in the catalog refer to the Enhanced ACT score.

### **CAREER PROGRAMS**

1. Application and transcript from all schools attended must be on file in the Admissions office.
2. Applicants who do not have a high school diploma or GED must make acceptable scores on the ACCUPLACER test.
3. Applicants must be of legal working age (18) upon completion of program.
4. Applicants must meet specific requirements under the program description.

NOTE: See specific requirements listed under the program descriptions.



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## CREDIT FOR PRIOR LEARNING (CPL) POLICIES

1. To apply for any CPL, the student must be eligible for admission to Copiah-Lincoln Community College as a student.
2. No more than 75% of the total hours applicable toward a degree or certificate may be awarded through CPL. (NOTE: this percentage must be less than 75% based on SACSCOC policy that requires that students must earn 25% or more of credits applied toward the degree through the SACs accredited member's own direct instruction.)
3. All CPL must be awarded before the semester prior to graduation.
4. CPL credits satisfy prerequisite requirements in the same manner that their course equivalencies do at the institution.
5. A student who wishes to apply for CPL in a by-passed course must complete the process by midterm of the semester in which the student is enrolled in the more advanced course.
6. A student may not apply for CPL for a course that he/she is currently enrolled in, for a course that they have previously taken with a failing grade, or for a course in which he/she has audited.
7. For CPL in which a grade is not awarded, a "P" for pass is recorded on the student's transcript by the college Registrar. No quality points are earned and such credit does not enter into grade point average determination.
8. Copiah-Lincoln Community College accepts prior learning credits that have been awarded by other regionally accredited institutions as per the college's transfer policy. These credits have the same limitations in their use in meeting graduation requirements as do CPL credits earned at Copiah-Lincoln Community College and will be used in computing the total hours of CPL for which a student is eligible.
9. A student who intends to use credit for CPL in a course in which a grade has not been awarded to meet degree requirements at another institution should check the requirements of the receiving institution.
10. Students who have taken a College Board AP Credit Examination must have scored at least a "3" to receive appropriate course credit. Students can earn up to (9) semester hours credit with no more than three (3) semester hours or one (1) course in a given subject-matter area. The student must request that an official transcript from the College Board be sent to the college Registrar. When Advanced Placement Credit is considered for placement purposes, the placement decision is made by the Dean of Academic Instruction.
11. A student who has not earned college-level credit in a subject area may take an Advanced Placement Examination (CLEP, DSST, or AP) for courses offered by Copiah-Lincoln Community College. Copiah-Lincoln Community College does not administer these exams.
12. Subject Area Examination (CLEP): Credit on the CLEP subject area examination will be awarded only to those students who make a scaled score of 50 or above. The appropriate Dean or Vice President, along with the appropriate Division Chairperson in consultation with the Registrar, will make the determination as to specific course credit to be granted on CLEP subject area examination. Credit appearing on another institution's transcript will be accepted as transfer credit. The combined credit on all CLEP examinations, both general and subject area, may not exceed 24 semester hours. (Note: These credits may or may not be accepted by each university at their discretion.)

Credit may be granted for successful completion of the general examination in the following manner.

English Composition.....	ENG 1113, ENG 1123.....	6
Social Science .....	History.....	3
	Social Science Elective.....	3
Humanities .....	ART 1113 .....	3
	Literature.....	3
Mathematics .....	MAT 1313 .....	3
	MAT Elective.....	3
	<b>MAXIMUM TOTAL.....</b>	<b>24</b>

- 13. Enrolled students in good academic standing must be pursuing a Copiah-Lincoln Community College Associate Degree, Associate in Applied Science Degree, or technical certificate to apply for Credit by Examination, Portfolio Assessment, or a Professional Certification Credit. Students may only apply for Credit by Examination, Professional Certification Credit, or Portfolio Assessment for courses directly applicable to curriculum requirements in the student’s declared certificate or degree program.
- 14. Requisite criteria for evaluation for Professional Certification Credit are determined by the Dean of Career-Technical Education in partnership with department faculty.
- 15. A student may apply for Credit by Examination or Portfolio Assessment only once in the same course.
- 16. To award a grade for Credit by Examination or Portfolio Assessment, the appropriate faculty will develop a matrix or rubric that clearly identifies the published course learning outcomes and techniques for assessing mastery at the 100, 90, 80, and 75% levels. This rubric or matrix will be affirmed by the Dean of the division. All work assessed by Credit by Examination or Portfolio Assessment must meet a minimum of 75% or "C" level proficiency for all of the course learning outcomes and/or technical competencies. This "C" level must be determined by the faculty to maintain academic integrity and rigor.

**CREDIT FOR PRIOR LEARNING FEES**

Students requesting Advanced Placement Credit must pay the non-refundable third party vendor fee for CLEP, DSST or AP plus.

Students requesting Military Education and Training Credit are not required to pay a processing fee.

Students requesting Professional Certification Credit, Credit by Examination or Portfolio Assessment Credit must pay a non-refundable fee of \$50.00 per course prior to taking an examination or providing the appropriate documentation to the Dean of the division.

**CREDIT FOR PRIOR LEARNING APPEALS**

Copiah-Lincoln Community College has established a process for Credit for Prior Learning appeals.

“CPL Appeals” involve the student, instructor and/or the Dean of the division in which the course is housed. Students may challenge: 1) being denied CPL credit; and/or 2) the grade awarded through Credit by Examination or Portfolio Assessment.

The student must apply for a CPL appeal before the end of the semester in which CPL was requested and/or the CPL examination was administered. Any challenge or appeal that is submitted beyond the prescribed deadline will be denied.

## **DUAL ENROLLMENT PROGRAM**

High school students may earn college credit while they are still attending high school and enrolled in high school courses. Only students with a 3.0 or higher grade point average on a 4.0 scale on all high school courses are eligible to enroll. There is no obligation on the part of the student to enroll at Copiah-Lincoln Community College after high school graduation. The same regulations apply to Dual Enrollment Program students as to regular students.

**To be admitted to the Dual Enrollment Program, students must submit the following:**

1. A completed Copiah-Lincoln Community College application for admission.
2. A high school transcript which documents a minimum of fourteen (14) core high school units with a grade point average of 3.0 or higher on a 4.0 scale.
  - a) Students who have an ACT score of 30 or higher may be granted Dual Enrollment status without completing fourteen (14) units provided all other criteria are met.
  - b) Home-schooled students should refer to the Admissions – Special Situations section of the college catalog.
3. A composite score on the American College Test (ACT) of sixteen (16) or the equivalent SAT score.
  - a) Students enrolling in English Composition I must have a minimum ACT sub-score of 17 in English.
  - b) Students enrolling in College Algebra must have a minimum ACT sub-score of 19 in math and successfully completed Algebra II.
4. A recommendation form, provided by the college, from the high school principal and/or guidance counselor stating ACT score, number of core high school units completed, and GPA. A home-schooled student must have the form completed by a parent/teacher.

**NOTE:** Dual enrollment/dual credit programs in the Career-Technical area may have special entrance requirements.

## **FOREIGN STUDENT ADMISSIONS POLICY**

Foreign students applying for admission at Copiah-Lincoln Community College must meet the following requirements to be considered for admission:

1. Meet general admission requirements.
2. Those who are not of an English speaking country must furnish the office of Admissions and Records score reports indicating acceptable scores on the Test of English as a Foreign Language (TOEFL).

3. The TOEFL may be waived for foreign students who have attended another college or university with the completion of all freshman English courses (six hours) with a 2.0 grade point average or better.
4. Each student must present documented proof of available financial support.
5. Copiah-Lincoln Community College will not provide on-campus housing for foreign students unless all U.S. citizen housing needs are met and there is still additional housing available.
6. All transcripts must be evaluated and certified by a reputable American transcript evaluation service.

After the prospective student has met the above requirements, the admissions application will be referred to the Special Admissions Committee. If admitted, the college will issue an I-20, which will enable the student to request a change to F-1 status to enter the United States legally and attend college. International students will be charged out-of-state tuition.

### SPECIAL ADMISSIONS

The application of students with special circumstances will be referred to the Special Admissions Committee and will be considered on an individual basis. These situations could involve students seeking admission who have graduated from a home-school program, students seeking early admissions, students graduating with an occupational diploma, or students with other special circumstances. The Admissions Committee will make a recommendation to the appropriate Dean or Vice President regarding enrollment status. A student admitted by the committee will be placed on academic probation and must successfully complete a minimum of 6 hours with at least a 1.5 GPA for the first semester.

### TRANSFER STUDENTS

A transfer student is defined as one who has satisfactorily completed twelve or more semester hours of college transfer credit at another regionally accredited college or university. These individuals must complete an official Copiah-Lincoln Community College application. Official transcripts of all work done at all institutions previously attended must be submitted to the appropriate Admissions Office personnel. A student who is transferring less than twelve semester hours of credit must also meet the requirements of first time entering students as outlined in the college catalog.

Course work transferred in or accepted for credit toward a degree must be completed at an institution accredited as degree-granting by a postsecondary regional accrediting commission at the time the course work was completed. Exceptions to this policy will be determined by the appropriate Dean or Vice President. Applicants whose records show unsatisfactory scholastic standing may be accepted on probation by the Admissions Committee if their individual cases indicate they deserve such consideration. **Students who are on academic suspension from another institution will not be eligible to enter Copiah-Lincoln Community College until they are eligible to re-enter the institution from which they are suspended.**

All grades of "D" or above will be accepted as hours attempted and hours passed. If a student has less than a 2.00 GPA on transfer work as determined by the current method of

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computing grade point average, sufficient quality points must be earned at the college in order to graduate. Excessive quality points from another institution cannot be used to raise a deficient grade point average on courses taken at the college.

All transfer work is evaluated by the appropriate Admissions Office personnel at each campus. He/she assesses and determines the courses which should apply toward degree requirements. Transfer of any technical credits (other than college transfer credits) is evaluated on an individual basis. Developmental work will not be accepted as transfer work toward meeting graduation requirements.

### **REVERSE TRANSFER**

Reverse Transfer Credits are credits transferred from another accredited community college or university that will allow students to obtain an Associate in Arts degree. If a student has at least 25% of required coursework with Copiah-Lincoln Community College, they will qualify for reverse transfer credits to be applied towards their degree. Copiah-Lincoln Community College can only accept credits for classes that are taught at Co-Lin. Not all earned credits can be accepted as transfer credits.

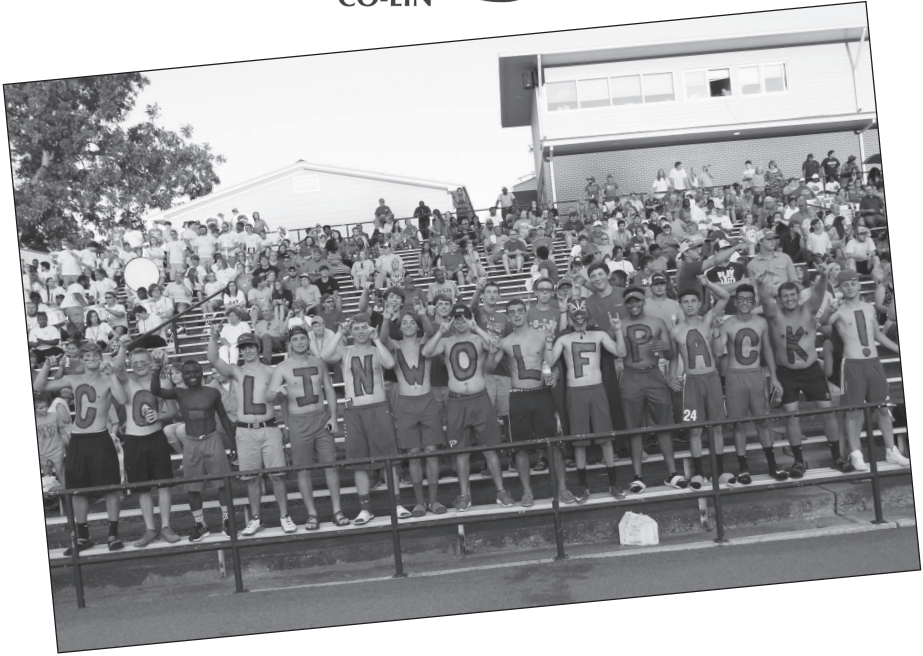
To apply:

1. Complete and submit a Reverse Transfer Application located on the Co-Lin website.
2. Have official transcripts sent from all colleges attended. When contacting colleges make sure to let them know these transcripts are for reverse transfer purposes.

### **VETERANS SERVICES**

Co-Lin welcomes all military-related students and has long been recognized as a military-friendly institution by several agencies. Policies and procedures within this catalog will apply much the same for military-related students. The Veterans Services Office (VSO) can assist prospective and current military-related students in application, registration, financial aid, and other college processes whether a person is using military-related benefits or not. Satisfactory progress and attendance applies the same as any other student, yet the VSO can aid where military commitments compound these areas. Veterans who are attending college after a period of active duty in the armed forces may be eligible to receive undergraduate college credit. Inquiries about college credit for military service may be directed to the VSO. It is the military-related student's responsibility to notify the VSO of any changes to their student status while at Co-Lin.





## **STUDENT SERVICES AND ACTIVITIES**

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## STUDENT SERVICES

The Division of Student Services bears the responsibility of providing those services to the students of Copiah-Lincoln Community College which are not directly related to actual classroom work. This division attempts to maintain adequate facilities and services in the areas of housing, financial aid, food services, recreational activities, social activities, health services, student activities, athletics, counseling, and student participation in self-government.

### STUDENT ORGANIZATIONS, ACTIVITIES, AND RECREATION

Copiah-Lincoln Community College believes in and promotes a well-rounded program of student activities. It is a part of the philosophy of Copiah-Lincoln Community College that students gain development for life citizenship from participation in various student organizations as well as from classroom activities. Therefore, all students are encouraged to participate in some student activity. A complete list of clubs that promote academic, cultural, and professional interest and growth among students can be found in the most current Student Handbook.

Copiah-Lincoln Community College strives to continually improve the recreational facilities available to its student body. On the Wesson Campus, recreational activities are provided in the Student Activity Center in Callender Hall. The Student Activity Center is equipped with pool tables. Callender Hall contains a regulation-size gymnasium on the second floor. This area is used for basketball and volleyball. Callender Hall is open at designated times Sunday through Thursday. The Fitness Room with machines and free weights is located by Stone Stadium. Across from the Fitness Center is the Oswalt Nature Trail that may be used for walking or running.

On the Natchez Campus, a Wellness Center with weights, fitness machines, and an area for aerobic exercise is available to students enrolled in HPR classes, faculty, and staff. On the Simpson County Center, activities are supported through the use of nearby facilities.

### BOOKSTORE

The bookstore is the source for all college textbooks, school supplies, art and drafting supplies, greeting cards, posters, study notes, sportswear, lab supplies, and departmental supplies.

All students are expected to own a textbook for each course. The cost of books varies in different fields of study. Many students buy used books for considerable savings. Second-hand books, as well as new books, may be purchased at the college bookstore.

All hardbound textbooks which are in good condition and are on the adopted textbook list for the following year may be bought back from the students. Books may be sold back to the bookstore during exam week only.

## **COUNSELING**

Copiah-Lincoln Community College recognizes the fact that almost all beginning college students need assistance in making educational and career plans as well as help with their own personal adjustments. The primary goal of the counseling program at the college is not simply to direct the student, but to aid each individual in understanding and solving various problems which may arise.

A complete program of career, educational, and personal counseling is conducted on campus through the services of trained counselors working in cooperation with all other faculty members. A library of occupational and educational material is maintained for students who may seek additional knowledge regarding careers and/or senior institutions. Assistance is offered to graduating career and technical students in locating suitable employment. Consultation services are also offered through this office in regard to labor market survey, job analysis, and job openings.

### **Counseling Center Locations:**

- Wesson Campus - Henley Student Union (Academic)  
Fortenberry Building (Career-Technical)
- Natchez Campus - Admissions Office in the Academic Center (Academic)  
Redd-Watkins Career-Tech Center (Career-Technical)
- Simpson County Center - Administrative Offices (Academic & Career-Technical)

## **DISABILITY SUPPORT SERVICES**

On each campus, the college maintains an Americans with Disabilities Act (ADA) Reasonable Accommodations Committee which addresses in-depth and detailed requests made by students and prospective students. The committee is comprised of individuals representing both Academic and Career-Technical faculty and staff. It is the responsibility of the student, including eLearning students, to make the request for special accommodations and to provide official documentation of the disabling condition and the need for special accommodations. Through the assistance of instructors, parents, rehabilitation counselors and the students, a determination can be made concerning the request. Committee recommendations are then forwarded to the following: the Vice President of Instructional Services on the Wesson Campus, Vice President of the Natchez Campus, or Vice President of the Simpson County Center before final action is taken.

A person requesting special accommodations because of a disability needs to self identify and adhere to the following:

1. Complete an application for Disability Support Services.
2. Provide medical documentation for the disability.
3. Discuss his/her need for special accommodations with a member of the ADA Reasonable Accommodations Committee providing a detailed written request for needed accommodations.
4. For situations which involve substantial changes in policies, procedures, or physical structures, a request must be made in writing to the chairperson of the

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ADA Reasonable Accommodations Committee six months prior to the anticipated date of enrollment.

The ADA Reasonable Accommodations Committee will respond to such request within 30 days after it is received.

Each of the student's instructors receives notice as to special accommodations which have been requested and approved for the student. The college makes every effort to accommodate student requests where possible.

## **GRIEVANCE POLICY/COMPLAINTS**

For complaints or appeals related specifically to services with disabilities provided by Copiah-Lincoln Community College as required under the Americans with Disabilities Act, the following procedures will be followed. Address the complaint to the appropriate designated ADA/504 Coordinator or the chair of the Grievances/Appeals Committee on the appropriate campus/center.

1. The written complaint should contain the name and address if the person(s) filing it and briefly describe the alleged violation of the regulations. It should be filed with the designated ADA/504 Coordinator or the chair of the Grievance/Appeals Committee within ten workdays from the alleged complaint.
2. An investigation conducted by the coordinator or chair, as may be appropriate, shall follow the filing of the complaint. The investigation shall be informal but thorough, and it should afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
3. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA/504 Coordinator or the chair of the Grievances/Appeals Committee and forwarded to the complainant no later than ten workdays after the filing.
4. The ADA/504 Coordinator shall maintain the files and records relating to the complaints for a period of at least three years.
5. If a grievance is against the ADA/504 Coordinator, the above procedures are to be followed. The initial complaint will be made to the Grievance/Appeals Committee Chair or to the Coordinator's supervisor.
6. The complaint can request consideration of the case in instances of dissatisfaction with the resolutions. The request for reconsideration should be made to the appropriate Dean and/or Director of the Division or Center (Academic, Career & Technical, eLearning), Dean of Student Services on the Wesson Campus, Vice President of the Natchez Campus, or Vice President of the Simpson Co. Center within ten workdays of the resolution of the complaint. The Dean and/or Director will then meet with the designated ADA/504 Coordinator as well as the complainant (if deemed necessary). The Dean and/or Director will make his/her decision and communicate it to the student in writing within ten working days of the student's reconsideration request.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by nor shall use of this procedure be a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested persons, to meet the appropriate due process standards, and to assure that the college complies with ADA.
9. Students may further appeal any of these decisions within the hierarchy of the institution. The President of the college is next in the chain of command above these persons and committees.
10. Although students are encouraged to attempt to resolve a grievance within the campus process, the student has the right to file any grievance directly to the Office of Civil Rights.

### **NON-RETALIATION STATEMENT**

An individual filing a complaint of discrimination in good faith shall not be subjected to any form of retaliation by the college. An individual may file a complaint alleging retaliation.

### **DINING SERVICES**

Dining Services for the Wesson and Natchez Campuses are operated by Valley Services, Inc. Copiah-Lincoln Community College and Valley currently operate dining facilities on both campuses. Serving hours at both Natchez and Wesson vary based on student enrollment.

### **RESIDENCE HALL INFORMATION – WESSON CAMPUS**

Students who plan to reside in a residence hall are encouraged to make an on-campus visit to make a room reservation and to request roommates. A non-refundable room deposit of \$50 is due at the time a housing application is submitted. Rooms will be assigned according to classification and the date the room deposit was paid. ACT scores will also be a consideration in the assignment of dormitory rooms. Students are allowed the privilege of requesting a specific room and roommates at the time they pay deposits. This request will be honored if at all possible. Rooms will not be held for students after the first three days of classes, unless special arrangements have been made with the Director of Housing.

**The reservation fee is NOT REFUNDABLE after August 1, unless students pay one semester's room rent.** Students losing a dormitory key will be assessed a fee of \$100 to have the key replaced and the lock changed.

Men's residence hall include: Bates, Simpson, Franklin, Lincoln, and Lawrence. Women's residence hall include: Stevens, Stevens Annex, Copiah, and Ellis Apartments. Students should furnish their rooms with the following articles: sheets, pillows, bedspreads, blankets, towels. The rooms are furnished with single width beds and mattresses, dresser, desk and chairs. **All residence halls are non-smoking.**

**NOTE:** College Student Housing has the discretion to deny on-campus housing to an applicant who has been convicted of a felony, if it appears that the applicant has personal history that presents an unacceptable risk to the residence hall community.



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## **RESIDENCE HALL STUDENTS - ACADEMIC GUIDELINES**

All students must be enrolled in a minimum of 12 semester hours to live in the residence hall. To be eligible for honors housing, students must have a 21 or above ACT score or be a sophomore with a 3.0 or better GPA. Returning sophomore students will be given priority in honors dormitories if they request a reservation in Student Services by the third Friday in April.

Any student who is enrolled at the college must maintain a 2.0 GPA or better to be eligible for campus housing. All residence hall students who are in non-compliance with these GPA standards at mid-term (9 weeks) will be sent a written warning of their residence hall status. Notification of non-compliance of these regulations will be made by the Dean of Students. If students at the end of the semester are in non-compliance, they will lose campus housing privileges.

Any person may appeal dismissal from campus housing. Such appeal must be in writing and directed to the Director of Housing. Any appeal by students not meeting these requirements will be directed to the dormitory appeals committee, which consists of the Director of Housing, the student's dormitory host or hostess, and the Dean of Student Services. This policy was endorsed by the Student Government Association in the spring of 1993.

## **HEALTH SERVICES**

For resident students, the college has a school nurse and a school doctor available to assist students with health issues. The school nurse is available Monday through Thursday, 10:00 a.m. to 3:00 p.m., and Friday, 10:00 a.m. to 1:00 p.m. Resident students in need of health services should report to Student Services to schedule an appointment with the school nurse or the school doctor. If a student needs assistance when Student Services is closed, he/she should contact their residence hall host or hostess.

Region 8 Mental Health Services provide diagnostic screening on the Wesson Campus in the Henley Student Union.

## **LIBRARY RESOURCES**

Copiah-Lincoln Community College promotes educational excellence by providing library resources to the students, faculty, and staff wherever the educational experience takes place. Facilities located on each campus (the Evelyn W. Oswalt Library on the Wesson Campus; the Willie Mae Dunn Library on the Natchez Campus; and the Fred and Jewett Taylor Library at the Simpson County Center) house a carefully selected variety of materials that supports the curriculum of the college.

The district-wide resources include printed volumes, electronic books, current periodicals, multi-media software, and online databases. An online catalog provides patrons access to the district-wide holdings. Students on one campus may borrow materials from the other campus. Each library provides patrons with computers for accessing the resources.

A vast range of information is available from the library website including access to the online catalog, state-wide databases provided by the MAGNOLIA and MELO consortiums, and databases provided by the college. From the library website, patrons can click links and access additional governmental and educational websites, as well as, the other academic institutions in Mississippi. The MAGNOLIA databases are funded through the Mississippi Legislature. The MAGNOLIA Steering Committee selects the databases which are included in MAGNOLIA. MELO is funded by a grant from the Mississippi Community College Board.

Although the libraries are designed primarily as “self-service” operations, trained personnel are on duty to assist patrons in using the facilities. Library hours of service, contact information, and general rules are available on the library website at [www.colin.edu/librariesmain](http://www.colin.edu/librariesmain). Passwords and instructions on the use of the databases can be obtained by contacting one of the libraries.

### **MAIL SERVICE**

All residence hall students at Copiah-Lincoln Community College, Wesson Campus, may purchase mailboxes in Callender Hall. Mail should be addressed: Student Mail with student’s name, box number, Copiah-Lincoln Community College, Wesson, Mississippi, 39191.

### **SEXUAL HARASSMENT POLICY**

Sexual harassment is defined by the EEOC as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to them or rejection of this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance, or creates an intimidating, hostile or offensive work environment.” Such harassment is a form of illegal sex discrimination.

It is the policy of the Copiah-Lincoln Community College to maintain a learning and working environment that is free from sexual harassment. No employee or student of the college district shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the Copiah-Lincoln Community College staff to harass another staff member or student through conduct or communications of a sexual nature as defined in this policy. It shall also be a violation of this policy for students to harass other students or staff through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing sexual harassment within her or his school or office. Violations of this policy or procedure will be cause for disciplinary action. Sexual harassment, as set forth in this policy may include, but is not limited to, the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, etc.; and

- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, etc.

An extreme form of sexual harassment is sexual violence. Sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Acts of sexual violence are not and will not be tolerated by the college. In the event the college does determine that an act of sexual violence has occurred, the college will take steps, as it deems appropriate, to resolve the situation.

Any student who wishes to file a complaint of sexual harassment against a student, employee, or vendor of the college shall follow the following policy:

- All student complaints against a Copiah-Lincoln Community College student, employee, or vendor should be made to the Title IX Coordinator (Dr. Brenda Orr; PO Box 649, Wesson, MS 39191; 601-643-8671).

Any complaint which is not resolved administratively to the complete satisfaction of the complaining employee will be decided by the Employee Council. College personnel should always contact either the Dean of Student Services or Title IX Coordinator when they become aware of an incident of sexual harassment or sexual violence. It is the policy of the college to comply with the requirements of Title IX of the Education Amendments of 1972, 20 U.S.C. Sec. 1681, et seq. as it relates to sexual harassment and/or sexual violence.

## **STUDENT CONDUCT**

One of the objectives of Copiah-Lincoln Community College is to develop self-reliance and to form desirable and acceptable habits of conduct. Instead of numerous regulations designed to cover in detail matters of student conduct, all students enrolled in the college will be expected to conform to the standard rules of a polite society. Some acts of misconduct which are unacceptable and subject the student to disciplinary action are listed in the Copiah-Lincoln Community College Student Handbook.

All matters relating to discipline outside the classroom are under the jurisdiction of the Dean of Student Services at the Wesson Campus, the Vice President of the Natchez Campus, and the Vice President of the Simpson County Center. Student conduct in the classroom is under the jurisdiction of the Dean of Academic Instruction (Wesson Campus), the Dean of Career, Technical, and Workforce Education (Wesson Campus), the Vice President of the Natchez Campus, and the Vice President of the Simpson County Center. Specifics may be found in the "Classroom Etiquette" section of the Copiah-Lincoln Community College Student Handbook.

## **STUDENT COMPLAINTS**

When students encounter problems on campus that they do not know how to resolve, they should attempt to work out the problem by initially discussing it with those involved. If a problem or issue still exists after that discussion, the student has the right to initiate a formal complaint. All formal complaints must be put in writing using the official Student Complaint Form (paper or online version) by following the steps below:

1. Each campus location processes its own complaints. Students should contact the Vice President of the Natchez Campus, Vice President of the Simpson County Center or the Dean of Student Services at the Wesson Campus, as appropriate. (Instructional complaints on the Wesson Campus should be directed to the Dean of Academic Instruction or the Dean of Career, Technical, and Workforce Education.) eLearning students may submit complaints electronically via the Student Complaint Form at [www.colin.edu/eLearning](http://www.colin.edu/eLearning).)
2. Students should express the nature of the complaint and pertinent information on the college's Student Complaint Form and submit the completed form to the appropriate person listed above. Student complaints must be filed no later than the end of the following semester after the issue in question occurred.
3. The college representative receiving the complaint will either process the complaint personally or refer it to the appropriate person for disposition. All student complaints will be processed and final determination will be made by college personnel who are not directly involved in the alleged problem. All student complaints will be processed within 60 working days or sooner depending upon the nature and circumstances of the complaint.
4. Students have a right to due process for any grievance. If the student is not satisfied with the resolution of the grievance, the student may then appeal to the President in writing within three (3) days of the previous decision. Any student who does not submit a written appeal by that date forfeits any further consideration in this matter. The President's decision will be final.
5. No adverse action will be taken against the complaining student by the college personnel as a result of the complaint.
6. For complaints regarding Sexual Harassment, Title IX, or Section 504 directives, refer to the sections in this manual as special provisions apply.

## **STUDENTS OBTAINING ACADEMIC REWARDS (SOAR)**

### **Natchez Campus**

Students Obtaining Academic Rewards (SOAR), a Student Support Services program, is funded by the U.S. Department of Education, Federal TRiO Programs. The program is designed to provide academic support services to improve academic performance and increase retention and graduation rates of eligible students.

SOAR provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. The HUB, a full service computer lab, is available for participant use.

Services provided include:

- Academic tutoring
- Academic advisement
- Assistance in completing the FASFA, scholarship applications, and other financial aid applications
- Financial and economic literacy education and counseling
- Career counseling

- Transfer assistance
- Academic success skills and personal development workshops
- University campus tours
- Exposure to cultural enrichment events and activities

For additional information or to apply for services, please stop by the HUB located in the Tom Reed Academic Building on the Natchez Campus.

## **TECHNOLOGY**

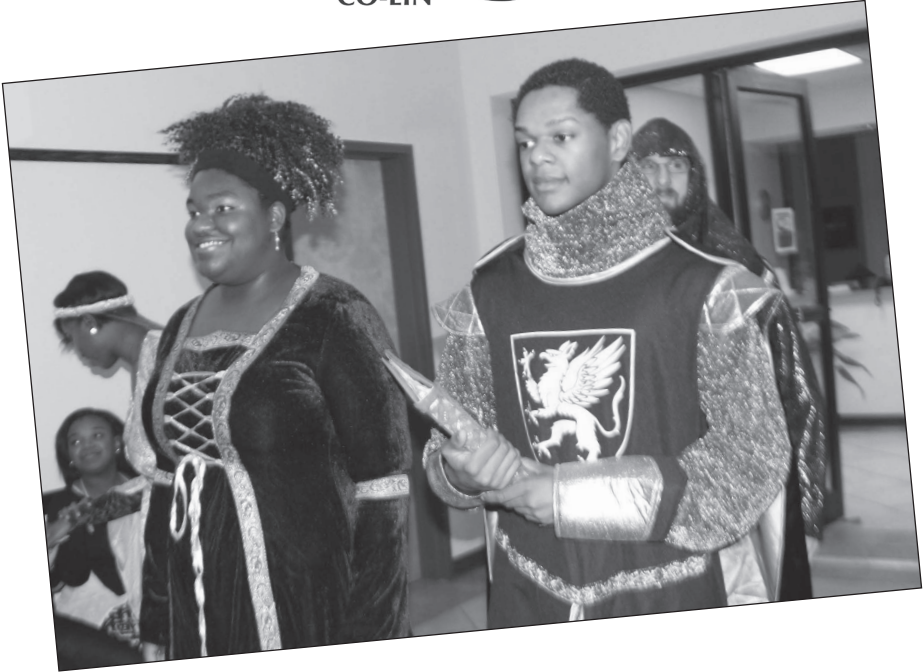
The Technology Department at Copiah-Lincoln Community College provides and maintains the latest information technology for students, faculty and staff located on the Wesson and Natchez Campuses and the Simpson County Center. Major responsibilities include, but are not limited to coordinating, managing and securing all local and wide area communication systems, maintaining all faculty, staff, and student network accounts and monitoring and enforcing the Electronic Use Policy.

## **TOBACCO FREE CAMPUS**

In order to promote a healthy environment for students, faculty, staff, and visitors, Copiah-Lincoln Community College is tobacco-free in all locations, Wesson, Natchez, and Simpson County Center. The use of tobacco and smoking products which include vape products, E-cigarettes, E-liquid, and other non-tobacco inhalants are not permitted on any property owned by the college, which includes but is not limited to, buildings, grounds, parking areas, walkways, recreational and sporting facilities, and college-owned vehicles.







## **COMMUNITY PROGRAMS, ALUMNI AND FOUNDATION**

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## COMMUNITY PROGRAMS, ALUMNI, AND FOUNDATION

### ALUMNI AFFAIRS

Alumni Affairs operates out of the office of the Copiah-Lincoln Community College Foundation. The primary responsibility of the office is to maintain communications with graduates of the college. Alumni Affairs supports the Copiah-Lincoln Alumni Association and other alumni related organizations.

Membership in the Alumni Association is open to all former students of the college. *The Colinian* and *imPACK* are published by the college for alumni. Associate membership is available for friends of the college. Inquiries should be directed to the Executive Director of the Copiah-Lincoln Foundation and Director of Alumni Affairs.

### COPIAH-LINCOLN FOUNDATION

The Copiah-Lincoln Foundation, Inc., is a non-profit organization and a separate entity from the college established under state law to accept and manage gifts to support programs and research of the college. Gifts to the Foundation are tax deductible to the extent of IRS regulations.

The Foundation is managed by a separate board of directors. Inquiries should be directed to the Executive Director of the Copiah-Lincoln Foundation and Director of Alumni Affairs, P.O. Box 649, Wesson, MS 39191.

### COMMUNITY PROGRAMS

The Division of Community Programs is a multi-departmental division of the college created to promote relevant, excellent, and affordable programs and services for individuals seeking improved quality of life through lifelong learning. The Division offers a wide variety of programs, services, and activities designed to meet the educational, training, cultural, and recreational needs of citizens in the seven-county service area and beyond.

**Adult Basic Education (ABE)** is a program primarily for adults who have not completed their high school education. Free classes, conducted throughout the counties within the college district, operate on managed enrollment and provide instruction tailored to each student's learning needs. The main goal of the program is to help the adult function more effectively in society, whether through completion of the General Educational Development (GED) Test, improved skill levels, or entry into the workforce.

The **General Educational Development Test (GED)** provides adults who did not complete high school the opportunity to receive a high school credential. The 7½-hour test covers reasoning through language arts, social studies, science, and mathematical reasoning in a format that reflects the current high school curriculum. To take the test, an individual must sign up at [www.GED.com](http://www.GED.com) and meet local area policies for testing. Scheduling and paying for test is handled on-line through this website. Applicants cannot be enrolled in school nor required by law to attend school.

The **Institute for Learning in Retirement (ILR)** on the Wesson campus is open to all adults who are 50 years of age and older and retired or semi-retired. The ILR is a member-governed organization based on the philosophy that older adults are eager, self-motivated learners who are capable of defining and directing their own education. Members participate in various activities including social events, classes, membership meetings, and field trips.

The **Senior Community Service Employment Program (SCSEP)** provides part-time employment for men and women 55 years of age or older who have limited incomes. SCSEP enrollees are assigned to positions that revitalize and enhance their job skills while supporting local non-profit and governmental agencies. Host agencies are carefully selected to furnish adequate supervision, instruction, and training for SCSEP enrollees. The program is designed to promote the transition of participating enrollees into unsubsidized employment. SCSEP is funded through the United States Department of Labor and implemented through Senior Services America and Southwest Mississippi Planning and Development District.

The **Billy B. Thames Conference Center (The Thames Center)**, located on the Wesson campus, is a conference/meeting facility providing comfortable and affordable accommodations, meeting facilities, and meal options for business and industry, community and civic groups, and individuals. Meeting rooms include a large conference room, a technology lab with 24 workstations, and a large banquet hall with an adjacent full-service kitchen. There are also two suites for small meetings or breakouts as well as four guest rooms for overnight accommodations, all with work/study areas, private baths and other amenities. As an added convenience, the facility is nestled in a quiet setting adjacent to the college's 18-hole championship Wolf Hollow Golf Course. Valley, the college's food service provider, offers a variety of choices available for catering and in-house dining.



## FINANCIAL INFORMATION

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## EXPENSES

### STUDENT CONSUMER INFORMATION

In compliance with Section 493A of the Higher Education Act of 1965 as amended, certain consumer information will be made available to any student or prospective student at Copiah-Lincoln Community College. This information will include a description of all financial aid programs plus scholarships available to students, application procedures, eligibility requirements, criteria for recipient selection, a statement of the rights and responsibilities of students, means of payments and any other financial aid information.

Information will also be made available concerning cost of attendance, curricula offered, refund policy, student retention, the number and percentage of students completing programs, facilities for the disabled, and other general information pertaining to Copiah-Lincoln Community College. The financial aid office will provide this information to students requesting it or help students obtain the information.

### TUITION AND FEES

All fees are payable at the time of registration. All residence hall students will be required to purchase a five-day meal ticket at \$925. These meal tickets are not transferable. The right is reserved to increase any expenses as necessary.

Students may be required to move from a residence hall or may be dropped from class if fees are not paid as agreed.

#### Full-time students:

Tuition	\$1,195.00
Out-of-state additional tuition	\$1,000.00
Technology fee	\$75.00
Student Service fee	\$95.00
VCC ( <i>per online course</i> )	\$30.00

#### Part-time students:

Tuition ( <i>per sem. hr.</i> )	\$119.50
Out-of-state additional tuition ( <i>per sem. hr.</i> )	\$85.00
Technology fee ( <i>per sem. hr.</i> )	\$7.50
Student Service fee ( <i>per sem. hr.</i> )	\$9.50
VCC ( <i>per online course</i> )	\$30.00

#### Other fees that could be incurred:

Dorm fee	\$775.00
Dorm fee ( <i>Bates Hall</i> )	\$875.00
Meal ticket ( <i>5-day</i> )	\$925.00
Meal ticket ( <i>7-day</i> )	\$1,100.00
Commuter meal ticket	\$450.00
Parking decal ( <i>annually</i> )	\$20.00

Tuition and fees are subject to change without notice.

## SPECIAL FEES

Associate Degree Nursing ( <i>semester fee</i> )	\$300.00
Select Career-Technical Programs ( <i>lab fees</i> )	\$50.00
Music Course ( <i>non-music major students fee</i> )	\$50.00

- Fees for special interest classes and evening Career-Technical classes will be announced prior to registering for each non-academic class.
- The Associate Degree Nursing Program and many Career-Technical programs require students to purchase uniforms, specialized materials, and/or equipment in addition to other fees.
- Auditing fees are one-half of regular tuition per semester hour. Courses offered through MSVCC may not be audited.

## GRADUATION CEREMONY FEE

A graduation ceremony fee of \$40.00 is due and payable upon application for graduation for those participating in the graduation ceremony; however, for those who do not participate in the graduation ceremony there will be no charge. A late fee of \$15.00 will be assessed after the graduation application deadline.

## STATEMENTS OR BILLS

A statement of account is mailed to each student at the address provided by the student in the Admissions Office, except upon special request to the Vice President of Business Affairs. Students will be responsible for seeing that their fees and expenses are paid when due and as agreed with business office personnel.

## REFUND POLICY

Students who withdraw from college or drop a course without adding another are refunded tuition and room rent according to the full-time status on the following schedule:

First calendar week.....	75% of tuition
Second calendar week .....	50% of tuition
Third calendar week .....	25% of tuition
After third calendar week .....	No refund

Meal ticket refunds are pro-rated on the number of weeks remaining in the semester. Refunds are made only when a student has officially dropped a course or has officially withdrawn from school.

**EXCEPTION:** No refund for tuition and fees will be given to students who are accepted into programs which have a limited number of student slots and where acceptance into those slots is highly competitive. Those programs include:

- |                                 |                     |
|---------------------------------|---------------------|
| • Associate Degree Nursing      | • Practical Nursing |
| • Medical Lab Technology        | • Respiratory Care  |
| • Medical Radiologic Technology |                     |

**SUMMER/CLIC SHORT TERM COURSES:** No refund will be issued after the first class meeting.

## FINANCIAL AID

Copiah-Lincoln Community College administers financial aid through programs of scholarships, grants, loans and campus employment. These programs are funded through the federal and state governments, college resources and individual donations. CLCC provides a comprehensive plan to assist students who establish a definite need and academic promise.

Federal Student Aid Programs include Pell Grants, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Stafford Loans, Parent PLUS Loans, and Work-Study. The FAFSA, Free Application for Federal Student Aid, is the primary application and can be completed online at <https://fafsa.ed.gov>.

Mississippi grant programs include MTAG, MESG and HELP. These can be applied for at <http://www.riseupms.com>.

### Academic Scholarships

- Honors Scholarship – (21-24 ACT) \$600/term
- Deans' Scholarship – (25 & 26 ACT) \$1,200/term
- Vice Presidents' Scholarship – (27 & 28 ACT) \$1,200/term and \$250/term CLCC Bookstore Voucher
- President's Scholarship – (29+ ACT/National Merit Finalist) \$1,200/term, Room, Meals, \$250/term CLCC Bookstore Voucher
- Valedictorian/Salutatorian Scholarship – \$1,000 award per year for two years/\$500 per term Student must have a minimum 21 ACT and confirmation from the high school counselor

**Non-Traditional Scholarship:** Half-tuition scholarship for students who are 25 years or older and are FIRST time degree seeking students.

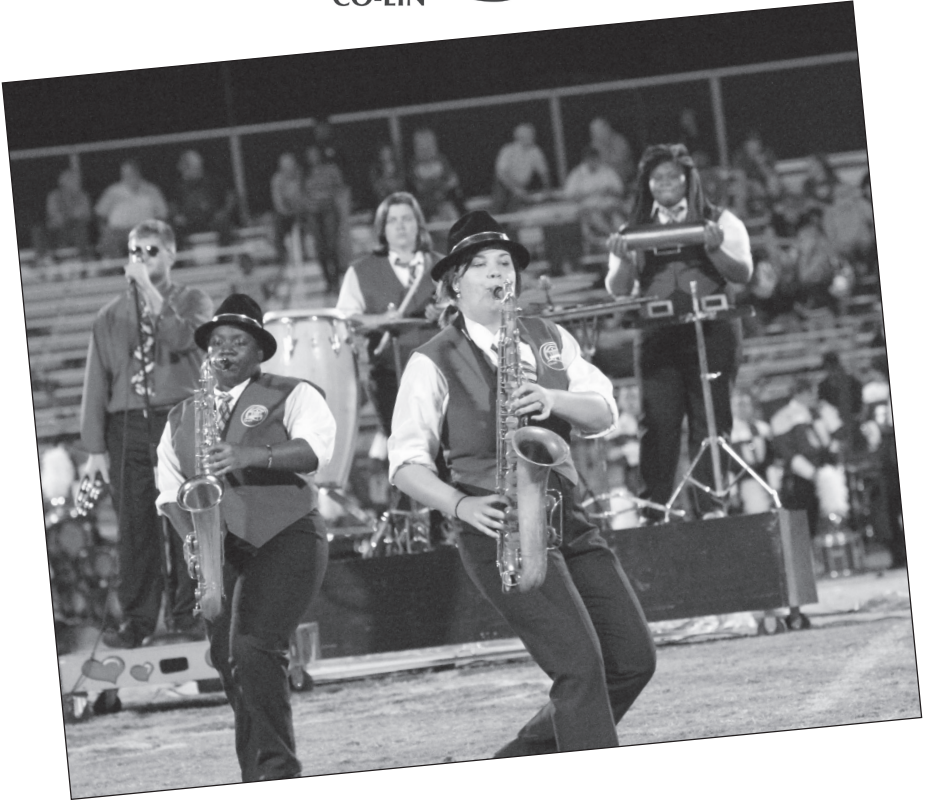
**Foundation-Endowed Scholarships** are made possible by individual donations to the College. These scholarships have specific criteria for awarding recipients. The scholarship application is available online and in the Financial Aid Office January 1 through March 1 of each award year. Applications for the Taylor/Pitts Presidential Scholarship are available in the President's Office on the Wesson Campus.

**Leadership Scholarships** are one time awards in the amounts of \$500 or \$1,000 for the freshman year only. Scholarships will be used to reward outstanding leadership among students through their high school and/or community service activities.

**Athletic - Service Scholarships** are awarded to qualified students who have special skills, talents, or abilities. They are awarded by the coaches or managers of these respective programs: football, basketball, baseball, fast-pitch, tennis, soccer, golf, band, choir, cheerleader, trailblazer, news, and annual.

**Recognition Scholarships** are awarded to students who have excelled in academic and skills competitions sponsored by the College.





## **INSTRUCTIONAL POLICIES AND REGULATIONS**

## **INSTRUCTIONAL INFORMATION**

### **ACADEMIC RECORDS**

Copiah-Lincoln Community College adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment). Student record management is under the supervision of the Director of Admissions and Records at the Wesson Campus and the Admissions Coordinators on the Natchez Campus and Simpson County Center. The records are the property of the college; however, the college will honor a student's written request that his/her official academic record not be released or information contained in his/her record not be disclosed. Unless there is a written request to the contrary, the following directory information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for membership and organizations awarding financial assistance (grants, scholarships and loans): name, date and place of birth, address, dates of attendance, and major field of study. Transcripts are released only at the request of the student, and in compliance with the Privacy Act of 1974, or in compliance with Court Order. Student records management for the college includes a consistent retention and disposal policy. For further information on FERPA and student rights related to records, please see the Copiah-Lincoln Community College Student Handbook.

### **TRANSCRIPTS**

One official transcript will be furnished to each student free of charge. A fee of \$2 will be assessed for each additional transcript.

A faxed transcript will be sent for an additional fee of \$5 if requested by the student either by faxed or written signature and student ID number. NOTE: Co-Lin considers faxed copies of transcripts as unofficial. Unofficial student copies are free.

### **FACULTY**

All teaching faculty at Copiah-Lincoln Community College must have special competence in the fields in which they teach. This special competence is attested to by advanced study culminating in appropriate graduate degrees, or by extensive work experience in the teaching fields or in a professional practice.

In all academic areas the master's degree with eighteen graduate semester hours of specialization in the teaching field is considered the minimum standard. In specialized, professional, technical, or career fields, evidence of professional competency is acceptable in lieu of formal academic preparation. This competence must be based upon appropriate specialized training or successful experience as a practitioner in the occupational field.

All full-time faculty members are required to schedule a minimum of two hours per day in their offices, five days each week. Approved office hours will be posted on the office doors of all faculty members. Faculty members will be available during posted office hours to advise students and to meet other appointments.

Part-time faculty members are required to be accessible to their students. They are encouraged to arrive early for class and to stay after class. Other times for accessibility will be scheduled on an individual basis.

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## eLEARNING

The community colleges within the state of Mississippi in conjunction with the State Board for Community and Junior Colleges have created an eLearning opportunity known as the Mississippi Virtual Community College (MSVCC). The intent of eLearning courses is to provide a quality program of instruction for students who are not available for traditional class attendance.

Students taking eLearning courses are expected to fulfill admissions requirements, complete registration steps, be regular in attendance, and generally meet the same requirements as persons attending traditional classes. Online courses require that the student be extremely computer literate, self-motivated, hard working, and have excellent time management and organization skills. The Readiness Assessment, located on the eLearning website, can aid in student's decision to take online classes.

First-time eLearning students are strongly encouraged to attend an Introduction to eLearning session at their local campus.

The calendar, available classes, and more information on eLearning are listed at [www.colin.edu/elearning](http://www.colin.edu/elearning). Although credit is issued through Copiah-Lincoln Community College, the instructor may be employed by another community college within the state.

## CLASSIFICATION

Students with fewer than 28 semester hours of credit are classified as freshmen; students with 28 semester hours or more are sophomores. The normal load of work is fifteen to eighteen semester hours. All residence hall students will be required to take at least twelve semester hours. The minimum full time load is twelve semester hours; the maximum load is nineteen semester hours. No student may carry hours above the maximum without approval of the appropriate instructional dean.

## GRADE REGULATIONS

The college offers courses in a variety of terms lengths to meet the needs of its students. The regular fall and spring terms are approximately sixteen weeks each for full term courses. Each semester is divided into two eight-week periods where eight-week intensive courses are offered (CLIC A and CLIC B).

The final grade in a course is based on the evaluation by the instructor of the work done by the student in the course during the semester. Each letter grade corresponds to a number of quality points.

GRADES	EXPLANATIONS	QUALITY POINTS
A	Excellent	4 for each sem. hr.
B	Good	3 for each sem. hr.
C	Average	2 for each sem. hr.
D	Passing	1 for each sem. hr.
F	Failure	0 for each sem. hr.
I	Incomplete	0 for each sem. hr.
W	Official Withdrawal	0 for each sem. hr.

Incomplete grades are assigned to a student if his/her inability to complete the work for the period was due to sickness or some unavoidable circumstance. All course work must be completed by the end of the succeeding fall, spring, or summer semester; otherwise, the grade of "I" will be recorded as a grade of "F."

**NOTE: There will be no exemptions from final exams.**

### **DROPPING A COURSE**

Any course(s) properly dropped prior to the 12<sup>th</sup> week of the semester or its equivalent will constitute a "W". The grade "W" is not used in computing grade point average. After the 12th week, students may be administratively withdrawn for extenuating circumstances (hospitalization, military deployment, etc.) if approved by the appropriate instructional dean. Exception: Associate Degree Nursing Program (See A.D.N. Handbook).

**NOTE: It is the student's responsibility to officially withdraw from a course in the Counseling Center at the Wesson Campus and the Admissions Office at the Natchez Campus and the Simpson County Center. eLearning students must complete the drop form online at [www.colin.edu/current-elearning-students/course-withdrawals](http://www.colin.edu/current-elearning-students/course-withdrawals).**

### **ACADEMIC PROBATION/SUSPENSION**

Any student who does not earn at least a 1.5 GPA for work attempted during a given semester will be placed on Academic Probation at the end of that semester. The student will be placed on Academic Suspension at the end of the next semester if he/she does not earn at least a 1.5 GPA for work attempted during that semester. A student placed on Academic Suspension will not be eligible to attend the following fall, spring, or summer semester.

A student who is on Academic Probation at another institution will be admitted only on a probationary status at Copiah-Lincoln Community College. A student who is on Academic Suspension at another college or university will not be eligible to attend Copiah-Lincoln Community College until he/she is eligible to return to the other institution.

A student on Academic Suspension from Copiah-Lincoln Community College may be considered for summer enrollment, at the discretion of the Campus Vice President.

### **REPEATED COURSE POLICY**

A student at Copiah-Lincoln Community College will be allowed to repeat any course to establish a higher grade for the course. There shall be no limit to the number of times a course may be repeated for this or any other purpose (see ADN section for exception to this policy). No grades will be removed from the transcript; however, only the highest grade will be used in determining overall grade point average (GPA) for that student at Copiah-Lincoln Community College.

**NOTE: Most four year colleges have specific policies governing the transfer of credits which place a limit on the number of repeated courses which may be removed from consideration in calculating the GPA for transfer purposes.**

### **ACADEMIC RESTART**

There are many students who return to Copiah-Lincoln Community College after having been out for several semesters to find that their earlier years at the college were not academically productive. These students are faced with a deficit in quality points and a low

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GPA. Sometimes this deficit in earlier grades is such that it prevents these students from graduating from the college.

In an effort to help these students gain a new start toward reaching their educational goals, the college has adopted an “Academic Restart” policy. Copies of the Academic Restart Policy are available in the Office of Admissions (Wesson and Natchez Campuses) and the Office of Student Services (Simpson County Center).

**NOTE: This policy is applicable to students who have not been enrolled at the college for at least eight consecutive semesters.**

## WITHDRAWAL FROM COLLEGE

For an official withdrawal during a semester, the student must complete a formal WITHDRAWAL FORM with a counselor and have the faculty member provide required attendance information. This must be received by the Admissions Office by the 12th week of the semester. It is the STUDENT’S responsibility to withdraw properly by the deadline. Students failing to complete the withdrawal process as stated above will forfeit their right to any refund from the Business Office.

## DEVELOPMENTAL STUDIES

Adequate skills in the areas of English, reading, and mathematics are vital for successful achievement in college-level courses. To assure that students are able to achieve to the greatest extent possible in their selected curricula, Copiah-Lincoln Community College offers programs in developmental studies to help elevate student skills according to individual needs. Institutional credit is awarded for developmental courses.

Students who enroll in developmental courses including Beginning and Intermediate English and Reading (ENG 0113 and ENG 0123), Beginning Algebra (MAT 0123), and Intermediate Algebra (MAT 1233) and receive a grade of “D” or “F” as a final grade for the course have not mastered the course competencies necessary to move to the next level of difficulty. The course must be repeated until a grade of “C” or higher has been obtained. A final grade of “C” or higher indicates the competencies have been mastered.

Developmental courses are not designed to take the place of regular college-level courses, but to prepare students to enroll in the regular courses. Developmental courses are non-transferable and do NOT count toward meeting graduation requirements; however, they will count in computing the GPA.

Students without an ACT score will complete the ACCUPLACER Placement Test and will be placed accordingly.

CRITERIA FOR THE PLACEMENT OF STUDENTS  
IN DEVELOPMENTAL COURSES

ENGLISH

<i>*ACCUPLACER Test</i>	<i>English ACT Score</i>	<i>Place In</i>
40 – 148.....	1 – 13.....	ENG 0113
149 – 174.....	14 – 16.....	ENG 0123
175 - 240 .....	17 & Up.....	ENG 1113

\* This area requires a combined score in both Sentence Skills and Reading Comprehension.

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MATHEMATICS

<i>ACCUPLACER Test</i>	<i>Math ACT Score</i>	<i>Place In</i>
20 - 69.....	1 – 15.....	MAT 0123
70 - 87.....	16 – 18.....	MAT 1233
88 - 120.....	19 - 25 .....	MAT 1313
	26 & up .....	Students may register for College Algebra, Trigonometry, or Calculus I

NOTE: ACCUPLACER and ACT placement score requirements may be changed by the Instructional Council as necessary.

CLASS AUDITS

Students are allowed to audit lecture classes by paying one half the normal tuition rate. Students will be permitted to participate in class discussions; however, no tests/exams will be required and no grade will be assigned for an audited course. Courses that require laboratory hours, i.e. science, computer science, applied music, etc., or courses for which there is limited seating and a participation requirement are not available for audit without permission of the appropriate Dean or Vice President. Courses offered through MSVCC may not be audited.

GENERAL EDUCATION

Copiah-Lincoln Community College’s General Education Core Curriculum for all Associate of Arts and Associate in Applied Science degree programs include skills from the following categories:

- 1. Written Communication
- 2. Quantitative and Scientific Reasoning
- 3. Cultural and Social Understanding

Students may select courses of study and complete requirements for an Associate in Arts Degree (AA), Associate in Applied Science Degree (AAS), Technical Certificate, or Career Certificate. Programs resulting in either degree contain a combination of major courses and general education core courses.

### GRADUATION REQUIREMENTS (Associate in Arts) (Effective Fall 2016)

Courses	Semester Hours
Orientation.....	1
English Composition I.....	3
English Composition II .....	3
College Algebra or Higher .....	3
Laboratory Science (Lectures & Labs Must Match).....	8
Humanities (History, Literature/Philosophy).....	6
Fine Arts (Art, Music, or Theatre Appreciation).....	3
Social Science (Psychology, Sociology, American Gov., Economics).....	6
Public Speaking I.....	3
Academic Electives.....	24
<b>TOTAL .....</b>	<b>60</b>

**Exception:** An exception may be made by the Vice President of Instructional Services, the Vice President of the Natchez Campus, or the Vice President of the Simpson Center after consultation with the Faculty Advisor and the Admissions Office for students who need all their hours to meet the course requirements in their program of study, as required by the senior college for the first two years.

1. Candidates for an **Associate in Arts Degree** must have a 2.0 cumulative grade point average for all hours attempted.
2. Candidates for the **Associate in Applied Science Degree** must complete a minimum of 60 - 64 semester hours. (Some programs require additional hours due to accreditation.) To be eligible to receive this degree a student must pass all courses and have a 2.0 quality point average in all courses in his/her curriculum.
3. Candidates for **Certificate Graduation** must pass all courses in the career curriculum in which they are enrolled and have a 2.0 quality point average in these courses.
4. Courses considered to be developmental do not count toward meeting graduation requirements.
5. A student must complete at least 25% (15 hrs.) of semester credit hours at Copiah-Lincoln Community College in order to graduate. Any transfer credit applied to meet graduation requirements after the last regular semester must be approved by the Admissions Office.
6. Not more than 25% (15 hrs.) of the work required for graduation may be done by correspondence and/or extension and must have the approval of the appropriate Dean or Vice President at the Wesson Campus, Natchez Campus, or Simpson County Center.
7. A student can count only four (4) semester hours of HPR activity courses (varsity sports/general activities) toward graduation.



## APPLYING FOR GRADUATION

Each student is responsible for checking on his/her credits, scheduling of subjects, and otherwise meeting requirements for graduation. The counselors and faculty advisors will assist in planning a schedule and program, but **the final responsibility rests with the student**.

Candidates for graduation should file their applications with the Director of Admissions and Records (Wesson Campus), Admissions Coordinator (Natchez Campus), and Dean of Student Services (Simpson County Center) for diploma, or departmental certificate not later than the end of the first three weeks of the semester in which they plan to graduate, or if a summer graduate, not later than the beginning of the summer term in which they expect to graduate.

A non-refundable graduation fee of \$40 is charged to each student participating in the graduation ceremony. The fee, which is subject to change, is due and payable at the time of application for graduation. This fee covers the expense of diploma, cap and gown. The fee will be waived for those that choose not to participate in the graduation ceremony. All students who apply for graduation after the deadline will be assessed a late fee.

Students who wish to participate in graduation exercises but who lack hours may participate under the following stipulations:

1. Have a minimum of 53 hours that will count toward graduation or be enrolled in specific Career-Technical Programs designed to complete the curriculum in the summer term immediately following graduation.
2. Agree to take the necessary hours at the college during the semester immediately following graduation. These hours must be taken at the college except in hardship cases which are approved by the appropriate Dean or Vice President.
3. Have a 2.0 cumulative GPA on all work at the college and any other hours used for graduation purposes except for the Associate in Applied Science Degree and Certificate as previously described.
4. Must meet all other graduation requirements, including completing the application and paying the graduation ceremony fee if he/she plans to participate. No fee is required if the graduate does not plan to participate in the ceremony.

**NOTE:** Failure of the student to complete the necessary hours during the semester immediately following the graduation exercise in which he/she participates will result in cancellation of the diploma order. All graduates are expected to participate in the practice for graduation and the graduation exercises.

## HONORS

Each semester, full-time students who achieve a 3.20 GPA are selected for the Honor Roll. Full-time students with a 3.60 GPA are placed on the Vice-President's List, and full-time students who have a 4.0 GPA are placed on the President's List.

Students who attain an average of 3.20 quality points for all semester hours are graduated with HONORS; those who have an average of 3.60 quality points for each semester hour are graduated with HIGH HONORS; and those who make 4.0 quality points with every semester hour are graduated with HIGHEST HONORS. A student graduating

with honors will have the proper designation inscribed on his/her diploma and entered on his/her record.

- 4.00 GPA - President's List (Graduate with Highest Honors)
- 3.60 GPA - Vice President's List (Graduate with High Honors)
- 3.20 GPA - Honor Roll (Graduate with Honors)

## CLASS ATTENDANCE POLICY

**Policy Statement:** Regular class attendance is very important to college success; therefore, students are expected to attend class unless it is absolutely necessary to be absent. Students are expected to make up all work missed due to absences. A penalty may be assessed for work not made up at the discretion of the instructor for the class missed. In no case shall the maximum penalty for each occurrence of work not made up result in more than a letter grade reduction for the course.

Each instructor will be responsible for explaining the attendance policy to students at the beginning of the semester. It is the students' responsibility to keep up with their number of absences. Students should consult the *Student Handbook* for additional details regarding the attendance policy.

eLearning students are required to engage in weekly course activity. Excessive non-participation will result in student being dropped from the course.

**Special Programs/Activities:** Certain programs/activities have special attendance requirements due to the nature of the subject matter taught, clinical component, and/or state/national accreditation. In these programs, attendance requirements will be communicated through course syllabi and/or program policies. Check with your instructor for special absentee policy in the following programs/activities:

Ambassadors	Cosmetology
Associate Degree Nursing	Health Care Assistant
Athletic Teams	Medical Laboratory Technology
Automotive Technology	Medical Radiologic Technology
Band (Concert, Jazz, and Marching)	Practical Nursing
Commercial Truck Driving	Respiratory Care Practitioner
Computer Networking Technology	Sojourners
Concert Choir	

**Appeals Process:** The college reserves the right to administratively withdraw a student who reaches the cut-out point due to excessive absences. When a student has been removed from class for excessive absences, that student will have the right to appeal his/her removal from the class to the appropriate Appeals Officer. No absence is considered free; therefore, students will be responsible for providing a justifiable reason for each absence to the Appeals Officer. eLearning students may complete the Request for Reinstatement on the eLearning website. Documentation should be provided to the Appeals Officer in written form where possible (doctor's excuse, obituary, legal documents, etc.). When considering appeals, the Appeals Officer will consider the following:

- Total number of absences
- Documentation for absences

- Whether the student has requested counseling or other assistance in finding a solution to class attendance problems
- Recommendations by instructors

All appeals must be made before the next scheduled class meeting after the notification of removal from class for excessive absences. Failure to appeal before the next scheduled class meeting constitutes a waiver of the student's right of appeal. The Appeals Officer will have the authority to reinstate the student in the class for what he/she considers to be justifiable cause. The decision of the Appeals Officer will be final. The instructor will receive a notice of action taken.

In the event that an appeal is denied or a student fails to appeal, a grade of "W" will be recorded for courses in which excessive absences are reported prior to the 12th week of class, and the student will be dismissed by the Appeals Office. Being administratively withdrawn from a class may change a student's enrollment status and thereby affect, among other things, that student's scholarships and financial aid. In the event that the student has been previously dismissed and re-admitted to the class, a second appeal is not available.

### **OFFICIAL ABSENCES**

Official absences are absences caused by a student representing the college for an approved function. The number of these official absences will not count against total "allowable" absences. Instructors should be notified by students before an official absence occurs. Students are expected to make up all work missed due to absences. Prior arrangements for make-up work must be made with the instructor. The instructor's policy concerning make-up work will be enforced.



## **ACADEMIC PROGRAMS AND ASSOCIATE DEGREE NURSING PROGRAM**

ACADEMIC PROGRAMS OF STUDY

(University Transfer)

Copiah-Lincoln Community College offers a wide variety of academic courses at the freshman and sophomore level. These courses are equivalent to corresponding courses taught at universities and will transfer to public Mississippi Institutions of Higher Learning per the Articulation Agreement which has been in place in Mississippi for several decades.

In selecting specific courses each term, all students are encouraged to refer to the catalog of the university to which he or she is planning to transfer as well as the Articulation Agreement found at: [www.mississippi.edu/oasa/articulation\\_agreement.html](http://www.mississippi.edu/oasa/articulation_agreement.html).

SUGGESTED COURSE SCHEDULE FOR ENTERING FRESHMEN

(Applicable for All Academic Programs of Study)

All academic students are assigned a Faculty Advisor. Each student should work with his/her advisor when selecting courses each semester in order to meet graduation requirements and to select recommended courses for the specific program of study.

Below is a “suggested” schedule for entering freshmen who are enrolling in academic courses. Taking courses in this order is not a requirement. (Developmental courses do not count toward graduation but are counted in the GPA calculation.)

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113 English Comp. I	3	ENG 1123 English Comp. II	3
MAT 1313 College Algebra	3	Science Elective (Lecture)	3
Science Elective (Lecture)	3	Science Elect. (Corresponding Lab)	1
Science Elect. (Corresponding Lab)	1	Social Science Elective	3
Social Science Elective	3	<u>General Electives</u>	<u>5</u>
LLS 1311 Orientation	1	<b>Semester Total</b>	<b>15</b>
<u>General Elective</u>	<u>1</u>		
<b>Semester Total</b>	<b>15</b>		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
Fine Arts Elective	3	Humanities Elective	3
SPT 1113 Public Speaking I	3	<u>General Electives</u>	<u>12</u>
Humanities Elective	3	<b>Semester Total</b>	<b>15</b>
<u>General Electives</u>	<u>6</u>		
<b>Semester Total</b>	<b>15</b>		

TOTAL HOURS FOR ASSOCIATE IN ARTS DEGREE: 60

## GENERAL ELECTIVES

Academic courses can be selected as general electives. All academic courses are listed in this publication in the section entitled Academic Course Descriptions. (No Career-Technical Education Courses can be selected for general electives for academic programs of study.) Faculty Advisors can provide assistance in selecting recommended general elective courses.

## HUMANITIES ELECTIVES

HIS 1163 World Civilization I	ENG 2153 Traditional Grammar
HIS 1173 World Civilization II	ENG 2223 American Literature I
HIS 1613 African-American History	ENG 2233 American Literature II
HIS 2213 American (U.S.) History I	ENG 2323 British Literature I
HIS 2223 American (U.S.) History II	ENG 2333 British Literature II
PHI 1113 Old Testament Survey	ENG 2423 World Literature I
PHI 1133 New Testament Survey	ENG 2433 World Literature II
PHI 2113 Intro. to Philosophy I	ENG 2523 African-American Lit. I
ENG 2133 Creative Writing I	ENG 2533 African-American Lit. II
ENG 2143 Creative Writing II	ENG 2613 Film as Literature

## SCIENCE ELECTIVES (LECTURE AND LAB MUST MATCH)

BIO 1113 Principles of Biology I	BIO 1111 Principles of Biology I, Lab
BIO 1123 Principles of Biology II	BIO 1121 Principles of Biology II, Lab
BIO 1133 General Biology I	BIO 1131 General Biology I, Lab
BIO 1143 General Biology II	BIO 1141 General Biology II, Lab
BIO 1313 Botany I	BIO 1311 Botany I, Lab
BIO 1323 Botany II	BIO 1321 Botany II, Lab
BIO 1513 Prin. of A & P I	BIO 1511 Prin. of A & P I, Lab
BIO 2213 Intro. to Marine Science	BIO 2211 Intro. to Marine Science, Lab
BIO 2413 Zoology I	BIO 2411 Zoology I, Lab
BIO 2513 Anatomy & Physiology I	BIO 2511 Anatomy & Physiology I, Lab
BIO 2523 Anatomy & Physiology II	BIO 2521 Anatomy & Physiology II, Lab
BIO 2613 Cell Biology	BIO 2611 Cell Biology, Lab
BIO 2923 Microbiology	BIO 2921 Microbiology, Lab
CHE 1313 Principles of Chemistry I	CHE 1311 Principles of Chemistry, Lab
CHE 1213 General Chemistry I	CHE 1211 General Chemistry I, Lab
CHE 1223 General Chemistry II	CHE 1221 General Chemistry II, Lab
CHE 2423 Organic Chemistry I	CHE 2422 Organic Chemistry I, Lab
CHE 2433 Organic Chemistry II	CHE 2432 Organic Chemistry II, Lab
GEO 1113 Physical Geology	GEO 1111 Physical Geology, Lab
PHY 1113 Intro. to Astronomy	PHY 1111 Intro. to Astronomy, Lab
PHY 1213 Survey of Physics	PHY 1211 Survey of Physics, Lab
PHY 2243 Physical Science I	PHY 2241 Physical Science I, Lab
PHY 2253 Physical Science II	PHY 2251 Physical Science II, Lab
PHY 2313 Physics I (Engineering Physics I) combined lecture and lab	
PHY 2323 Physics II (Engineering Physics II) combined lecture and lab	
PHY 2333 Physics III (Engineering Physics III) combined lecture and lab	
PHY 2413 General Physics I	PHY 2411 General Physics I, Lab
PHY 2423 General Physics II	PHY 2421 General Physics II, Lab

**SOCIAL SCIENCE ELECTIVES**

EPY/PSY 2513 Child Psychology  
EPY/PSY 2523 Adolescent Psychology  
EPY/PSY 2533 Human Growth & Dev.  
PSY 1513 General Psychology I  
PSY 2553 Psychology of Personal Adj.  
PSC 1113 American National Gov.  
PSC 1123 State & Local Gov.

SOC 2113 Intro. to Sociology  
SOC 2143 Marriage and Family  
SOC 2213 Intro. Anthropology  
SOC 2243 Cultural Anthropology  
ECO 2113 Prin. of Macroeconomics  
ECO 2123 Prin. of Microeconomics  
GEO 1113 World Regional Geography

**FINE ARTS ELECTIVES**

ART 1113 Art Appreciation  
MUS 1113 Music Appreciation  
SPT 2233 Theatre Appreciation

**LIST OF ACADEMIC PROGRAMS OF STUDY  
WITH SPECIFIC COURSE RECOMMENDATIONS**

Please consult the curriculum from the catalog of the university to which you plan to transfer for specific program requirements that can be taken at Copiah-Lincoln Community College.

**ACCOUNTING**

ACC 2213 Principles of Accounting I  
ECO 2113 Principles of Macroeconomics  
BAD 2323 Business Statistics  
BAD 2413 Legal Environment of Business  
CSC 1123 Computer Applications I  
MAT 1513 Business Calculus I  
PHI 2113 Introduction to Philosophy I  
LITERATURE ELECTIVE 3 Hrs.

ACC 2223 Principles of Accounting II  
ECO 2123 Principles of Microeconomics

**ARCHITECTURE**

MAT 1323 Trigonometry  
MAT 1513 Business Calculus I or MAT 1613 Calculus I

ART 1313 Drawing I  
ART 2713 Art History I  
PHY 2413 General Physics I  
PHY 2423 General Physics II

ART 1323 Drawing II  
ART 2723 Art History II  
PHY 2411 General Physics I, Lab  
PHY 2421 General Physics II, Lab

**ART**

ART 1313 Drawing I  
ART 1433 Design I  
ART 1453 Three-Dimensional Design  
ART 2613 Ceramics I  
ART 2713 Art History I

ART 1323 Drawing II  
ART 1443 Design II  
ART 2513 Painting I  
ART 2623 Ceramics II  
ART 2723 Art History II



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**BIOLOGY /SCIENCE EDUCATION (For Pre-Dental, Pre-Medical, Pre-Occupational Therapy, Pre-Pharmacy, Pre-Physical Therapy, and Pre-Veterinary)**

BIO 1133 General Biology I	BIO 1131 General Biology I, Lab
BIO 1143 General Biology II	BIO 1141 General Biology II, Lab
CHE 1213 General Chemistry I	CHE 1211 General Chemistry I, Lab
CHE 1223 General Chemistry II	CHE 1221 General Chemistry II, Lab
CHE 2423 Organic Chemistry I	CHE 2422 Organic Chemistry I, Lab
CHE 2433 Organic Chemistry II	CHE 2432 Organic Chemistry II, Lab
ENG 2423 World Literature I	ENG 2433 World Literature II
MAT 1323 Trigonometry	
MAT 1613 Calculus I	

**BUSINESS ADMINISTRATION (Economics, Entrepreneurship, Finance, International Business, Management, and Marketing)**

BAD 1113 Introduction to Business	
BAD 2323 Business Statistics	
BAD 2413 Legal Environment of Business	
MAT 1513 Business Calculus I	
ACC 2213 Principles of Accounting I	ACC 2223 Principles of Accounting II
ECO 2113 Principles of Macroeconomics	ECO 2123 Principles of Microeconomics
PSC 1113 American National Government, BAD 2853 Business Ethics, or CSC 1113 Computer Concepts	
LITERATURE ELECTIVE 3 Hrs.	

**CHEMISTRY**

CHE 1213 General Chemistry I	CHE 1211 General Chemistry I, Lab
CHE 1223 General Chemistry II	CHE 1221 General Chemistry II, Lab
CHE 2423 Organic Chemistry I	CHE 2422 Organic Chemistry I, Lab
CHE 2433 Organic Chemistry II	CHE 2432 Organic Chemistry II, Lab
PHY 2413 General Physics I	PHY 2411 General Physics I, Lab
PHY 2423 General Physics II	PHY 2421 General Physics II, Lab
ENG 2423 World Literature I	ENG 2433 World Literature II
MAT 1613 Calculus I	MAT 1623 Calculus II

**COMMUNICATIONS (Communications, Journalism, Public Relations)**

COM 1423 Introduction to Broadcasting	COM 2463 TV Production
COM 2483 Introduction to Mass Communication	
JOU 1313 News Writing & Reporting I	JOU 1323 News Writing & Reporting II
MFL 1213 Spanish I	MFL 1223 Spanish II
SPT 2173 Interpersonal Communication	SPT 2233 Theatre Appreciation

**COMPUTER SCIENCE**

BIO 1133 General Biology I  
CHE 1213 General Chemistry I  
CSC 1213 Visual Basic Programming  
CSC 2133 Programming I with “C++”  
MAT 1613 Calculus I  
MAT 2113 Linear Algebra  
MAT 2613 Calculus III  
PHY 2313 Physics I (Engineering Physics I) combined lecture and lab  
PHY 2323 Physics II (Engineering Physics II) combined lecture and lab

BIO 1131 General Biology I, Lab  
CHE 1211 General Chemistry I, Lab  
CSC 1613 Computer Programming I  
CSC 2143 Programming II with “C++”  
MAT 1623 Calculus II

**CRIMINAL JUSTICE**

CRJ 1313 Introduction to Criminal Justice  
CRJ 1363 Introduction to Corrections  
PHI 2113 Introduction to Philosophy I

CRJ 1323 Police Adm. & Organization I  
CRJ 2513 Law Enforcement and Juvenile

**ELEMENTARY EDUCATION/SPECIAL EDUCATION**

ENG 2153 Traditional Grammar  
EPY 2513/PSY 2513 Child Psychology  
GEO 1113 World Regional Geography  
MAT 1723 Real Number System  
MAT 1733 Geometry, Measurement, and Probability  
MFL 1213 Spanish I  
PSY 1513 General Psychology I  
SOC 2113 Introduction to Sociology  
BIOLOGY (Lecture and Lab) 4 Hrs.  
LITERATURE SEQUENCE 6 Hrs.  
PHYSICAL SCIENCE (Lecture and Lab) 4 Hrs.

**ENGLISH**

LITERATURE SEQUENCE 12 Hrs.  
HISTORY SEQUENCE 6 Hrs.  
MODERN FOREIGN LANGUAGE SEQUENCE 12 Hrs.

**FOREIGN LANGUAGE (Spanish)**

MFL 1213 Spanish I  
MFL 2213 Spanish III  
PHI 2113 Introduction to Philosophy I  
LITERATURE SEQUENCE 6 Hrs.

MFL 1223 Spanish II  
MFL 2223 Spanish IV

**GRAPHIC DESIGN**

ART 1313 Drawing I  
ART 1433 Design I  
ART 1453 Three-Dimension Design  
ART 2713 Art History I  
ENG 2423 World Literature I

ART 1323 Drawing II  
ART 1443 Design II  
ART 1513 Computer Art  
ART 2723 Art History II  
ENG 2433 World Literature II

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## **HEALTH, PHYSICAL EDUCATION, AND RECREATION (Athletic Training, Kinesiology, Exercise Science, and Coaching)**

HPR 1213 Personal and Community Health I

HPR 1313 Introduction to Kinesiology/Health, Physical Education & Recreation

HPR 2213 First Aid and CPR

HPR 2723 Prevention and Care of Athletic Injuries

CSC 1113 Computer Concepts

EPY 2533 Human Growth and Development

MAT 2323 Statistics

BIO 1613 Nutrition

BIO 1133 General Biology I

BIO 1143 General Biology II

BIO 2513 Anatomy & Physiology I

BIO 2523 Anatomy & Physiology II

CHE 1213 General Chemistry I

ENG 2423 World Literature I

BIO 1131 General Biology I, Lab

BIO 1141 General Biology II, Lab

BIO 2511 Anatomy & Physiology I, Lab

BIO 2521 Anatomy & Physiology II, Lab

CHE 1211 General Chemistry I, Lab

ENG 2433 World Literature II

## **HISTORY/SOCIAL SCIENCE EDUCATION**

MFL 1213 Spanish I

MFL 2213 Spanish III

HIS 2213 American History I

PHI 1113 Introduction to Philosophy I

LITERATURE ELECTIVE 3 Hrs.

MFL 1223 Spanish II

MFL 2223 Spanish IV

HIS 2223 American History II

## **MATHEMATICS**

MAT 2913 Differential Equations

MAT 1613 Calculus I

MAT 2613 Calculus III

BIO 1133 General Biology I

BIO 1143 General Biology II

CHE 1213 General Chemistry I

CHE 1223 General Chemistry II

PHY 2413 General Physics I

CSC 1213 Visual Basic Computer Programming I

CSC 1613 Computer Programming I

MAT 1623 Calculus II

MAT 2623 Calculus IV

BIO 1131 General Biology I, Lab

BIO 1141 General Biology II, Lab

CHE 1211 General Chemistry I, Lab

CHE 1221 General Chemistry II, Lab

PHY 2411 General Physics I, Lab

## **MUSIC MAJOR/MUSIC EDUCATION**

Recital class, Piano, Music Theory, Applied Instrument, Ensemble

MUS 1123 Music Survey

LITERATURE ELECTIVE 3 Hrs.

**PARALEGAL STUDIES**

BAD 2413 Legal Environment of Business  
CSC 1113 Computer Concepts  
MAT 2323 Statistics  
MFL 1213 Spanish I  
MFL 2213 Spanish III  
PSC 1113 American National Government  
LITERATURE SEQUENCE 6 Hrs.

MFL 1223 Spanish II  
MFL 2223 Spanish IV

**PHYSICS**

CHE 1213 General Chemistry I  
CHE 1223 General Chemistry II  
ENG 2423 World Literature I  
PHY 2413 General Physics I  
PHY 2423 General Physics II  
MAT 1613 Calculus I  
MAT 2613 Calculus III  
MAT 2913 Differential Equations  
CSC 1613 Computer Programming I

CHE 1211 General Chemistry I, Lab  
CHE 1221 General Chemistry II, Lab  
ENG 2433 World Literature II  
PHY 2411 General Physics I, Lab  
PHY 2421 General Physics II, Lab  
MAT 1623 Calculus II  
MAT 2623 Calculus IV

**PRE-ASSOCIATE DEGREE NURSING**

See Division of Associate Degree Nursing in catalog.

**PRE-ENGINEERING**

EGR 2423 Engineering Mechanics I: Statics  
CHE 1213 General Chemistry I  
CHE 1223 General Chemistry II  
PHY 2413 General Physics I  
PHY 2423 General Physics II  
MAT 1613 Calculus I  
MAT 2613 Calculus III  
MAT 2913 Differential Equations  
CSC 1613 Computer Programming I

EGR 2433 Engineering Mechanics II  
CHE 1211 General Chemistry I, Lab  
CHE 1221 General Chemistry II, Lab  
PHY 2411 General Physics I, Lab  
PHY 2421 General Physics II, Lab  
MAT 1623 Calculus II  
MAT 2623 Calculus IV

**POLITICAL SCIENCE/PRE-LAW**

Law schools require a bachelor's degree before a person can be admitted. Traditional programs of study for pre-law students have been business administration, political science, history, paralegal, etc.

MFL 1213 Spanish I  
MFL 2213 Spanish III  
ECO 2113 Principles of Macroeconomics  
PHI 2113 Introduction to Philosophy I  
PSC 1113 American National Government  
LITERATURE ELECTIVE 3 Hrs.

MFL 1223 Spanish II  
MFL 2223 Spanish IV  
ECO 2123 Principles of Microeconomics

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**PRE-NURSING (B.S. Degree Program)**

BIO 1613 Nutrition	
BIO 1133 General Biology I	BIO 1131 General Biology I, Lab
BIO 2513 Anatomy & Physiology I	BIO 2511 Anatomy & Physiology I, Lab
BIO 2523 Anatomy & Physiology II	BIO 2521 Anatomy & Physiology II, Lab
BIO 2923 Microbiology	BIO 2921 Microbiology, Lab
CHE 1213 General Chemistry I	CHE 1211 General Chemistry I, Lab
EPY 2533 Human Growth and Development	
MAT 2323 Statistics	
SOC 2113 Introduction to Sociology	
SOC 2143 Marriage and Family	
LITERATURE ELECTIVE 3 Hrs.	

**PSYCHOLOGY**

PSY 2553 Psychology of Personal Adjustment	
CSC 1113 Computer Concepts	
LITERATURE SEQUENCE 6 Hrs.	
MFL 1213 Spanish I	MFL 1223 Spanish II
MFL 2213 Spanish III	MFL 2223 Spanish IV

**SECONDARY EDUCATION**

Students who wish to teach in the secondary school should select the program for a specific teaching area, such as: Biology, English, History, Mathematics, etc.

**SOCIAL WORK**

SWK 1113 Social Work: A Helping Profession	
CSC 1123 Computer Applications I	
MAT 2323 Statistics	
PSC 1113 American National Government	
BIO 1133 General Biology I	BIO 1131 General Biology I, Lab
BIO 1143 General Biology II	BIO 1141 General Biology II, Lab
LITERATURE SEQUENCE 6 Hrs.	
MODERN FOREIGN LANGUAGE SEQUENCE 6-12 Hrs.	

**SPEECH PATHOLOGY**

PSY 2513 Child Psychology	
MFL 1213 Spanish I	MFL 1223 Spanish II
MFL 2213 Spanish III	MFL 2223 Spanish IV
ENG 2423 World Literature I	ENG 2433 World Literature II
BIO 1133 General Biology I	BIO 1131 General Biology I, Lab
PHY 2243 Physical Science I	PHY 2241 Physical Science I, Lab
ECO 2113 Principles of Macroeconomics, ECO 2123 Principles of Microeconomics,	
PSC 1113 American National Government, or GEO 1113 World Regional Geography	

## DIVISION OF ASSOCIATE DEGREE NURSING

MARY ANN FLINT, RN, MSN, DIRECTOR

The philosophy, purpose, and outcomes of the nursing program reflect those of the parent institution, Copiah-Lincoln Community College. The Division of Associate Degree Nursing is designed to advance the overall purpose of the college by providing educational opportunities to qualified students for a career in nursing. The mission/purpose of the Division of Associate Degree Nursing is to provide a student-centered educational milieu consisting of quality instruction and high expectations to residents of the college service area and beyond who seek to become registered nurses. Graduates of the program are prepared to function at entry-level positions as providers of care, managers of care, and members within the discipline of nursing. The ADN Program is accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi (3825 Ridgewood Road, Jackson, MS 39211, (601) 432-6486, [www.mississippi.edu/nursing](http://www.mississippi.edu/nursing)) and the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000, Fax (404) 975-5020, [www.acenursing.org](http://www.acenursing.org)).

Upon successful completion of the program, the student is awarded an Associate in Applied Science Degree in Nursing. Graduates that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). The State Board of Nursing may deny any application for licensure due to, but not limited to, conviction of a felony, commission of deceit or fraud in the application process, or addiction to alcohol or other drugs (see most current State of Mississippi Law, Rules and Regulations, Mississippi Board of Nursing). The college assumes no responsibility for the successful completion of any type of standardized or professional examinations that the student is required or desires to take in order to complete requirements for professional licensure or certification.

### ADMISSIONS CRITERIA

1. All applicants must be high school graduates or submit passing GED scores to apply for regular admission to the college.
2. The applicant must apply for regular admission and be accepted by the college, and must apply to the nursing division of the college. Applications to the nursing program are accepted January 1st to April 5th each spring.
3. All applications and related paperwork must be complete and on file in the ADN Office by April 5th each year to be considered for a position in the fall nursing class. The applicant is responsible for ensuring that the data in the file are received, correct, and complete.
4. All applicants must have a cumulative GPA of 2.50 or higher on a 4.00 scale for all previous college work attempted **AND** have an ACT composite score of 18 or higher. **Submission of an ACT score is required for this program.**
5. All prerequisite courses (Anatomy & Physiology I & II with labs, College Algebra, & Microbiology with lab) must be completed prior to entering the nursing program. Prerequisites must have been taken within 8 years of application year with a minimum grade of "C", and admissions criteria met by application deadline for an application to be considered. The applicant can be enrolled in final prerequisites at the time of ap-

plying. In exceptions, the applicant can be admitted into the program pending summer completion of final prerequisites.

6. If the applicant fails to complete the application, is not successful in prerequisite courses, is accepted and fails to enroll, or is not accepted, a new application must be submitted to the Division of Associate Degree Nursing between January 1st and April 5th of the next year. A waiting list is not maintained.
7. All applicants that meet the admissions requirements are notified by letter of an interview date and time with the ADN Admissions Committee.
8. Selection for the ADN Program is based upon the applicant's cumulative grade point average on all college work attempted, ACT composite score, references, and interview score. Priority is given to in-district residents, out of district Mississippi residents, then, out of state residents, in that order. In-district counties are Adams, Copiah, Franklin, Lawrence, Lincoln, Jefferson, and Simpson. All applications are judged on a competitive basis. All applicants are notified by letter of their acceptance or non-acceptance into the nursing program. The number of applicants accepted each year is limited to available clinical facilities and available faculty.
9. If accepted, all applicants must participate in drug and alcohol testing, and a criminal history background check. (Criminal history clearance complies with MS Code.)

### **PROGRESSION POLICY**

A student is required to complete all nursing courses within a level with a grade of "C" or higher to progress to the next level. During the program of study, a student can only repeat up to two nursing courses. Additionally, a student must complete all required courses in the degree plan with a grade of "C" or higher to be eligible for progression and graduation.

### **GRADUATION REQUIREMENTS**

To meet graduation requirements for the Associate in Applied Science Degree in Nursing a student must complete all courses in the nursing degree plan with a grade of "C" or higher and have a 2.0 quality grade point average on all hours attempted during the program of study.

### **COMPREHENSIVE NURSING EXAM**

To facilitate students' success on the RN licensing exam, Copiah-Lincoln Community College administers a comprehensive nursing exam (also known as an exit exam and/or mock nursing boards) in the final semester that is part of the required course requirements. The exam is designed to measure students' ability in applying concepts related to nursing in a comprehensive manner. Students are required to achieve a certain score and/or participate in mandatory remediation activities in order to pass the course and meet graduation requirements.

### **TRANSFER/ADVANCED PLACEMENT**

A student's request for transfer or advanced placement in Co-Lin's ADN program will be evaluated by the ADN Admissions Committee and the Director on an individual basis.



Only one semester of academic credit totaling 12 hours may be transferred. NOTE: It is the student’s responsibility to provide appropriate materials, such as transcripts and course syllabi, for evaluation and review.

CLINICAL AFFILIATIONS

A wide variety of acute, community, and long-term health care facilities in the Copiah-Lincoln Community College district and in the greater Jackson area, are utilized to promote the ADN program’s outcomes. Students are responsible for transportation and expenses to and from these clinical facilities.

ADDITIONAL FEES AND EXPENSES

The regular college fees are listed in the General Information section of the catalog. There are additional costs specific to the Associate Degree Nursing Division. The following estimated costs do not include tuition expenses. These additional costs are an estimate only and are subject to change.

*ADN Program Fee .....	\$300.00/semester	Annual Physical Exam and	
Books .....	\$3,400.00	Misc. (copying, books, etc.) .....	\$300.00
*Graduation Fee .....	\$40.00	Immunizations .....	\$300.00
Uniforms and Accessories .....	\$300.00	State Board Application .....	\$300.00
*Malpractice Insurance/yearly .....	\$15.00	*Activity Fee .....	\$40.00
Graduation Pin & Pictures .....	\$300.00	Standardized Tests .....	\$140.00/semester
CPR per year .....	\$40.00	Drug Testing .....	\$30.00
Clinical Travel, Meals, etc. ....	varies	Criminal History Processing .....	\$50.00

\*Fees paid to the college

ASSOCIATE DEGREE NURSING CURRICULUM

Prerequisite Courses		General Education Courses	
BIO 2513 Anatomy & Physiology I.....	3	ENG 1113 English Composition I .....	3
BIO 2511 Anatomy & Physiology I, Lab .....	1	PSY 1513 General Psychology .....	3
MAT 1313 College Algebra .....	3	EPY 2533 Human Growth & Development .....	3
BIO 2523 Anatomy & Physiology II .....	3	Humanities/Fine Arts Elective .....	3
BIO 2521 Anatomy & Physiology II, Lab .....	1		12
BIO 2923 Microbiology.....	3		
BIO 2921 Microbiology, Lab.....	1		
	15		

**General Education Courses:** In addition to the prerequisite courses, the student must complete 12 hours of general education courses with a grade of “C” of higher to meet degree requirements. General education courses can be completed prior to applying to the nursing program, or in conjunction with the nursing core courses once admitted to the nursing program. It is recommended that most general education courses be completed prior to application, but not required.

## CORE NURSING COURSES

### FIRST YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
NUR 1119 Fundamentals of Nursing.....	9	NUR 1219 Medical Surgical Nursing I.....	<u>9</u>
NUR 1113 Pharmacology .....	<u>3</u>		9
	12		

### SECOND YEAR

Third Semester	Semester Hours	Fourth Semester	Semester Hours
NUR 2316 Maternal Newborn Nursing.....	6	NUR 2414 Psychiatric Mental Health Nursing ....	4
NUR 2326 Pediatric Nursing.....	<u>6</u>	NUR 2426 Medical Surgical Nursing II .....	6
	12	NUR 2432 NCLEX Preparation .....	<u>2</u>
			12
Total Required Nursing Hours .....	45		
Total General Education Hours.....	<u>27</u>		
Total Requisite Hours.....	72		





## **CAREER AND TECHNICAL EDUCATION PROGRAMS**

## DIVISION OF CAREER AND TECHNICAL EDUCATION

MRS. JACKIE L. MARTIN, DEAN OF CAREER, TECHNICAL AND WORKFORCE EDUCATION

Career education programs at Copeiah-Lincoln Community College are designed to prepare the student for entry-level employment in a specific occupation. The college awards a career certificate upon successful completion of the curriculum.

Technical education programs are designed to prepare students for employment upon completion of the specified program curriculum. Students are then eligible to receive the Associate in Applied Science Degree.

Several Career and Technical Programs require students to meet special entrance requirements. These requirements are stated in the following curriculum descriptions.

### CAREER AND TECHNICAL EDUCATION PROGRAMS

The primary objective of Copeiah-Lincoln Community College is to provide Career and Technical Programs designed to prepare the student for immediate employment. In keeping with this objective, a wide variety of Career and Technical Programs is offered on both the Wesson and Natchez Campuses and the Simpson County Center. ACT requirements are listed for each program.

Program Name	ACT	Short-Term Career Certificate	Career Certificate	Technical Certificate	Associate Degree
Automation & Control Technology	14		x	x	x
Automotive Technology	*			x	x
Business & Marketing Management Technology	*				x
Business & Office Technology: Accounting Technology Option	14				x
Business & Office Technology: Administrative Office Tech. Option	14				x
Business & Office Technology: Business Management Tech. Option	14			x	x
Business & Office Technology Health-Care Data Option	14		x		
Commercial Truck Driving	-	x			
Computer Networking Technology	16		x	x	x
Construction Equipment Operation	-		x		
Cosmetology			x		
Cosmetology Teacher Trainer			x		
Culinary Arts Technology	**14		x	x	x
Diesel Equipment Technology				x	x

Drafting & Design Technology	14				x
Early Childhood Education Technology	*				x
Electronics Technology	14				x
Emergency Medical Technology - Basic	16	x			
Heating Ventilation, Air Conditioning and Refrigeration Technology	- *		x	x	x
Hotel & Restaurant Management Technology	*				x
Medical Laboratory Technology	18**				x
Medical Radiologic Technology	19**				x
Military Technology					x
Practical Nursing	16		x		
Precision Machining Technology	*		x	x	x
Respiratory Care Technology	18				x
Welding	-		x		

- No high school diploma or GED required (must meet minimum ACCUPLACER requirements)

\* ACT scores required (no minimum)

\*\* Recommended ACT Score

Special interest and special short-term career courses and workshops are offered when the demand and interest are shown for offering such courses.

Students enrolled in technical programs must select from the following general education electives:

## ELECTIVES

### MATH/SCIENCE ELECTIVE

BIO 1113	Principles of Biology I
BIO 1111	Principles of Biology I Lab
BIO 1123	Principles of Biology II
BIO 1121	Principles of Biology II Lab
BIO 1133	General Biology I
BIO 1131	General Biology I Lab
BIO 1143	General Biology II
BIO 1141	General Biology II Lab
BIO 1511	Principles of A & P I Lab
BIO 1513	Principles of A & P I
BIO 2213	Introduction to Marine Science
BIO 2211	Introduction to Marine Science Lab
CHE 1213	General Chemistry I
CHE 1211	General Chemistry I Lab

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CHE 1313	Principles of Chemistry I
CHE 1311	Principles of Chemistry I Lab
MAT 1313	College Algebra
PHY 2243	Physical Science Survey I or
PHY 2253	Physical Science Survey II
PHY 2241	Physical Science Survey I Lab or
PHY 2251	Physical Science Survey II Lab

### **SOCIAL/BEHAVIORAL SCIENCE ELECTIVE**

SOC 2113	Introduction to Sociology
PSY 1513	General Psychology
PSY 2553	Psychology of Personal Adjustment
PSC 1113	American National Government

### **HUMANITIES/FINE ARTS ELECTIVE**

ART 1113	Art Appreciation
MUS 1113	Music Appreciation
ENG 2323	English Literature I
ENG 2333	English Literature II
ENG 2223	American Literature I
ENG 2233	American Literature II
ENG 2423	World Literature I
ENG 2433	World Literature II
ENG 2513	African American Literature I
ENG 2523	African American Literature II
HIS 1163	World Civilization I
HIS 1173	World Civilization II
HIS 2213	American History I
HIS 2223	American History II

### **COMPUTER TECHNOLOGY ELECTIVE**

BOT 1133	Microcomputer Applications
CSC 1113	Introduction to Computer Concepts or
CSC 1123	Microcomputer Applications

## **SPECIAL PROGRAMS**

### **NURSING ASSISTANT**

The Nursing Assistant program is designed to prepare participants for employment upon completion. Students are exposed to a program that will provide knowledge, skills and understanding needed to function as a nursing assistant. The program is taught three (3) days per week from 8 a.m. until 3:30 p.m. for six (6) weeks. Upon completion, the students will receive a certificate from Copiah-Lincoln Community College qualifying them to register with the Mississippi Department of Health for the Certified Nursing Assistant exam.

## **SERVICES FOR SPECIAL POPULATIONS**

Copiah-Lincoln Community College offers support services for students who have an identifiable disability, single parents, displaced homemakers, students enrolled in nontraditional fields of study, individuals with limited English proficiency, and economically disadvantaged students. Some of the services available are:

- Assessment of special needs
- Assessments and surveys
- Basic skills
- Referrals
- Career information
- Career skills

## **WORK-BASED LEARNING**

The Work-Based Learning program creates an opportunity for Career and Technical student placement in worksites which parallel school-based education and training. Students must be enrolled in a Career and Technical Program and must be employed in a related workplace environment.

The Work-Based Learning courses are structured worksite experiences for which the Career and Technical Program area instructor, work-based learning coordinator, and worksite supervisor/mentor develop and implement a training agreement. The training agreement is designed to integrate the student's academic and technical skills into a work environment. Regular meetings and seminars with school and business and industry personnel for supplemental instruction and feedback (progress reviews) will be included.

Students receive semester hour credit and transcript recognition for worksite experience.



# CAREER AND TECHNICAL EDUCATION PROGRAMS

## AUTOMATION AND CONTROL TECHNOLOGY

Automation and Control Technology is an instructional program that provides the student with technical knowledge and skills necessary for gaining employment as an automated manufacturing systems technician in maintenance diagnostics, engineering, or production in an automated manufacturing environment. The focus of this program is on electricity/electronics, fluid power, motors and controllers, programmable controls, interfacing techniques, instrumentation, and automated processes.

This curriculum is designed as a two-year technical program. Graduates of the program will be qualified to seek employment as entry level electronics, instrumentation, robotics, automation, and maintenance technicians. Students who graduate from the program will also be better prepared to continue their education in advanced engineering related fields.

Special admission requirements:

1. Minimum ACT composite of 14.
2. Meet requirements for Intermediate Algebra.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1213 Professional Development .....	3	EET 1123 AC Circuits .....	3
EET 1114 DC Circuits .....	4	EET 1334 Solid State Devices & Circuits .....	4
EET 1214 Digital Electronics .....	4	INT 1214 Fluid Power .....	4
IST 1113 Fundamentals of Information .....	3	ENG 1113 English Composition I .....	3
MFT 1112 Intro. to Automation & Controls .....	2	Approved Soc./Behav. Science Elective .....	3
	16		17

### SUMMER

First Semester	Semester Hours
MFT 2913 Special Projects <b>OR</b> .....	
MFT 2923 Supervised Work Experience .....	3
	3

### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
EET 1324 Microprocessors.....	4	ELT 2623 Advanced Programmable .....	3
ELT 1413 Motor Control Systems .....	3	INT 2124 Control Systems II.....	4
ELT 2613 Programmable Logic Control.....	3	MFT 1123 Electrical Wiring/Auto & Controls ..	3
INT 2114 Control Systems I .....	4	SPT 1113 Public Speaking I.....	3
MAT 1313 College Algebra .....	3	Approved Humanities/Fine Arts Elective .....	3
	17		16

**Completion Award:** Career Certificate  
 Technical Certificate  
 Associate in Applied Science Degree

AUTOMOTIVE TECHNOLOGY

This instructional program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, and fuel, electrical, cooling, brake, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems. This program is certified by the National Institute of Automotive Service Excellence.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ATT 1124 Basic Elec./Electronic Systems.....	4	ATT 1134 Advanced Elec./Electronic Sys. ....	4
ATT 1424 Engine Performance I .....	4	ATT 2434 Engine Performance II .....	4
ATT 1714 Engine Repair .....	4	Approved Technical Elective .....	4
ATT 1811 Intro.,Safety, & Employability Skills...1		Approved Math/Science with lab Elective .....	3/4
	13	ENG 1113 English Composition I .....	3
			18/19

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ATT 1214 Brakes .....	4	ATT 1314 Manual Drive Trains/Transaxles.....	4
ATT 2324 Automatic Transmission .....	4	ATT 2444 Engine Performance III.....	4
ATT 2614 Heating & Air Conditioning .....	4	Approved Humanities/Fine Arts Elective .....	3
SPT 1113 Public Speaking I.....	3	Approved Soc./Behavioral Science Elective .....	3
	15		14

Completion Award: Technical Certificate  
Associate in Applied Science Degree

BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY

The Business and Marketing Management Technology Program of study prepares the graduate for a career in sales, advertising, management, public relations, merchandising and buying. A combination of classwork and practical experience gives students the opportunity to acquire the background and skills necessary to enter the business and community workforce in positions leading to the mid-management level and higher. Completion of the two-year program leads to an Associate in Applied Science degree.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MMT 1113 Principles of Marketing .....	3	MMT 1123 Marketing Applications .....	3
MMT 1313 Selling.....	3	MMT 1323 Advertising .....	3
MMT 1413 Merchandising Math.....	3	MMT 2333 Multi. Pres. for Marketing.....	3
ENG 1113 English Composition I .....	3	SPT 1113 Public Speaking I.....	3
CSC 1113 Intro. to Computer Concepts <i>OR</i>		ACC 2213 Principles of Accounting I.....	3
CSC 1123 Microcomputer Applications.....	3		15
	15		

## SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MMT 2213 Principles of Management.....	3	MMT 1753 Marketing Seminar .....	3
MMT 2233 Human Resource Mgt.....	3	MMT 2513 Entrepreneurship.....	3
MMT 2313 E-Commerce Marketing .....	3	MMT 2523 Event Management .....	3
CTE 1001 CPAS Prep .....	1	BAD 2413 Legal Environment of Business.....	3
Approved Soc/Behavioral Science Elective .....	3	Approved Humanities/Fine Arts Elective .....	3
Approved Math/Science with lab Elective .....	3/4		15
	16/17		

**Completion Award: Technical Certificate**  
**Associate in Applied Science Degree**

### Technical Electives

ACC 2223 Accounting II	HRT 2853 Convention & Meeting Planning
BOT 1213 Professional Development	JOU 1313 Principles of Journalism I
CSC 1123 Microcomputer Applications	MFL 1213 Elementary Spanish
ECO 2113 Principles of Economics I	MMT 1753 Marketing Seminar
ECO 2123 Principles of Economics II	MMT 2343 Marketing Web Page Design
HRT 1123 Hospitality & Tourism	MMT 2423 Retail Management
HRT 1813 The Professional Tour Guide	MMT 2613 International Marketing
HRT 2713 Marketing Hospitality Services	MMT 2913 Internship in Business & Marketing Mgmt. Tech.

## BUSINESS AND OFFICE TECHNOLOGY

### ACCOUNTING TECHNOLOGY

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.

Special admission requirements:

1. Must have a minimum ACT composite score of 14.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013 Intro.to Keyboarding.....	3	BOT 1243 Microsoft® Word® II .....	3
BOT 1233 Microsoft® Word® I.....	3	BOT 1313 Applied Business Math .....	3
BOT 1273 Intro. to Microsoft® Office®.....	3	BOT 1823 Microsoft® Excel® I .....	3
BOT 1433 Business Accounting or		BOT 2183 Career Readiness.....	3
ACC 2213 Principles of Accounting I .....	3	BOT 2433 QuickBooks® .....	3
BOT 1763 Communication Essentials.....	3		15
	15		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1443 Adv. Business Accounting or		BOT 2463 Payroll Accounting.....	3
ACC 2223 Principles of Accounting II.....	3	BOT 2833 Integrated Computer Applications ...	3
BOT 1493 Social Media Management.....	3	SPT 1113 Public Speaking I.....	3
BOT 1853 Microsoft® Excel® II.....	3	Approved Soc./Behavioral Science Elective .....	3
ENG 1113 English Composition I .....	3	Approved Humanities/Fine Arts Elective .....	<u>3</u>
Approved Math/Science with lab Elective .....	<u>3/4</u>		15
	15/16		

Completion Award: Associate in Applied Science Degree

ADMINISTRATIVE OFFICE TECHNOLOGY

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 database publishing.

Special admission requirements:

- 1. Must have a minimum ACT composite score of 14.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013 Intro.to Keyboarding.....	3	BOT 1243 Microsoft® Word® II .....	3
BOT 1233 Microsoft® Word® I.....	3	BOT 1313 Applied Business Math .....	3
BOT 1273 Intro. to Microsoft® Office®.....	3	BOT 1823 Microsoft® Excel® I .....	3
BOT 1433 Business Accounting or		BOT 2183 Career Readiness.....	3
ACC 2213 Principles of Accounting I .....	3	BOT 2433 QuickBooks® .....	<u>3</u>
BOT 1763 Communication Essentials.....	<u>3</u>		15
	15		

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1493 Social Media Management.....	3	BOT 2333 Microsoft® Access®.....	3
BOT 1853 Microsoft Excel II .....	3	BOT 2833 Integrated Computer Applications ...	3
BOT 2133 Desktop Publishing .....	3	SPT 1113 Public Speaking I.....	3
ENG 1113 English Composition I .....	3	Approved Soc./Behavioral Science Elective .....	3
Approved Math/Science with lab Elective .....	<u>3/4</u>	Approved Humanities/Fine Arts Elective .....	<u>3</u>
	15/16		15

Completion Award: Technical Certificate  
Associate in Applied Science Degree

## BUSINESS MANAGEMENT TECHNOLOGY

The Business Management Technology Program provides students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships.

Special admission requirements:

1. Must have a minimum ACT composite score of 14.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1013 Intro.to Keyboarding.....	3	BOT 1243 Microsoft® Word® II .....	3
BOT 1233 Microsoft® Word® I.....	3	BOT 1313 Applied Business Math .....	3
BOT 1273 Intro. to Microsoft® Office®.....	3	BOT 1823 Microsoft® Excel® I .....	3
BOT 1433 Business Accounting or		BOT 2183 Career Readiness.....	3
ACC 2213 Principles of Accounting I .....	3	BOT 2433 QuickBooks®.....	3
BOT 1763 Communication Essentials.....	3		15
	15		

### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1453 Intro. to Business Management.....	3	BOT 2233 Human Resource Management .....	3
BOT 1493 Social Media Management.....	3	BOT 2833 Integrated Computer Applications ...	3
BOT 2613 Entrepreneurial Problem Solving.....	3	SPT 1113 Public Speaking I.....	3
ENG 1113 English Composition I .....	3	Approved Soc./Behavioral Science Elective .....	3
Approved Math/Science with lab Elective .....	3/4	Approved Humanities/Fine Arts Elective	3
	15/16		15

**Completion Award: Associate in Applied Science Degree**

## HEALTH-CARE DATA TECHNOLOGY

The Health-Care Data Technology program of study is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, and other health-related organizations. The student will develop skills using medical terminology, electronic health records, and computer software applications.

Special admission requirements:

1. Must have a minimum ACT composite score of 14.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1273 Intro. to Microsoft® Office®.....	3	BOT 1313 Applied Business Math .....	3
BOT 1433 Business Accounting or		BOT 1823 Microsoft® Excel® I .....	3
ACC 2213 Principles of Accounting I .....	3	BOT 2183 Career Readiness.....	3
BOT 1613 Medical Terminology I.....	3	BOT 2743 Medical Office Concepts.....	3
BOT 1623 Medical Terminology II .....	3	BOT 2763 Electronic Health Records .....	3
BOT 1763 Communication Essentials.....	3		15
	15		

**Completion Award: Career Certificate**

COMMERCIAL TRUCK DRIVING

The Commercial Truck Driving program is designed to prepare participants for employment in the field of transportation. The participant will learn Department of Transportation rules and regulations, Mississippi requirements for obtaining a commercial driver’s license, and the operations of a semi tractor-trailer. Course consists of classroom and hands-on equipment training. Employability/work maturity and basic educational skills will be taught. The program will operate six (6) hours per day, five (5) days per week for a maximum of 8 weeks. A counselor will be available for participant needs. Curriculum and course descriptions are available upon request.

Special admission requirements:

- 1. At least 21 years of age upon completion of the program.
- 2. Pass a Department of Transportation (D.O.T.) physical for Commercial Truck Drivers and have the physical capability of reaching clutch and brake pedals while in driver’s position.
- 3. Receive a negative test result on the D.O.T. drug test by a certified laboratory and have the results submitted directly to the college.
- 4. Official copy of driving record on file.
- 5. Have a current valid driver’s license.
- 6. If accepted, all applicants must participate in a criminal history background check.

FRESHMAN YEAR

First Semester	Semester Hours
DTV 1114 Commercial Truck Driving I.....	4
DTV 1124 Commercial Truck Driving II .....	4
*DTV 1137 Commercial Truck Driving Intern ....	7
	8/15

Completion Award: Career Certificate (8 weeks)  
Career Certificate (16 weeks)  
*\*Additional required courses*

COMPUTER NETWORKING TECHNOLOGY

Computer Networking Technology offers training in telecommunications, network technologies, server administration, computer maintenance, operating systems and network planning and implementation. Computer Networking graduates will have opportunities for employment as computer support specialists, network technicians, and network managers or administrators.

Special admission requirements:

- 1. Must have a minimum ACT composite score of 16; however, a minimum ACT composite score of 18 is recommended.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 2183 Career Readiness.....	3	CNT 2423 System Maintenance .....	3
CPT 1333 Operating Platforms.....	3	CTE 2003 CPAS Prep .....	3
IST 1113 Fund. of Information Technology.....	3	IST 1153 Web & Programming Concepts.....	3
IST 1133 Fund. of Data Communications .....	3	IST 1163 Concepts of Database Design.....	3
IST 1143 Principles of Information Security .....	3	IST 1223 Network Components .....	3
	15		15

## SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
IST 1243 Network Admin. Using .....	3	IST 2233 Network Implementation .....	3
Windows Server		IST 2253 Adv. Network Admin. Using .....	3
IST 2223 Network Planning & Design.....	3	Windows Server	
Approved Technical Elective.....	3	SPT 1113 Public Speaking I.....	3
ENG 1113 English Composition I .....	3	Approved Social/Behavioral Science Elective ..	3
Approved Math/Science with lab Elective .....	3	Approved Humanities/Fine Arts Elective .....	3
	15		15

**Completion Award: Career Certificate**  
**Technical Certificate**  
**Associate in Applied Science Degree**

### Technical Electives

BOT 1763 Communication Essentials	IST 2334 Adv. Visual BASIC Programming Language
IST 1124 IT Foundations	IST 2344 Database Programming and Design
IST 1214 Client Installation & Configuration	IST 2453 Mobile Application Development
IST 1253 Network Administration using Linux Server	IST 2483 Web Server
IST 1314 Visual BASIC Programming Language	WBL 291(1-3) Work-Based Learning I
IST 1423 Web Design Applications	WBL 292(1-3) Work-Based Learning II
IST 1514 SQL Programming	WBL 293(1-3) Work-Based Learning III
IST 2213 Network Security	

## CONSTRUCTION EQUIPMENT OPERATION

The Construction Equipment Operation Program is designed to prepare an individual for an entry-level position in the field of construction equipment operations. Practical and theoretical experiences are provided in the classroom and on the following equipment: backhoe, front end loader, dozer, motor grader and excavator.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CEV 1212 Safety I.....	2	CEV 1222 Safety II.....	2
CEV 1313 Service & Prev. Maint. I.....	3	CEV 1323 Service & Prev. Maint. II .....	3
CEV 1416 Equipment Operation I.....	6	CEV 1426 Equipment Operation II .....	6
CEV 1514 Grade Work I.....	4	CEV 1524 Grade Work II .....	4
	15		15

**Completion Award: Career Certificate**



COSMETOLOGY

The purpose of this program is to train students in all phases of cosmetology. Training includes one year of classroom and laboratory activities which are necessary to become proficient as a cosmetologist. The program is approved by the State Board of Cosmetology.

Instruction includes 230 hours of theory, 1200 hours of practical and 70 unassigned clock hours - a total of 1500 hours to be completed in a year.

Upon satisfactory completion of this training a student is eligible to request examination by State Board of Cosmetology to receive license. This course meets seven and one-half hours a day, five days per week.

Special admission requirements:

- 1. Complete and have on file a Copiah-Lincoln Community College official application.
- 2. Must have a transcript from an accredited high school showing graduation, or satisfactory scores on the GED test, or a transcript from previous college attendance on file.
- 3. Complete a Co-Lin Cosmetology Application on testing date.
- 4. Take Cosmetology Aptitude Test (CSAT) and ACCUPLACER Placement Test at Copiah-Lincoln Community College.
- 5. If accepted, the applicant must attend cosmetology orientation/pre-registration.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
COV 1122 Cosmetology Orientation.....	2	COV 1255 Cosmetology Sciences II .....	5
COV 1245 Cosmetology Sciences I.....	5	COV 1436 Hair Care II.....	6
COV 1426 Hair Care I .....	6	COV 1532 Nail Care II .....	2
COV 1522 Nail Care I .....	2	COV 1632 Skin Care II.....	2
COV 1622 Skin Care I.....	2	COV 1722 Salon Business I.....	2
	17		17

SUMMER TERM

First Semester	Semester Hours
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
	12

Completion Award: Career Certificate

## COSMETOLOGY TEACHER TRAINEE

The Cosmetology Teacher Trainee course is a special course designed to prepare a person to become a cosmetology instructor. To be eligible to make application for this course, one must meet the following requirements:

1. Hold a current Mississippi cosmetology license.
2. Be at least twenty-one years of age.
3. Have a high school education or the equivalent.
4. Be a graduate of an accredited beauty school.
5. Obtain twelve (12) semester hours credit in “Methods of Training.”

To be eligible to complete the teacher trainee program, one must successfully complete 750 clock hours of cosmetology trainee instruction with a minimum of two years work experience prior to teacher trainee training or 2,000 clock hours without the work experience.

It should be noted that only one instructor trainee can be accepted into the program at a time. The student will be required to register as a full-time student at the beginning of each semester. Twelve credit hours will be allowed for each semester.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
COV 2816 Cos. Teacher Training I.....	6	COV 2836 Cos. Teacher Training III.....	6
COV 2826 Cos. Teacher Training II.....	6	COV 2846 Cos. Teacher Training IV.....	6
	12		12

**Completion Award: Career Certificate**

## CULINARY ARTS TECHNOLOGY

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.

After successful completion of the courses listed in the curriculum, students may be awarded a 1-year certificate in Culinary Arts: Food Preparation, a 2-year certificate in Culinary Arts: Food Preparation, or an Associate in Applied Science degree in Culinary Arts.

Students completing the program will be eligible to earn nationally accredited food safety certification from the National Restaurant Association – ServSafe.

Copiah-Lincoln Community College and Mississippi University for Women have a partnership that will allow culinary arts students to receive a bachelor’s degree. The enhanced Two Plus Two program will provide a seamless transition for Copiah-Lincoln Community College associate degree graduates in Culinary Arts Technology to finish their four year degree at the Mississippi University for Women. This university is the only university in the state to offer a four-year baccalaureate program in culinary arts and one of the few in the nation that accepts career technical credits.

Special admission requirement: Recommended ACT composite of 14.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
HRT 1123 Intro to Hospitality & Tourism Ind.....	3	HRT 1223 Restaurant & Catering Operations ...	3
CUT 1114 Culinary Principles I.....	4	CUT 1124 Culinary Principles II.....	4
HRT 1213 Sanitation and Safety.....	3	CUT 1133 Principles of Baking.....	3
CUT 2243 Dining Room Management.....	3	CUT 1513 Garde Manger .....	3
ENG 1113 English Composition I .....	3	SPT 1113 Public Speaking I.....	3
	16		16

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CUT 2314 American Regional Cuisine .....	4	HRT 2613 Hospitality Supervision.....	3
HRT 2713 Marketing Hospitality Services or		HRT 2623 Hospitality Human Resource Mgt....	3
MMT 1113 Principles of Marketing .....	3	CUT 2926 Supervised Work Experience in	
CUT 2223 Menu Planning & Facilities Design....	3	Culinary Arts Tech. ....	6
CUT 2423 International Cuisine.....	3	Approved Soc./Behav. Science Elective.....	3
Approved Math/Science with lab Elective .....	3/4	Approved Humanities/Fine Arts Elective .....	3
	16/17		18

Completion Award: Career Certificate  
                            Technical Certificate  
                            Associate in Applied Science Degree

DIESEL EQUIPMENT TECHNOLOGY

The Diesel Equipment Technology program is an instructional program that provides students with competencies required to maintain and repair a variety of industrial diesel equipment, including agricultural tractors, commercial trucks, and construction equipment. The program includes instruction in inspection, repair, and maintenance of engines, power trains, hydraulic systems, and other components.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
DET 1114 Fundamentals of Equip. Mech.....	4	DET 1263 Electrical/Electronic Systems II.....	3
DET 1213 Hydraulic Brake Systems.....	3	DET 1364 Diesel Systems I.....	4
DET 1223 Electrical/Electronic Systems I .....	3	DET 1513 Hydraulics .....	3
DET 1713 Transportation Power Train.....	3	DET 1614 Preventive Maintenance & Serv.....	4
	13	ENG 1113 English Composition I .....	3
		SPT 1113 Public Speaking I.....	3
			20

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
DET 2253 Steering & Suspension Systems.....	3	DET 1813 Air Conditioning & Heating Sys.....	3
DET 2273 Electrical/Electronic Systems III.....	3	DET 2623 Advanced Brake System (Air).....	3
DET 1374 Diesel Systems II.....	4	Approved Technical Elective.....	2/3
Approved Soc./Behav. Science Elective.....	3	Approved Humanities/Fine Arts Elective .....	3
Approved Math/Science with lab Elective .....	3/4		
	16/17		11/12

Completion Award: Technical Certificate  
                            Associate in Applied Science Degree

## DRAFTING AND DESIGN TECHNOLOGY

The Drafting and Design Technology program is a two-year technical program designed to give the student essential knowledge and skills required for efficient and productive performance in the drafting field. The college grants an Associate in Applied Science degree to students upon satisfactory completion of the curriculum and assists in placing students in gainful employment.

Special admission requirement: Minimum ACT composite of 14.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
DDT 1163 Engineering Graphics.....	3	DDT 1173 Mechanical Design I .....	3
DDT 1183 Technical Math.....	3	DDT 1213 Construction Standards & Materials 3	
DDT 1313 Computer Aided Design I .....	3	DDT 1323 Computer Aided Design II .....	3
ENG 1113 English Composition I .....	3	SPT 1113 Public Speaking I.....	3
CSC 1113 Intro to Computer Concepts or		Approved Math/Science with lab Elective .....	3/4
CSC 1123 Microcomputer Applications .....	3		15/16
	15		

### SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
DDT 1413 Elementary Surveying.....	3	DDT 2213 Structural Detailing I .....	3
DDT 1613 Architectural Design I.....	3	DDT 2153 Civil Planning and Design .....	3
DDT 2373 3D Modeling .....	3	Approved Drafting & Design Elective .....	3
Approved Humanities/Fine Arts Elective .....	3	Approved Drafting & Design Elective .....	3
Approved Soc./Behav. Science Elective .....	3	Approved Drafting & Design Elective .....	3
	15		15

**Completion Award: Associate in Applied Science Degree**

#### Technical Electives

DDT 1143 Geometric Dimensioning & Tolerancing	DDT 2533 Highway and Road Design
DDT 1153 Descriptive Geometry	DDT 2623 Architectural Design II
DDT 2423 Mapping & Topography	DDT 2443 Boundary Surveying
DDT 2213 Mechanical Design II	DDT 2913 Special Project
DDT 2253 Statics and Strength of Materials	GIT 2123 Fund. of Geographical Info. Systems
DDT 2433 Legal Principles of Surveying I	WBL 291(1-3) Work-Based Learning I
DDT 2353 CAD Management	WBL 292(1-3) Work-Based Learning II
DDT 2523 Pipe Drafting	WBL 293(1-3) Work-Based Learning III

## EARLY CHILDHOOD EDUCATION TECHNOLOGY

This program provides preparation for a professional career in the field of early childhood education spanning a variety of career options. Instructional programs include classroom instruction and supervised laboratory/collaborative center or work experience. Students should develop competencies that enable them to provide services, to teach, and to guide young children as related to various early childhood professions.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CDT 1113 Early Childhood Profession .....	3	CDT 1224 Preschool & Primary Dev. ....	4
CDT 1214 Infant & Toddler Development .....	4	CDT 1713 Language & Literacy Dev. for	
CDT 1313 Creative Arts for Young Children .....	3	Young Children .....	3
CDT 1343 Child Health, Safety & Nutrition .....	3	CDT 2513 Family Dynamics & Community	
ENG 1113 English Composition I .....	3	Involvement .....	3
	16	Approved Humanities/Fine Arts Elective .....	3
			13

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CDT 2233 Guiding Social & Emotional		CDT 2714 Social Studies, Math &	
Behavior .....	3	Science for Young Children .....	4
CDT 2413 Dev. of the Exceptional Child .....	3	CDT 2813 Adm. of Programs for Young	
CDT 2613 Methods, Materials &		Children .....	3
Measurements .....	3	CDT 2934 Preschool Practicum Experience .....	4
CDT 2914 Initial Practicum .....	4	SPT 1113 Public Speaking I .....	3
Approved Math/Science with lab Elective .....	3/4	Approved Social/Behavioral Science Elective ..	3
	16/17		17

Completion Award: Associate in Applied Science Degree

ELECTRONICS TECHNOLOGY

The Electronics Technology program is a four-semester program with a combination of both theory and laboratory experience. The graduate will be capable of entry-level employment in the many fields of electronics. Some of these fields are communications, instrumentation and control electronics, computers, business machines, and avionics, and many more.

Special admission requirements:

- 1. Minimum ACT composite of 14.
- 2. Meet requirements for Intermediate Algebra.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
EET 1192 Fundamentals of Electronics .....	2	EET 1123 AC Circuits .....	3
EET 1114 DC Circuits .....	4	EET 1214 Digital Electronics .....	4
EET 1613 Computer Fundamentals .....	3	EET 1334 Solid State Devices & Circuits .....	4
ENG 1113 English Composition I .....	3	SPT 1113 Public Speaking .....	3
Approved Social/Behavioral Science Elective .....	3	MAT 1313 College Algebra .....	3
	15		17

## SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
EET 1324 Microprocessors.....	4	TCT 1113 Fund. of Telecommunications.....	3
EET 2334 Linear Integrated Circuits.....	4	EET 2912 Special Project .....	2
EET 2414 Elect. Communications.....	4	EET 2423 Fundamentals of Fiber Optics.....	3
EET 1713 Drafting for EET.....	3	ELT 1123 Commercial & Industrial Wiring .....	3
Approved Humanities/Fine Arts Elective .....	3	ELT 2613 Programmable Logic Cont. ....	3
	18		14

### Completion Award: Associate in Applied Science Degree

\* Students who are literate in computer applications may substitute an appropriate computer course.

#### Technical Electives

ELT 1123	Commercial and Industrial Wiring
ELT 1213	Electrical Power
ELT 1223	Motor Maintenance and Troubleshooting
ELT 1413	Motor Control Systems
CST 2113	Computer Servicing Lab I
WBL 291(1-3)	Work-Based Learning
TCT 1113	Fundamentals of Telecommunications

## EMERGENCY MEDICAL TECHNICIAN - BASIC

The Emergency Medical Technician-Basic integrates the theory of emergency medical care with the practical skills necessary to provide basic life support with an ambulance service or other specialized rescue services. The EMT-Basic course consists of 135 classroom hours along with 12 hours of emergency room clinicals. At least five runs on the ambulance must be made before becoming certified in Mississippi. The course is designed to enable students who successfully complete the six-hour basic course and pass the National Registry EMT-Basic (NREMT) exam to qualify as a certified EMT-Basic in Mississippi. Emergency Medical Technicians-Basic are certified by the Mississippi State Department of Health Emergency Medical Services. Students who complete the program are eligible to take the National Registry of Emergency Medical Technicians-Basic Level.

#### Special admission requirements:

1. Transcript verifying high school graduation or G.E.D.
2. Must be 18 years of age upon entrance into the program.
3. Must have an ACT score of 16 or above.
4. Must have had a current certified CPR (Health Care Provider) course.
5. Must present evidence of being physically fit per physical examination by physician and submitting information on the Co-Lin Health Occupations Examination Report form.
6. Must complete the college's Hepatitis B Policy form.
7. Must complete and submit a the college's Student Health Survey form.
8. If accepted, must apply and pay for student liability insurance through the college after registering into the course.
9. If accepted, must show proof of a negative TB Skin test.

- 10. If accepted, all applicants must participate in drug and alcohol testing and a criminal history background check.
- 11. Must maintain a grade average of 80 or above to pass this course.

First Semester	Semester Hours
EMT 1118 Emergency Medical Tech - Basic .....	8
	8

**HEATING , VENTILATION, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY**

Heating, Ventilation, Air-Conditioning, and Refrigeration Technology is a postsecondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air-conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating, cooling, and refrigeration systems according to the standards of the American Society of Heating, Refrigeration, and Air-Conditioning Engineers, Inc., Air-Conditioning Contractors of America (ACCA), Air-Conditioning Heating Refrigeration Institute (AHRI), and others. Included are air-conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

Industry standards referenced are from the National Center for Construction Education and Research. Upon completion of the technical certificate or Associate of Applied Science Degree, students will be prepared to complete the following nationally recognized industry certifications.

- 1. NCCER Core Curriculum
- 2. NCCER Heating, Ventilation, Air-Conditioning, and Refrigeration Technology Level 1, 2, 3, 4
- 3. Environmental Protection Agency 608 Universal Certification

**FRESHMAN YEAR**

First Semester	Semester Hours	Second Semester	Semester Hours
ACT 1003 Intro. to Air Conditioning.....	3	ACT 1214 Controls .....	4
ACT 1124 Basic Compression Refrigeration .....	4	ACT 1313 Refrigeration System Components ..	3
ACT 1133 Brazing & Piping.....	3	Approved Technical Elective .....	3
ACT 1713 Electricity for HVAC & Ref.....	3	SPT 1113 Public Speaking I.....	3
ENG 1113 English Composition I .....	3	Approved Math/Science with lab Elective .....	3/4
	16		16/17



## SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ACT 2414 HVAC & Refrigeration I .....	4	ACT 2424 HVAC & Refrigeration II.....	4
ACT 2513 Heating Systems.....	3	ACT 2324 Commercial Refrigeration.....	4
ACT 2624 Heat Load & Air Properties .....	4	ACT 2433 Ref., Retrofit & Regulations .....	3
Approved Humanities/Fine Arts Elective .....	<u>3</u>	Approved Soc./Behav. Science Elective .....	<u>3</u>
	14		14

**Completion Award: Career Certificate**  
**Technical Certificate**  
**Associate in Applied Science Degree**

### TECHNICAL ELECTIVES

ACT 291(1-3) Special Project in HVAC & Ref. Tech.  
 BOT 1273 Introduction to Microsoft Office  
 CSC 1113 Computer Concepts

CSC 1123 Computer Applications  
 WBL 191(1-3) Work-Based Learning  
 WBL 291(1-3) Work-Based Learning

## HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY

The Hotel and Restaurant Management Technology program 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 2-year program leads to an Associate in Applied Science degree. Students who complete the Hotel and Restaurant Management Technology program are eligible to obtain ManageFirst Certification from the National Restaurant Association Educational Foundation or certifications from the Educational Institute of the 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.

## FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1313 Applied Business Math .....	3	BOT 1133 Microcomputer Applications.....	3
CUT 1114 Culinary Principles I.....	4	HRT 1223 Restaurant and Catering Operations	3
HRT 1123 Hospitality and Tourism .....	3	HRT 1413 Rooms Division Management.....	3
HRT 1213 Sanitation and Safety.....	3	Approved Science with lab Elective .....	4
HRT 2423 Hospitality Security Mgt. and Law ...	3	Approved Humanities/Fine Arts Elective .....	<u>3</u>
ENG 1113 English Composition.....	<u>3</u>		16
	19		

## SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1433 Business Accounting.....	3	HRT 2233 Food and Beverage Control.....	3
HRT 1514 Hospitality Seminar.....	4	HRT 2623 Hospitality Human Resource Mgt....	3
HRT 2613 Hospitality Supervision.....	3	HRT 2853 Convention & Meeting Planning.....	3
MMT 1113 Principles of Marketing .....	3	HRT 2914 Supervised Work Experience .....	4
Approved Social/Behavioral Science Elective .....	<u>3</u>	SPT 1113 Public Speaking I.....	<u>3</u>
	16		16

**Completion Award: Associate in Applied Science Degree**

## MEDICAL LABORATORY TECHNOLOGY

The mission of the Medical Laboratory Technology program at Copiah-Lincoln Community College is designed to instruct students in the theoretical and practical skills required for the entry level practice of clinical laboratory science. The Medical Laboratory Technician is responsible for assuring reliable and accurate laboratory test results to meet the needs of the community and the medical profession.

The curriculum includes technical and academic courses taken on campus and 24 weeks of didactic instruction and skill development in an affiliated hospital. Upon successful completion of the technical program, the student will be awarded an Associate in Applied Science degree in Medical Laboratory Technology and will be eligible to take a national certification examination.

The Medical Laboratory Technology program is accredited by the NAACLS (National Accrediting Agency for Clinical Laboratory Sciences), 5600 N River Rd, Suite 720, Rosemont, IL 60018 - Phone: (773) 714-8880, [www.naacls.org](http://www.naacls.org).

Special admission requirements:

1. Must be 18 years of age upon entrance into the program.
2. Recommended ACT of 18 or higher.
3. Completed MLT Application Packet. Applications are accepted spring and fall semesters.
4. Developmental courses must be successfully completed prior to entrance into the program.
5. Acceptance will be based on completed MLT Application Packet, ACT score, GPA, and an interview by the selection committee.
6. If accepted, all applicants must participate in drug and alcohol testing and a criminal history background check.

NOTE: Application packets may be obtained from the Counseling Center at 601-643-8324. MLT department or on our website at [www.colin.edu](http://www.colin.edu).

### SUMMER TERM

BIO 2514 Anatomy & Physiology I with lab.....	4
BIO 2524 Anatomy & Physiology II with lab .....	4
	8

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MLT 1111 Fund. of MLT/Phlebotomy .....	1	MLT 1212 Urinalysis/Body Fluids .....	2
MLT 2512 Parasitology.....	2	MLT 1313 Hematology I .....	3
BIO 2924 General Microbiology with lab .....	4	MLT 1413 Immunology/Serology .....	3
ENG 1113 English Composition I .....	3	MLT 1515 Clinical Chemistry .....	5
MAT 1233 Intermediate Algebra or		CHE 1214 General Chemistry or .....	4
MAT 1313 College Algebra .....	3	CHE 1314 Principles of Chemistry I .....	4
Approved Soc./Behav. Science Elective .....	3		17
	16		

## SUMMER TERM

CSC 1113 Intro. to Computer or .....	
CSC 1123 Microcomputer Applications .....	3
SPT 1113 Public Speaking I .....	3
	6

## SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
MLT 1324 Hematology II .....	4	MLT 2916 Clinical Practice I .....	6
MLT 2424 Immunohematology .....	4	MLT 2926 Clinical Practice II .....	6
MLT 2614 Pathogenic Microbiology .....	4		12
Approved Humanities/Fine Arts Elective .....	3		
	15		

## SUMMER TERM

MLT 2936 Clinical Practice III .....	6
	6

**Completion Award: Associate in Applied Science Degree**

## MEDICAL LABORATORY TECHNOLOGY FAST TRACK CURRICULUM

A student who enters the MLT Program in January and has completed all of the required academic courses with a “C” or better prior to entering the program, qualifies to complete the MLT Program in three semesters and one summer term. This will be a very intensive and rigorous curriculum requiring much dedication.

The student must have completed either Principles of Chemistry I or General Chemistry I with a “C” average or better to take Clinical Chemistry (MLT 1515) in spring semester.

## MEDICAL RADIOLOGIC TECHNOLOGY

The Medical Radiologic Technology program is a two-year technical program designed to prepare graduates for employment as a radiologic technologist or radiographer. Radiographers use equipment that emits ionizing radiation to image internal structures of the body. Employment opportunities include various health care facilities such as hospitals, doctors’ offices, medical clinics, imaging centers, and sports medicine clinics.

The program provides a foundation for obtaining higher level degrees of study or placement into advanced specialty imaging or treatment modalities in the healthcare field. Examples of advanced areas for registered technologists include ultrasound, CT, MRI, cardiovascular-interventional radiography, mammography, nuclear medicine, radiation therapy, administration, and education.

The radiography curriculum includes technical and academic courses. Classroom and laboratory activities are conducted on Copiah-Lincoln Community College’s Wesson Campus and clinical experience is gained at affiliating hospitals. Upon successful completion of the program the student is awarded an Associate in Applied Science Degree in Medical Radiologic Technology, is eligible to apply for a state license and write the

American Registry of Radiologic Technologist (ARRT) exam.

The Medical Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (313)704-5300, [www.jrcert.org](http://www.jrcert.org).

Special admission requirements:

- 1. Must be 18 years of age upon entrance into the program.
- 2. Recommended ACT of 19 or higher.
- 3. Completed RGT Application Packet. Applications are accepted for the fall semester. Application deadline is January 15.
- 4. Acceptance will be based on completed RGT Application Packet, ACT score, GPA, and an interview by the selection committee.
- 5. If selected, all applicants must participate in drug and alcohol testing and a criminal history background check.

NOTE: Application packets may be obtained from the Counseling Center at 601-643-8490 or on our website at <http://careertraining.colin.edu/rgt>.

SUMMER TERM

BIO 2513 Anatomy & Physiology I.....	3
BIO 2511 Anatomy & Physiology I, Lab .....	1
BIO 2523 Anatomy & Physiology II .....	3
BIO 2521 Anatomy & Physiology II, Lab .....	1
ENG 1113 English Composition I .....	3
	11

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
RGT 1114 Clinical Education I.....	4	RGT 1124 Clinical Education II .....	4
RGT 1212 Fundamentals of Radiography .....	2	RGT 1223 Patient Care in Radiography .....	3
RGT 1312 Principles of Rad. Protection .....	2	RGT 1423 Digital Imaging .....	3
RGT 1413 Imaging Principles .....	3	RGT 1523 Radiographic Procedures II.....	3
RGT 1513 Radiographic Procedures I.....	3	SPT 1113 Public Speaking I.....	3
MAT 1313 College Algebra .....	3		16
	17		

SUMMER TERM

RGT 1139 Clinical Education III.....	9
	9

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
RGT 1613 Physics of Imaging Equipment .....	3	RGT 2157 Clinical Ed. V .....	7
RGT 2132 Ethical and Legal Responsibilities.....	2	RGT 2542 Radiographic Procedures IV .....	2
RGT 2147 Clinical Ed. IV .....	7	RGT 2912 Radiation Biology .....	2
RGT 2533 Radiographic Proc. III.....	3	RGT 2922 Radiographic Pathology .....	2
Approved Soc./Behav. Science Elective .....	3	RGT 2932 Certification Fundamentals .....	2
	18	Approved Humanities/Fine Arts Elective .....	3
			18

Completion Award: Associate in Applied Science Degree

## MILITARY TECHNOLOGY

The Associate in Applied Science (AAS) in Military Technology degree is designed to work directly with current or former military personnel who are interested in pursuing a career in the military technology area. This degree also serves as a promotional opportunity for career service personnel.

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
ENG 1113 English Composition I .....	3	MIT 1313 Intro. to Military Science .....	3
MAT 1313 College Algebra .....	3	MIT 1323 Records & Information Mgmt. ....	3
SPT 1113 Public Speaking I .....	3	MIT 1333 Personnel Supervision .....	3
Approved Humanities/Fine Arts Elective .....	3	MIT 1343 Leadership & Team Mgmt. ....	3
Approved Soc./Behav. Science Elective .....	3		12
	15		

### SOPHOMORE YEAR

Speciality Courses .....	37
	37

**Completion Award: Associate in Applied Science Degree**

## PRACTICAL NURSING

This is a one-year curriculum designed to provide the student with knowledge and skills necessary to function as a member of the health team in administering safe, effective nursing care. Students are exposed to a well-balanced program of scientific foundations to provide knowledge, skills and understanding needed to function as a practical nurse. Upon graduation, the student will receive a certificate and be eligible to write the National Council Licensure Examination (NCLEX) for Practical Nurses.

Special admission requirements:

1. A minimum ACT composite of 16 with a minimum of 12 in math and reading.
2. Must take the ATI TEAS® exam at Copiah-Lincoln Community College (testing fee required).
3. If accepted, submit the following:
  - a. A Health Occupations application submitted to a career-technical counselor.
  - b. A health form signed by a physician submitted to a career-technical counselor.
  - c. Cardio-Pulmonary Resuscitation Certification from the American Heart Association.
4. If accepted, attend a practical nursing orientation.
5. If accepted, all applicants must participate in drug and alcohol testing and a criminal history background check.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
PNV 1213 Body Structure & Function.....	3	PNV 1524 Therapy & Pharmacology .....	4
PNV 1443 Nursing Fundamentals and Clinical ..	13	PNV 1682 Adult Health Nursing Concepts & Clinical .....	12
	16		16

SUMMER TERM

Third Semester	Semester Hours
PNV 1728 Speciality Areas in Nursing.....	8
PNV 1914 Nursing Transition.....	4
	12

Completion Award: Career Certificate

PRECISION MACHINING TECHNOLOGY

Precision Machining Technology is an instructional program that prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, and milling machines. Included is instruction in making computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges; machining and heat-treating various metals; and laying out machine parts. Also included, is instruction in the operation and maintenance of computerized equipment.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
BOT 1133 Microcomputer Applications.....	3	MST 1126 Power Machinery II .....	6
MST 1114 Power Machinery I.....	4	MST 1423 Advanced Blueprint Reading.....	3
MST 1313 Machine Tool Math.....	3	MST 2813 Metallurgy.....	3
MST 1412 Blueprint Reading .....	2	ENG 1113 English Composition. I .....	3
MST 1613 Precision Layout .....	3	Approved Math/Science with lab Elective .....	3/4
	15		18/19

SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
DDT 1313 Principles of CAD.....	3	MST 2145 Power Machinery IV.....	5
MST 2135 Power Machinery III.....	5	MST 2724 CNC Operations II .....	4
MST 2714 CNC Operations I .....	4	Approved Machine Tool Technical Elective.....	3
Approved Humanities/Fine Arts Elective .....	3	SPT 1113 Public Speaking I.....	3
Approved Social/Behavioral Science Elective .....	3		15
	18		

Completion Award: Career Certificate  
Technical Certificate  
Associate in Applied Science Degree

Technical Electives

MST 2923 Special Problems in Precision Machining Technology  
WBL 291(1-3) Work-Based Learning

## RESPIRATORY CARE TECHNOLOGY

The Respiratory Care Technology program prepares the individual to become a Respiratory Care Practitioner. Respiratory Care Practitioners are responsible for initiating cardiopulmonary resuscitation along with the setup and monitoring of life support systems. In addition, Respiratory Care Practitioners provide treatment for heart and lung disorders by administering inhalation treatments, oxygen, and drugs under the direction of a physician.

Graduates of the Respiratory Care Technology program will receive an Associate in Applied Science Degree. Graduates will be qualified to take the National Board for Respiratory Care examinations for Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT).

The Respiratory Care Technology program is an accredited advanced-level program by the Committee on Accreditation for Respiratory Care, 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835. Programmatic outcomes and accreditation status may be reviewed at <http://www.coarc.com>.

Special Entrance Requirements are:

1. ACT minimum composite score of 18 required.
2. Completed Health Occupations application.
3. Completed Health Occupations health certificate signed by a medical doctor.
4. Interview by instructor and/or committee.
5. Eight hours of clinical observation at a hospital-based Respiratory Care Department.
6. A drug and alcohol testing and a criminal background check, at the applicant's expense, must be completed and passed based on state rules and regulations.

Prerequisites: Anatomy and Physiology I (Lecture & Lab) BIO 2513, BIO 2511  
Anatomy and Physiology II (Lecture & Lab) BIO 2523, BIO 2521

### FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
RCT 1214 Respiratory Care Science .....	4	RCT 1424 Respiratory Care Technology II .....	4
RCT 1223 Patient Assessment & Planning.....	3	RCT 1516 Clinical Practice I.....	6
RCT 1313 Cardiopulmonary A & P.....	3	RCT 1613 Respiratory Care Pharmacology.....	3
RCT 1416 Respiratory Care Technology I.....	6	MAT 1233 Intermediate Algebra <b>OR</b>	
	16	MAT 1313 College Algebra <b>OR</b>	
		PHY 1213 Survey of Physics.....	3
			16

### SUMMER TERM

RCT 1322 Pulmonary Function Testing .....	2
RCT 1523 Clinical Practice II.....	3
CSC 1113 Computer Concepts .....	3
ENG 1113 English Composition I .....	3

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SOPHOMORE YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
RCT 2333 Cardiopulmonary Pathology .....	3	RCT 2546 Clinical Practice IV .....	6
RCT 2434 Respiratory Care Technology III .....	4	RCT 2713 Respiratory Care Seminar .....	3
RCT 2533 Clinical Practice III .....	3	SPT 1113 Public Speaking I .....	3
RCT 2613 Neonatal/Pediatrics Management .....	3	Approved Soc./Behav. Science Elective .....	<u>3</u>
Approved Humanities/Fine Arts Elective .....	<u>3</u>		15
	16		

Completion Award: Associate in Applied Science Degree

WELDING

This course is designed to prepare the student for employment and advancement in an occupation which requires knowledge and skills of welding. The student receives instruction in construction type welding, x-ray welding for shipbuilding, construction, maintenance and custom shop welding. Instruction will include a study of welding equipment and safety practices. The student is taught welding using various electrodes: shielded metal arc welding, gas metal arc welding, oxyacetylene welding, gas tungsten arc welding, flux core arc welding, pipe welding, plasma arc cutting, oxyacetylene and carbon arc cutting.

FRESHMAN YEAR

First Semester	Semester Hours	Second Semester	Semester Hours
CTE 1111 Orientation .....	1	CTE 1143 Fundamentals of Construction .....	3
WLV 1114 Shielded Metal Arc Welding I .....	4	WLV 1135 Gas Tungsten Arc Welding .....	5
WLV 1124 Gas Metal Arc Welding .....	4	WLV 1143 Flux Core Arc Welding .....	3
WLV 1171 Welding Inspect. & Testing .....	1	WLV 1153 Pipe Welding .....	3
WLV 1232 Drawing & Welding Symbols .....	2	WLV 1224 Shielded Metal Arc Welding II .....	<u>4</u>
WLV 1314 Cutting Processes .....	<u>4</u>		18
	15		

Completion Award: Career Certificate



## **ACADEMIC COURSE DESCRIPTIONS**

## ACADEMIC COURSES

The academic courses offered by Copiah-Lincoln Community College follow the uniform course numbering system for public community/junior colleges in Mississippi. The numbers for university parallel courses carry four digits. The first digit indicates the year that the course is normally taught. Generally courses required or recommended for freshmen begin with a “1” and courses at the sophomore level begin with a “2”. The last of the four digits indicates semester hours credit carried by the course. The second and third digits are used to separate courses within departments. The course descriptions are those adopted in the uniform numbering system and are equivalent to those courses offered at the same level at four-year institutions.

### ACCOUNTING (ACC)

#### **ACC 2213 Principles of Accounting I**

Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and accounting systems for service and merchandising businesses. Three hours lecture per week. Credit, three semester hours.

#### **ACC 2223 Principles of Accounting II**

A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Three hours lecture per week. Credit, three semester hours.

### AGRICULTURE (AGR)

#### **AGR 2713 Principles of Agricultural Economics**

Economic principles applied to production, value, prices, credit, taxation, land tenure, marketing, international trade, and related problems affecting agriculture. Three hours lecture per week. Credit, three semester hours.

### ARMY - ROTC (AMR)

#### **AMR 1112 Foundations of Officership**

Introduction to the personal challenges and competencies which are critical for effective leadership in the Armed Forces. Students will examine the role of leadership, officership, and the Army profession as well as develop life skills such as goal settings, time management, physical fitness, and stress management. The focus is on developing basic knowledge and comprehension of Army leadership dimensions. Includes a leadership lab and physical training. One hour lecture and two hours laboratory per week. Credit, two semester hours.

#### **AMR 1122 Basic Leadership**

Fundamental leadership and training techniques with exposure to setting direction, map reading, problem-solving, presenting briefs and using effective writing skills. Students will explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Considerable attention is also placed on improving physical fitness. Includes a leadership lab and physical training. One hour lecture and two hours laboratory per week. Credit, two semester hours.

#### **AMR 2113 Individuals Leadership Studies**

Develop effective military leadership skills: problem analysis, decision making, planning and organizing, delegation and control, and interpersonal conflict resolution. Includes a leadership lab and physical training. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**AMR 2123 Leadership and Teamwork**

An application of leadership skills with emphasis on: beliefs, values, ethics, counseling techniques, map reading, land navigation, basic first aid, and group interaction. Includes a leadership lab and physical training. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**ART (ART)****ART 1113 Art Appreciation**

A course designed to provide an understanding and appreciation of the visual arts. Three hours lecture per week. Credit, three semester hours.

**ART 1313 Drawing I**

Includes the study of the basic elements and principles of organization in two dimensions and the selection, manipulation and synthesis of these components to create an organized visual expression. Students will apply overlapping foreshortening and diminished scale. Black and white media will be stressed. Required of art majors. Six hours laboratory per week. Credit, three semester hours.

**ART 1323 Drawing II**

Continuation of rendering skills introduced in Drawing I with emphasis on color, composition and creative expression. Required of art majors. Six hours laboratory per week. Credit, three semester hours. (*Prerequisite: ART 1313*)

**ART 1433 Design I**

To provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/ methodology involving black and white design problems which apply principles and elements of visual design. Required of art majors. Six hours laboratory per week. Credit, three semester hours.

**ART 1443 Design II**

To provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Required of art majors. Six hours of laboratory per week. Credit, three semester hours. (*Prerequisite: ART 1433*)

**ART 1453 Three-Dimensional Design**

To provide students with an understanding of spatial form in three-dimensions through the use of applied design elements and principles to studio problems in mixed media. Three hours lecture per week. Credit, three semester hours.

**ART 1513 Computer Art**

An introduction to the theory and practice of using the computer to create art. A study of methods and applications utilizing the computer and selected software applications. Three hours lecture/lab per week. Credit, three semester hours.

**ART 1811/1821 Exhibition Class I & II**

Attendance at 75% of all college art exhibitions during the semester student is enrolled. The intended requirement is for art majors to monitor and encourage independent research in career practices and promotion. Submission of individual art work to at least one local, regional, or national exhibition is required. Required of all art majors. Credit, one semester hour each.

**ART 1913     Art for Elementary Teachers**

Development of essential concepts of children's art education in compliance with the National Standards for Arts Education. Two hours of lecture and two hours of laboratory per week. Credit, three semester hours.

**ART 2513     Painting I**

Techniques used in painting media in a variety of subject matter. Six hours laboratory per week. Credit, three semester hours.

**ART 2523     Painting II**

Advanced problems in painting media. Six hours laboratory per week. Six hours laboratory per week. Credit, three semester hours.

**ART 2613     Ceramics I**

This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes, and an appreciation of functional and non-functional forms. Six hours laboratory per week. Credit, three semester hours.

**ART 2623     Ceramics II**

Continuation of skills introduced in Ceramics I. Emphasis on individual problem solving. Six hours laboratory per week. Credit, three semester hours.

**ART 2713     Art History I**

Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Three hours lecture per week. Credit, three semester hours.

**ART 2723     Art History II**

Survey courses of historical background of art forms from Renaissance to present with special emphasis on contemporary expression. Three hours lecture per week. Credit, three semester hours.

**BUSINESS ADMINISTRATION (BAD)****BAD 1113     Introduction to Business**

This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers. Three hours lecture per week. Credit, three semester hours.

**BAD 1121, 1131, 1141, 1151     Business Seminar I, II, III, IV**

This course is designed to coordinate the various business-related student activities to the local level. It promotes leadership and professionalism in civic and social functions which includes student participation and guest speakers. Credit, one semester hour.

**BAD 2113     Introduction to International Business**

This course is an introduction to international business concepts and practices. Emphasis is placed on terminology and the importance of understanding cultural differences and foreign exchange markets. Three hours lecture per week. Credit, three semester hours.

**BAD 2323     Business Statistics**

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting data for business management and control. Topics include: central tendency and dispersion; probability; dis-

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crete and continuous distributions; estimation and hypothesis testing. Three hours lecture per week. Credit, three semester hours.

**BAD 2413     Legal Environment of Business**

An introduction to interrelationships of law and society, jurisprudence, and business. Topics include an introduction to law, law of contracts, agency, and employment. Three hours lecture per week. Credit, three semester hours.

**BAD 2533     Computer Applications in Business and Industry**

This course is an introduction to business application software. This software includes the components of an information system: spreadsheets, presentation graphics, database management, and word processing. Data entry and retrieval records management, and electronic communications are skills taught in this course. Three hours lecture per week. Credit, three semester hours.

**BAD 2713     Principles of Real Estate**

This course is an introduction to the nature of the real estate market, types of ownership of property, contracts, and methods of transfer of title. Three hours lecture per week. Credit, three semester hours.

**BAD 2723     Real Estate Law**

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three hours lecture per week. Credit, three semester hours.

**BAD 2853     Business Ethics**

An exploration of the ethical problems faced in business theory and practice through which the student will recognize and analyze ethical dilemmas and implement ethical decisions within the context of today's business environment. Three hours lecture per week. Credit, three semester hours.

## **BIOLOGY (BIO)**

**BIO 1111     Principles of Biology I, Lab**

A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1113 Principles of Biology I, Lecture. Two hours laboratory per week. Credit, one semester hour.

**BIO 1113     Principles of Biology I**

A lecture course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, and genetics. Three hours lecture per week. Credit, three semester hours.

**BIO 1121     Principles of Biology II, Lab**

A laboratory course for non-science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1123 Principles of Biology II, Lecture. Two hours laboratory per week. Credit, one semester hour.

**BIO 1123     Principles of Biology II**

A lecture course for non-science majors that emphasizes the relationship of humans to their environment, classification of organisms, ecology and environmental concerns. Three hours lecture per week. Credit, three semester hours.

**BIO 1131      General Biology I, Lab**

A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1133 General Biology I, Lecture. Two hours laboratory per week. Credit, one semester hour.

**BIO 1133      General Biology I**

A lecture course for science majors that includes study of the scientific method, chemistry relevant to biological systems, cell structure and physiology, cell processes including photosynthesis and cellular respiration, cell division, genetics and molecular genetics. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ACT composite of 16 or higher or successful completion of BIO 1113/1111 or BIO 1123/1121*)

**BIO 1141      General Biology II, Lab**

A laboratory course for science majors that contains experiments and exercises that reinforce the principles introduced in BIO 1143 General Biology II, Lecture. Two hours laboratory per week. Credit, one semester hour.

**BIO 1143      General Biology II**

A lecture course for science majors that reinforces concepts introduced in BIO 1133 General Biology I, Lecture, while emphasizing the diversity of life. Topics covered include adaptation by natural selection, classification, ecology, detailed consideration of each group of organisms and viruses, study of animals and plants including their basic anatomy and physiology. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ACT composite of 16 or higher or successful completion of BIO 1113/1111 or BIO 1123/1121*)

**BIO 1311      Botany I, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1313 Botany I, Lecture. Two hours laboratory per week. Credit, one semester hour.

**BIO 1313      Botany I**

A lecture course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance. Three hours lecture per week. Credit, three semester hours.

**BIO 1321      Botany II, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 1323 Botany II, Lecture. Two hours laboratory per week. Credit, one semester hour.

**BIO 1323      Botany II**

A lecture course that emphasizes classification and identification of plants. Three hours lecture per week. Credit, three semester hours.

**BIO 1511      Principles of Anatomy and Physiology I, Lab**

For Allied Health Majors only. A laboratory course that contains experiments and exercises to reinforce the principles taught in BIO 1513 Principles of Anatomy and Physiology I, Lecture. Two hours laboratory per week. Credit, one semester hour.

**BIO 1513      Principles of Anatomy and Physiology I**

For Allied Health Majors only. A lecture course that provides an introduction to the anatomical and physiological study of the human body at the molecular, cellular, tissue, and organ systems. Organ systems covered in this course are the integumentary, muscular, skeletal, and nervous system. Three hours lecture per week. Credit, three semester hours.

**BIO 1613     Nutrition**

A lecture course covering the nutrients required for normal growth and prevention of major chronic diseases. It applies to the selection of food for ingestion, the metabolic process of digestion, assimilation, and absorption, and their applications for health care providers. Three hours lecture per week. Credit, three semester hours.

**BIO 2211     Introduction to Marine Science, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2213 Introduction to Marine Science, Lecture. Two hours laboratory per week. Credit, one semester hour.

**BIO 2213     Introduction to Marine Science**

A lecture course providing an introduction to oceanography with an emphasis on the measurement of physical, chemical, and biological aspects of the marine environment as well as functional morphology and taxonomy of local marine biota. Three hours lecture per week. Credit, three semester hours.

**BIO 2313     Dendrology**

A lecture course concerning the taxonomy, morphology, ecology, and identification of woody plants. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: BIO 1313*)

**BIO 2411     Zoology I, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2413 Zoology I, Lecture. Two hours laboratory per week. Credit, one semester hour.

**BIO 2413     Zoology I**

A lecture course that includes in-depth studies of phylogeny and classification systems, protozoa and major invertebrate phyla. Three hours lecture per week. Credit, three semester hours.

**BIO 2511     Anatomy and Physiology I, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2513 Anatomy and Physiology I, Lecture. Two hours laboratory per week. Credit, one semester hour. (*Corequisite: BIO 2513*)

**BIO 2513     Anatomy and Physiology I**

A lecture course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Three hours lecture per week. Credit, three semester hours. (*Corequisite: BIO 2511; Prerequisite: ACT composite of 18 or higher or successful completion of a lower level BIO lecture course.*)

**BIO 2521     Anatomy and Physiology II, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2523 Anatomy and Physiology II, Lecture. Two hours laboratory per week. Credit, one semester hour. (*Corequisite: BIO 2523*)

**BIO 2523     Anatomy and Physiology II**

A lecture course that includes detailed studies of the anatomy and physiology of the human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Three hours lecture per week. Credit, three semester hours. (*Corequisite: BIO 2521; Prerequisite: BIO 2513/2511*)



**BIO 2611      Cell Biology, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in BIO 2613 Cell Biology, Lecture. Two hours laboratory per week. Credit, one semester hour.

**BIO 2613      Cell Biology**

A lecture course providing a comparative study of cell structures among plant, animal, and bacterial systems. Three hours lecture per week. Credit, three semester hours.

**BIO 2921      Microbiology, Lab**

A laboratory course devoted to lab safety and gaining hands-on experience in the areas of microscopy, culturing techniques (pure culture and isolation and media preparation), staining techniques, aseptic technique, diagnostic procedures and effectiveness of antimicrobial agents. Two hours laboratory per week. Credit, one semester hour.

**BIO 2923      Microbiology**

A lecture course providing a survey of the microbes (microscopic organisms) with emphasis on those affecting other forms of life, especially man. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ACT composite of 18 or higher or successful completion of BIO 2513/2511 or CHE 1213/1211.*)

### **BUSINESS AND OFFICE ADMINISTRATION (BOA)**

**BOA 1413      Keyboarding**

This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Three hours lecture per week. Credit, three semester hours.

### **CHEMISTRY (CHE)**

**CHE 1113      General Chemistry Survey (Basic)**

A basic chemistry lecture course that covers terminology, measurements, atomic structure, nomenclature, chemical equations, and basic stoichiometry. (Does not satisfy core requirements in science and math majors). Three hours lecture per week. Credit, three semester hours.

**CHE 1211      General Chemistry I, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213 General Chemistry I, Lecture. Two hours laboratory per week. Credit, one semester hour.

**CHE 1213      General Chemistry I**

A lecture course that covers atomic and molecular structure, nomenclature and chemical formulas, chemical reactions, mole concept and stoichiometry, bonding, and gases. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: Must have completed or be currently enrolled in MAT 1313 or MAT 1343*)

**CHE 1221      General Chemistry II, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223 General Chemistry II, Lecture. Two hours laboratory per week. Credit, one semester hour.

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**CHE 1223 General Chemistry II**

A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: CHE 1213*)

**CHE 1311 Principles of Chemistry I, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1313 Principles of Chemistry I, Lecture, Two hours laboratory per week. Credit, one semester hour.

**CHE 1313 Principles of Chemistry I**

A lecture course that emphasizes basic terminology, measurement, atomic structure, periodic table, chemical bonding, stoichiometry, energy, and states of matter. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 0123*)

**CHE 2422 Organic Chemistry I, Lab**

A laboratory course that acquaints students with important manipulations, procedures, and the preparation and study of organic compounds being introduced in CHE 2423 Organic Chemistry I, Lecture. Six hours laboratory per week. Credit, two semester hours.

**CHE 2423 Organic Chemistry I**

A lecture course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, and reaction mechanisms. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: CHE 1223*)

**CHE 2432 Organic Chemistry II, Lab**

A laboratory course that acquaints students with important manipulations, procedures, preparations, and study of aromatic and complex organic compounds being introduced in CHE 2433 Organic Chemistry II, Lecture. Six hours laboratory per week. Credit, two semester hours.

**CHE 2433 Organic Chemistry II**

A lecture course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds. This course emphasizes on reactions, reaction mechanisms, and nomenclature. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: CHE 2423*)

### COMMUNICATIONS (COM)

**COM 1423 Introduction to Broadcasting**

A historical overview of the development and operation of electronic and film media, including a brief survey of mass communication theory and effects research. Three hours lecture per week. Credit, three semester hours.

**COM 1463 TV Production**

Practical experience in production of television programs, the techniques of production programs and the techniques of production including camera, audio, lighting, staging, graphics, and on-campus appearance. Three hours lecture per week. Credit, three semester hours.

**COM 1511 Radio/TV Production Lab I**

Lab experience in radio or television production. Two hours laboratory per week. Credit, one semester hour.

**COM 2463 Writing for the Electronic Media**

Introductory course to teach the basic skills of broadcast writing, reporting and production. Three hours lecture per week. Credit, three semester hours.

**COM 2483 Introduction to Mass Communications**

A study of the history, organization, and mechanics of various mass media. Designed to help the student understand the roll of mass media in life and in society. Three hours lecture per week. Credit, three semester hours.

**CRIMINAL JUSTICE (CRJ)****CRJ 1313 Introduction to Criminal Justice**

History, development, and philosophy of law enforcement in a democratic society; introduction to agencies involved in the administration of criminal justice; career orientation. Three hours lecture per week. Credit, three semester hours.

**CRJ 1323 Police Administration and Organization I**

Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three hours lecture per week. Credit, three semester hours.

**CRJ 1363 Introduction to Corrections**

An overview of the correctional field, its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three hours lecture per week. Credit, three semester hours.

**CRJ 2513 Juvenile Justice**

Organizational, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three hours lecture per week. Credit, three semester hours.

**COMPUTER SCIENCE (CSC)****CSC 1113 Computer Concepts**

A computer competency course which introduces concepts, terminology, operating systems, electronic communications, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three hours lecture/lab per week. Credit, three semester hours.

**CSC 1123 Computer Applications I**

This course is designed to teach computer applications to include: word-processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture/lab per week. Credit, three semester hours. (*Prerequisite: CSC 1113 highly recommended*)

**CSC 1133 Computer Applications II**

This course is a continuation of CSC 1123 with concentration on advanced computer applications to include: Web design, OLE, Macros, and emerging technology. Three hours lecture/lab per week. Credit, three semester hours. (*Prerequisite: CSC 1123*)

**CSC 1213 Visual Basic Computer Programming I**

This course is designed to introduce the writing of event-driven programs using the VISUAL BASIC computer programming language with emphasis on problem solving, documentation, program statements, algorithms, and common routines. Three hours lecture/lab per week. Credit, three semester hours.

**CSC 1613 Computer Programming I**

Introduction to problem-solving methods and algorithm development which emphasizes the imperative first approach; designing, debugging, looping, scope rules, functions, and a variety of applications in an object-oriented programming language. Three hours lecture/lab per week. Credit, three semester hours. (*Prerequisite: CSC 1213*)

**CSC 2133 Programming I with “C++”**

An introduction to problem solving methods, algorithm development, designing, debugging, and documentation in C++ language with a variety of applications including: I/O statements, arithmetic, logical, conditional, looping, methods/functions, and array processing. Three hours lecture/lab per week. Credit, three semester hours. (*Prerequisite: previous programming experience or permission of instructor*)

**CSC 2143 Programming II with “C++”**

Continued program and algorithm development and analysis; search/sort methods; abstract data types and object-oriented design; designing and debugging larger programs using C++ language. Three hours lecture/lab per week. Credit, three semester hours. (*Prerequisite: CSC 2133*)

**ECONOMICS (ECO)****ECO 2113 Principles of Macroeconomics**

The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, and circular flow of market economies. Three hours lecture per week. Credit, three semester hours.

**ECO 2123 Principles of Microeconomics**

The study of firms, industries, and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory, and market structures. Three hours lecture per week. Credit, three semester hours.

**ENGINEERING (EGR)****EGR 1113 Introduction to Engineering**

This course is designed to provide students with an introduction to engineering as a professional. Students will be familiarized with the various career pathways in engineering as well as planning for success in their chosen field. Three hours lecture per week. Credit, three semester hours.

**EGR 1123 Introduction to Engineering Design**

This course is designed to provide students with an overview of the engineering process ranging from design and planning to construction and testing through projects and mentoring. Three hours lecture per week. Credit, three semester hours.

**EGR 2413 Engineering Mechanics I: Statics**

A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions. Three hours lecture per week. Credit, three semester hours. (*Pre or Corequisite: MAT 1613 and PHY 2313*)

**EGR 2433 Engineering Mechanics II**

A lecture course that covers kinematics of particles and rigid bodies, kinetics of particles and rigid bodies using force-mass-acceleration, energy, and momentum methods. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: EGR 2413*)

**ENGLISH (ENG)****ENG 0113    Beginning English and Reading**

This course is an integrated course designed to develop basic writing skills and reading strategies. Three hours lecture per week. Institutional Credit, three semester hours.

**ENG 0123    Intermediate English and Reading**

This course is an integrated course designed to advance students to college level writing skills and reading strategies. Three hours lecture per week. Institutional Credit, three semester hours. *(Pre-requisite: ACT English score of 14 - 16 or ACCUPLACER combined Sentence Skills and Reading Comprehension score of 40-148 or successful completion of ENG 0113 with a grade of C or higher)*

**ENG 1113    English Composition I**

This course is designed to prepare the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture per week. Credit, three semester hours. *(Prerequisite: ACT English score of 17 or above or ACCUPLACER combined Sentence Skills and Reading Comprehension score of 175 or above or successful completion of ENG 0123 with a grade of C or higher)*

**ENG 1123    English Composition II**

This course is a continuation of ENG 1113 with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Three hours lecture per week. Credit, three semester hours. *(Prerequisite: ENG 1113)*

**ENG 2133    Creative Writing I**

This course involves reading and writing poetry, short fiction, creative nonfiction, and/or drama. Three hours lecture per week. Credit, three semester hours.

**ENG 2143    Creative Writing II**

This course is a continuation of reading and writing poetry, short fiction, creative nonfiction, and/or drama. Three hours lecture per week. Credit, three semester hours.

**ENG 2153    Traditional Grammar**

This course focuses on the basic elements of English grammar and mechanics. Three hours lecture per week. Credit, three semester hours.

**ENG 2223    American Literature I**

This course surveys representative prose and poetry of the United States from its beginnings to the Civil War. Three hours lecture per week. Credit, three semester hours. *(Pre-requisite: ENG 1113)*

**ENG 2233    American Literature II**

This course surveys representative prose and poetry of the United States from Civil War to the present. Three hours lecture per week. Credit, three semester hours. *(Prerequisite: ENG 1113)*

**ENG 2323    British Literature I**

This course surveys British Literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Three hours lecture per week. Credit, three semester hours. *(Prerequisite: ENG 1113)*

**ENG 2333    British Literature II**

This course surveys British Literature from the Romantic Period to the present. Three hours lecture per week. Credit, three semester hours. *(Prerequisite: ENG 1113)*

**ENG 2423 World Literature I**

This course surveys texts representative of global and historical diversity from the ancient world through the early modern world. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ENG 1113*)

**ENG 2433 World Literature II**

This course surveys texts representative of global and historical diversity from the Enlightenment Period to the present. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ENG 1113*)

**ENG 2523 African-American Literature I**

This course surveys literature of major African-American writers from its Vernacular Tradition to the Harlem Renaissance. Three lectures per week. Credit, three semester hours. (*Prerequisite: ENG 1113*)

**ENG 2533 African-American Literature II**

This course surveys literature of major African-American writers from the Harlem Renaissance to the present. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ENG 1113*)

**ENG 2613 Film as Literature**

This course involves the study of current and classic motion pictures as a form of literary, historic, and cinematic expression. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ENG 1113*)

**EDUCATIONAL PSYCHOLOGY (EPY)****EPY 2513 Child Psychology**

A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial, and cognitive development from conception into emerging adolescence. Three hours lecture per week. Credit, three semester hours.

**EPY 2523 Adolescent Psychology**

A study of human growth and development during adolescence. This includes physical, cognitive, and psychosocial development. Three hours lecture per week. Credit, three semester hours.

**EPY 2533 Human Growth and Development**

A study of human growth and development from conception through late adulthood, including death and dying. Topics include physical, psychosocial, and cognitive development. Three hours lecture per week. Credit, three semester hours.

**FAMILY AND CONSUMER SCIENCE (FCS)****FCS 1253 Nutrition**

A lecture course covering the nutrients for normal growth and reducing the risks of major chronic diseases, and applied to the selection of food for ingestion, the processes of digestion, assimilation, absorption, metabolism, and the applications for healthcare providers. Three hours lecture per week. Credit, three semester hours.

**GEOGRAPHY (GEO)****GEO 1113 World Regional Geography**

A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture per week. Credit, three semester hours.

## **GEOLOGY (GLY)**

### **GLY 1111     Physical Geology Lab**

Laboratory course which may accompany GLY 1113. Study of the common rocks, minerals, topographic maps and geologic maps. One hour laboratory per week. Credit, one semester hour.

### **GLY 1113     Physical Geology**

The course is designed to help students to more thoroughly understand the physical environment and forces that shape our Earth and affect our lives. It primarily covers the relationships of Earth processes and the resultant rocks, minerals, physical features, and natural resources on the Earth's surface and in its subsurface. Three hours lecture per week. Credit, three semester hours.

## **GRAPHICS AND DRAWING (GRA)**

### **GRA 1113     Engineering Drawing**

The use of instruments, geometric construction, orthographic projection, sectional views, and lettering. Includes two-dimensional computer assisted drafting strategies. One hour lecture and five hours laboratory per week. Credit, three semester hours.

### **GRA 1143     Graphic Communication I**

Instrumental drawing, geometric construction, orthographic projection, and descriptive geometry. Includes computer aided design (CAD) in 2-dimensional and 3-dimensional construction. One hour lecture and four hours lab. Credit, three semester hours.

## **HISTORY (HIS)**

### **HIS 1163     World Civilization I**

A general survey of world history from ancient times to the 1500s. Three hours lecture per week. Credit, three semester hours.

### **HIS 1173     World Civilization II**

A general survey of world history from the 1500s to modern times. Three hours lecture per week. Credit, three semester hours.

### **HIS 1613     African-American History**

This is a survey of African-American History from Africa origins to modern times. Three hours lecture per week. Credit, three semester hours.

### **HIS 2213     American (U.S.) History I**

This is a survey of American (U.S.) history to 1877. Three hours lecture per week. Credit, three semester hours.

### **HIS 2223     American (U.S.) History II**

This course is a survey of American (U.S.) history since 1877. Three hours lecture per week. Credit, three semester hours.

## **HONORS (HON)**

### **HON 1911     Honors Forum I**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. Credit, one semester hour.

**HON 1921 Honors Forum II**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. Credit, one semester hour.

**HON 2911 Honors Forum III**

Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. Credit, one semester hour.

## **HEALTH, PHYSICAL EDUCATION AND RECREATION (HPR)**

**HPR 1111 General Physical Education Activities I**

This course is designed to give students a modern concept of physical education and recreation by developing body skills. Two hours per week. Credit, one semester hour.

**HPR 1121 General Physical Education Activities II**

This course is designed to give students a modern concept of physical education and recreation by developing body skills. Two hours per week. Credit, one semester hour.

**HPR 1131 Varsity Sports I**

Participation in varsity sport. Credit, one semester hour.

**HPR 1141 Varsity Sports II**

Participation in varsity sport. Credit, one semester hour.

**HPR 1213 Personal and Community Health I**

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three hours lecture per week. Credit, three semester hours.

**HPR 1313 Introduction to Kinesiology/Health, Physical Education & Recreation**

Introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three hours lecture per week. Credit, three semester hours.

**HPR 1551 Fitness and Conditioning Training I**

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. One hour per week. Credit, one semester hour.

**HPR 1561 Fitness and Conditioning Training II**

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. One hour per week. Credit, one semester hour.

**HPR 1593 Health Concepts of Physical Activity, Wellness and Nutrition**

This course is designed to help students develop an understanding of the concepts of physical fitness and nutrition for a healthful lifestyle and a reduced risk of disease. The student will explore wellness concepts and engage in assessments with emphasis on personal fitness, disease prevention, nutrition, and weight management. Three hours lecture per week. Credit, three semester hours.

**HPR 1613 Physical Education and Elementary School**

This is a study of the growth and development of children including their interests and tendencies. Educational and physical education philosophy and objectives are stressed, as well as methods



of teaching. Emphasis is placed on a conceptual approach based on mechanical laws and related concepts which results in a program of physical education presented in sequential progressive problem-solving situations. Three hours lecture per week. Credit, three semester hours.

**HPR 2111 General Physical Education Activities III**

This course is designed to give students a modern concept of physical education and recreation by developing body skills. Two hours per week. Credit, one semester hour.

**HPR 2121 General Physical Education Activities IV**

This course is designed to give students a modern concept of physical education and recreation by developing body skills. Two hours per week. Credit, one semester hour.

**HPR 2131 Varsity Sports III**

Participation in varsity sport. Credit, one semester hour.

**HPR 2141 Varsity Sports IV**

Participation in varsity sport. Credit, one semester hour.

**HPR 2213 First Aid and CPR**

Instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. Three hours lecture per week. Credit, three semester hours.

**HPR 2423 Football Theory**

Theoretical study of football methods from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. Three hours lecture per week. Credit, three semester hours.

**HPR 2453 Baseball Theory**

A theoretical study of baseball methods from a coaching standpoint; study of fundamentals and team play; methods of teaching fundamentals; team organization. Three hours lecture per week. Credit, three semester hours.

**HPR 2551 Fitness and Conditioning Training III**

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. One hour per week. Credit, one semester hour.

**HPR 2561 Fitness and Conditioning Training IV**

Instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. One hour per week. Credit, one semester hour.

**HPR 2723 Prevention and Care of Athletic Injuries**

Theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. Three hours lecture per week. Credit, three semester hours.

**JOURNALISM (JOU)**

**JOU 1111 College Publications I**

A laboratory course designed to give practical experience in working with college newspaper and yearbook production. News, feature, editorial writing, makeup and layout, editing, advertising, and photography will be emphasized according to student need. Two hours laboratory per week. Credit, one semester hour.

**JOU 1121 College Publications II**

A continuation of JOU 1111. Two hours laboratory per week. Credit, one semester hour.

**JOU 1313 News Writing and Reporting I**

An introductory course in journalism designed to teach news writing and reporting, the construction of the news article with an emphasis on source news, features, sports, and interview stories and editorials. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**JOU 1323 News Writing and Reporting II**

An advanced journalism course designed to teach news writing and editing with an emphasis on news, features, sports, and editorials. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: JOU 1313*)

**JOU 2111 College Publications III**

Open to journalism majors only who successfully completed JOU 1111, 1121, 1313, and 1323. Consent of instructor. Laboratory work will include coverage of news events on campus, photography, sports writing, and editorial writing. Advancement in skill of headline writing, copy editing, and make-up and design will also be stressed. Two hours laboratory per week. Credit, one semester hour.

**JOU 2121 College Publications IV**

Open to journalism majors only who have successfully completed JOU 1111, 1121, 1313, 1323, and 2111. Consent of instructor. Laboratory work will include coverage of news events on campus, photography, and editorial writing. Advancement in skills in headline writing, copy editing, and make-up and design will be stressed. Two hours laboratory per week. Credit, one semester hour.

**LEADERSHIP (LEA)****LEA 1811 Leadership and Organization Skills I**

A study of leadership styles and skills, roles and functions of officers of student organizations. Includes parliamentary procedure, chain of command, communication, conducting effective meetings, role of constitution/by-laws, principle of ethics, etiquette, and working with volunteers. One hour lecture per week. Credit, one semester hour.

**LEA 1821 Leadership and Organizational Skills II**

Continued study of LEA 1811, ice breakers; non-verbal communication; role of functions in groups; power; time management; stress management; role of constitution; Personal Style type indicator; planning and goal setting; leadership mentoring. One hour lecture per week. Credit, one semester hour.

**LEA 1911 Leadership and Communication Skills Development - Recruiting and Public Relations I**

This course familiarizes the student with his/her responsibilities as a member of the recruiting/public relations team. It explores leadership skills, communication, and factual information about the college. Through this course the student will be able to function as a representative in recruitment and in public relations. One hour lecture per week. Credit, one semester hour.

**LEA 1921 Leadership and Communication Skills Development - Recruiting and Public Relations II**

A continuation of LEA 1911. One hour lecture per week. Credit, one semester hour.

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## LEARNING AND LIFE SKILLS (LLS)

### **LLS 1151 College Life**

College Life offers group experiences in study skills and career exploration. This course is designed to assist the first time student in achieving academic success. Credit, one semester hour.

### **LLS 1311 Orientation**

This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments, and gives the student guidance in collegiate life. One hour lecture per week. Credit, one semester hour.

### **LLS 1332 Introduction to Health Professions I**

This course looks at specific allied professions, describes the education necessary, certification requirements, and expected salary. The course discusses all levels of healthcare professionals from those requiring a certificate or diploma to those requiring an associate, bachelor, or doctoral degree. Two hours lecture per week. Credit, two semester hours.

### **LLS 1352 Introduction to S.T.E.M. Professions**

A presentation of the educational requirements, the various professions and the entry points for employment for students interested in STEM professions. Two hours lecture per week. Credit, two semester hours.

### **LLS 1423 College Study Skills**

An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective mastery of college-level courses, both graduate and undergraduate. Three hours lecture per week. Credit, three semester hours.

## MATHEMATICS (MAT)

### **MAT 0123 Beginning Algebra**

A course in algebra to include operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. Three hours lecture/lab per week. Institutional Credit, three semester hours. (*Prerequisite: ACT Math score of 1 - 15 or ACCUPLACER Math score of 20 - 69*)

### **MAT 1233 Intermediate Algebra**

The topics include linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Three hours lecture/lab per week. Institutional Credit, three semester hours. (*Prerequisite: ACT Math score of 16 - 18 or ACCUPLACER Math score of 70 - 87 or successful completion of MAT 0123 with a grade of C or higher*)

### **MAT 1313 College Algebra**

This course includes inequalities; functions; linear and quadratic equations, circles, and their graphs; rational, radical, and higher-ordered equations; applications; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Three hours lecture/lab per week. Credit, three semester hours. (*Prerequisite: ACT Math score of 19 or ACCUPLACER Math score of 88 or above or successful completion of MAT 1233 with a grade of C or higher*)

### **MAT 1323 Trigonometry**

This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric

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functions; applications. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 or ACT Math Score of 24 or above*)

**MAT 1343 Pre-Calculus**

A review of college algebra and trigonometry in preparation for Calculus I. Topics include functions; solving equations; logarithmic and exponential functions; trigonometric functions; solving trigonometric equations. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ACT Math Score of 19 or above and high school trigonometry or successful completion of MAT 1233 and high school trigonometry*)

**MAT 1513 Business Calculus I**

A study of functions, limits, continuity, derivatives, and their applications to business and economics. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 or MAT 1343*)

**MAT 1613 Calculus I**

This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; applications; anti-derivatives. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 and MAT 1323 or MAT 1343, or ACT Math Score of 26 or above*)

**MAT 1623 Calculus II**

This course includes the following topics: the definite integral; differentiation and integration of transcendental functions, techniques of integration; applications. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1613*)

**MAT 1723 Real Number System**

Designed for elementary and special education majors, this course includes set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 or MAT 1343*)

**MAT 1733 Geometry, Measurement, and Probability**

Designed for elementary and special education majors, this course includes geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions, statistics and probability. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 or MAT 1343*)

**MAT 1743 Problem Solving with Real Numbers**

Designed for elementary and special education majors, this course includes logic, applications of real numbers, probability, and statistics. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 or MAT 1343*)

**MAT 1753 Quantitative Reasoning**

Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic, algebra, number theory, statistics, and modern applications. Three hours lecture per week. Credit, three semester hours.

**MAT 2113 Introduction to Linear Algebra**

This course includes the following topics: systems of linear equations; matrices; vector spaces; determinants; linear transformation; Eigenvalues and Eigenvectors. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1623*)

**MAT 2323     Statistics**

Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1313 or MAT 1343*)

**MAT 2613     Calculus III**

This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite series. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1623*)

**MAT 2623     Calculus IV**

This course includes the following topics: partial differentiation; multiple integration; vector calculus; quadric surfaces. Three hours lecture per week. Credit, three semester hours, (*Prerequisite: MAT 2613*)

**MAT 2913     Differential Equations**

This course includes the following topics: solution of first and higher order differential equations, existence theorems, Laplace transforms; applications. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MAT 1623*)

### **MODERN AND FOREIGN LANGUAGE (MFL)**

**MFL 1113     French I**

This course is an oral-aural approach, stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on the practical aspects of the language. Three hours lecture per week. Credit, three semester hours.

**MFL 1123     French II**

This course is a continuation of MFL 1113 with wider vocabulary and more complex structures and functions. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MFL 1113*)

**MFL 1213     Spanish I**

This course is an oral-aural approach stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication. Three hours lecture per week. Credit, three semester hours.

**MFL 1223     Spanish II**

MFL 1223 continues MFL 1213 with wider vocabulary and more complex structures and functions. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MFL 1213*)

**MFL 2213     Spanish III**

This course is a continuation of MFL 1223 with additional materials of literary and cultural value. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MFL 1223*)

**MFL 2223     Spanish IV**

This course is a continuation of MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MFL 2213*)

**MFL 2243     Spanish Conversation I**

This course is an advanced-level course designed to further develop conversational language proficiency. Three hours lecture per week. Credit, three semester hours.

**MFL 2253 Spanish Conversation II**

This course is a continuation of MFL 2243 and is an advanced-level course designed to further develop conversational language proficiency. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MFL 2243*)

**MFL 2513 Occupational Spanish**

This course is designed to teach basic oral communication skills for interaction in Spanish in an occupational setting. Specialized variations of this course include: Law Enforcement, Medical and Business. Credit, three semester hours.

**MFL 2613 Foreign Language Study Abroad**

This course is a unique language and culture learning opportunity designed and provided by individual colleges. Location, duration, and requirements may vary by institution. Credit, three semester hours.

**MUSIC APPLIED (MUA)****(Brass, Guitar, Percussion, Piano, Voice, and Woodwinds)**

All music majors desiring enrollment in Applied Music course must audition prior to registration so that the proper course numbers can be assigned. Applied Music courses may be scheduled for elective credit by non-music majors at the discretion of the instructor. One hour practice is required daily for each Applied Music hour credit.

**MUA 1111, 1121, 2111, 2121 Class Brass I, II, III, & IV**

Brass instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's knowledge of brass instruction and performance. Credit, one semester hour each.

**MUA 1141, 1151, 2141, 2151 Elective Brass I, II, III, & IV**

Brass instruction for non-brass/music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. Credit, one semester hour each.

**MUA 1172, 1182, 2172, 2182 Brass For Music Education Majors I, II, III, & IV**

Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Credit, two semester hours each.

**MUA 1173, 1183, 2173, 2183 Brass For Music Majors I, II, III, & IV**

Brass instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. Credit, three semester hours each.

**MUA 1211, 1221, 2211, 2221 Class Guitar I, II, III, & IV**

Instruction for beginning guitar player's that includes basic accompanying styles and an introduction to classical guitar technique. Credit, one semester hour each.

**MUA 1241, 1251, 2241, 2251 Elective Guitar I, II, III, & IV**

Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to guitar technique, repertoire, and performance of standard literature. Credit, one semester hour each.

**MUA 1272, 1282, 2272, 2282 Guitar For Music and Music Education Majors I, II, III, & IV**

Guitar instruction for music education majors with guitar as their area of emphasis. Introduction to guitar technique, literature, and performance of standard literature. Credit, two semester hours each.

**MUA 1411, 1421, 2411, 2421 Class Percussion I, II, III, & IV**

Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. Credit, one semester hour each.

**MUA 1441, 1451, 2441, 2451 Elective Percussion I, II, III, & IV**

Percussion instruction for non-percussion/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. Credit, one semester hour each.

**MUA 1472, 1482, 2472, 2482 Percussion For Music Education I, II, III, & IV**

Percussion instruction for music majors, with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. Credit, two semester hours each.

**MUA 1473, 1483, 2473, 2483 Percussion For Music Majors I, II, III, & IV**

Percussion instruction for music majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature and develop the student's interest in playing. Credit, three semester hours each.

**MUA 1511, 1521, 2511, 2521 Class Piano For Music Majors I, II, III & IV**

Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to university. Credit, one semester hour each.

**MUA 1541, 1551, 2541, 2551 Piano For Non-Music Majors I, II, III, & IV**

Individual piano instruction for non-music majors. Credit, one semester hour each.

**MUA 1572, 1582, 2572, 2582 Piano For Keyboard Majors (Music Education) I, II, III, & IV**

Individual piano instruction including technique, appropriate repertoire, and memorization. Credit, two semester hours each.

**MUA 1573, 1583, 2573, 2583 Piano For Keyboard Majors (Performance) I, II, III, & IV**

Intensive individual piano instruction including technique, appropriate repertoire, and memorization. Credit, three semester hours each.

**MUA 1641, 1651, 2641, 2651 Strings for Non Majors (Elective Strings) I, II, III, & IV**

Bowed string instrument instruction for music majors with strings as a secondary area of emphasis. Introduction to tuning, tone production, bowings, fingerings, and positions. Credit, one semester hour each.

**MUA 1672, 1682, 2672, 2682 Strings for Music Education Majors I, II, III, & IV**

Bowed string instrument instruction for music majors with strings as their area of emphasis. Introduction to string technique, literature, etudes and performance standard literature. Credit, two semester hours each.

**MUA 1711, 1721, 2711, 2721 Class Voice I, II, III, & IV**

Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. Credit, one semester hour each.

**MUA 1741, 1751, 2741, 2751 Voice For Non-Vocal Majors I, II, III, & IV**

Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore moderate levels of vocal literature and develop and improve the student's vocal ability. Credit, one semester hour each.

**MUA 1772, 1782, 2772, 2782 Voice For Vocal Music Education Majors I, II, III, & IV**

Voice for vocal music majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's vocal ability. Credit, two semester hours each.

**MUA 1773, 1783, 2773, 2783 Voice For Vocal Performance Majors I, II, III, & IV**

Voice for vocal performance majors is designed to teach the fundamental principals of singing, explore advanced vocal literature, develop and improve the student's vocal ability and strengthen the singer's performance ability. Credit, three semester hours each.

**MUA 1811, 1821, 2811, 2821 Class Woodwinds I, II, III, & IV**

Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance. Credit, one semester hour each.

**MUA 1841, 1851, 2841, 2851 Elective Woodwinds I, II, III, & IV**

Woodwind instruction for non-woodwind/music education majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature, and develop the student's interest in playing. Credit, one semester hour each.

**MUA 1872, 1882, 2872, 2882 Woodwinds For Music Education Majors I, II, III, & IV**

Woodwind instruction for music education majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Credit, two semester hours each.

**MUA 1873, 1883, 2873, 2883 Woodwinds For Music Majors I, II, III, & IV**

Woodwind instruction for performance majors. Designed to teach the fundamental principles of playing, explore advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. Credit, three semester hours each.

**MUSIC ORGANIZATIONS (MUO)****(Band, Small Band Groups, Stage Band, Choir, Small Singing Groups)****MUO 1111, 1121, 2111, 2121 Band I, II, III, & IV**

Designed to teach the fundamental principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance techniques. Five hours laboratory per week. Credit, one semester hour each. (Wesson Campus) (*Prerequisite: Consent of instructor*)

**MUO 1131, 1141, 2131, 2141 Small Instrument Ensemble I, II, III, & IV**

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. Credit, one semester hour each. (Wesson Campus)



**MUO 1151, 1161, 2151, 2161      Small Mixed Ensemble I, II, III, & IV**

Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. Credit, one semester hour each. (Wesson Campus)

**MUO 1171, 1181, 2171, 2181      Large Jazz Ensemble I, II, III, & IV**

A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required. Credit, one semester hour each. (Wesson Campus) (*Prerequisite: consent of instructor*)

**MUO 1211, 1221, 2211, 2221      Choir I, II, III, & IV**

A course for music majors and non-majors focused on performing choral music from a variety of style periods. Membership with consent of instructor. Four hours laboratory per week. Credit, one semester hour each. (Wesson Campus)

**MUO 1241, 1251, 2241, 2251      Small Voice Ensemble I, II, III, & IV**

A course for select singers focused on performing from one or more genres of music. Groups less than concert choir size, such as show choirs (Sojourners), chamber choirs (Ambassadors), or other small vocal ensembles, Membership by auditions. Credit, one semester hour each. (Wesson Campus)

**MUSIC FOUNDATIONS (MUS)**  
**(Education, History, Literature and Theory)**

**MUS 1113      Music Appreciation**

A course designed to give the student, thorough listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture. Three hours lecture per week. Credit, three semester hours.

**MUS 1123      Music Survey (Majors)**

Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Three hours lecture per week. Credit, three semester hours.

**MUS 1133      Fundamentals of Music**

Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. Three hours lecture per week. Credit, three semester hours.

**MUS 1211      Music Theory I, Lab**

Lab instruction. Sight-singing, ear training, and dictation. Credit, one semester hour. (*Corequisite: MUS 1213*)

**MUS 1213      Music Theory I**

Study of functional harmony through analysis and part writing, sight-singing, and ear training. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ACT English score of 17 or above or ACCUPLACER combined Sentence Skills and Reading Comprehension score of 175 or above or successful completion of ENG 0123 with a grade of C or higher*)

**MUS 1221      Music Theory II, Lab**

Lab instruction. Sight-singing, ear training, and dictation. Credit, one semester hour. (*Prerequisite: Minimum grade of "C" in MUS 1211*)

**MUS 1223 Music Theory II**

Continued study of functional harmony through analysis and part-writing, sight-singing, and ear training. Three hours lecture and one laboratory hour per week. Credit, three semester hours.

**MUS 1911 Recital Class I**

Required performance of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. Credit, one semester hour.

**MUS 1921 Recital Class II**

Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. Credit, one semester hour.

**MUS 2211 Music Theory III, Lab**

Lab instruction. Sight-singing, ear training, and dictation. Credit, one semester hour. (*Prerequisite: Minimum grade of "C" in MUS 1221*)

**MUS 2213 Music Theory III**

Continuation study of functional harmony through analysis and part writing, sight-singing, and ear training. Three hours lecture and one laboratory hour per week. Credit, three semester hours.

**MUS 2221 Music Theory IV, Lab**

Lab instruction. Sight-singing, ear training, and dictation. Credit, one semester hour. (*Prerequisite: Minimum grade of "C" in MUS 2211*)

**MUS 2223 Music Theory IV**

Continued study of functional harmony through analysis and part writing, sight-singing, and ear training. Three hours lecture per week. Credit, three semester hours.

**MUS 2513 Music for Elementary Teachers**

Designed for the needs of the elementary education student. Essentials of public school music; study of the fundamentals of music. Reading music notations and terminology. Three hours lecture per week. Credit, three semester hours.

**MUS 2911 Recital Class III**

Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. Credit, one semester hour.

**MUS 2921 Recital Class IV**

Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. Credit, one semester hour.

## ASSOCIATE DEGREE NURSING (NUR)

**NUR 1113 Pharmacology**

A didactic course that introduces basic concepts of pharmacotherapy and its scientific basis, along with legal/ethical/cultural guidelines for the professional nurse. Emphasis is placed on the nursing-aspect of medication-administration, including the nursing-process, client-teaching, legal, ethical, and ethnic-cultural considerations. The importance of safety-issues, evidenced-based practice, and interdisciplinary-collaboration related to pharmacology are identified and discussed. Physiological, sociological, developmental, and socioeconomic-factors involved in pharmacotherapy are examined. Credit, three semester hours. (*Prerequisites: Admission to the ADN Program, completion of ADN prerequisites. Corequisite: NUR 1119*)

**NUR 1119     Fundamentals of Nursing**

A didactic and clinical course that introduces the student to the basics of nursing theory including the nursing process, health assessment, critical thinking, and selected nursing skills. Physiological, psychological, sociological, developmental, ethnic-cultural, and socioeconomic factors are introduced and examined. Students begin to utilize and apply these concepts and theories into the practice of nursing in a variety of structured settings. This course also introduces the functions and roles of the associate degree nurse within the nursing profession and health care delivery system. Credit, nine semester hours, (*Prerequisites: Admission to the ADN program, completion of ADN prerequisites. Corequisite: NUR 1113*)

**NUR 1219     Medical-Surgical Nursing I**

A didactic and clinical course that focuses on the holistic care of medical-surgical clients with acute and chronic health alterations. Emphasis is placed on the synthesis of relevant theories, concepts and principles from nursing, social, behavioral, and natural sciences when making nursing judgments. Students utilize the nursing process to plan nursing actions to assist medical-surgical clients to maximize their potential for wellness. Physiological, psychological, sociological, developmental, ethnic-cultural, and socioeconomic factors are examined. This course is also designed to enhance professional knowledge and understanding of the functions and roles of the associate degree nurse within medical-surgical and selected community settings. Selected clinical experiences are provided within the environment of hospital based and community settings. Credit, nine semester hours. (*Prerequisites: NUR 1113 and NUR 1119*)

**NUR 1953     Nursing Externship**

A summer nursing elective course that provides the student with additional opportunity to enhance knowledge and skills in the practice of nursing while under the direct supervision of a registered nurse preceptor. Affiliating hospitals provide RN preceptors for the student nurse during the summer externship program. Credit, three semester hours. (*Prerequisites: NUR 1113, NUR 1119, and NUR 1219*)

**NUR 2316     Maternal-Newborn Nursing**

A didactic and clinical course designed to assist the student to develop the knowledge and skills necessary to meet the needs of the childbearing family. Physiological, psychological, sociological, socioeconomic, developmental, and ethnic-cultural factors involved in maternal-newborn nursing are emphasized. The student is required to utilize critical thinking skills when applying the nursing process to the prioritization of care for members of the childbearing family. Selected clinical experiences are provided at a variety of community agencies. Credit, six semester hours. (*Prerequisites: NUR 1113, NUR 1119, NUR 1219, and EPY 2533. Corequisite: NUR 2326*)

**NUR 2326     Nursing Care and the Pediatric Client**

A didactic and clinical course designed to provide the student with the knowledge and experience related to the nursing care of the pediatric client (birth through adolescence). Theories of development and content related to the various life stages of this age group within the context of the family will be considered. Content also includes the role of the associate degree nurse in caring for the pediatric client with common health problems along the wellness-illness continuum considering physiological, psychological, sociological, developmental, socioeconomic, and ethnic-cultural factors. The student is required to utilize critical thinking skills when applying the nursing process to the prioritization of care for the pediatric client. Selected clinical experiences are provided in a variety of clinical/community settings. Credit, six semester hours. (*Prerequisites: NUR 1113, NUR 1119, NUR 1219, and EPY 2533. Corequisite: NUR 2316*)

**NUR 2414     Psychiatric Mental Health Nursing**

A didactic and clinical course that focuses on the holistic care of clients experiencing mental

health alterations in varying degrees along the health continuum. Emphasis is placed on the synthesis of relevant theories, concepts and principles from nursing, social, behavioral, and natural sciences when making nursing judgments. Students are required to utilize critical thinking to develop therapeutic nursing interventions to assist psychiatric mental health clients to maintain their dignity and rights while maximizing their potential toward wellness. Physiological, psychological, sociological, developmental, ethnic-cultural, and socioeconomic factors are examined. This course is also designed to enhance professional knowledge and understanding of the functions and roles of the associate degree nurse within mental health settings. Selected clinical experiences are provided within the environment of inpatient, outpatient, and community settings. Credit, four semester hours. (*Prerequisites: NUR 1113, NUR 1119, NUR 1219, NUR 2316, and NUR 2326. Corequisite: NUR 2426*)

### **NUR 2426 Medical Surgical Nursing II**

A didactic and clinical course that focuses on the holistic care of medical-surgical clients of varying acuity levels: those with recurring health problems, those who are critically ill and in need of specialized care, and those in need of emergency care. Emphasis is placed on the synthesis of relevant theories, concepts and principles from nursing, social, behavioral, and natural sciences when making nursing judgments. Students are required to utilize the nursing process to assist medical-surgical clients to maintain their dignity and rights while maximizing their potential for wellness within their physiological, psychological, sociological, developmental, ethnic-cultural, and socioeconomic environments. This course is also designed to enhance professional knowledge and understanding of the functions and roles of the associate degree nurse candidate. Content includes a variety of components including management and delegation, role identity, successful role transition, teaching/learning, use of technology, moral/ethical/legal issues impacting nursing care, interdisciplinary collaboration, and empowered nursing practice. Selected clinical experiences are provided within the environment of various structure health care delivery settings. Credit, six semester hours. (*Prerequisites: NUR 1113, NUR 1119, NUR 1219, NUR 2316, and NUR 2326. Corequisite: NUR 2414*)

### **NUR 2432 NCLEX-RN® Preparation**

A didactic course designed to prepare students to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). Content includes critical thinking activities, test-taking strategies, and review of selected core nursing content. Credit, two semester hours. (*Prerequisites: NUR 1113, NUR 1119, NUR 1219, NUR 2316, and NUR 2326. Corequisites: NUR 2414, NUR 2426*)

## **PHILOSOPHY AND BIBLE (PHI)**

### **PHI 1113 Old Testament Survey**

The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature. Three hours lecture per week. Credit, three semester hours.

### **PHI 1133 New Testament Survey**

A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books. Three hours lecture per week. Credit, three semester hours.

### **PHI 2113 Introduction to Philosophy I**

An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills. Three hours lecture per week. Credit, three semester hours.

### **PHI 2143 Ethics**

An introduction to moral philosophy with the investigation of some selected moral problems. Three hours lecture per week. Credit, three semester hours.

**PHYSICS (PHY)****PHY 1111 Introduction to Astronomy, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1113 Introduction to Astronomy, Lecture. Two hours laboratory per week. Credit, one semester hour.

**PHY 1113 Introduction to Astronomy**

A lecture course that includes surveys of the solar system, our galaxy, and the universe. Three hours lecture per week. Credit, three semester hours.

**PHY 1211 Survey of Physics, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 1213 Survey of Physics, Lecture. Two hours laboratory per week. Credit, one semester hour.

**PHY 1213 Survey of Physics**

A lecture course covering the concepts of mechanics, sound, light fluids, and waves. Non-calculus based. Three hours lecture per week. Credit, three semester hours.

**PHY 2241 Physical Science I, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2243 Physical Science Survey I, Lecture. Two hours laboratory per week. Credit, one semester hour.

**PHY 2243 Physical Science I**

A lecture course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Three hours lecture per week. Credit, three semester hours.

**PHY 2251 Physical Science II, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2253 Physical Science Survey II, Lecture. Two hours laboratory per week. Credit, one semester hour.

**PHY 2253 Physical Science II**

A lecture course that includes studies of chemistry, geology and meteorology. Three hours lecture per week. Credit, three semester hours.

**PHY 2313 Physics I (Engineering Physics I)**

A combined lecture and laboratory course covering mechanics, conservation laws, heat, sound, electricity, magnetism, and waves. This is a calculus-based course primarily for engineering, science, and mathematics majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Pre or corequisite MAT 1613*)

**PHY 2323 Physics II (Engineering Physics II)**

A combined lecture and laboratory course covering magnetism, electricity, optics, and gravity. This is a calculus-based course primarily for engineering, science, and mathematics majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Pre or corequisite MAT 1623*)

**PHY 2333 Physics III (Engineering Physics III)**

A lecture with lab course covering harmonic motion, waves, optics, electronics, relativity, and

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quantum physics. This course is a continuation of PHY 2323. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*MAT 2613 and MAT 2913 highly recommended*)

**PHY 2411    General Physics I, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2413 General Physics I, Lecture. Two hours laboratory per week. Credit, one semester hour.

**PHY 2413    General Physics I**

A lecture course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors. Three hours lecture and two hours laboratory per week. Credit, three semester hours. (*Pre or corequisite MAT 1313; MAT 1323 is highly recommended*)

**PHY 2421    General Physics II, Lab**

A laboratory course that contains experiments and exercises that reinforce the principles introduced in PHY 2423 General Physics II, Lecture. Two hours laboratory per week. Credit, one semester hour.

**PHY 2423    General Physics II**

A lecture course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Credit, three semester hours.

## POLITICAL SCIENCE (PSC)

**PSC 1113    American National Government**

Survey of the organizations, political aspects, and basis of national government. Three hours lecture per week. Credit, three semester hours.

**PSC 1123    American State and Local Government**

The relationship among states, national and local governments. The organization, function, and operation of the three branches with emphasis on the state and local government. Three hours lecture per week. Credit, three semester hours.

## PSYCHOLOGY (PSY)

**PSY 1513    General Psychology I**

An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours lecture per week. Credit, three semester hours.

**PSY 2513    Child Psychology**

A study of the various aspects of human growth and development during childhood. Topics include physical, psychosocial, and cognitive development from conception into emerging adolescence. Three hours lecture per week. Credit, three semester hours.

**PSY 2523    Adolescent Psychology**

A study of human growth and development during adolescence. This includes physical, cognitive, and psychosocial development. Three hours lecture per week. Credit, three semester hours.

**PSY 2533    Human Growth and Development**

A study of human growth and development from conception through late adulthood, including

death and dying. Topics include physical, psychosocial, and cognitive development. Three hours lecture per week. Credit, three semester hours.

**PSY 2553      Psychology of Personal Adjustment**

A course to aid in developing an understanding of personal adjustment with emphasis placed on personal issues through life, love and relationships, wellness and career exploration. Three hours lecture per week. Credit, three semester hours.

**SOCIOLOGY (SOC)**

**SOC 2113      Introduction to Sociology**

This course introduces the scientific study of human society and social interaction. Social influences on individuals and groups are examined. Three hours lecture per week. Credit, three semester hours.

**SOC 2143      Marriage and Family**

A study of marriage and family as cultural units in society. Three hours lecture per week. Credit, three semester hours.

**SOC 2213      Introductory Anthropology**

A survey of major fields and basic principles in the comparative study of mankind. Three hours lecture per week. Credit, three semester hours.

**SOC 2243      Cultural Anthropology**

This course examines human adaption and cultural diversity. The student will explore techniques employed by the anthropologist. Three hours lecture per week. Credit, three semester hours.

**SPEECH AND THEATRE (SPT)**

**SPT 1113      Public Speaking I**

Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: ENG 1113*)

**SPT 2173      Interpersonal Communication**

Theory and analysis of two-person relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power. Three hours lecture per week. Credit, three semester hours.

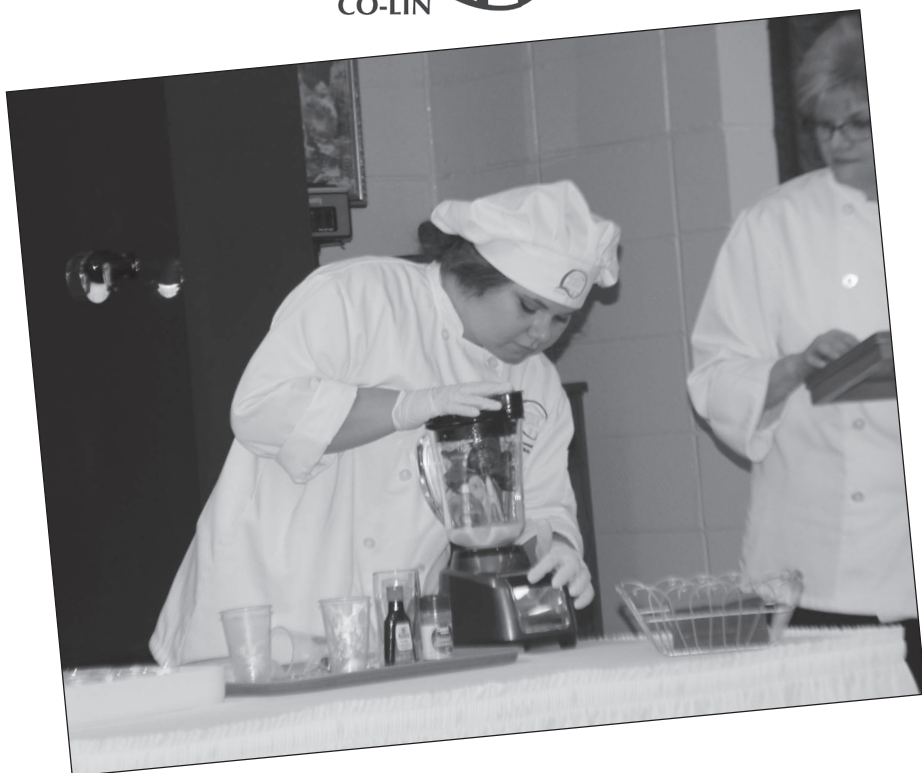
**SPT 2233      Theatre Appreciation**

An introduction of the cultural, historical and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristics of theatre. A fine arts elective. Three hours lecture per week. Credit, three semester hours.

**SOCIAL WORK (SWK)**

**SWK 1113      Social Work: A Helping Profession**

The course exposes students to a "helping" profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of "real" social workers in respective practices such as mental health, child welfare, disaster, corrections, faith-based, military, international relief, and industry. Three hours lecture per week. Credit, three semester hours.



## **CAREER AND TECHNICAL EDUCATION COURSE DESCRIPTIONS**



**CAREER AND TECHNICAL EDUCATION COURSES****HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION  
TECHNOLOGY (ACT)****ACT 1003 Introduction to Heating and Air Conditioning Technology**

This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**ACT 1124 Basic Compression Refrigeration**

This course is an introduction to the field of refrigeration and air conditioning. Emphasis is placed on trade math, thermodynamics and heat transfer. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**ACT 1133 Brazing and Piping**

This course includes various tools and pipe connecting techniques. This course also includes specialized tools and test equipment required in heating, ventilation, air-conditioning, and refrigeration. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**ACT 1214 Controls**

This course includes fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**ACT 1313 Refrigeration System Components**

This course is an in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**ACT 1713 Electricity for Heating, Ventilation, Air Conditioning and Refrigeration**

This course includes basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**ACT 1813 Professional Service Procedures**

This includes an introduction to business ethics necessary to work with both the employer and customer. Includes resumé, record keeping, and service contracts. One hour lecture and four hours laboratory per week. Credit, three semester hours.

**ACT 2324 Commercial Refrigeration**

This course includes a continuation of various commercial refrigeration systems. This course also includes installation, servicing, and maintaining systems. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**ACT 2414 Heating, Ventilation, Air Conditioning and Refrigeration I**

This course includes residential air conditioning including indoor air quality. This course includes modules on basic maintenance, air quality equipment, troubleshooting cooling, and troubleshooting gas heating. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**ACT 2424 Heating, Ventilation, Air Conditioning and Refrigeration II**

This course includes a continuation of Heating, Ventilation, Air Conditioning and Refrigeration

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I with modules related to introduction to hydronic systems, troubleshooting heat pumps, and troubleshooting accessories. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**ACT 2433 Refrigerant, Retrofit, and Regulations**

This course includes regulations and standards for new retrofit and government regulations. This course includes EPA regulations, local, and state codes. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**ACT 2513 Heating Systems**

This course includes various types of residential and commercial heating systems. This courses includes gas, oil, electric, compression, and hydronic heating systems. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**ACT 2624 Heat Load and Air Properties**

This course includes introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. This course includes air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. This course introduces air testing instruments and computer usage. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**ACT 2912 Special Project in Heating, Ventilation, Air Conditioning and Refrigeration Technology**

This course is designed to provide the student with practical application of skills and knowledge gained in technical courses. The instructor works closely with the students to ensure that the selection of a project will enhance the student's learning experience. Four hours laboratory per week. Credit, two semester hours.

**AUTOMOTIVE TECHNOLOGY (ATT)**

**ATT 1124 Basic Electrical/Electronic Systems**

A course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**ATT 1134 Advanced Electrical Systems**

A course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/washer systems, and accessories. . Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**ATT 1214 Brakes**

A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**ATT 1314 Manual Drive Trains/Transaxles**

A course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. It includes instruction in the diagnosis of drive train problems, and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials, and other components. Two hours lecture and four hours laboratory each week. Credit, four semester hours.

**ATT 1424     Engine Performance I**

A course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture and four hours laboratory each week. Credit, four semester hours.

**ATT 1714     Engine Repair**

A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components, including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two hours lecture and four hours laboratory each week. Credit, four semester hours.

**ATT 1811     Introduction, Safety and Employability Skills**

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. One hour lecture per week. Credit, one semester hour.

**ATT 2324     Automatic Transmissions/Transaxles**

A course to provide technical skills and knowledge related to the diagnosis and repair of automotive-type automatic transmissions and transaxles. Includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Two hours lecture and four hours laboratory each week. Credit, four semester hours.

**ATT 2434     Engine Performance II**

This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated with in these areas. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**ATT 2444     Engine Performance III**

A course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated with in these areas. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**ATT 2614     Heating and Air Conditioning**

A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of air conditioning system components, heater lines and cores, and control systems. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

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**BUSINESS AND OFFICE TECHNOLOGY (BOT)****BOT 1013     Introduction to Keyboarding**

This course provides an introduction to keyboarding skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Two hours lecture per week and two hours laboratory per week. Credit, three semester hours.

**BOT 1233     Microsoft® Word® I**

This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions . Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**BOT 1243    Microsoft® Word® II**

This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: BOT 1233 Microsoft® Word® I*)

**BOT 1273    Introduction to Microsoft® Office®**

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite. Two hours lecture per week and two hours laboratory per week. Credit, three semester hours.

**BOT 1313    Applied Business Mathematics**

This course is designed to develop competency in mathematics for business use. Three hours lecture per week. Credit, three semester hours.

**BOT 1433    Business Accounting**

This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. Three hours lecture per week. Credit, three semester hours.

**BOT 1443    Advanced Business Accounting**

This course is a continuation of Business Accounting with emphasis in advanced accounting topics. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: BOT 1433 Business Accounting or ACC 2213 Principles of Accounting I.*)

**BOT 1453    Introduction to Business Management**

This course is a study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini' presentations related to each of the topics, delivered by different types of business managers and guest speakers. Three hours lecture per week. Credit, three semester hours.

**BOT 1493    Social Media Management**

This course teaches student how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, videosharing sites, podcasts, widgets, virtual worlds, and more. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**BOT 1763    Communication Essentials**

This course focuses on the basic English competencies and communication skills necessary to be successful and effective in the workplace in addition to effectively contributing to a team while working with a diverse population. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**BOT 1823    Microsoft® Excel® I**

This course focuses on application Microsoft® Excel® as an aid to management decision making. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**BOT 1853    Microsoft® Excel® II**

This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and

applications of the software. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: BOT 1823 Microsoft® Excel® I*)

### **BOT 2133 Desktop Publishing**

This course will present graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of desktop publishing software. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

### **BOT 2183 Career Readiness**

This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Three hours lecture per week. Credit, three semester hours.

### **BOT 2233 Human Resource Management**

This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Students will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three hours lecture per week. Credit, three semester hours.

### **BOT 2333 Microsoft® Access®**

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft® Access®. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

### **BOT 2433 QuickBooks®**

This course applies basic accounting principles using QuickBooks®. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

### **BOT 2463 Payroll Accounting**

This course provides an in-depth study of payroll accounting. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisites: BOT 1433 Business Accounting or ACC 2213 Principles of Accounting*)

### **BOT 2613 Entrepreneurial Problem Solving**

This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analysis of case studies, and projects and surveys of current business practices. Three hours lecture per week. Credit, three semester hours.

### **BOT 2833 Integrated Computer Applications**

This advanced course integrates activities using the enhanced features of application software including Microsoft® Office® suite. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisites: BOT 1273 Introduction to Microsoft® Office®*)

## **EARLY CHILDHOOD EDUCATION TECHNOLOGY (CDT)**

### **CDT 1113 Early Childhood Profession**

This course provides an introduction to the profession of early childhood, types of early childhood programs, and theories of child development. Students are required to observe, assess, and record child behavior through laboratory experience. Room arrangements, software, play, and safety are explored. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

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**CDT 1214 Infant and Toddler Development**

This course provides knowledge concerning the care and development of infants and toddlers in early childhood programs. Practice of infant and toddler care giving skills (birth to 36 months) in group setting is given in laboratory classroom or collaborative centers. Three hours lecture and two hours lab per week. Credit, four semester hours.

**CDT 1224 Preschool and Primary Development**

This course provides knowledge concerning the care, development, and education of the preschool child in group settings and school age children in afterschool and summer programming. Practice is given in preschool children caregiving in group settings through classroom laboratory or collaborative centers (Ages 3–8). Three hours lecture and two hours laboratory per week. Credit, four semester hours.

**CDT 1313 Creative Arts for Young Children**

This course provides knowledge of the creative arts and strategies for developing and implementing creative art experiences, both as a means of creative expression and as a part of integrated learning with children birth to age eight. Experiences will be implemented during Practicum. Three hours lecture per week. Credit, three semester hours.

**CDT 1343 Child Health, Safety, and Nutrition**

This course provides knowledge of general health, safety and nutrition practices in the care and education of young children that includes health and safety issues required by the Mississippi Department of Health (MDH) Regulations Governing Licensure of Childcare Facilities and reference in the Infant Toddler Environmental Rating Scale Revised (ITERS-R) and Early Childhood Environmental Rating Scale Revised (ECERS-R). Three hours lecture per week. Credit, three semester hours.

**CDT 1713 Language and Literacy Development for Young Children**

This course provides knowledge of oral and written language development of young children and the strategies for the development and implementation of developmentally appropriate language and literacy experiences throughout the curriculum. The Mississippi Early Learning Standards, Infant Toddler Standards, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R) are utilized. Activities will be implemented during Practicum. Three hours lecture per week. Credit, three semester hours.

**CDT 2233 Guiding Social and Emotional Behavior**

This course provides knowledge of the typical behaviors of young children at each stage of development, environmental influences affecting their behavior, and the practice of positive guidance principles by adult caregivers. Resources include the Mississippi Department of Health Regulations Governing Licensure of Childcare Facilities, Mississippi Early Learning Standards, the Infant Toddler Standards, Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Lab activities will be implemented during Practicum I and II. Three hours lecture per week. Credit, three semester hours.

**CDT 2413 Development of the Exceptional Child**

This course provides knowledge of atypically developing children, family, and classroom intervention strategies and available support services. Legal, ethical, legislative, and family issues will be explored. Resources include Infant Toddler Environmental Rating Scale Revised (ITERS-R), and Early Childhood Environmental Rating Scale Revised (ECERS-R). Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**CDT 2513 Family Dynamics and Community Involvement**

This course provides knowledge for establishing successful partnerships with children's families

and communities by creating respectful, reciprocal relationships that support and empower families while involving families in their children's development and learning. (Ages birth to 8 years). Three hours lecture per week. Credit, three semester hours.

**CDT 2613    Methods, Materials, and Measurements**

This course provides knowledge of an integrated approach to planning, preparing, implementing, and evaluating early childhood curriculum and environments. As students gain a broader understanding of young children, this knowledge will be reflected in their curriculum planning. Students will gain strategies for organizing, analyzing, and interpreting observation data to improve program quality and meet the needs of individual children. The learning experiences will be implemented during Practicum. Three hours lecture per week. Credit, three semester hours.

**CDT 2714    Social Studies, Math, and Science for Young Children**

This course provides knowledge of strategies for developing and implementing developmentally appropriate experiences in social studies, math, and science for young children. Lab activities with the children are implemented during Practicum. Four hours lecture per week. Credit, four semester hours.

**CDT 2813    Administration of Programs for Young Children**

This course provided knowledge of the development and administration of early childhood education programs. Emphasis is placed on evaluation of policies and procedures, organizational structure, management and the quality measures through state agencies. Three hours lecture per week. Credit, three semester hours.

**CDT 2914    Initial Practicum**

This course is a supervised practicum which includes a minimum of 180 clock hours of observation and supervised teaching in an approved early childhood setting. The course provides the application of evidence based best practices of early education principles and theories. Students work to create an environment that is safe, healthy, and developmentally appropriate to promote an optimum learning environment for young children. Eight hours laboratory per week. Credit, four semester hours.

**CDT 2934    Preschool Practicum Experience**

This course is a supervised practicum which includes a minimum of 180 clock hours of supervised teaching in an approved preschool setting. The course is a capstone course which focuses on the student's demonstration of competencies throughout the daily routine using a unit of study for young children. It is usually the last course taken before completion of the program. Eight hours laboratory per week. Credit, four semester hours.

## **CONSTRUCTION EQUIPMENT OPERATION (CEV)**

**CEV 1212    Safety I**

Personal safety, fire safety, traffic safety rules, and rules for safety of each machine to include pre-start, operational, and post-operation. One hour lecture and two hours laboratory per week. Credit, two semester hours.

**CEV 1222    Safety II**

Pedestrian safety, safety communications, and safety procedures in working near utilities. One hour lecture and two hours laboratory per week. Credit, two semester hours.

**CEV 1313    Service and Preventive Maintenance I**

This course includes instruction in characteristics of oils and greases, fuel handling procedures,

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and performing minor mechanical maintenance. Practice includes servicing a fuel filter system and changing engine oil. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**CEV 1323 Service and Preventive Maintenance II**

This course includes lubrication procedures, servicing air filters, servicing cooling systems, servicing hydraulic systems, and installation, removal, and storage of batteries. One hour lecture and four hours laboratory per week. Credit, three semester hours.

**CEV 1416 Equipment Operation I**

This course includes operation of the backhoe, scraper, and grader. Includes operating the controls and basic skills done with each machine and perform assignments by verbal and written instructions. One hour lecture and ten hours laboratory per week. Credit, six semester hours.

**CEV 1426 Equipment Operation II**

This course includes operation of the dozer, loader, and excavator; and an introduction to crane operation. Includes the controls and basic skills performed with each machine and completing assignments by verbal and written instructions. One hour lecture and ten hours laboratory per week. Credit, six semester hours.

**CEV 1514 Grade Work I**

Setting and checking grade stakes which are used on job sites. Instruction and practice of transferring elevations are also included. One hour lecture and six hours laboratory per week. Credit, four semester hours.

**CEV 1524 Grade Work II**

This course includes additional instruction and practice regarding the setting and checking grades. Also instruction and practice on the compaction of various materials. One hour lecture and six hours laboratory per week. Credit, four semester hours.

**COMPUTER NETWORKING TECHNOLOGY (CNT)**

**CNT 2423 System Maintenance**

This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two hours lecture and two hours laboratory each week. Credit, three semester hours. (*Prerequisite: CPT 1333 Operating Platforms*)

**COSMETOLOGY (COV)**

**COV 1122 Cosmetology Orientation**

This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture per week. Credit, two semester hours.

**COV 1245 Cosmetology Sciences I**

This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three hours lecture and six hours laboratory per week. Credit, five semester hours.



**COV 1255    Cosmetology Sciences II**

This course consists of the study of anatomy and physiology. Included are classroom theory and lab practices as governed by and safety precautions associated with each. Three hours lecture and six hours laboratory per week. Credit, five semester hours.

**COV 1263    Cosmetology Sciences III**

This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture and three hours laboratory per week. Credit, three semester hours.

**COV 1426    Hair Care I**

This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulation involved in cosmetology practices and safety precautions associated with each. Two hours lecture and twelve hours laboratory per week. Credit, six semester hours.

**COV 1436    Hair Care II**

This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair theory and lab practice as governed by Mississippi cosmetology practices and safety precautions associated with each. Two hours lecture and twelve hours laboratory per week. Credit, six semester hours.

**COV 1443    Hair Care III**

This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom regulations involved in cosmetology practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Nine hours laboratory per week. Credit, three semester hours.

**COV 1522    Nail Care I**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture and three hours laboratory per week. Credit, two semester hours.

**COV 1532    Nail Care II**

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture and three hours laboratory per week. Credit, two semester hours.

**COV 1542    Nail Care III**

This course consists of basic nail care services including nail structure and growth, manicuring, and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulation involved in cosmetology practices

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and safety precautions associated with each. Six hours laboratory per week. Credit, two semester hours.

**COV 1622 Skin Care I**

This course consists of basic skin care services including anatomy of the skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture and three hours laboratory per week. Credit, two semester hours.

**COV 1632 Skin Care II**

This course consists of basic skin services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture and three hours laboratory per week. Credit, two semester hours.

**COV 1642 Skin Care III**

This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology law, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hour laboratory per week. Credit, two semester hours.

**COV 1722 Salon Business I**

This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology law, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture and three hours laboratory per week. Credit, two semester hours.

**COV 1732 Salon Business II**

This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulation involved in cosmetology practices and safety precautions associated with each. One hour lecture and three hours laboratory per week. Credit, two semester hours.

**COV 2816 Cosmetology Teacher Training I**

Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. Three hours lecture and nine hours laboratory per week. Credit, six semester hours. *(Pre or corequisite: Students who have at least two years active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license.)*

**COV 2826 Cosmetology Teacher Training II**

Instruction will be given in development of instructional methods, development of visual aids, development of effective evaluation, and practical application of cosmetology instruction. Three hours lecture and nine hours laboratory per week. Credit, six semester hours. *(Pre or corequisites: COV 2816 Cosmetology Teacher Training I)*

**COV 2836 Cosmetology Teacher Training III**

Instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction. Three hours lecture and nine hours laboratory per week. Credit, six semester hours. *(Pre or corequisites: COV 2826 Cosmetology Teacher Training II)*

**COV 2846    Cosmetology Teacher Training IV**

Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Three hours lecture and nine hours laboratory per week. Credit, six semester hours. (*Pre or corequisites: COV 2836 Cosmetology Teacher Training III*)

**COMPUTER PROGRAMMING TECHNOLOGY (CPT)****CPT 1333    Operating Platforms**

This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**COMPUTER SERVICING TECHNOLOGY (CST)****CST 2113    Computer Servicing Lab I**

This course provides training in the fundamentals of computer servicing. This course includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. Six hours laboratory per week. Credit, three semester hours.

**CAREER-TECHNICAL EDUCATION (CTE)****CTE 1001    CPAS PREP**

This course will present an overview of the skills needed to pass the MS-CPAS Exam upon exit of the program. The objectives are a combination of the core class presented in the Business and Office Related Technology Cluster mandated by the Mississippi Department of Education. Student will take the MS-CPAS exam the last semester before graduation. Credit, one semester hour.

**CTE 1111    Orientation**

This course is designed to help the Career-Technical student adjust to college and the workforce. It assists the student in professional development skills, leadership skills, interpersonal skills and employment and life skills. Two hours lab. Credit, one semester hour.

**CTE 1143    Fundamentals of Construction**

This course includes basic safety, an introduction to construction math, an introduction to hand and power tools, an introduction to construction drawings, employability skills and communications. (In order to satisfy requirements to test for NCCER Core certification, this course is mandated to be taught as a minimum of 72.5 clock hour course) Two hours lecture and two hours laboratory each week. Credit, three semester hours.

**CTE 200(1-3) CPAS PREP**

This course will present an overview of the skills needed to pass the MS-CPAS Exam upon exit of the program. The objectives are a combination of the core class presented in the Business and Office Related Technology Cluster mandated by the Mississippi Department of Education. Student will take the MS-CPAS exam the last semester before graduation. Credit, one to three semester hour.

**CULINARY ARTS TECHNOLOGY (CUT)****CUT 1114    Culinary Principles I**

Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

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**CUT 1124 Culinary Principles II**

This course offers advanced study and application of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for food preparation. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**CUT 1133 Principles of Baking**

This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads and use and care for equipment. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**CUT 1513 Garde Manger**

This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It explores the various duties of the modern garde manger. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**CUT 1912 Supervised Work Experience**

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to eighteen externship hours. Credit, two semester hours.

**CUT 1922 Supervised Work Experience**

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to eighteen externship hours. Credit, two semester hours.

**CUT 2223 Menu Planning and Facilities Design**

This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**CUT 2243 Dining Room Management**

This course focuses on management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. It covers French, Russian, American, and English waited table service, limited service, counter, tray, service, and catering. Emphasis will be placed on staffing, scheduling, controls, and skills required to effectively supervise a dining room operation. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**CUT 2314 American Regional Cuisine**

This exploration of the American Cuisine concept emphasizes freshness, seasonality, nutrition, indigenous ingredients, and presentation. It is a thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**CUT 2423 International Cuisine**

This course is a study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**CUT 2926 Supervised Work Experience in Culinary Arts Technology**

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Twelve hours laboratory per week. Credit, six semester hours.

**DRAFTING AND DESIGN TECHNOLOGY (DDT)****DDT 1163 Engineering Graphics**

This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. Two hours lecture and two hours laboratory per week. Credit, three semester hours

**DDT 1173 Mechanical Design I**

Students will utilize techniques of modeling to create machine specific drawings. The course emphasizes methods, techniques, and procedures (in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation routing, and other industry procedures) used in mechanical design. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: DDT 1163 Engineering Graphics*)

**DDT 1183 Technical Math**

This course focuses on the study of computational skills required for the development of accurate design and drafting methods. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**DDT 1213 Construction Standards and Materials**

This course introduces the standards and materials used in the construction process. Three hours lecture per week. Credit, three semester hours.

**DDT 1313 Computer Aided Design I**

This course is designed to develop basic operating system and drafting skills on CAD. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**DDT 1323 Computer Aided Design II**

Continuation of Computer Aided Design I (DDT 1313). Subject areas include dimensioning, sectional views and symbols. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: DDT 1313 Computer Aided Design I*)

**DDT 2153 Civil Planning and Design**

This course deals with the development of civil planning and design processes. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**DDT 2183 Mechanical Design II**

A continuation of Mechanical Design I (DDT 1173) with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects; included instruction in the use of tolerances and dimensioning techniques. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: DDT 1173 Mechanical Design I*)

**DDT 2213 Structural Detailing I**

Structural section, terms, and conventional abbreviations and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections,

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trusses, and bracing (steel, concrete, and wood). Students will utilize 2D or 3D software. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: DDT 1163 Engineering Graphics and DDT 1313 Computer Aided Design I*)

**DDT 2373     3D Modeling**

This course will emphasize the user coordinate system and 3-D modeling. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: DDT 1323 Computer Aided Design II*)

**DDT 2433     Legal Principles of Surveying I**

The study of location, conveyance, ownership and transfer of real property under the laws of the State of Mississippi. Three hours lecture per week. Credit, three semester hours.

**DDT 2533     Highway and Road Design**

A basic study of highway computer-aided design; horizontal alignment of route surveys in the plan view, vertical alignment of route surveys in the profile view, typical sections, cross sections, and area calculations and estimation of quantities of materials used. Two hours lecture and two hours laboratory per week. Credit, 3 semester hours.

**DDT 2443     Boundary Surveying**

Land surveying course dealing practical applications of Boundary surveying as per State of Mississippi regulations. Course includes: Methods of determining boundary location and legal descriptions, researching record survey/description information, data collection and boundary stake-out. One hour lecture and four hours laboratory per week. Credit, three semester hours.

**DIESEL EQUIPMENT TECHNOLOGY (DET)**

**DET 1114     Fundamentals of Equipment Mechanics**

A course to review and update of safety procedures; tools and equipment usage; handling, storing, and disposing of hazardous materials; operating principles of diesel engines; and selection of fuels, oils, other lubricants, and coolants. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

**DET 1213     Hydraulic Brake Systems**

A course to develop skills and knowledge related to the diagnosis and repair of hydraulic brake systems. Includes instruction in hydraulic and mechanical systems, power assist units, and anti-lock braking systems. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**DET 1223     Electrical/Electronic Systems I**

A course to develop skills and knowledge related to the diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in general systems diagnosis, starting and charging system repair, and auxiliary electrical systems repair. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**DET 1263     Electrical/Electronic Systems II**

Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction on lighting systems, gauges and warning devices, and related electrical systems. One hour lecture and four hours laboratory per week. Credit, three semester hours.

**DET 1364     Diesel Systems I**

Diagnosis, service, and repair of basic engine operating principles, with an emphasis on cylinder head and valve train engine block. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**DET 1374 Diesel Systems II**

Diagnosis, service, and repair of lubrication systems, cooling system, and air induction and exhaust systems. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**DET 1513 Hydraulics**

A course to provide instruction and practice in the basic operation and maintenance of hydraulic systems associated with diesel powered equipment. Includes instruction in safety, system operation, seals and cylinders, and filters. One hour lecture and four hours laboratory per week. Credit, three semester hours.

**DET 1614 Preventive Maintenance and Service**

A course to provide practice in the preventive maintenance of diesel powered equipment. Includes instruction in general preventive maintenance of vehicles and equipment. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**DET 1713 Transportation Power Train**

A course to develop skills and knowledge related to the diagnoses, service, maintenance, and repair of power train units on diesel equipment. Includes instruction on clutch, manual transmissions, drive shafts, and drive axles. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**DET 1813 Air Conditioning and Heating Systems**

A course to provide skills and knowledge related to operation, maintenance, and repair of air conditioning and heating systems used in commercial equipment. Includes instruction in theories and operating principles, A/C system diagnosis and repair, clutch and compressor repair, evaporator and condenser repair, and heating system repair. One hour lecture and four hours laboratory per week. Credit, three semester hours. (*Prerequisites: Completion of certification requirements to service and repair air conditioning systems*)

**DET 2113 Welding for Diesel Equipment Technology**

A basic course in welding and cutting techniques for diesel equipment mechanics. Includes instruction in fundamental procedures and safety, oxyacetylene welding and cutting, shielded metal-arc welding, and metal inert gas welding procedures. One hour lecture and four hours laboratory per week. Credit, three semester hours.

**DET 2253 Steering and Suspension Systems**

A course to provide skills and knowledge related to operation, maintenance, and repair of heavy duty steering and suspension systems. Includes instruction in steering column and steering gear, power steering unit, steering linkage, suspension, wheel alignment, and related components diagnosis and repair. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**DET 2273 Electrical/Electronic Systems III**

Diagnosis, service, and repair of electrical and electronic systems on diesel engines. Includes instruction in electronic fuel management systems. One hour lecture and four hours laboratory per week. Credit, three semester hours.

**DET 2623 Advanced Brake System (Air)**

A course to provide instruction and practice in the maintenance and repair of air brake systems commonly used on commercial diesel powered equipment. Includes instruction in maintenance and repair of the air supply system, mechanical system, anti-lock braking system, and traction control system. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**DET 2913 Special Project in Diesel Equipment Technology**

A course to provide students with practical application of skills and knowledge related to a specific instructor-approved topic. Instructor and student work closely together in planning and conducting the project. Six hours laboratory per week. Credit, three semester hours. (*Prerequisite: Consent of the instructor*)

**COMMERCIAL TRUCK DRIVING (DTV)****DTV 1114 Commercial Truck Driving I**

A course that provides fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. Fifteen hours per week. Credit, four semester hours.

**DTV 1124 Commercial Truck Driving II**

A course that provides continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. Fifteen hours per week. Credit, four semester hours

**DTV 1137 Commercial Truck Driving Internship**

Under the supervision of a company trainer, this course will enable the student to apply the training he/she received at the Community/Junior College program they attended with the company of his/her choice. The successful completion of this course will enable the student to drive independently with minimum supervision with th company of his/her choice. (0 hours lecture, 315 hours lab)

**ELECTRONICS TECHNOLOGY (EET)****EET 1114 DC Circuits**

Principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**EET 1123 AC Circuits**

Principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**EET 1192 Fundamentals of Electronics**

This course is designed to provide fundamental skills associated with all electronics courses. This course includes safety, breadboarding, use of calculator, test equipment familiarization, soldering, electronic symbols, and terminology. One hour lecture and two hours laboratory per week. Credit, two semester hours.

**EET 1214 Digital Electronics**

Number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

**EET 1324 Microprocessors**

A course designed to provide students with skills and knowledge of microprocessor architecture,



machine and assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**EET 1334 Solid State Devices and Circuits**

Active devices which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**EET 1613 Computer Fundamentals for Electronics/Electricity**

This course introduces the student to basic computer science as used in electricity/electronics areas. Computer nomenclature, logic numbering systems, coding, operating system commands, editing, and batch files are covered. (This course may be substituted for Introduction to Computers.) Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**EET 1713 Drafting for Electronics/Electrical Technology**

A course designed to provide instruction on the preparation and interpretation of schematics. One hour lecture and four hours laboratory per week. Credit, three semester hours.

**EET 2334 Linear Integrated Circuits**

A course designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase-locked loops. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

**EET 2414 Electronic Communications**

A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulations, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**EET 2423 Fundamentals of Fiber Optics**

A course designed to provide skills and knowledge to students concerning the use of fiber optic cable in modern industry applications. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**EET 2514 Interfacing Techniques**

A study of data acquisition devices and systems including their interface to microprocessors and other control systems. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

**EET 2911 Special Project**

A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two hours laboratory per week. Credit, one semester hour.

**EET 292(3-4) Supervised Work Experience**

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours. Credit, three to four semester hours.

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## ELECTRICAL COURSES (ELT)

### **ELT 1123     Commercial and Industrial Wiring**

A course to provide instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

### **ELT 1213     Electrical Power**

A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers, and alternators. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

### **ELT 1223     Motor Maintenance and Troubleshooting**

A course to provide instruction in the principles and practice of electrical motor repair. This course includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

### **ELT 1413     Motor Control Systems**

Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

### **ELT 2424     Solid State Motor Controls**

A course that deals with the principles and operation of solid state motor control. This course includes instruction and practice in the design, installation, and maintenance of different solid state devices for motor control. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

### **ELT 2613     Programmable Logic Controllers**

Use of programmable logic controllers (PLCs) in modern industrial settings. Also, the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

### **ELT 2623     Advanced Programmable Logic Controllers**

An advanced PLC course which provides instruction in various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

## EMERGENCY MEDICAL TECHNICIAN-BASIC (EMT)

### **EMT 1118     Emergency Medical Technician – Basic**

This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patient. Five hours lecture and four hours laboratory, three hours clinical per week. Credit, eight semester hours.

## HOTEL AND RESTAURANT MANAGEMENT TECHNOLOGY (HRT)

### **HRT 1114     Culinary Principles I**

Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**HRT 1123 Hospitality and Tourism**

This course is designed as an introduction to the hospitality and tourism industry. The course includes discussions and industry observations to discover the opportunities, trends, problems and organizations in the field. Three hours lecture per week. Credit, three semester hours.

**HRT 1213 Sanitation and Safety**

Basic principles of microbiology, sanitation, and safety for a food service operation. Implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. ServSafe Sanitation Certification from the National Restaurant Association or equivalent is offered as a part of this course. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**HRT 1223 Restaurant and Catering Operations**

This course focuses on principles of organizing and managing food and beverage facilities and catering operations. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**HRT 1413 Rooms Division Management**

This course offers an operational approach to rooms division management in the hospitality industry including front office management and housekeeping operations. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**HRT 1514 Hospitality Seminar**

In this course, students will learn leadership and management skills necessary for success in hospitality and tourism management. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**HRT 2233 Food and Beverage Control**

This course focuses on principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**HRT 2423 Hospitality Security Management and Law**

This course explains issues surrounding the need for individualized security programs, examines a variety of security equipment and procedures, and discusses internal security for foodservice and lodging operations. This course provides awareness of the rights and responsibilities that the law grants to or imposes upon a hotelier and consequences of failure to satisfy legal obligations. Three hours lecture per week. Credit, three semester hours.

**HRT 2613 Hospitality Supervision**

This course focuses on supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**HRT 2623 Hospitality Human Resource Management**

This course is designed to explore the principles of hospitality human resource management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. Three hours lecture per week. Credit, three semester hours.

**HRT 2713 Marketing Hospitality Services**

Introduction to practical sales techniques for selling to targeted markets and developing strategic

marketing plans for hospitality and tourism operations. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

### **HRT 2853    Convention and Meeting Planning**

Planning, promotion, and management of meetings, conventions, and exposition, and events. Two hours lecture and two hours laboratory each week. Credit, three semester hours.

### **HRT 2914    Supervised Work Experience in Hospitality and Tourism Management Technology**

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours. Credit, four semester hours.

## **INDUSTRIAL MAINTENANCE TRADE (IMM)**

### **IMM 1132    Industrial Maintenance Blueprint Reading**

This course provides instruction in blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations. One hour lecture and two hours lab per week. Credit, two semester hours.

## **AUTOMATION AND CONTROL TECHNOLOGY (INT)**

### **INT 1214    Fluid Power**

This basic course provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

### **INT 2114    Control Systems I**

This is an introductory course to provide information on various instrumentation components and processes. Topics include analyzing pressure processes, temperature, flow, and level. Three hours lecture and two hours laboratory per week. Credit, four semester hours. (*Prerequisite: EET 1123 AC Circuits*)

### **INT 2124    Control Systems II**

This course is a continuation of Control Systems I with special emphasis on application of applied skills along with new skills to develop instrument process controls. The student will be given a process to develop the appropriate instruments, needed diagrams, utilizing various controlling processes and demonstrate loop troubleshooting techniques. Three hours lecture and two hours laboratory per week. Credit, four semester hours. (*Prerequisite: INT 2114 Control Systems I*)

## **COMPUTER NETWORKING TECHNOLOGY (IST)**

### **IST 1113    Fundamentals of Information Technology**

Introduces microcomputer operation, word processing, spreadsheets, database management, and online applications. This course is designed for students with limited computer proficiency and is to be taken by those students in addition to the courses listed in the course sequence. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

### **IST 1124    IT Foundations**

This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility,

system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**IST 1133      Fundamentals of Data Communications**

This course presents basic concepts of Internet Protocol (IP) telephony, local area networks, wide area networks, data transmission, and topology methods. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**IST 1143      Principles of Information Security**

This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**IST 1153      Web and Programming Concepts**

This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**IST 1163      Concepts of Database Design**

This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**IST 1214      Client Installation and Configuration**

This course is designed to help the student install, support and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**IST 1223      Network Components**

This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: IST 1133 Fundamentals of Data Communications*)

**IST 1243      Network Administration Using Microsoft Windows Server**

This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**IST 1253      Network Administration Using Linux Server**

This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

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**IST 1314      Visual BASIC Programming Language**

This introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical development environment. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**IST 1423      Web Design Applications**

This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYSIWYG editors, HTML editors, animation/multi-media products, and photo editors. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: IST 1153 Web and Programming Concepts.*)

**IST 1514      SQL Programming**

This course is the first of a two-part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the structured query language (SQL). Students are taught to retrieve data and produce readable output. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**IST 2213      Network Security**

This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls, and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: IST 1143 Principles of Information Security and IST 1223 Network Components*)

**IST 2223      Network Planning and Design**

This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisites: Network Operating Systems Elective; IST 1223 Network Components*)

**IST 2233      Network Implementation**

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: IST 2223 Network Planning and Design*)

**IST 2334      Advances Visual BASIC Programming Language**

This course is a continuation of the Visual BASIC Programming Language course. Four hours lecture and two hours laboratory per week. Credit, four semester hours. (*Prerequisite: IST 1314 Visual BASIC Programming Language*)

**IST 2253      Advanced Network Administration Using Microsoft Windows Server**

This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional server. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisite: IST 1243 Network Administration Using Microsoft Windows Server*)

**IST 2344      Database Programming and Design**

This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two hours lecture and four hours laboratory per week. Credit, four semester hours. (*Prerequisite: IST 1163 Concepts of Database Design*)

**IST 2453      Mobile Application Development**

The emergence of a new generation of highly-capable mobile devices and platforms has opened up opportunities for application developers. This course introduces programming for the Apple iPhone, iPod Touch, and iPad devices using the official Apple-supplied iPhone Software Development Kit. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**IST 2483      Web Server**

This course introduces students to Web, email, and proxy servers and the platforms on which they reside. Students will be able to install and configure Web, email, and proxy servers. Two hours lecture and two hours laboratory per week. Credit, three semester hours. (*Prerequisites: CPT 1333 Operating Platforms, CNT 2423 System Maintenance, and IST 1133 Fundamentals of Data Communication*)

### **MANUFACTURING TECHNOLOGY (MFT)**

**MFT 1112      Introduction to Automation and Control**

Introduction to manufacturing/industrial technology with emphasis on safe working practices, manufacturing dynamics, use of test equipment, and fundamentals of automation and control technology. One hour lecture and two hours laboratory per week. Credit, two semester hours.

**MFT 1123      Electrical Wiring for Automation and Control Technology**

This course will give the student basic electrical wiring for automation and controls including safety practices: installation and maintenance of raceways, conduits, and fitting: a three-phase service entrances, metering devices, main panels, raceways or ducts, sub panels, feeder circuits, and branch circuits according to electrical codes. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**MFT 291(3-4)Special Projects**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Automation and Control Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Six to eight hours laboratory per week. Credit, three or four semester hours.

**MFT 2923      Supervised Work Experience**

A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Credit is awarded on the basis of one semester hour per 45 industrial contact hours. Credit, three or four semester hours.

### **MILITARY TECHNOLOGY (MIT)**

**MIT 1313      Introduction to Military Science**

This course provides training in general knowledge of military organization and culture, understanding of group combat skills, achievement of minimal physical conditioning standards and application of basic safety and group living skills. Course includes lecture, demonstrations and performance exercises. Three semester hours credit.

**MIT 1323      Records and Information Management**

This course provides training in proper collection, storage, processing and reporting of data in a military or civilian environment. This includes oral and written reports and the production and administration of staff journals, files, records and reports. Three semester hours credit.

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**MIT 1333    Personnel Supervision**

This course provides training in planning, directing and controlling personnel functions in military or civilian environments. Introduces students to personnel challenges and competencies that are critical for effective leadership and learn how personal development of life skills such as time management, physical fitness and stress management relate to leadership. Three semester hours credit.

**MIT 1343    Leadership and Team Management**

This course includes application of management and supervision principles. Lessons include problem solving, critical thinking, leadership theory, group interaction, goal setting and effective communication within a military environment. Three semester hours credit.

**SPECIALTY COURSES (37 HOURS)**

Military Occupational Specialty Classes (37 hours). Soldiers may complete these hours with military training hours, college hours or any combination of military training and college credit.

**MEDICAL LABORATORY TECHNOLOGY (MLT)****MLT 1111    Fundamentals of Medical Laboratory Technology/Phlebotomy**

Includes an overview of the field of Medical Laboratory Technology, familiarization with laboratory safety, microscopes, glassware, and equipment. Includes laboratory organization, medical ethics, and employment opportunities. Basic laboratory specimen collection techniques are introduced. Two hours laboratory per week. Credit, one semester hour.

**MLT 1212    Urinalysis/Body Fluids**

Introduction to urinalysis and laboratory analysis of miscellaneous body fluids. Basic principles of routine and special urine test, specimen examination through laboratory work. Theory and test profiles presented for miscellaneous body fluids with correlation to diseased states. One hour lecture and two hours laboratory per week. Credit, two semester hours.

**MLT 1313    Hematology I**

A study of the function of blood, morphology, and maturation of normal cells, blood cell counts, differentials of white cells and blood collection and handling. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**MLT 1324    Hematology II**

The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant theory. Two hours lecture and four hours laboratory per week. Credit, four semester hours. (*Prerequisite: MLT 1313 Hematology I*)

**MLT 1413    Immunology/Serology**

Study of the basic principles of serology/immunology through the natural body defenses. Included are basic antigen-antibody reactions, complement action, cellular response, humoral immune response, and the basic serological procedures used to aid in the detection of certain diseases. Throughout this course, special emphasis is placed on correlating laboratory results with the patient's probable condition. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**MLT 1515    Clinical Chemistry**

Study of human biochemistry as an aid in the diagnosis of disease process. Three hours lecture and four hours laboratory. Credit, five semester hours. (*Prerequisites: Four semester hours of approved chemistry electives with a minimum of "C" average or special permission by instructor*)



**MLT 2424 Immunohematology**

The study of collection, processing, storage, and utilization of blood components. It also includes the study of immunological principles and procedures for blood typing, cross matching, antibody detection, identification, and investigation of hemolytic disease of the newborn. Two hours lecture and four hours laboratory per week. Credit, four semester hours. (*Prerequisite: MLT 1413 Immunology/Serology*)

**MLT 2512 Parasitology**

This covers the morphology, physiology, life cycles, and epidemiology of parasites of animals with emphasis on human pathogenic parasites. Identification of the parasites from human material is also included. One hour lecture and two hours laboratory per week. Credit, two semester hours.

**MLT 2614 Pathogenic Microbiology**

Basic skills, principles, and techniques for the staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotics and other drugs. Two hours lecture and four hours laboratory per week. Credit, four semester hours. (*Prerequisites: Four semester hours of approved microbiology electives with a minimum of "C" average*)

**MLT 2916, MLT 2926, MLT 2936 Clinical Practice I, II, III**

Clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology. Eighteen hours clinical per week for each course. Credit per course, six semester hours.

**BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY (MMT)****MMT 1113 Principles of Marketing**

Study of principles and problems of marketing goods and methods of distribution from producer to consumer. Types, functions, practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. Three hours lecture per week. Credit, three semester hours.

**MMT 1123 Marketing Applications**

A project based course as a continuation of MMT 1113. Three hours lecture per week. Credit, three semester hours. (*Prerequisite: MMT 1113 Principles of Marketing*)

**MMT 1313 Selling**

Basic principles and techniques of professional sales and their practical application. Topics include basic elements of consumer behavior, developing selling strategies, closing and servicing a sale, and developing consumer relations. Three hours lecture per week. Credit, three semester hours.

**MMT 1323 Advertising**

The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertising. Three hours lecture per week. Credit, three semester hours.

**MMT 1413 Merchandising Math**

Study of the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing, and inventory control. Three hours lecture per week. Credit, three semester hours.

**MMT 1711, MMT 1721, MMT 1731, MMT 1741 Marketing Seminar I, II, III, IV**

Develops leadership skills and human relation skills necessary for success in the field of marketing management. Special programs and activities will address topics directly related to

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marketing careers and career development. Emphasis will be placed on developing civic, social, and business responsibilities. Two hours laboratory per week. Credit, one semester hour per section.

**MMT 1753 Marketing Seminar**

Develops leadership skills and human relations skills necessary for success in the field of marketing management. Special programs and activities will address topics directly related to marketing careers and career development. Emphasis will be placed on developing civic, social, and business responsibilities. Three hours lecture per week. Credit, three semester hours.

**MMT 2213 Principles of Management**

Study of the basic principles and functions of organizational management with special emphasis on planning, organizing, directing, staffing, and controlling. Three hours lecture per week. Credit, three semester hours.

**MMT 2233 Human Resource Management**

Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. Three hours lecture per week. Credit, three semester hours.

**MMT 2243 Marketing Case Studies**

The study of effective marketing management decision making through case study analysis. Three hours lecture per week. Credit, three semester hours.

**MMT 2313 E-Commerce Marketing**

This course introduces the fundamental opportunities and challenges associated with e-commerce activities. Topics include: Designing the user interface, web security, electronic payment systems, promotion, and legal issues involved in creating a functioning on-line business. Three hours lecture per week. Credit, three semester hours.

**MMT 2333 Multimedia Presentations for Marketing**

Design and deliver multimedia marketing presentations through the use of appropriate multimedia software and tools. Topics include marketing design concepts and related marketing communication strategies. Three hours lecture per week. Credit, three semester hours.

**MMT 2343 Marketing Web Page Design**

Use creative marketing strategies, concepts and techniques to design web sites that will reach designated target markets. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**MMT 2423 Retail Management**

Study of retailing processes including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. Three hours lecture per week. Credit, three semester hours.

**MMT 2513 Entrepreneurship**

Overview of activities that are involved in planning, establishing, and managing a small business enterprise. Topics to be covered will include planning, location, analysis, financing, and development of a business plan. Three hours lecture per week. Credit, three semester hours.

**MMT 2523 Event Management**

Design a plan for special events, trade and consumer shows, exhibitions, and conventions. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**MMT 2613 International Marketing**

Provide students with an overview and understanding of international marketing. This involves an analysis of world markets, their respective consumers and environments, and the marketing management required to meet the demands of constantly changing foreign markets. Three hours lecture per week. Credit, three semester hours.

**MMT 2913 Internship in Business and Marketing Management Technology**

Advanced course in concepts, terminology, and theory of Marketing Management Technology with direct application. The student will work in a marketing related environment. Nine hours per week externship. Credit, three semester hours.

**PRECISION MACHINING TECHNOLOGY (MST)****MST 1114 Power Machinery I**

This course provides instruction of general shop safety as well as the operation of power machinery which includes instruction and practice in the safe operation of lathes, power saws, drill presses, and vertical mills. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**MST 1126 Power Machinery II**

A continuation of Power Machinery I with emphasis on advanced applications of lathes, mills, shapers, and precision grinders. Two hours lecture and eight hours laboratory per week. Credit, six semester hours.

**MST 1313 Machine Tool Math**

An applied mathematics course designed for machinists which includes instruction and practice in algebraic and trigonometric operations. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**MST 1412 Blueprint Reading**

Plans and specifications interpretation designed for machinists. Includes instruction and practice in reading plans and applying specifications. One hour lecture and two hours laboratory per week. Credit, two semester hours.

**MST 1423 Advanced Blueprint Reading**

A continuation of Blueprint Reading with emphasis on advanced features of plans and specifications. Includes instruction on the identification of various projections and views and assembly components. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**MST 1613 Precision Layout**

An introduction to the concepts and practice of precision layout for machining operations which includes instruction and practice in the use of layout instruments. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

**MST 2135 Power Machinery III**

A continuation of the Power Machinery II with emphasis on safety, and advanced applications of the engine lathe, milling machine, and grinding machine. Two hours lecture and six hours laboratory per week. Credit, five semester hours.

**MST 2145 Power Machinery IV**

A continuation of Power Machinery III with emphasis on highly advanced safe operations on

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the radial arm drill, milling machine, engine lathe, and precision grinder. Two hours lecture and six hours laboratory per week. Credit, five semester hours.

**MST 2714 Computer Numerical Control Operations I**

An introduction of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

**MST 2724 Computer Numerical Control Operations II**

A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines (CNC lathes, CNC mills, CNC machine centers, and wire EDM). Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**MST 2813 Metallurgy**

An introduction to the concepts of metallurgy. Includes instruction and practice in safety, metal identification, heat treatment, and hardness testing. One hour lecture and four hours laboratory per week. Credit, three semester hours.

**MST 2923 Special Problems in Precision Machining Technology**

A course to provide students with an opportunity to utilize skills and knowledge gained in other Machine Tool Technology courses. The instructor and student works closely together to select a topic and establish criteria for completion of the project. Six hours laboratory per week. Credit, three semester hours.

## **PRACTICAL NURSING (PNV)**

**PNV 1213 Body Structure and Function**

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Three hours lecture per week. Credit, three semester hours.

**PNV 1443 Nursing Fundamentals and Clinical**

This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the life span, as well as demonstration and supervised practice of the fundamental skills related to practical nursing. Six hours lecture, ten hours laboratory and six hours clinical per week. Credit, thirteen semester hours. (Total instructional hours for the course: 90 hr. lecture, 150 hr. lab, 90 hr. clinical).

**PNV 1524 IV Therapy & Pharmacology**

This course provides the student with principles of IV therapy and pharmacology. Principles covered in the course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. The expanded role of IV therapy included in this course is in accordance with the Mississippi Nursing Practice Law and Administrative Code. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

**PNV 1682 Adult Health Nursing Concepts & Clinical**

This course is designed to provide the student with the basic theory and clinical experiences needed to provide safe, effective care to the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems and the knowledge to prepare for the role transition

from student to practical nurse. Eight hours lecture and four hours clinical per week. Credit, twelve semester hours. (Total instructional hours for the course: 120 hr. lecture, 180 hr. clinical)

#### **PNV 1728     Specialty Areas in Nursing**

This course provides the student with basic knowledge and skills to promote and/or provide safe and effective care for clients and families during antepartum, intrapartum, and postpartum periods as well as infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration. Seven hours lecture and two hours clinical per week. Credit, eight semester hours. (Total instructional hours for the course: 110 hr. lecture, 30 clinical)

#### **PNV 1914     Nursing Transition**

This course prepares the student for role transition and the National Council Licensure Examination (NCLEX-PN). Three hours lecture and three hours clinical per week. Credit, four semester hours.

### **RESPIRATORY CARE TECHNOLOGY (RCT)**

#### **RCT 1214     Respiratory Care Science**

This course is designed to introduce the student respiratory care therapist to fundamental elements important to the delivery of health care in a safe, efficient, and professional manner. The holistic approach to patient care will be emphasized. Four hours lecture per week. Credit, four semester hours.

#### **RCT 1223     Patient Assessment and Planning**

This course is a fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. It is an introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. Two hours lecture and two hours laboratory per week. Credit, three semester hours.

#### **RCT 1313     Cardiopulmonary Anatomy and Physiology**

This course is a study of cardiopulmonary physiology in relation to the practice of respiratory care. Three hours lecture per week. Credit, three semester hours.

#### **RCT 1322     Pulmonary Function Testing (PFT)**

This course is an introduction to pulmonary function technique and testing equipment. One hour lecture and two hours laboratory per week. Credit, two semester hours. (*Prerequisites: RCT 1313 Cardiopulmonary Anatomy and Physiology; or instructor approval.*)

#### **RCT 1416     Respiratory Care Technology I**

This course is a study of respiratory treatments and equipment design and operation related to non-critical care procedures. Two hours lecture and eight hours laboratory per week. Credit, six semester hours.

#### **RCT 1424     Respiratory Care Technology II**

This course is a continuation of Respiratory Care Practitioner. It is a study of the management of respiratory failure, including mechanical ventilation, pulmonary rehabilitation, and home care. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

#### **RCT 1516     Clinical Practice I**

Patient assessment, performance of respiratory care procedures, and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies

and performance of respiratory care procedures. Eighteen hours clinical. Credit, six semester hours. *(Pre or corequisites: RCT 1214 Respiratory Care Science, RCT 1223 Patient Assessment and Planning, and RCT 1313 Cardiopulmonary Anatomy & Physiology. Corequisite: RCT 1416 Respiratory Care Practitioner I)*

### **RCT 1523 Clinical Practice II**

In this course, students rotate through various respiratory care subspecialty areas for evaluation of competency and performance of respiratory care procedures. Nine hours clinical per week. Credit, three semester hours. *(Prerequisites: RCT 1516 Clinical Practice I)*

### **RCT 1613 Respiratory Care Pharmacology**

This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. Three hours lecture per week. Credit, three semester hours. *(Pre or corequisites: RCT 1214 Respiratory Care Science, RCT 1313 Cardiopulmonary Anatomy & Physiology, and RCT 1223 Patient Assessment and Planning)*

### **RCT 2333 Cardiopulmonary Pathology**

This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases incorporating clinical practice guidelines, and therapist driven protocols. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress. Three hours lecture per week. Credit, three semester hours. *(Prerequisite: RCT 1313 Cardiopulmonary Anatomy and Physiology)*

### **RCT 2434 Respiratory Care Technology III**

This course is an advanced study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. Three hours lecture and two hours laboratory per week. Credit, four semester hours. *(Prerequisite: RCT 1523 Clinical Practice II)*

### **RCT 2533 Clinical Practice III**

In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. Nine hours clinical per week. Credit, three semester hours. *(Pre or corequisites: RCT 1516 Clinical Practice I and RCT 1523 Clinical Practice II)*

### **RCT 2546 Clinical Practice IV**

This course is a continuation of Clinical Practice III. In this course, student rotate through respiratory care areas. A procedural guide is utilized to evaluate student competency and performance. Eighteen hours clinical per week. Credit, six semester hours. *(Prerequisites: RCT 2533 Clinical Practice III)*

### **RCT 2613 Neonatal/Pediatrics Management**

This course is a study of fetal development and the transition to extrauterine environment. It includes the most common cardiopulmonary disorders, neonatal and pediatric disease processes, and the modes of treatment. Three hours lecture per week. Credit, three semester hours. *(Pre or corequisites: RCT 2434 Respiratory Care Technology III and RCT 2546 Clinical Practice IV)*

### **RCT 2713 Respiratory Care Seminar**

This course is designed to integrate the essential elements of respiratory care through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. Two hours lecture and two hours laboratory per week. Credit, three semester hours. *(Pre or corequisites: RCT 1523 Clinical Practice II)*

## MEDICAL RADIOLOGIC TECHNOLOGY – RADIOGRAPHY (RGT)

All Radiography courses must be successfully completed according to the curriculum sequence beginning with the fall or spring semester.

### **RGT 1114      Clinical Education I**

This course includes clinical practice and instruction in a clinical education center. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twelve hours clinical each week. Credit, four semester hours. (*Prerequisites: CPR-Health Care Provider must be completed before Clinical I experience begins*)

### **RGT 1124      Clinical Education II**

This course involves clinical practice and instruction in a clinical education center. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twelve hours clinical each week. Credit, four semester hours. (*Prerequisites: All core courses as scheduled*)

### **RGT 1139      Clinical Education III**

This course is a clinical practice and instruction in a clinical education center. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-seven hours clinical each week. Credit, nine semester hours. (*Prerequisites: All core courses as scheduled*)

### **RGT 1212      Fundamentals of Radiography**

This course is an introduction to Radiologic Technology including professional, departmental, and historical aspects. Included are terminology, medical ethics, and fundamental legal responsibilities. Two hours lecture each week. Credit, two semester hours.

### **RGT 1223      Patient Care in Radiography**

This course will provide the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified. Two hours lecture and two hours lab each week. Credit, three semester hours.

### **RGT 1312      Principles of Radiation Protection**

This course is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated. Two hours lecture each week. Credit, two semester hours.

### **RGT 1413      Imaging Principles**

This course is a study of the principles involving manipulation of factors controlling and influencing exposure and radiographic quality. Included are the prime factors of radiographic exposure, beam limiting devices, filtration, production and control of scatter and secondary radiation, exposure systems, technical conversions, and problem solving. This course presents an introduction to film processing including darkroom design and equipment. Included are developing solutions, procedures of general maintenance, quality control and silver recovery methods. Two hours lecture and two hours laboratory each week. Credit, three semester hours.

### **RGT 1423      Digital Imaging**

This course is designed to impart an understanding of the components, principles, and operation of digital imaging systems found in diagnostic radiology. Included are factors that impact acquisition,

display, archiving, and retrieval. In addition, principles of digital system quality assurance and maintenance are introduced along with guidelines for selecting exposure factors and evaluating images within a digital system to assist students to bridge between film-based and digital imaging systems. Two hours lecture and two hours lab each week. Credit, three semester hours. (*Prerequisites: RGT 1413 Imaging Principles*)

### **RGT 1513 Radiographic Procedures I**

This course includes terminology, principles, and procedures involved in routine radiographic positioning for demonstration of the chest, abdomen, upper extremities, digestive system, and urinary system. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours laboratory each week. Credit, three semester hours. (*Prerequisites: BIO 2513 & 2523 Anatomy & Physiology I & II and labs*)

### **RGT 1523 Radiographic Procedures II**

This course includes principles and procedures involved in the radiographic positioning of the spinal column, pelvic girdle, lower extremities, bony thorax, and mobile and trauma radiography procedures. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours lab each week. Credit, three semester hours. (*Prerequisite: RGT 1513 Radiographic Procedures I*)

### **RGT 1613 Physics of Imaging Equipment**

This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented. Three hours lecture each week. Credit, three semester hours. (*Prerequisites: All core courses as scheduled*)

### **RGT 2132 Ethical and Legal Responsibilities**

Legal terminology concepts and principles will be presented in this course. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. This course will prepare students to better understand their patient, the patient's family and professional peers through comparison of diverse populations based on their value system, cultural and ethnic influences, communication styles, socio-economic influences, health risks and life stages. Two hours lecture per week. Credit, two semester hours. (*Prerequisite: RGT 1212 Fundamentals of Radiography*)

### **RGT 2147 Clinical Education IV**

This course is a clinical practice and instruction in a clinical education center. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-one hours clinical each week. Credit, seven semester hours. (*Prerequisites: All core courses as scheduled*)

### **RGT 2157 Clinical Education V**

This course includes clinical practice and instruction in a clinical education center. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. Twenty-one hours clinical each week. Credit, seven semester hours. (*Prerequisites: All core courses as scheduled*)

### **RGT 2533 Radiographic Procedures III**

This course includes principles and procedures involved in radiographic positioning of the entire cranium and facial bones, and reproductive systems. Included is a review of radiographic anatomy on each procedure. Two hours lecture and two hours laboratory each week. Credit, three semester hours. (*Prerequisite: RGT 1523 Radiographic Procedures II*)



**RGT 2542 Radiographic Procedures IV**

This course is a study of specialized radiographic procedures which utilize sterile techniques and/or specialized equipment. (It also includes basic concepts of pharmacology.) Two hours lecture each week. Credit, two semester hours. (*Prerequisite: RGT 2532 Radiographic Procedures III*)

**RGT 2912 Radiation Biology**

This course is a study of the biological effects of radiation upon living matter. It includes genetic and somatic effects, instrumental for detection, and measurement and calculation of dosage. Two hours lecture each week. Credit, two semester hours.

**RGT 2922 Radiographic Pathology**

This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise health systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management alterations in body systems will be presented. Two hours lecture each week. Credit, two semester hours. (*Prerequisites: All core courses as scheduled*)

**RGT 2932 Certification Fundamentals**

This course is designed to correlate scientific components of radiography to entry level knowledge required by the profession. Two hours lecture each week. Credit, two semester hours. (*Prerequisites: All core courses as scheduled*)

**TELECOMMUNICATIONS TECHNOLOGY (TCT)****TCT 1114 Fundamentals of Telecommunications**

This course provides a history of voice/data communication, fundamental concepts, and basic telephone service. Three hours lecture and two hours laboratory per week. Credit, four semester hours.

**TCT 2213 Telephone Systems**

This course provides information and hands-on experience in installation, operation, troubleshooting, and repair of commercial use telephone systems including analog and digital key systems. One hour lecture and four hours laboratory per week. Credit, three semester hours.

**TCT 2424 Network Systems**

This course provides networking fundamentals, voice networking, LANs, and internet. Also, upgrading of computers to support LAN technology is taught. Two hours lecture and four hours laboratory per week. Credit, four semester hours.

**WORK-BASED LEARNING (WBL)****WBL 191(1-3), 192(1-3), 193(1-3), 291(1-3), 292(1-3), 293(1-3)****Work-Based Learning**

A structured worksite learning experience in which the student, program area instructor, work-based learning coordinator, and worksite supervisor/mentor develop and implement a training agreement. The training agreement is designed to integrate the student's academic and technical skills into a work environment. Includes regular meetings and seminars with school and business and industry personnel for supplemental instruction and feedback (progress reviews). Credit: one, two, or three semester hours.

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## WELDING (WLV)

### **WLV 1114    Shielded Metal Arc Welding I (SMAW)**

This course is designed to teach students welding techniques using E-6010 electrodes. One hour lecture and six hours laboratory per week. Credit, four semester hours.

### **WLV 1124    Gas Metal Arc Welding (GMAW)**

This course is designed to give the student experience in various welding applications with the M.I.G. welder. One hour lecture and six hours laboratory per week. Credit, four semester hours.

### **WLV 1135    Gas Tungsten Arc Welding (GTAW)**

This course is designed to give the student experience in various welding applications with the GTAW welder. One hour lecture and eight hours laboratory per week. Credit, five semester hours.

### **WLV 1143    Flux Cored Arc Welding (FCAW)**

This course is designed to give the student experience in FCAW. One hour lecture and four hours laboratory per week. Credit, three semester hours.

### **WLV 1153    Pipe Welding**

This course is designed to give the student experience in pipe welding procedures. One hour lecture and four hours laboratory per week. Credit, three semester hours.

### **WLV 1171    Welding Inspection and Testing**

This course is designed to give the student experience in the inspecting and testing of welds. Two hours laboratory per week. Credit, one semester hour.

### **WLV 1224    Shielded Metal Arc Welding II**

This course is designed to teach students welding techniques using E-7018 electrodes. One hour lecture and six hours laboratory per week. Credit, four semester hours.

### **WLV 1232    Drawing and Welding Symbols**

This course is designed to give students advanced experience in reading welding symbols. One hour lecture and two hours laboratory per week. Credit, two semester hours.

### **WLV 1314    Cutting Processes**

This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. Two hours lecture and four hours laboratory per week. Credit, four semester hours.



# **COPIAH-LINCOLN EMPLOYEE INFORMATION**

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## WESSON CAMPUS ADMINISTRATION

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	<i>Program Coordinator, Institute for Learning in Retirement</i>
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DANIEL CASE .....	<i>Director of the Physical Plant</i>
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	<i>Chairperson of the HPR Division/PTK Advisor</i>
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CALVIN GREEN .....	<i>Recreation Hall Supervisor/Assistant Football Coach</i>
LEAH GREER .....	<i>College Recruiter</i>
CHARLES HART .....	<i>Bookstore Manager</i>
JEANNA HARTZOG .....	<i>Adult Basic Education</i>
SHELIKA HOOKER .....	<i>Workforce Development Coordinator/Trainer</i>
ALLEN KENT .....	<i>Director of Housing/Softball Coach</i>
DR. TIM LEA .....	<i>Director of Veterans Services</i>
KINA LEGGETT .....	<i>Business Manager/Senior Accountant</i>
DEEMIE LETCHWORTH .....	<i>Information Systems Director</i>
ERIN LIKENS .....	<i>Purchasing Agent</i>
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JAMES PAUL "J.P." McINNIS .....	<i>Director of Technology and Information Systems</i>

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DON BLANDON .....	<i>Welding</i>
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MICHELLE CRACE ..... *Academic Counselor/ Disabilities Coordinator*  
ANIKA FLOYD ..... *Director of Student Services*

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LENORA MAGEE ..... *Early Childhood Education*  
AMANDA MCKENZIE ..... *Mathematics*  
KACI WILSON ..... *English*



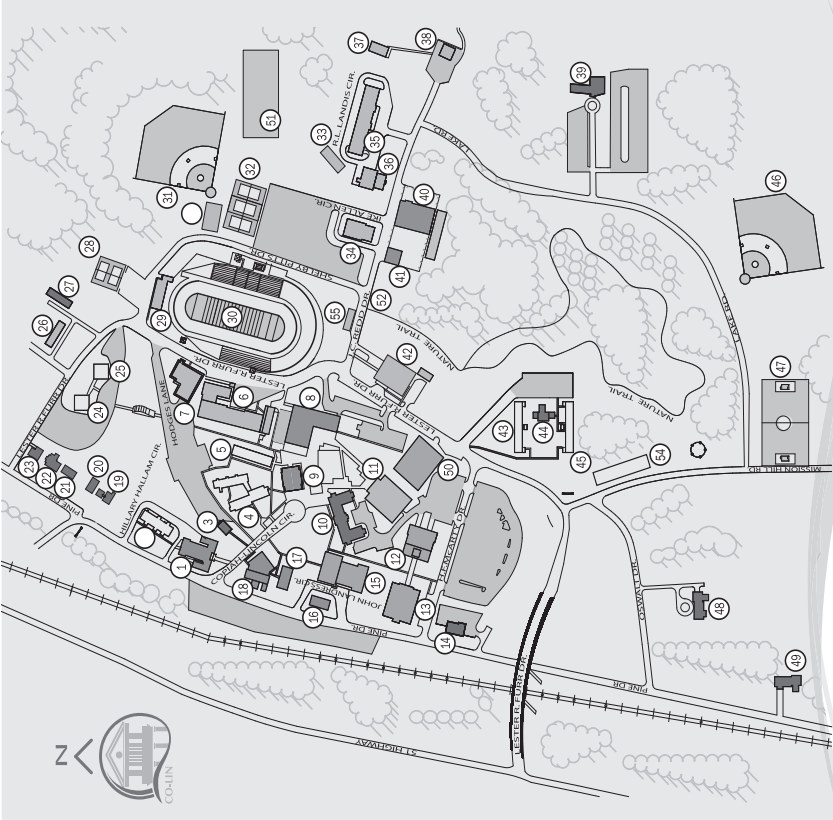
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# Wesson Campus Map

<http://www.colin.edu/maps>

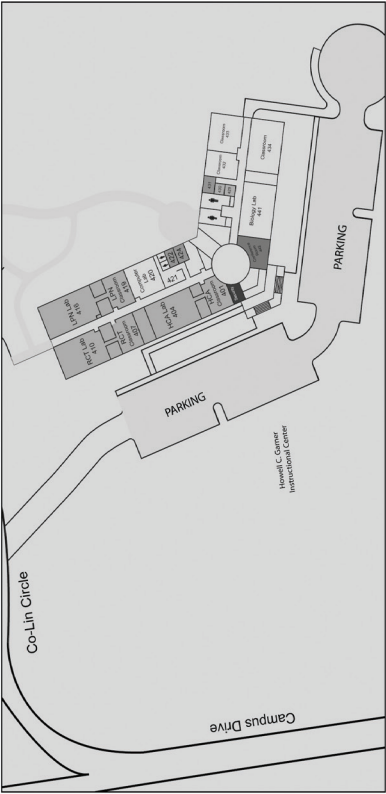
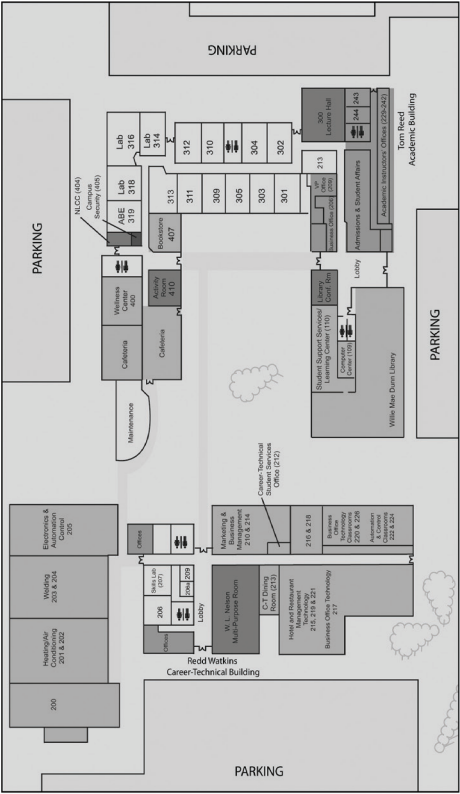


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<b>Academic Buildings</b> 12. Wesson College Fine Arts Building 13. James H. Stirling Nursing Building 15. Willie H. Smith Hall & Smith Annex 16. Sandler Communications Building 50. Dow Young Instructional Technical Building	<b>Career-Technical Buildings</b> 6. F.M. Foreberry Career Technical Center 7. J.J. Wesson Building 34. J.S. Youngblood Building 35. Otto Messer Career-Technical Building 36. Wesson College Career Center 42. R.E. Anderson Building	<b>Athletic Facilities</b> 11. Gaydon L. Mullen Gymnasium 28. Tennis Courts (lower) 29. Frank Pitts Field House 30. Wesson College Softball Field 31. Walter R. Sullivan Baseball Field 32. Tennis Courts (upper) 33. Football Weight Facility 34. Football Practice Field 35. Football Practice Field 36. Football Practice Field 37. Football Practice Field 38. Wolf Hollow Golf Course 53. Baseball Field House 46. Softball Complex 47. Soccer Complex 48. Soccer Practice Field 55. Fitness Center	<b>Support Facilities</b> 1. J.M. Ewing Administration Building 8. W. S. Henley Student Union 9. Calendar Hall 10. Student Center 11. Student Center 17. Garrigue Mutton Building 16. Sandler Communications Building	<b>Residence Halls</b> 2. Ellis Honors (Women's Residence Hall) 4. Lila Stevens Hall & Stevens Annex (Women's Residence) 5. Lila Stevens Hall & Stevens Annex (Women's Residence) 24. Lincoln Hall (Men's Honors Residence Hall) 25. Lawrence Hall (Men's Honors Residence Hall) 43. Franklin Hall (Men's Residence Hall) 45. Simpson Hall (Men's Residence Hall) 54. Bates Hall (Men's Residence Hall)	<b>Other Facilities</b> 3. Fred & Jewett Taylor Chapel 10. L. Russell Elzey Hall 14. Baptist Student Union 17. 225 Facility Housing 27. 225 Facility Housing 28. 225 Facility Housing 39. Blay B. Thomas Conference Center 44. Oswald House (faculty housing) 46. President's Home 48. Vice President's Home 52. Cowan Nature Trail	<b>Service Buildings</b> 40. Dan Watson Maintenance Building & Grounds Maintenance 41. Dwight Harris Transportation Building
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# Natchez Campus Map

<http://www.colin.edu/maps>



05/07/13

## Administrative Offices

Vice President's Office  
Admissions and Business Offices  
Career and Technical Education Office  
Public Relations

## Career-Technical Education

Automation and Control Technology  
Business Office Technology Classrooms  
Career Social Media  
Electronics & Automation Control  
Health Care Assistant Classroom and Lab  
Heating/Air Conditioning  
Hotel and Restaurant Management Technology  
LPN Classroom and Lab  
Pharmacy Technician Classroom and Lab  
Retail Management and Lab  
Marketing and Business Management  
Welding

## Support Facilities

Bookstore  
Bookstore  
Cafeteria  
Computer Center  
Learning Center  
Special Populations/Students with Disabilities  
Student Support Services  
Study Rooms  
Wellness Center

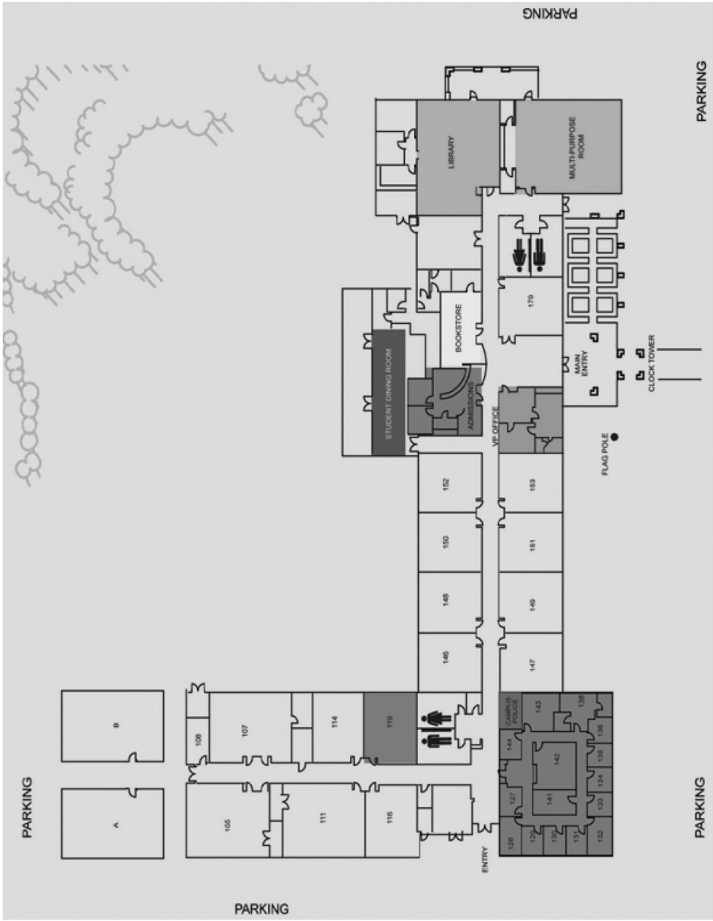
## Other Facilities

Activity Room  
Lecture Hall  
Lecture Hall  
Lecture Hall  
Natchez University Center  
W.L. Nelson Multi-Purpose Room  
Garner Center Conference Room

## Campus Security

Campus Security

Simpson County Center Map  
<http://www.colin.edu/maps>

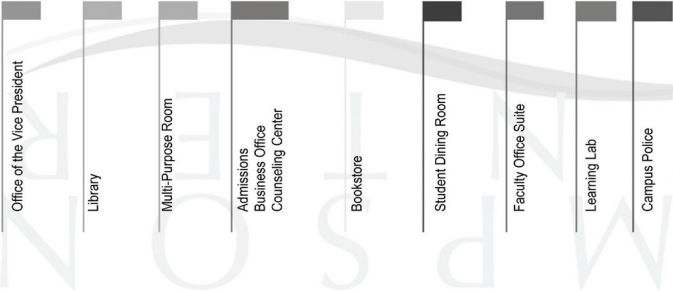


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