



2023 – 2024

ADVISING HANDBOOK

For All Students at Moorhead,
GHEC, and Greenwood Campuses,
eLearning and Dual Enrollment

Students are... the most important people on campus. Without students, there would be no need for the institution... not cold enrollment statistics but flesh and blood human beings with feelings and emotions like our own... not people to be tolerated so we can “do our thing.”

They are our thing... not dependent on us. Rather, we are dependent on them... not an interruption of our work but the purpose of it, and deserving of courteous and attentive treatment.

Adapted from ACT National Center for the Advancement of Educational Practices

Notice of Non-discrimination Statement

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Definitions Associated with Advising

New Student Orientation (NSO) - Summer

New students will register for orientation sessions which will be held on designated days during May, June, and July in the Stanny Sanders Library and in the Allen-Foley Career-Technical Building at Moorhead as well as the GHEC and Greenwood locations.

Freshmen who have made application to Mississippi Delta Community College will be allowed to sign up for Orientation (or Registration if Orientation dates have passed). If the student is missing any items of information prohibiting him or her from registering for classes, the student is emailed a listing of the required information and followed up with a postcard. Unfortunately, many students do not have all of this information turned in prior to Registration and end up waiting in the Admissions line and may not be able to actually register on Registration day. Once these items are cleared up, the student may be able to register on Registration day, or they may have to come back to campus later in the summer once the items have been received and be advised by the Office of Advising.

Summer Registrations for returning students will be held on designated days in June, July, and August at the Moorhead, Greenville, and Greenwood locations.

Fall and Spring Registration Week

The week prior to the beginning of classes is known as **Registration Week**. Students will check in with the Office of Advising and be sent to an advisor who will be located in their office from 8:30 a.m. – 4 p.m., Monday through Friday.

Assignment of Advisors to Advisees

The Office of Advising will assign advisors to new students during typically by the end of September in the Fall and by the end of February in the Spring. Waiting for the enrollment to stabilize will ensure a more accurate assignment process. Advisors will be notified of their advisees prior to priority registration. **Effective 20-21 school year, all academic students will be assigned an advisor regardless of location or student's chosen mode of delivery.** Students who have been accepted into Allied Health programs will be assigned an advisor in his/her particular program area. Career-Technical Students will be assigned an advisor in his/her program area. Please note that new instructors are allowed at least one semester to acclimate before receiving any advisees. Advisees are reassigned upon the resignation or retirement of a faculty member. Also, assignment of advisees is a MANUAL, tedious process.

Priority Registration

Priority Registration occurs during the first two weeks of November and April. Faculty members are required to be on hand from 8:30 am – 4pm to help with advising responsibilities at all locations during the first week. If faculty members are unable to see all of their assigned advisees during the first week, they need to be prepared to have advising appointments with students during the second week and thereafter – except for exam week. Advisors should begin contacting their advisees in October and March prior to Priority Registration periods. Holds should be checked so that the student may begin the process of clearing those holds paving the way for creating a schedule.

Late Registration

Students may continue to register during the first two days of the Fall and Spring semesters unless otherwise advertised.

Online Orientation Course

First-time freshmen and students who have accumulated less than 12 hours are automatically signed up for LLS 1311 Orientation. The method of delivery will be online and taught through the English,

Humanities, Life Skills and Education department. CTE students will not automatically be enrolled, but are welcome to participate if the course is requested by the student or advisor.

Reverse Transfer

If a student transfers to a senior university before graduating with his or her Associate's Degree, the student may qualify for a reverse transfer. Once the student passes the courses needed for MDCC graduation at another institution, he or she may send a transcript to MDCC and an Associate's Degree will be awarded.

Mississippi Articulation Transfer Tool (MATT)

The MATT Tool will keep a student on track to transfer by walking them through the 8-step transfer process. MATT can assist in the understanding of whether courses offered at MDCC will be accepted for transfer credit at a partner college or university, consider degree/major and institutions desired to transfer into, build a personal Transfer Guide, and obtain information relating to application deadlines, financial aid opportunities, transfer policies and other critical information.

Programs

Associate of Arts Degree (University Transfer) . Examples of majors would include Art, Business, Communications, History, Math, etc. *Pre-Health Professions* major is also included. This major is for students who wish to pursue a degree in the medical field **after they leave MDCC**. They will not be entering one of MDCC's Health Sciences programs. The *Pre-Allied Health* major is also under this umbrella and is designed for students who wish to enroll in one of MDCC's Health Science programs **but have not yet been admitted**.

Technical Certificate, Advanced Technical Certificate and Associate of Applied Science Degree. These programs are for students who wish to pursue a program in Welding, Electrical Technology, Drafting and Design Technology, etc. These students will be advised by an instructor in their program.

Associate of Applied Science in an Allied Health Program. These programs are for students who have been accepted into one of MDCC's Health Science programs and will follow the check sheet for their particular program as well as be advised by an instructor in their program.

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What Is Academic Advising?

Academic advising is a collaborative relationship between the student and the academic advisor regardless of whether that student is enrolled in academic, career-technical, or allied health courses. This relationship must be built on mutual respect and trust, and its goal is to assist the student in the development of educational goals that are consistent with personal interests, values and abilities. Although many individuals on campus may assist the student in making decisions and accomplishing goals, the faculty advisor is granted formal authority by the college to approve the student's academic program of study and assist the student in progressing toward the appropriate degree. The ultimate responsibility for making decisions about educational plans and life goals rests with the individual student.

What Makes a Good Advisor?

Good advisors are accessible through regular office hours, appointments, voicemail, Canvas and e-mail. They have a thorough knowledge of curriculum, graduation requirements, transfer policies, and other college policies. A good advisor is a good listener. They treat all students with respect regardless of age, race, disability, gender, sexual or religious preference.

Good advisors are:

- Ethical
- Honest
- Consistent
- Accountable
- Collaborative

What Are the Benefits of Good Advising?

According to the National Academic Advising Association (NACADA), the benefits of good advising include:

- Appropriate course selection and referrals
- Increased academic performance (GPA)
- Increased satisfaction with faculty and in general
- Reduced courses failed and drop-add transactions
- Increased persistence rates
- Increased graduation rates
- Reduced time to graduate

Top 10 Tips for Good Advising

The tips below offer general suggestions for advising students.

10. Get to know your students.

Ask them a few quick “get to know you” questions (and keep notes on their responses):

- Where are you from?
- What brought you to MDCC?
- What were your favorite classes in high school? Why?
- What is something that you can do for hours or have a passion for?

9. Treat students like they matter.

- Be on time for advising appointments.
- Call students by name.
- Take notes during appointments and keep them for later reference.
- Provide students with accurate information.

8. Avoid distractions.

- Be fully present and maintain eye contact while talking with students.
- Do not answer the telephone or e-mail during the advising visit.
- Do not check your watch during the advising visit.

7. Listen more than you talk.

- Ask open-ended questions.
- Allow students to share their stories with you, so that you can personalize the advising process for them.

6. Offer both challenge and support to the student.

- Help students move outside of their comfort zones while providing them with support for success.

5. Encourage the student to take responsibility for his or her own educational experience.

- Explain the notion of shared responsibility.
- Empower students to make informed decisions that will move them closer to their academic and personal goals.

4. Involvement matters.

- Encourage students to get involved in one academic, allied health or career-technical social club/organization.

3. Check on your advisees a couple of times during the semester.

- Connect with your advisees throughout the semester, not just at registration or crunch time.
- Depending on the need of the student and availability of time, choose between e-mail or face-to-face contact.

2. Be authentic and genuine with students.

- Students value and appreciate when an advisor is genuine and authentic with them.
- Treat each advisee as an individual – not as a number.

1. Ask yourself, “What would I do if I really cared about this student?”

Conducting an Academic Advising Session

The scenario below offers general guidelines and suggestions for conducting a productive advising session.

1. Opening
 - Greet students by name. Be relaxed and warm. Open with a question, e.g., “How are things going?” or “How can I help?”
2. Ask open-ended questions
 - Avoid “yes” or “no” questions. A good question might be, “What have you thought about taking next semester?” or “What careers are you interested in?”
3. Avoid out-talking the student
 - Good advising is effective listening. Listening is more than the absence of talking.
4. Accept the student’s attitudes and feelings
 - A student may fear that the advisor will not approve of what he or she says. Advisors must convey their acceptance of these feelings and attitudes in a non-judgmental way. Cardinal principle: If the student thinks it is a problem, then the advisor does as well.
5. Avoid cross-examinations
 - Do not fire questions at the student or put the student on the defensive.
6. Reflect on the student’s feelings
 - Try to understand what the student is saying. For example, it is better to say, “You feel that professor is unfair to you.” This response may work better than “Sometimes everyone has trouble getting along with professors.”
7. Admit what you don’t know
 - If a student asks a question that you do not have the answer to, admit it. Either acquire the information during the advising session or call/e-mail the student back with the information in a timely manner.
8. Communicate time limits to the student
 - It is better if the student realizes from the beginning that you have a fixed length of time for the session.
9. End the session on a professional note
 - Once time limits have been set, it is best to end the session at the agreed upon time. If necessary, schedule another session to continue the conversation.

Pointers on Advising

- Sign students up for a minimum of 15 hours if possible as students are required to COMPLETE 15 hours to receive an institutional scholarship (Band, Ambassadors, Cheerleader, etc.) or for state-funded scholarships (MTAG).
- Be sure to follow rules on placing students in English/Math courses (ACT/Accuplacer scores).
- Be mindful of the location of the class when completing a student schedule.
- Always advise using the most recent check list/degree map.

MDCC Core Curriculum

The core curriculum is designed for students who plan to transfer with junior standing to one of the 4-year colleges in Mississippi. The MDCC core curriculum contains 38 semester hours required for both graduation from MDCC and by 4-year colleges; however, individual colleges have their own requirements, so students should consult the catalog for the institution to which they plan to transfer for exact requirements.

Required Core Curriculum at MDCC for an Associate of Arts Degree

Core Requirement	Course Option	Credit Hours
English Composition	Composition I and Composition II	6
Math	College Algebra (MAT 1313 or higher)	3
Science	2 lectures and 2 labs	8
Humanities	History and Literature	6
Social/Behavioral Sciences	Psychology and Sociology	6
Computer Applications	Computer Apps. I (CSC 1123 or higher)	3
Public Speaking	Public Speaking I (SPT 1113)	3
Fine Arts	Art or Music Appreciation	3

Required Academic Hours for a student in CTE pursuing an Associate of Applied Science Degree

Course Requirement	Course Option	Credit Hours
Composition	Composition I	3
Math/Natural Sciences	College Algebra (or higher), Biology, Chemistry, or Physical Science (or higher)	3
Humanities/Fine Arts	History, English Literature, Art Appreciation or Music Appreciation	3
Social/Behavioral Sciences	Psychology or Sociology	3
Public Speaking	Speech	3

Special Notes on Advisement of Core Courses

ACT Sub Scores in English and Math

- ACT sub scores should be checked before placing students in English or Math courses (see chart after these notes). Students may be required to taking Beginning/Intermediate courses based on those scores.

English Guidelines

- Students must be enrolled in an English course every semester until core requirements are met to avoid delays in degree completion.
- English Composition courses must be taken in order (I, II, then Literature).
- Film as Literature (ENG 2613) **does NOT** fulfill the literature requirement for graduation.

Math and Science Guidelines

- Students must be enrolled in a Math or Science course every semester until core requirements are met to avoid delays in degree completion.
- Calculus I is recommended in lieu of College Algebra for students needing 4 semesters of Calculus. Students must meet one of the following pre-requisites to enroll in Calculus I: (1) an ACT sub score of 19 or (2) final grade of “C” or better in College Algebra (MAT 1313).
- Anatomy & Physiology (A&P) classes are recommended for students who have a high science sub-score on the ACT and/or a strong science background in previously taken high school and/or college courses. Otherwise, students are encouraged to take a Principles of Biology course prior to enrolling in A&P.
- Lecture and lab are highly recommended to students to be taken during the same semester. If a student needs to withdraw from one, it is recommended for him/her to withdraw from both.
- Students who are pursuing science or pre-professional majors should enroll in General Biology. All other majors should enroll in Principles of Biology, Physical Science, or Astronomy (if offered).
- **Students may not mix science lecture and labs to count toward graduation.** For example, Principles of Biology I lecture and Principles of Biology II lab do not meet a science requirement.

General Guidelines

- Approved electives are based on major. Consult check sheets/degree maps for appropriate selections.
- Students with less than 12 accumulated hours will automatically be enrolled in LLS 1311 Orientation unless they are admitted to an allied health program or a CTE program. Student may request to be not showed if the one-hour course causes them to be over 21 hours.
- Advisors should keep in mind the one-hour activity course and HPR one-hour activity courses when creating schedules as those extra hours may put them over 21 hours.
- Courses with a final grade of “D” will be counted toward graduation at MDCC; however, the course may not transfer to a 4-year institution.
- The student’s transfer institution catalog should be used for specific degree requirements.
- A 2.0 cumulative GPA and a total of 62 hours are required for graduation.
- 1-hour activity courses, such as Band, Ambassadors, Delta Dancers, Athletics, Cheerleaders, and 1-hour HPR classes can be used as electives; however, only 2 **TOTAL** Activity or HPR hours will count toward graduation.
- Students must take a minimum of 16 hours from MDCC to receive a degree.
- A student may retake any course at any time. The highest grade will be used in calculating the MDCC GPA. **NO GRADE IS EVER REMOVED FROM THE TRANSCRIPT. ALL GRADES ARE STILL REFLECTED.** Universities may choose to calculate both grades in the GPA at their institution. **Note:** Pell will not pay for students to retake a class they have passed. The student may retake a class they have failed one time. The student would need to pay out of pocket the third time a class is attempted.
- Fundamentals of Radiology (RGT 1213) and other technical courses (prefix will end in T) will not count toward fulfilling an Associate of Arts degree. Also, NUR courses will not count toward an Associate of Arts Degree.

ACT Sub Scores Required for Entry into Math and English Classes

Subject Area	ACT Subscore Requirements	Subject in which to Enroll
English	17 English subscore 14-16 English subscore 13 or below English subscore	ENG 1113 Composition I ENG 0123 Intermediate English* ENG 0113 Beginning English*
Math	19 Math subscore 16-18 Math subscore 15 or below Math subscore	MAT 1313 College Algebra MAT 1233 Intermediate Algebra* MAT 0123 Beginning Algebra*

* This course will NOT count toward graduation.

SREB Literacy and SREB Math Ready High School Courses (May be denoted on transcript as an *Essential Skills* Course)

The Mississippi Office of Accreditation in conjunction with the Southern Region Education Board and other states developed two courses that align with college and career readiness standards. Based on Mississippi IHL Policy 608, students who complete one or both courses with an 80 or above will not be required to take the corresponding remedial courses for College Algebra or English Composition at any of the eight public Mississippi Universities. MS Community and Junior Colleges followed suit.

Advisor Steps for Checking SREB Scores

The advisor will not be able to “see” a student’s high school transcript. Therefore, if a student claims that he/she took a SREB course, **the advisor may check the student’s View Scores option in Banner**. If the scores are not seen there, the advisor will have to call Dr. Charnecca Barnes 6240 (cbarnes@msdelta.edu), Erica Pruettt 6317 (epruett@msdelta.edu) or Admissions 6306 and have them verify the following:

1. ACT sub score is within range (15-18 for both English and Math)
2. Completed course with an 80 or above average
3. Completed the course during the 12th grade year
4. Instructor completes an Override Form for the Office of Instruction. The Override Form can be found in the MDCC Advisor Resources course in Canvas or in the MyDelta portal under Employee Forms & Documents under the Advising section. The form is password protected (trojans123).

English/Math Placement Option

Students who wish to enroll in a higher-level course than their ACT score indicates must call the Testing Coordinator, Kristy Bariola, at (662) 246-6378 to set up an ACCUPLACER test date and time. A \$5 fee applies for each test taken and should be paid to the Business Office. The testing should be scheduled before the regular semester begins. The Accuplacer may be taken a maximum of three times for English placement and a maximum of three times for Math placement. Students must wait 24 hours between retests.

- Accuplacer scores can be seen by selecting **View Test Scores** when logging into MyBanner and viewing a student’s record. The indicators will be **AC E** for English and **AC M** for Math. The following are the scores for placement:

English (AC E)	Math (AC M)
ENG 0113 Beginning English 400-473	MAT 0123 Beginning Algebra 200-230
ENG 0123 Intermediate English 474-501	MAT 1233 Intermediate Algebra 231-253
ENG 1113 Comp I 502-600	MAT 1313 College Algebra 254-300

Advising Students in the College Prep Sequence

Students enrolled in one or more College Prep courses (Beginning or Intermediate English; Beginning or Intermediate Algebra), who have an ACT Composite score of 13 or below, or who have NO ACT score, should follow the College Prep Sequence below. Advisors should adapt course suggestions accordingly.

Step 1:

- Choose Beginning English if the student has a 13 or below English subscore OR
- Choose Intermediate English if the student has a 14-16 English subscore

Step 2:

- Choose Beginning Algebra if the student has a 15 or below Math subscore OR
- Choose Intermediate Algebra if the student has a 16-18 Math subscore

Step 3:

Consider enrolling in the following:	Do NOT consider the following:
<ul style="list-style-type: none"> • Enhancement of Study (LLS 1413) • Employment Readiness (LLS 1723) • Keyboarding (BOA 1413) – if no high school keyboarding • Art Appreciation (ART 1113) • Music Appreciation (MUS 1113) • Psychology (PSY 1513) • Sociology (SOC 2113) • Personal & Community Health (HPR 1213) • First Aid & CPR (HPR 2213) • Public Speaking (COM/SPT 1113) 	<ul style="list-style-type: none"> • Science (BIO, CHE, PHY) • Computer Applications (CSC 1123 or higher) • History (HIS) – not until second semester of freshman year

Note: A student must earn a final grade of “C” or better in remedial Math and English courses before he or she can move to higher-level English or Math courses.

Once a student has successfully completed the College Prep sequence of English and Math (with grades of C or better), he or she should be advised according to the check list/degree map that corresponds to his or her major. Remember: Beginning and Intermediate courses will NOT count toward graduation.

Pre-Requisite List

Students should consult the course requirements listed in the college catalog for their major and meet with their assigned advisor. Courses that are not listed in the following chart do not have any prerequisites. Pre-Requisites are courses that must be taken before another course. Co-Requisites are courses that can be taken at the same time as another course.

Course	Pre-Requisite	Co-Requisite
ACC 1223 Principles of Accounting II	ACC 1213 Principles of Accounting I	
ART 1313 Drawing I	ART 1443 Design II (Art majors only)	
ART 1323 Drawing II	ART 1313 Drawing I (Art majors only)	
ART 1393 Photography II	ART 1383 Photography I	
ART 1443 Design II	ART 1433 Design I (Art majors only)	
ART 1453 Three Dimensional Design	ART 1433 Design I (Art majors only)	
ART 2623 Pottery II	ART 2613 Pottery I	
ART 2723 Art History II	ART 2713 Art History I & grade of "C" or better	
BAD 2323 Business Statistics	MAT 1313 College Algebra	
BIO 1143 General Biology II (lec)	BIO 1133 & 1131 General Biology I with "C" or better	BIO 1141 General Biology II (lab)
BIO 1313 Botany (lec)		BIO 1311 Botany (lab)
BIO 2521 A & P II (lab)	BIO 2511 & BIO 2513 with a "C" or better	
BIO 2523 A & P II (lec)	BIO 2513 & 2511 A & P I (lec & lab) & grade of "C" or better	BIO 2521 A & P II (lab)
CHE 1213 General Chemistry I (lec)	MAT 1313 College Algebra with a "C" or better	CHE 1211 General Chemistry I (lab) MAT 1313 College Algebra
CHE 1221 General Chemistry II (lab)	CHE 1211 General Chemistry I (lab) with "C" or better	CHE 1223 General Chemistry II (lec)
CHE 1223 General Chemistry II (lec)	CHE 1213 General Chemistry I (lec) with "C" or better	CHE 1221 General Chemistry II (lab)
CHE 1323 Principles of Chemistry II (lec)	CHE 1213 Gen Chem I OR CHE 1313 Prin of Chem I with a "C" or better	CHE 1321 Principles of Chemistry II (lab)
CHE 2423 Organic Chemistry I (lec)	CHE 1213 & 1223 General Chemistry I & II (lec) with a "C" or better	CHE 2421 Organic Chemistry I (lab)
CHE 2433 Organic Chemistry II (lec)	CHE 2423/2421 Organic Chemistry I with a "C" or better	CHE 2431 Organic Chemistry II (lab)
CRJ 1383 Criminology & CRJ 2513 Juvenile Justice	CRJ 1313 Intro to Criminal Justice	
CSC 1123 Computer Applications I	BOA 1413 Keyboarding OR High School Typing	
CSC 1133 Computer Applications II	CSC 1123 Computer Applications I & grade of "C" or better	
CSC 1213 Visual Basic Programming	CSC 1123 Computer Applications I & grade of "C" or better or by permission of instructor	
EDU 2513 Introduction to Elementary education	EDU 1613 Foundations of Education	
EDU 2613 Introduction to Secondary Education	EDU 1613 Foundations of Education	
ENG 0123 Intermediate English	ACT sub score of 14 OR "C" or better in ENG 0113 Beginning English or pass Accuplacer test for English	
ENG 1113 English Composition I	ACT sub-score of 17 OR "C" or better in ENG 0123 Intermediate English or pass Accuplacer test for English	
ENG 1123 English Composition II	ENG 1113 English Composition I	
ENG 2133 Creative Writing	ENG 1113 English Composition I	
ENG 2223 & 2233 American Literature I & II	ENG 1113 & 1123 English Composition I & II	
ENG 2323 & 2333 British Literature I & II	ENG 1113 & 1123 English Composition I & II	
ENG 2423 & 2433 World Literature I & II	ENG 1113 & 1123 English Composition I & II	
MAT 1233 Intermediate Algebra	ACT sub score of 16 OR "C" or better in MAT 0123 Beginning Algebra or pass Accuplacer test for math	
MAT 1313 College Algebra	ACT sub-score of 19 OR "C" or better in MAT 1233 Intermediate Algebra or pass Accuplacer test for math	
MAT 1323 Trigonometry	ACT sub score of 19 OR "C" or better in MAT 1313 College Algebra (HAS NO PRE-REQS IN CATALOG)	
MAT 1513 Business Calculus	MAT 1313 College Algebra	
MAT 1613/1611 Calculus I w/Lab	ACT sub score of 19 OR "C" or better in MAT 1313 College Algebra	
MAT 1623/1621 Calculus II w/Lab	MAT 1613/1611 Calculus I w/Lab with grade of "C" or better	
MAT 1723 Real Number Systems	MAT 1313 College Algebra	
MAT 1733 Geometry, Measure & Probability	MAT 1313 College Algebra & MAT 1723 Real Number Systems	
MAT 1743 Problem Solving with Real Numbers	MAT 1313 College Algebra & MAT 1723 Real Number Systems	
MAT 2113 Intro to Linear Algebra	MAT 1623/1621 Cal II w/Lab with a "C" or better	
MAT 2323 Statistics	MAT 1313 College Algebra	
MAT 2613 Calculus III	MAT 1623/1621 Calculus II w/Lab with grade of "C" or better	
MAT 2623 Calculus IV	MAT 2613 Calculus III with grade of "C" or better	

MUS 1224 Music Theory II	MUS 1214 Music Theory I & grade of "C" or better	
MUS 2214 Music Theory III	MUS 1224 Music Theory II & grade of "C" or better	
MUS 2224 Music Theory IV	MUS 2214 Music Theory III & grade of "C" or better	
PHY 2413 General Physics I (lec)	MAT 1323 Trigonometry with a "C" or better	PHY 2411 General Physics I (lab) MAT 1323 Trig.
PHY 2421 General Physics I (lab)	PHY 2411 with a "C" or better	
PHY 2423 General Physics II (lec)	PHY 2413 General Physics I (lec) & PHY 2411 General Physics I (lab) with a "C" or better	PHY 2421 General Physics II (lab)
PHY 2513 General Physics I–A (lec)	MAT 1614 Calculus I with a "C" or better	PHY 2511 General Physics I–A (lab) MAT 1614 Calculus I
PHY 2521 General Physics II–A (lab)	PHY 2511 with a "C" or better	
PHY 2523 General Physics II–A (lec)	PHY 2513 & 2511 General Physics I–A with a "C" or better	PHY 2521 General Physics II–A (lab)
PSY 2513 Child Psychology	PSY 1513 General Psychology	
PSY 2523 Adolescent Psychology	PSY 1513 General Psychology	
PSY 2533 Human Growth & Development	PSY 1513 General Psychology	
SOC 2133 Social Problems	SOC 2113 Introduction to Sociology	
SOC 2143 Marriage & Family	SOC 2113 Introduction to Sociology	
SPT 1153 Voice, Diction and Phonetics	SPT 1113 Public Speaking	
SPT 2173 Interpersonal Communication	SPT 1113 Public Speaking	

Declaring a Major at MDCC

Advisors should discuss personal, educational, and career goals with students in order to assist in the process of major selection. Students are encouraged to select a major before the beginning of the sophomore year if an academic or pre-allied health major. Career & Technical students are encouraged to decide upon entering as a freshman.

The first step in declaring a major occurs at the time of admission. Students have the opportunity to choose a major when submitting their Application for Admission to the college. However, many students enter MDCC as undeclared students. Advisors should assist these undeclared students in selecting a major that is appropriate to individual abilities and goals.

Once a major is selected, or if a change in major needs to be made, the student must complete a Major Change Request Form. The form is available to students through their faculty advisor's Advising course in Canvas.

Note: First-time students with an ACT composite score below 13 will automatically follow College Prep guidelines or be admitted to a career program.

Steps in Banner to See Advisee Listing

Advisors may see a listing of their advisees by following these steps: Log into MyBanner, Click the Faculty Services tab, Click Student Information Menu, Click Advisee List (bottom of the page).

Academic Assistance & Disability Services at MDCC

Academic assistance is available to students in need at MDCC. The Student Success Center of Learning in the Stanny Sanders Library offers tutorial services, computer-assisted instruction, workshops, adaptive resources for students with disabilities, audiovisual resources, and residual ACT testing.

In addition, students with verified disabilities are assisted through Student Disabilities Services also located in the Student Success Center of Learning. For more information, students and advisors may contact Nakeshia Fipps at nfipps@msdelta.edu or (662) 246-6361.

Registering Students in MyBanner

How to Assign a Registration Time Ticket

1. After logging into the MyDelta portal, advisors should click on the MyBanner link.
2. Click “Enter Secure Area”
3. Click on “Faculty Services” tab
4. Scroll to the bottom, and click on “Registration Time Ticket”
5. Click on the correct term and “Submit”
6. Enter the advisee’s MDCC student ID number and click “Submit”
7. If the student ID number entered populates the correct advisee’s name, click “Submit”
8. Scroll down and find the “Select Group” box. Use the drop down arrow and click on the appropriate time ticket, then click “Change Group.” This activates the advisee’s Registration Time Ticket. Time tickets are specific to the term, so if you are registering a student for Summer and Fall courses, you’ll have to assign both registration time tickets.
9. Click on the “Faculty Services” tab at the top of the page to return to the main menu.

Advisor Steps When Advisee IS Present

(Following these steps will help the student learn how to use MyBanner to add and drop classes on their own.)

1. Now the student should take over the computer. He/she will log into the MyDelta portal, and click on MyBanner.
2. Click on “Student”, then “Registration.”
3. Click on “Add or Drop Classes”, select the correct term (Spring, Summer or Fall), and click “Submit.” (Use the printed class schedules to help the student find the CRN numbers for requested classes or find the courses electronically in Banner.)

4. CRNs can be entered on the worksheet or you may do a class search to select classes. Click on “Submit Changes” when all CRNs are added. If there are any errors in the classes added, they will not show up, and a message will let you know what the problem is. In these cases, a different class must be chosen.
5. The student can then click on “Student” (at the top), then “Registration.” Scroll down to “Student Concise Schedule” and click on that for a copy of the schedule with days, times, and instructors. They should print a hard copy of their schedule as they will need this copy in the library to get their Student ID and in the Bookstore to purchase books. Encourage them to keep up with the hard copy of their schedule.
6. The student should take his or her printed schedule to the library staff to have a student ID made.
7. Have the student check their major (should be listed on their transcript). If the major is incorrect, the advisor may complete the Major Change Request Form. This form is available in the MDCC Advisor Resources course in Canvas OR in the MyDelta portal by selecting “Employee Forms and Documents” and locating the form under the Advising section.

Advisor Steps When Advisee is NOT Present

1. Log into the MyDelta portal
2. Select "My Banner"
3. Select "Faculty Services" tab
4. Select “Term Selection” and then choose the appropriate registration term
5. Select “Registration Time Ticket”
6. Enter the Student MDCC ID # (or search by name) and click “Submit”
7. If the correct student name is populated, click “Submit” to confirm
8. Under Change or Assign Time Ticket Group, the faculty member selects the time ticket associated with session the student plans to attend.
9. Select the “Faculty Services” tab at the top of the page
10. Select “Add or Drop” classes

11. Faculty are then prompted to enter the student's PIN. Enter **trojans** for the PIN.
12. The faculty member can then enter the student's classes from their own account without logging into the students' accounts using the students' sensitive log-in information.
13. Have the student check their major (should be listed on their transcript). Complete the Major Change Request Form and submit to the Office of Advising if the major is incorrect.

Common MyBanner Registration Errors

1. "Academic standing prohibits registration" = suspended
 - Check the transcript to see when last term was
 - Student must sit out one semester and suspension is automatically removed.
 - Students can be directed to the Office of Admissions for assistance.
2. "Student requires readmission prior to registration" = not admitted
 - Start advising process by asking if student was an MDCC student last term
 - If yes, check transcript for academic standing
 - If no, check "student information" in MyBanner for Admit Term to verify student is admitted.
 - If not admitted, the student will have to submit an updated Application for Admission to the Office of Admissions. This can be done from the college's main web page (www.msdelta.edu) by having the student to click on "Apply." It can take up to 4 or 5 business days during peak times for a student to be readmitted.
3. "Financial Aid Hold"
 - Student will need to check with the Office of Financial Aid about missing documents, satisfactory academic progress, etc.
4. "Business Office Hold"
 - Student will need to check with the Business Office about any outstanding debt. Note: If a student owes less than \$200, the advisor should be able to register the student.

Notes on Advising Career-Technical Students

1. Advisors should be aware that most career-technical programs have ACT or TABE Test scores for admissions standards.
2. All programs are outlined in the Catalog/Student Handbook with standards listed as well as check sheets for the career certificate, technical certificate, and Associate of Applied Science (AAS) degrees offered. Check sheets are also included in this handbook.
3. Academic advisors should refer Career-Technical Students to the Allen-Foley Career-Technical complex for advising by their staff and/or faculty members.

Notes on Advising Pre-Allied Health Students

1. There is no “cookie cutter” advising plan for all Allied Health Science (AHS) programs. Each program stands alone with varying accreditation standards and course requirements.
2. Refer to each specific program checklist for required courses.
3. Refer to the Pre-Allied Health checklist for general courses in the event a student is NOT sure which program he or she is interested in applying for OR if a student has taken the core courses for a particular program and is looking for additional related courses.
4. Each student MUST complete a specific application packet for each AHS program for which he or she is applying. The applications are available on the MDCC website. Applications are usually available around the first of November. Applications for the one semester programs (Health Care Assistant & Phlebotomy) are available in September and April.
5. There are varying submission dates for applications into the AHS programs. Associate Degree Nursing, Dental Hygiene Technology and Physical Therapist Assistant are due by March 1. Radiologic Technology, Medical Laboratory Technology & Practical Nursing are due by April 1. The one semester programs (Health Care Assistant and Phlebotomy) are due November 1 and July 1.
6. Requirements vary for each AHS program.

7. Students are NOT required to complete Anatomy & Physiology (A&P) I & II Lecture and Lab BEFORE THEY APPLY. Students may complete A&P I & II during the summer prior to August admission if conditionally accepted into an AHS program.
8. Students are NOT required to complete ALL core course work before applying.
9. There are minimum admission requirements for acceptance into the AHS programs; HOWEVER, these do not assure acceptance. The AHS programs are competitive with many applicants. Students need to excel in their course work and entrance test scores. The rating scales per program are objective and include ACT score, overall grade point average (GPA) and in Allied Health checklist courses, number of courses taken which apply to each degree, entrance test scores, health science work experience and references.
10. If a student has questions which cannot be answered at the time of advising, PLEASE direct the student to the respective program director.
11. The entrance test (TEAS) for the fall semester will be given in November and administered at the MDCC Moorhead campus. Students must sign up through ATI Testing. The instructions to sign up for the test will be listed on the MDCC announcement page when it is time to register.
12. The CPR class required for the health science programs is not the same CPR class taught in the Health, Physical Education & Recreation (HPR) department. Pre-Allied Health Science students will be registered for this class IF they are accepted into an AHS program. Healthcare Providers CPR is taught by Associate Degree Nursing faculty.
13. The basic math class for AHS students is a class that is only required if a student does NOT score sufficiently in math on his or her entrance test. This is NOT a class a faculty advisor should enroll a student in. The respective health science program staff member does this.
14. Check lists for advising AHS students are included in this handbook.

Notes on Advising Dual Enrollment Students

1. Students participating in MDCC Dual Enrollment through their high school with their high school or MDCC instructor, will be limited to taking MDCC core courses unless approved by the Vice President of Instruction.

2. A student may be enrolled in other courses through MDCC's eLearning department provided the student meets the necessary requirements and with the permission of the MDCC Dual Enrollment Coordinator and the Vice President of Instruction.

Notes on Advising Students Taking eLearning/Online Courses

Effective Fall 2021, advisors **may register** students for MDCC eLearning classes through MyBanner just like face-to-face classes. **However, if the student desires to take a course provided by another school**, the registration form for those course offerings is found by logging into the MyDelta portal, selecting "Employee Forms & Documents" and selecting the eLearning Registration Form under the Advising section. The password is **trojans123**.

The only requirement to enroll in eLearning coursework is that dorm students must enroll in 12 traditional class hours before being allowed to take online courses unless having prior approval by the VP of Instruction.

Major Change Request Form

The Major Change Request Form may be found online. Log in to MyDelta. Choose Employee Forms and Documents. The form may be located under the Advising section. Complete and submit the form electronically. It may also be located in the instructor's advising course under Modules, Advisor Resources.

Advisor Checklist

The Advisor Checklist may be found online. Log in to MyDelta. Choose Employee Forms and Documents. The form may be located under the Advising section. It may also be located in the instructor's advising course under Modules, Advisor Resources.

Degree Evaluation

The Degree Evaluation may be found online. Log in to MyDelta. Choose Employee Forms and Documents. The form may be located under the Advising section. It may also be located in the instructor's advising course under Modules, Advisor Resources.

Override Notice

The Override Notice may be found online. Log in to MyDelta. Choose Employee Forms and Documents. The form may be located under the Advising section. It may also be located in the instructor's advising course under Modules, Advisor Resources. This should only be completed for course prerequisite overrides.

New Student Orientation at MDCC

First-time freshman students will be required to attend an orientation session before the start of the freshman semester. The New Student Orientation (NSO) will address the following Go with the Flow ideas:

- Training on Canvas, MyBanner, and campus e-mail (through the MyDelta portal)
- Campus Resources
- Group Advising/Registration
- Programs of Study
- Financial Aid
- Scheduling of upcoming advising sessions with assigned advisor

University Transfer Associate of Arts Degree Plan

ART MAJOR CHECK SHEET | ART Major | CIP Code: 50.0701

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
ART 1213 Introductory Art	3 hrs.						
ART 1313 Drawing I	3 hrs.						
ART 1323 Drawing II	3 hrs.						
ART 1383 Photography I	3 hrs.						
ART 1433 Design I	3 hrs.						
ART 1443 Design II	3 hrs.						
ART 1453 3-D Design	3 hrs.						
ART 1513 Computer Art	3 hrs.						
ART 1811, 1821, 2811, and 2821 Exhibition Class I, II, III, IV	1 hr.						
ART 1913 Art for Elementary Teachers	3 hrs.						
ART 2113 The Arts and Culture	3 hrs.						
ART 2513 Painting I	3 hrs.						
ART 2613 Pottery I	3 hrs.						
ART 2713 Art History I	3 hrs.						
ART 2723 Art History II	3 hrs.						
Economics (ECO 2113 Macro OR ECO 2123 Micro)	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
LITERATURE (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertools.com.	Total Hours 62						
	Advisor Initials						
	Date						

University Transfer Associate of Arts Degree Plan
BIOLOGICAL SCIENCES MAJOR CHECK SHEET | BIOL Major | CIP Code: 26.0101

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1133/1131) AND (BIO 1143/1141)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
BIO 1313/1311 Botany (lec/lab)	4 hrs.						
BIO 2433/2431 General Zoology (lec/lab)	4 hrs.						
BIO 2923/2921 Microbiology (lec/lab)	4 hrs.						
CHE 1213/1211 General Chemistry I (lec/lab)	4 hrs.						
CHE 1223/1221 General Chemistry II (lec/lab)	4 hrs.						
CHE 2423/2421 Organic Chemistry I (lec/lab)	4 hrs.						
CHE 2433/2431 Organic Chemistry II (lec/lab)	4 hrs.						
ECO 2113 Principles of Macroeconomics	3 hrs.						
ECO 2123 Principles of Microeconomics	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
Literature (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MAT 1323 Trigonometry	3 hrs.						
MAT 2323 Statistics	3 hrs.						
PHY 2413/2411 Physics I (lec/lab)	4 hrs.						
PHY 2423/2421 Physics II (lec/lab)	4 hrs.						
PSC 1113 American National Government	3 hrs.						
TOTAL RECOMMENDED ELECTIVES:	24 HRS.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62						
	Advisor Initials						
	Date						

University Transfer Associate of Arts Degree Plan
BUSINESS MAJOR CHECK SHEET | BSAD Major | CIP Code: 52.0101

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
ACC 2213 Principles of Accounting I	3 hrs.						
ACC 2223 Principles of Accounting II	3 hrs.						
BAD 1113 Introduction to Business	3 hrs.						
BAD 2323 Business Statistics	3 hrs.						
BAD 2413 Legal Environment of Business	3 hrs.						
BAD 2523 Personal Financial Management	3 hrs.						
BOA 1413 Keyboarding	3 hrs.						
BOA 2613 Business Communications	3 hrs.						
CSC 1133 Computer Applications II	3 hrs.						
CSC 1213 Visual BASIC Programming I	3 hrs.						
ECO 2113 Principles of Macroeconomics	3 hrs.						
ECO 2123 Principles of Microeconomics	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
Literature (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MAT 1513 Business Calculus	3 hrs.						
PSC 1113 American National Government	3 hrs.						
TOTAL RECOMMENDED ELECTIVES:	24 HRS.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62						
	Advisor Initials						
	Date						

University Transfer Associate of Arts Degree Plan

BUSINESS W/AVIATION MGT LOGISTICS MAJOR CHECK SHEET | BSAL Major | CIP Code: 49.0101

CORE:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 OR higher)	3 hrs.					
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251) AND (PHY 2413/2411-Required)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 OR higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.					
TOTAL CORE:	38 HRS.					
RECOMMENDED ELECTIVES:						
This major is designed for students to transfer to DSU. Classes indicated with an asterisk (*) are required by DSU.						
*ACC 2213 Principles of Accounting I	3 hrs.					
*BAD 1113 Introduction to Business	3 hrs.					
*BAD 2323 Business Statistics	3 hrs.					
*BAD 2413 Legal Environment of Business	3 hrs.					
BAD 2523 Personal Financial Management	3 hrs.					
BOA 1413 Keyboarding	3 hrs.					
BOA 2613 Business Communications	3 hrs.					
CSC 1133 Computer Applications II	3 hrs.					
CSC 1213 Visual BASIC Programming I	3 hrs.					
*ECO 2113 Principles of Macroeconomics	3 hrs.					
*ECO 2123 Principles of Microeconomics	3 hrs.					
**Humanities & Fine Arts Elective (required by DSU)	3 hrs.					
*MAT 1323 Trigonometry	3 hrs.					
PSC 1113 American National Government	3 hrs.					
TOTAL RECOMMENDED ELECTIVES:	24 HRS.					
**DSU: Humanities & Fine Arts Elective - take PHI 2113 or any ENG lit, HIS, or Fine Arts course not already taken.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62					
	Advisor Initials					
	Date					

University Transfer Associate of Arts Degree Plan
COMMUNICATIONS MAJOR CHECK SHEET | COMM Major | CIP Code: 09.0100

CORE:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 OR higher)	3 hrs.					
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) or (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 OR higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.					
TOTAL CORE:	38 HRS.					
RECOMMENDED ELECTIVES:						
ECO 2113 Principles of Macroeconomics	3 hrs.					
ECO 2123 Principles of Microeconomics	3 hrs.					
GEO 1113 World Regional Geography	3 hrs.					
HIS (in addition to CORE)	3 hrs.					
HPR 1111 Gen Physical Ed Activities I	1 hr.					
HPR 1121 Gen Physical Ed Activities II	1 hr.					
Literature (in addition to CORE)	3 hrs.					
LLS 1151 College Life	1 hr.					
LLS 1413 Enhancement of Study	3 hrs.					
LLS 1723 Employment Readiness	3 hrs.					
PSC 1113 American National Government	3 hrs.					
PSY 2533 Human Growth & Development	3 hrs.					
SPT 1153 Voice and Diction	3 hrs.					
SPT 2173 Interpersonal Communication	3 hrs.					
TOTAL RECOMMENDED ELECTIVES:	24 HRS.					
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62					
	Advisor Initials					
	Date					

University Transfer Associate of Arts Degree Plan

COMPUTER INFORMATION SYSTEMS MAJOR CHECK SHEET | CIS Major | CIP Code: 11.0701

CORE:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 OR higher)	3 hrs.					
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 OR higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.					
TOTAL CORE:	38 HRS.					
RECOMMENDED ELECTIVES:						
ACC 2213 Principles of Accounting I	3 hrs.					
ACC 2223 Principles of Accounting II	3 hrs.					
BAD 1113 Introduction to Business	3 hrs.					
BAD 2323 Business Statistics	3 hrs.					
BAD 2413 Legal Environment of Business	3 hrs.					
BAD 2523 Personal Financial Management	3 hrs.					
BOA 1413 Keyboarding	3 hrs.					
BOA 2613 Business Communications	3 hrs.					
CSC 1133 Computer Applications II	3 hrs.					
CSC 1213 Visual BASIC Programming I	3 hrs.					
ECO 2113 Principles of Macroeconomics	3 hrs.					
ECO 2123 Principles of Microeconomics	3 hrs.					
HIS (in addition to CORE)	3 hrs.					
HPR 1111 Gen Physical Ed Activities I	1 hr.					
HPR 1121 Gen Physical Ed Activities II	1 hr.					
Literature (in addition to CORE)	3 hrs.					
LLS 1151 College Life	1 hr.					
LLS 1413 Enhancement of Study	3 hrs.					
LLS 1723 Employment Readiness	3 hrs.					
MAT 1513 Business Calculus	3 hrs.					
PSC 1113 American National Government	3 hrs.					
TOTAL RECOMMENDED ELECTIVES:	24 HRS.					
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62					
	Advisor Initials					
	Date					

University Transfer Associate of Arts Degree Plan

CHEMISTRY/PHYSICS/PHYSICAL SCIENCE MAJOR CHECK SHEET | CHEM Major | CIP Code: 40.0501

CORE:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 OR higher)	3 hrs.					
Lec/Lab Science (CHE 1213/1211) AND (CHE 1223/1221)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 OR higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.					
TOTAL CORE:	38 HRS.					
RECOMMENDED ELECTIVES:						
BIO 1313/1311 Botany (lec/lab)	4 hrs.					
CHE 2423/2421 Organic Chemistry I (lec/lab)	4 hrs.					
CHE 2433/2431 Organic Chemistry II (lec/lab)	4 hrs.					
ECO 2113 Principles of Macroeconomics	3 hrs.					
ECO 2123 Principles of Microeconomics	3 hrs.					
HIS (in addition to CORE)	3 hrs.					
HPR 1111 Gen Physical Ed Activities I	1 hr.					
HPR 1121 Gen Physical Ed Activities II	1 hr.					
Literature (in addition to CORE)	3 hrs.					
LLS 1151 College Life	1 hr.					
LLS 1413 Enhancement of Study	3 hrs.					
LLS 1723 Employment Readiness	3 hrs.					
MAT 1323 Trigonometry	3 hrs.					
MAT 1613/1611 Calculus I (lec/lab)	4 hrs.					
MAT 1623/1621 Calculus II (lec/lab)	4 hrs.					
MAT 2613 Calculus III	3 hrs.					
MAT 2913 Differential Equations	3 hrs.					
PHY 2513/2511 Physics I-A (lec/lab)	4 hrs.					
PHY 2523/2521 Physics II-A (lec/lab)	4 hrs.					
PSC 1113 American National Government	3 hrs.					
TOTAL RECOMMENDED ELECTIVES:	24 HRS.					
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62					
	Advisor Initials					
	Date					

University Transfer Associate of Arts Degree Plan
ELEMENTARY EDUCATION MAJOR CHECK SHEET | ELED Major | CIP Code: 13.1202

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
ART 1913 Art for Elementary Education	3 hrs.						
EDU 1613 Foundations in Education	3 hrs.						
EDU 2513 Introduction to Elementary Education	3 hrs.						
GEO 1113 World Regional Geography	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1213 Personal and Community Health	3 hrs.						
HPR 2213 First Aid and CPR	3 hrs.						
Literature (in addition to CORE)	3 hrs.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MAT 1723 Real Numbers	3 hrs.						
MAT 1733 Geometry, Measurement, Probability	3 hrs.						
PSC 1113 American National Government	3 hrs.						
PSY 2513 Child Psychology	3 hrs.						
PSY 2533 Human Growth & Development	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage and Family	3 hrs.						
TOTAL RECOMMENDED ELECTIVES:	24 HRS.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours						
	62						
	Advisor Initials						
	Date						

University Transfer Associate of Arts Degree Plan
ENGLISH MAJOR CHECK SHEET | ENGL Major | CIP Code: 23.0101

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
ENG 2133 Creative Writing	3 hrs.						
ENG 2223 American Literature I	3 hrs.						
ENG 2233 American Literature II	3 hrs.						
ENG 2323 British Literature I	3 hrs.						
ENG 2333 British Literature II	3 hrs.						
ENG 2423 World Literature I	3 hrs.						
ENG 2433 World Literature II	3 hrs.						
ENG 2613 Film as Literature	3 hrs.						
GEO 1113 World Regional Geography	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 2213 First Aid & CPR	3 hrs.						
HPR 1213 Personal & Community Health	3 hrs.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
PHI 1113 Old Testament Survey	3 hrs.						
PHI 1133 New Testament Survey	3 hrs.						
PHI 1153 Jesus & the Gospels	3 hrs.						
PSC 1113 American National Government	3 hrs.						
PSY 2533 Human Growth & Development	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage & Family	3 hrs.						
TOTAL RECOMMENDED ELECTIVES:	24 HRS.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertools.com.	Total Hours 62						
	Advisor Initials						
	Date						

University Transfer Associate of Arts Degree Plan

ENTERTAINMENT INDUSTRY STUDIES MAJOR CHECK SHEET | ENTI Major | CIP Code: 50.0999

CORE:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 OR higher)	3 hrs.					
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 OR higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.					
TOTAL CORE:	38 HRS.					
RECOMMENDED ELECTIVES:						
ACC 2213 Principles of Accounting I	3 hrs.					
BAD 2413 Legal Environment of Business	3 hrs.					
BOA 2613 Business Communications	3 hrs.					
ECO 2113 Principles of Macroeconomics	3 hrs.					
ECO 2123 Principles of Microeconomics	3 hrs.					
HIS (in addition to CORE)	3 hrs.					
HPR 1111 Gen Physical Ed Activities I	1 hr.					
HPR 1121 Gen Physical Ed Activities II	1 hr.					
Literature (in addition to CORE)	3 hrs.					
LLS 1151 College Life	1 hr.					
MUS 1233 Commercial Music Theory	3 hrs.					
MUS 1413 Basic Computer Skills for Musicians	3 hrs.					
MUS 1423 Survey of Popular Music	3 hrs.					
MUS 1433 Recording Arts Fundamentals	3 hrs.					
MUS 1911, 1921, 2911, 2921 Recital Class I, II, III, IV	1 hr.					
MUS 2413 Computer Recording I	3 hrs.					
MUS 2423 Computer Recording II	3 hrs.					
MUS 2433 The Craft of Songwriting	3 hrs.					
MUS 2443 Audio Engineering I	3 hrs.					
Music Ensemble (4 semesters)	4 hrs.					
TOTAL RECOMMENDED ELECTIVES:	24 HRS.					
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62					
	Advisor Initials					
	Date					

University Transfer Associate of Arts Degree Plan
GENERAL STUDIES MAJOR CHECK SHEET | GENL Major | CIP Code: 24.0102

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
ART 1513 Computer Art	3 hrs.						
ART 1913 Art for Elementary Teachers	3 hrs.						
BAD 2523 Personal Financial Management	3 hrs.						
CRJ 1313 Intro to Criminal Justice	3 hrs.						
CRJ 1383 Criminology	3 hrs.						
CRJ 2513 Juvenile Justice	3 hrs.						
EDU 1613 Foundations in Education	3 hrs.						
EDU 2513 Introduction to Elementary Education	3 hrs.						
EDU 2613 Introduction to Secondary Education	3 hrs.						
GEO 1113 World Regional Geography	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1213 Personal & Community Health	3 hrs.						
HPR 2213 First Aid & CPR	3 hrs.						
Literature (in addition to CORE)	3 hrs.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MUS 1133 Fundamentals of Music	3 hrs.						
PHI 1113 Old Testament	3 hrs.						
PHI 1133 New Testament	3 hrs.						
PHI 1153 Jesus & the Gospels	3 hrs.						
PSC 1113 American National Government	3 hrs.						
PSY 2533 Human Growth & Development	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage & Family	3 hrs.						
	Total Hours						
	62						
	Advisor Initials						
	Date						

University Transfer Associate of Arts Degree Plan

HEALTH & PHYSICAL EDUCATION, RECREATION MAJOR CHECK SHEET | HPER Major | CIP Code: 31.0501

CORE:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 OR higher)	3 hrs.					
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 OR higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.					
TOTAL CORE:	38 HRS.					
RECOMMENDED ELECTIVES:						
HPR 1111 Gen Physical Ed Activities I	1 hr.					
HPR 1121 Gen Physical Ed Activities II	1 hr.					
HPR 1213 Personal & Community Health	3 hrs.					
HPR 1313 Intro to Kinesiology/Health & Physical Education & Recreation	3 hrs.					
HPR 2213 First Aid/CPR	3 hrs.					
HPR 2423 Football Theory	3 hrs.					
HPR 2433 Basketball Theory	3 hrs.					
HPR 2453 Baseball Theory	3 hrs.					
HPR 2493 Softball Theory	3 hrs.					
HIS (in addition to CORE)	3 hrs.					
Literature (in addition to CORE)	3 hrs.					
LLS 1151 College Life	3 hrs.					
LLS 1413 Enhancement of Study	3 hrs.					
LLS 1723 Employment Readiness	3 hrs.					
SOC 2133 Social Problems	3 hrs.					
SOC 2143 Marriage & Family	3 hrs.					
TOTAL RECOMMENDED ELECTIVES:	24 HRS.					
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertools.com.	Total Hours 62					
	Advisor Initials					
	Date					

University Transfer Associate of Arts Degree Plan
HISTORY MAJOR CHECK SHEET | HIST Major | CIP Code: 54.0101

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
ECO 2113 Principles of Macroeconomics	3 hrs.						
ECO 2123 Principles of Microeconomics	3 hrs.						
GEO 1113 World Regional Geography	3 hrs.						
HIS 1163 World Civ I	3 hrs.						
HIS 1173 World Civ II	3 hrs.						
HIS 1613 African American History	3 hrs.						
HIS 2213 American (U.S.) History I	3 hrs.						
HIS 2223 American (U.S.) History II	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
HPR 1213 Personal and Community Health	3 hrs.						
HPR 2213 First Aid and CPR	3 hrs.						
Literature (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
PHI 1113 Old Testament	3 hrs.						
PHI 1133 New Testament	3 hrs.						
PSC 1113 American National Government	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage and Family	3 hrs.						
TOTAL RECOMMENDED ELECTIVES:	24 HRS.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62						
	Advisor Initials						
	Date						

University Transfer Associate of Arts Degree Plan

MATHEMATICS MAJOR CHECK SHEET | MATH Major | CIP Code: 27.0101

CORE:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1313 OR higher)	3 hrs.					
Lec/Lab Science (BIO 1133/1131) AND (BIO 1143/1141) OR (CHE 1213/1211) AND (CHE 1223/1221)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 OR higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.					
TOTAL CORE:	38 HRS.					
RECOMMENDED ELECTIVES:						
MAT 1323 Trigonometry	3 hrs.					
MAT 1613/1611 Calculus I (lec/lab)	4 hrs.					
MAT 1623/1621 Calculus II (lec/lab)	4 hrs.					
MAT 2613 Calculus III	3 hrs.					
MAT 2623 Calculus IV	3 hrs.					
MAT 2913 Differential Equations	3 hrs.					
PHY 2513/2511 General Physics I-A (lec/lab)	4 hrs.					
HIS (in addition to CORE)	3 hrs.					
HPR 1111 Gen Physical Ed Activities I	1 hr.					
HPR 1121 Gen Physical Ed Activities II	1 hr.					
Literature (in addition to CORE)	3 hrs.					
LLS 1151 College Life	1 hr.					
LLS 1413 Enhancement of Study	3 hrs.					
LLS 1723 Employment Readiness	3 hrs.					
TOTAL RECOMMENDED ELECTIVES:	24 HRS.					
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62					
	Advisor Initials					
	Date					

University Transfer Associate of Arts Degree Plan
MUSIC MAJOR CHECK SHEET | MUSC Major | CIP Code: 50.0901

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
HIS (in addition to CORE)	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
Literature (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MUS 1214 Music Theory I	4 hrs.						
MUS 1224 Music Theory II	4 hrs.						
MUS 2214 Music Theory III	4 hrs.						
MUS 2224 Music Theory IV	4 hrs.						
MUS 1911, 1921, 2911, 2921 Recital I, II, III, IV	1 hr.						
Music Ensemble	4 hrs.						
MUA Electives/MUS Electives	12 hrs.						
TOTAL RECOMMENDED ELECTIVES:	24 HRS.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62						
	Advisor Initials						
	Date						

University Transfer Associate of Arts Degree Plan
PRE-ALLIED HEALTH MAJOR CHECK SHEET | ALLD Major | CIP Code: 24.0102

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
BIO 2513 Anatomy & Physiology I	3 hrs.						
BIO 2511 Anatomy & Physiology I Lab	1 hr.						
BIO 2523 Anatomy & Physiology II	3 hrs.						
BIO 2521 Anatomy & Physiology II Lab	1 hr.						
BIO 1113 Principles of Biology I	3 hrs.						
BIO 1111 Principles of Biology I Lab	1 hr.						
BIO 1123 Principles of Biology II	3 hrs.						
BIO 1121 Principles of Biology II Lab	1 hr.						
BIO 1613 Nutrition	3 hrs.						
BIO 2923 Microbiology	3 hrs.						
BIO 2921 Microbiology Lab	1 hr.						
CHE 1313 Principles of Chemistry	3 hrs.						
CHE 1311 Principles of Chemistry Lab	1 hr.						
LLS 1333 Introduction to Health Professions	3 hrs.						
PSY 2533 Human Growth & Development	3 hrs.						
RGT 1213 Fund of Radiology	3 hrs.						
TAH 1113 Medical Terms in Allied Health	3 hrs.						
TOTAL RECOMMENDED ELECTIVES:	24 HRS.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertools.com.	Total Hours 62						
	Advisor Initials						
	Date						

- BIO and CHE must be completed within 5 years of admission into a Health Science Program with the exception of BIO 1613 Nutrition.
- Following the Pre-Allied health science curriculum does NOT guarantee admission into a Health Science Program.
- Students should refer to the specific Health Science Program checklist for courses required for the Associate of Applied Science for each HS program.

University Transfer Associate of Arts Degree Plan
PRE-ARCHITECTURE MAJOR CHECK SHEET | PARC Major | CIP Code: 04.0201

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (PHY 2413/2411) AND (PHY 2423/2421)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 2713 Art History I)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
ART 1313 Drawing I	3 hrs.						
ART 1323 Drawing II	3 hrs.						
ECO 2113 Principles of Macroeconomics	3 hrs.						
ECO 2123 Principles of Microeconomics	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MAT 1323 Trigonometry	3 hrs.						
MAT 1513 Bus. Cal OR MAT 1613/1611 Calculus I (lec/lab)	3 hrs. OR 4 hrs.						
PSC 1113 American National Government	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage & Family	3 hrs.						
TOTAL RECOMMENDED ELECTIVES:	24 HRS.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertools.com.	Total Hours 62						
	Advisor Initials						
	Date						

University Transfer Associate of Arts Degree Plan

PRE-ENGINEERING MAJOR CHECK SHEET | PEGR Major | CIP Code: 14.0101

CORE:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.					
Mathematics (MAT 1323 or higher)	3 hrs.					
Lec/Lab Science (CHE 1213/1211) AND (CHE 1223/1221) OR (PHY 2513/2511), AND (PHY 2523/2521)	8 hrs.					
Humanities (HIS, ENG Literature)	6 hrs.					
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.					
Computer Applications (CSC 1123 OR higher)	3 hrs.					
Public Speaking (SPT/COM 1113)	3 hrs.					
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.					
TOTAL CORE:	38 HRS.					
RECOMMENDED ELECTIVES:						
*General Chemistry or General Physics (depending upon what was taken in core)	8 hrs.					
CSC 1213 Visual BASIC Programming	3 hrs.					
DDT 1313 Computer Aided Design I	3 hrs.					
ECO 2123 Principles of Microeconomics	3 hrs.					
LLS 1151 College Life	1 hr.					
LLS 1413 Enhancement of Study	3 hrs.					
LLS 1723 Employment Readiness	3 hrs.					
MAT 1613/1611 Calculus I (lec/lab)	4 hrs.					
MAT 1623/1621 Calculus II (lec/lab)	4 hrs.					
MAT 2613 Calculus III	3 hrs.					
MAT 2623 Calculus IV	3 hrs.					
MAT 2913 Differential Equations	3 hrs.					
PSC 1113 American National Government	3 hrs.					
TOTAL RECOMMENDED ELECTIVES:	24 HRS.					
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertools.com.	Total Hours 62					
	Advisor Initials					
	Date					

University Transfer Associate of Arts Degree Plan
PRE-HEALTH PROFESSIONS MAJOR CHECK SHEET | PHPR Major | CIP Code: 51.1199

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1133/1131) AND (BIO 1143/1141) OR BIO 2433/2431	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
BIO 1613 Nutrition	3 hrs.						
BIO 2513/2511 Human Anatomy & Physiology I (lec/lab)	4 hrs.						
BIO 2523/2521 Human Anatomy & Physiology II (lec/lab)	4 hrs.						
BIO 2923/2921 Microbiology (lec/lab)	4 hrs.						
CHE 1213/1211 General Chemistry I (lec/lab)	4 hrs.						
CHE 1223/1221 General Chemistry II (lec/lab)	4 hrs.						
CHE 2423/2421 Organic Chemistry I (lec/lab)	4 hrs.						
CHE 2433/2431 Organic Chemistry II (lec/lab)	4 hrs.						
ECO 2123 Principles of Microeconomics	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1333 Introduction to Health Professions	3 hrs.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
MAT 1323 Trigonometry	3 hrs.						
MAT 1613/1611 Calculus I (lec/lab)	4 hrs.						
MAT 2323 Statistics	3 hrs.						
PHY 2413/2411 General Physics I (lec/lab)	4 hrs.						
PHY 2423/2421 General Physics II (lec/lab)	4 hrs.						
PSY 2533 Human Growth and Development	3 hrs.						
TOTAL RECOMMENDED ELECTIVES:	24 HRS.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62						
	Advisor Initials						
	Date						

University Transfer Associate of Arts Degree Plan
SECONDARY EDUCATION MAJOR CHECK SHEET | SEED Major | CIP Code: 13.1205

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
EDU 1613 Foundations in Education	3 hrs.						
EDU 2613 Introduction to Secondary Education	3 hrs.						
GEO 1113 World Regional Geography	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1213 Personal and Community Health	3 hrs.						
HPR 2213 First Aid and CPR	3 hrs.						
Literature (in addition to CORE)	3 hrs.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
PHI 1113 Old Testament Survey	3 hrs.						
PHI 1133 New Testament Survey	3 hrs.						
PSC 1113 American National Government	3 hrs.						
PSY 2513 Child Psychology	3 hrs.						
PSY 2523 Adolescent Psychology	3 hrs.						
PSY 2533 Human Growth & Development	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage and Family	3 hrs.						
TOTAL RECOMMENDED ELECTIVES:	24 HRS.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62						
	Advisor Initials						
	Date						

University Transfer Associate of Arts Degree Plan
SOCIAL SCIENCES MAJOR CHECK SHEET | SOBS Major | CIP Code: 45.0101

CORE:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
Composition (ENG 1113, 1123)	6 hrs.						
Mathematics (MAT 1313 OR higher)	3 hrs.						
Lec/Lab Science (BIO 1113/1111) OR (BIO 1123/1121) OR (PHY 2243/2241), OR (PHY 2253/2251)	8 hrs.						
Humanities (HIS, ENG Literature)	6 hrs.						
Social/Behav. Sciences (PSY 1513, SOC 2113)	6 hrs.						
Computer Applications (CSC 1123 OR higher)	3 hrs.						
Public Speaking (SPT/COM 1113)	3 hrs.						
Fine Arts (ART 1113 OR MUS 1113)	3 hrs.						
TOTAL CORE:	38 HRS.						
RECOMMENDED ELECTIVES:							
CRJ 1313 Intro to Criminal Justice	3 hrs.						
CRJ 1383 Criminology	3 hrs.						
CRJ 2513 Juvenile Justice	3 hrs.						
CSC 1133 Computer Applications II	3 hrs.						
GEO 1113 World Regional Geography	3 hrs.						
HIS 1613 African American History	3 hrs.						
HIS (in addition to CORE)	3 hrs.						
HPR 1111 Gen Physical Ed Activities I	1 hr.						
HPR 1121 Gen Physical Ed Activities II	1 hr.						
HPR 1213 Personal and Community Health	3 hrs.						
Literature (in addition to CORE)	3 hrs.						
LLS 1151 College Life	1 hr.						
LLS 1413 Enhancement of Study	3 hrs.						
LLS 1723 Employment Readiness	3 hrs.						
PHI 1113 Old Testament	3 hrs.						
PHI 1133 New Testament	3 hrs.						
PSC 1113 American National Government	3 hrs.						
PSY 2513 Child Psychology	3 hrs.						
PSY 2533 Human Growth & Development	3 hrs.						
SOC 2133 Social Problems	3 hrs.						
SOC 2143 Marriage and Family	3 hrs.						
TOTAL RECOMMENDED ELECTIVES:	24 HRS.						
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 62						
	Advisor Initials						
	Date						

Career-Technical Education Advanced Technical Certificate Degree Plan

ACCOUNTING TECH. PROGRAM CHECK SHEET | ACT2 Major | CIP Code: 52.0302

Accounting Technology is a program of study that prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance. The program provides a foundation for students transferring to a four-year college or university to pursue a specialized degree in the field.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__
FIRST SEMESTER FRESHMAN					
BOT 1013 Introduction to Keyboarding	3 hrs.				
BOT 1233 Microsoft Word I	3 hrs.				
BOT 1433 Business Accounting OR ACC 2213 Principles of Accounting I	3 hrs.				
BOT 1313 Applied Business Math	3 hrs.				
BOT 1763 Communication Essentials	3 hrs.				
SECOND SEMESTER FRESHMAN					
BOT 1453 Introduction to Business Management	3 hrs.				
BOT 1493 Social Media Management	3 hrs.				
BOT 1823 Microsoft Excel I	3 hrs.				
BOT 2183 Career Readiness OR LLS 1723 Employment Readiness	3 hrs.				
BOT 2433 QuickBooks	3 hrs.				
FIRST SEMESTER SOPHOMORE					
BOT 1443 Advanced Business Accounting	3 hrs.				
BOT 1853 Microsoft Excel II	3 hrs.				
BOT 2463 Payroll Accounting	3 hrs.				
BOT 2473 Cost Accounting OR BOT 2423 Income Tax Accounting	3 hrs.				
*Recommended Elective	3 hrs.				
RECOMMENDED ELECTIVES:					
BOT 1243 Microsoft Word II					
BOT 2233 Human Resources Management					
BOT 2333 Microsoft Access					
BOT 2613 Entrepreneurial Problem Solving					
WBL 2923 Work-Based Learning					
TOTAL HOURS:	45 HRS.				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 45				
	Advisor Initials				
	Date				

Career-Technical Education Associate of Applied Science Degree Plan

ACCOUNTING TECH. PROGRAM CHECK SHEET | ACCT Major | CIP Code: 52.0302

Accounting Technology is a program of study that prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance. The program provides a foundation for students transferring to a four-year college or university to pursue a specialized degree in the field.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN					
BOT 1013 Introduction to Keyboarding	3 hrs.				
BOT 1233 Microsoft Word I	3 hrs.				
BOT 1313 Applied Business Math	3 hrs.				
BOT 1433 Business Accting. OR ACC 2213 Prin. of Accting.	3 hrs.				
BOT 1763 Communication Essentials	3 hrs.				
SECOND SEMESTER FRESHMAN					
BOT 1453 Introduction to Business Management	3 hrs.				
BOT 1493 Social Media Management	3 hrs.				
BOT 1823 Microsoft Excel I	3 hrs.				
BOT 2433 QuickBooks	3 hrs.				
BOT 2183 Career Read. OR LLS 1723 Employment Read.	3 hrs.				
FIRST SEMESTER SOPHOMORE					
BOT 1443 Advanced Business Accounting	3 hrs.				
BOT 1853 Microsoft Excel II	3 hrs.				
BOT 2463 Payroll Accounting	3 hrs.				
BOT 2473 Cost Accting. OR BOT 2423 Income Tax Accting.	3 hrs.				
* Recommended Elective	3 hrs.				
SECOND SEMESTER SOPHOMORE					
ENG 1113 English Composition I	3 hrs.				
Math/Natural Science Elective	3 hrs.				
SPT/COM 1113 Public Speaking	3 hrs.				
Humanities/Fine Arts Elective	3 hrs.				
Social/Behavioral Science Elective	3 hrs.				
RECOMMENDED ELECTIVES:					
BOT 1243 Microsoft Word II					
BOT 2233 Human Resources Management					
BOT 2333 Microsoft Access					
BOT 2613 Entrepreneurial Problem Solving					
WBL 2923 Work-Based Learning					
TOTAL HOURS:	60 HRS.				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 60				
	Advisor Initials				
	Date				

Career-Technical Education Advanced Technical Certificate Degree Plan

ADMINISTRATIVE OFFICE TECH. PROGRAM CHECK SHEET | AOT2 Major | CIP Code: 52.0401

Administrative Office Technology is a program of study 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.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__
FIRST SEMESTER FRESHMAN					
BOT 1013 Introduction to Keyboarding	3 hrs.				
BOT 1233 Microsoft Word I	3 hrs.				
BOT 1313 Applied Business Math	3 hrs.				
BOT 1433 Business Accounting OR ACC 2213 Principles of Accounting I	3 hrs.				
BOT 1763 Communication Essentials	3 hrs.				
SECOND SEMESTER FRESHMAN					
BOT 1453 Introduction to Business Management	3 hrs.				
BOT 1493 Social Media Management	3 hrs.				
BOT 1823 Microsoft Excel I	3 hrs.				
BOT 2183 Career Readiness OR LLS 1723 Employment Readiness	3 hrs.				
BOT 2433 QuickBooks	3 hrs.				
FIRST SEMESTER SOPHOMORE					
BOT 1853 Microsoft Excel II	3 hrs.				
BOT 2333 Microsoft Access	3 hrs.				
BOT 1243 Microsoft Word II	3 hrs.				
* Recommended Elective	3 hrs.				
* Recommended Elective	3 hrs.				
RECOMMENDED ELECTIVES:					
BOT 1443 Advanced Business Accounting					
BOT 2233 Human Resource Management					
BOT 2423 Income Tax Accounting					
BOT 2463 Payroll Accounting					
BOT 2473 Cost Accounting					
BOT 2613 Entrepreneurial Problem Solving					
WBL 2923 Work-Based Learning					
TOTAL HOURS:	45 HRS.				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 45				
	Advisor Initials				
	Date				

Career-Technical Education Associate of Applied Science Degree Plan
ADMINISTRATIVE OFFICE TECH. PROGRAM CHECK SHEET | AOTT Major | CIP Code: 52.0401

Administrative Office Technology is a program of study 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.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN						
BOT 1013 Introduction to Keyboarding	3 hrs.					
BOT 1233 Microsoft Word I	3 hrs.					
BOT 1313 Applied Business Math	3 hrs.					
BOT 1433 Business Accounting OR ACC 2213 Prin. of Accting. I	3 hrs.					
BOT 1763 Communication Essentials	3 hrs.					
SECOND SEMESTER FRESHMAN						
BOT 1453 Introduction to Business Management	3 hrs.					
BOT 1493 Social Media Management	3 hrs.					
BOT 1823 Microsoft Excel I	3 hrs.					
BOT 2183 Career Readiness OR LLS 1723 Employment Readiness	3 hrs.					
BOT 2433 QuickBooks	3 hrs.					
FIRST SEMESTER SOPHOMORE						
BOT 1853 Microsoft Excel II	3 hrs.					
BOT 2333 Microsoft Access	3 hrs.					
BOT 1243 Microsoft Word II	3 hrs.					
* Recommended Elective	3 hrs.					
* Recommended Elective	3 hrs.					
SECOND SEMESTER SOPHOMORE						
ENG 1113 English Composition I	3 hrs.					
Math/Natural Science Elective	3 hrs.					
SPT/COM 1113 Public Speaking	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
Social/Behavioral Science Elective	3 hrs.					
RECOMMENDED ELECTIVES:						
BOT 1443 Advanced Business Accounting						
BOT 2233 Human Resource Management						
BOT 2423 Income Tax Accounting						
BOT 2463 Payroll Accounting						
BOT 2473 Cost Accounting						
BOT 2613 Entrepreneurial Problem Solving						
WBL 2923 Work-Based Learning						
TOTAL HOURS:	60 HRS.					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 60					
	Advisor Initials					
	Date					

Career-Technical Education Technical Certificate Degree Plan

AUTOMOTIVE MECHANICS TECH. PROGRAM CHECK SHEET | AUTM Major | CIP Code: 47.0604

Automotive Mechanics Technology is a program of study that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems. **Students must have a VALID DRIVER'S license to enroll in this program.**

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN				
ATT 1124 Basic Electrical/Electronic	4 hrs.			
ATT 1214 Brakes	4 hrs.			
ATT 1424 Engine Performance I	4 hrs.			
ATT 1812 Safety & Employability Skills	2 hrs.			
SECOND SEMESTER FRESHMAN				
ATT 1134 Advanced Electrical/Electronic	4 hrs.			
ATT 2334 Steering & Suspension	4 hrs.			
ATT 2434 Engine Performance II	4 hrs.			
ATT 1715 Engine Repair	5 hrs.			
TOTAL HOURS:	31 HRS.			
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 31			
	Advisor Initials			
	Date			

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Career-Technical Education Advanced Technical Certificate Degree Plan

AUTOMOTIVE MECHANICS TECH. PROGRAM CHECK SHEET | AUT2 Major | CIP Code: 47.0604

Automotive Mechanics Technology is a program of study that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems. **Students must have a VALID DRIVER'S license to enroll in this program.**

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN						
ATT 1124 Basic Electrical/Electronic	4 hrs.					
ATT 1214 Brakes	4 hrs.					
ATT 1424 Engine Performance I	4 hrs.					
ATT 1812 Intro, Safety and Employability Skills	2 hrs.					
SECOND SEMESTER FRESHMAN						
ATT 1134 Advanced Electrical/ Electronic	4 hrs.					
ATT 2334 Steering and Suspension	4 hrs.					
ATT 2434 Engine Performance II	4 hrs.					
ATT 1715 Engine Repair	5 hrs.					
FIRST SEMESTER SOPHOMORE						
ATT 2444 Engine Performance III	4 hrs.					
ATT 2614 Heating & Air	4 hrs.					
SECOND SEMESTER SOPHOMORE						
ATT 1314 Manual Drive	4 hrs.					
ATT 2325 Auto Trans	5 hrs.					
RECOMMENDED ELECTIVES (WITH INSTRUCTOR'S PERMISSION):						
ATT 2912 Special Problem I in Automotive Tech.	2 hrs.					
ATT 2914 Special Problem I in Automotive Tech.	4 hrs.					
ATT 2933 Special Problem II in Automotive Tech.	3 hrs.					
TOTAL HOURS:	48 HRS.					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 48					
	Advisor Initials					
	Date					

Career-Technical Education Associate of Applied Science Degree Plan

AUTOMOTIVE MECHANICS TECH. PROGRAM CHECK SHEET | AUTO Major | CIP Code: 47.0604

Automotive Mechanics Technology is a program of study that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems. **Students must have a VALID DRIVER'S license to enroll in this program.**

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN						
ATT 1124 Basic Electrical and Electronics	4 hrs.					
ATT 1214 Brakes	4 hrs.					
ATT 1424 Engine Performance I	4 hrs.					
ATT 1812 Intro. Safety and Employability Skills	2 hrs.					
ENG 1113 English Comp	3 hrs.					
SECOND SEMESTER FRESHMAN						
ATT 1134 Advanced Electrical & Electronics	4 hrs.					
ATT 2334 Steering and Suspension	4 hrs.					
ATT 2434 Engine Performance II	4 hrs.					
ATT 1715 Engine Repair	5 hrs.					
FIRST SEMESTER SOPHOMORE						
ATT 2444 Engine Performance III	4 hrs.					
ATT 2614 Heating & Air	4 hrs.					
Math/Science Elective	3 hrs.					
Humanities/Fine Arts	3 hrs.					
SECOND SEMESTER SOPHOMORE						
ATT 1314 Manual Drive	4 hrs.					
ATT 2325 Auto Trans	5 hrs.					
SPT/COM 1113 Public Speaking I	3 hrs.					
Social/Behavioral Science	3 hrs.					
TOTAL HOURS:	63 HRS.					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 63					
	Advisor Initials					
	Date					

Career-Technical Education Technical Certificate Degree Plan

BUSINESS & OFFICE TECH. PROGRAM CHECK SHEET | BOT1 Major | CIP Code: 52.0401

The Business & Office Technology program of study provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN				
BOT 1013 Introduction to Keyboarding	3 hrs.			
BOT 1233 Microsoft Word I	3 hrs.			
BOT 1313 Applied Business Math	3 hrs.			
BOT 1433 Business Accounting OR ACC 2213 Principles of Accounting I	3 hrs.			
BOT 1763 Communication Essentials	3 hrs.			
SECOND SEMESTER FRESHMAN				
BOT 1453 Introduction to Business Management	3 hrs.			
BOT 1493 Social Media Management	3 hrs.			
BOT 1823 Microsoft Excel I	3 hrs.			
BOT 2183 Career Readiness OR LLS 1723 Employment Readiness	3 hrs.			
BOT 2433 QuickBooks	3 hrs.			
TOTAL HOURS:	30 HRS.			
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 30			
	Advisor Initials			
	Date			

Career-Technical Education Advanced Technical Certificate Degree Plan

BUSINESS MANAGEMENT TECH. PROGRAM CHECK SHEET | BMG2 Major | CIP Code: 52.0201

Business Management Technology is a program of study that 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.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__
REQUIRED COURSES:					
FIRST SEMESTER FRESHMAN					
BOT 1013 Introduction to Keyboarding	3 hrs.				
BOT 1233 Microsoft Word I	3 hrs.				
BOT 1313 Applied Business Math	3 hrs.				
BOT 1433 Business Accounting OR ACC 2213 Principles of Accounting I	3 hrs.				
BOT 1763 Communication Essentials	3 hrs.				
SECOND SEMESTER FRESHMAN					
BOT 1453 Introduction to Business Management	3 hrs.				
BOT 1493 Social Media Management	3 hrs.				
BOT 1823 Microsoft Excel I	3 hrs.				
BOT 2183 Career Readiness OR LLS 1723 Employment Readiness	3 hrs.				
BOT 2433 QuickBooks	3 hrs.				
FIRST SEMESTER SOPHOMORE					
BOT 2233 Human Resource Management	3 hrs.				
BOT 1853 Microsoft Excel II	3 hrs.				
BOT 2613 Entrepreneurial Problem Solving	3 hrs.				
* Recommended Elective	3 hrs.				
* Recommended Elective	3 hrs.				
RECOMMENDED ELECTIVES:					
BOT 1243 Microsoft Word II					
BOT 1443 Advanced Business Accounting					
BOT 2333 Microsoft Access					
BOT 2423 Income Tax Accounting					
BOT 2463 Payroll Accounting					
BOT 2473 Cost Accounting					
WBL 2923 Work-Based Learning					
TOTAL HOURS:	45 HRS.				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 45				
	Advisor Initials				
	Date				

Career-Technical Education Associate of Applied Science Degree Plan

BUSINESS MANAGEMENT TECH. PROGRAM CHECK SHEET | BMGT Major | CIP Code: 52.0201

Business Management Technology is a program of study that 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.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10 or have permission of instructor to be admitted to the program. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN					
BOT 1013 Introduction to Keyboarding	3 hrs.				
BOT 1233 Microsoft Word I	3 hrs.				
BOT 1313 Applied Business Math	3 hrs.				
BOT 1433 Business Accounting OR ACC 2213 Prin. of Accounting I	3 hrs.				
BOT 1763 Communication Essentials	3 hrs.				
SECOND SEMESTER FRESHMAN					
BOT 1453 Introduction to Business Management	3 hrs.				
BOT 1493 Social Media Management	3 hrs.				
BOT 1823 Microsoft Excel I	3 hrs.				
BOT 2183 Career Readiness OR LLS 1723 Employment Readiness	3 hrs.				
BOT 2433 QuickBooks	3 hrs.				
FIRST SEMESTER SOPHOMORE					
BOT 2233 Human Resource Management	3 hrs.				
BOT 1853 Microsoft Excel II	3 hrs.				
BOT 2613 Entrepreneurial Problem Solving	3 hrs.				
* Recommended Elective	3 hrs.				
* Recommended Elective	3 hrs.				
SECOND SEMESTER SOPHOMORE					
ENG 1113 English Composition I	3 hrs.				
Math/Natural Science Elective	3 hrs.				
SPT/COM 1113 Public Speaking	3 hrs.				
Humanities/Fine Arts Elective	3 hrs.				
Social/Behavioral Science Elective	3 hrs.				
RECOMMENDED ELECTIVES:					
BOT 1243 Microsoft Word II					
BOT 1443 Advanced Business Accounting					
BOT 2333 Microsoft Access					
BOT 2423 Income Tax Accounting					
BOT 2463 Payroll Accounting					
BOT 2473 Cost Accounting					
WBL 2923 Work-Based Learning					
TOTAL HOURS:	60 HRS.				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 60				
	Advisor Initials				
	Date				

Career-Technical Education Technical Certificate Degree Plan

CONSTRUCTION EQUIPMENT OPERATION PROGRAM CHECK SHEET | CEOP Major | CIP Code: 49.0202

Construction Equipment Operation is a program of study that prepares an individual to operate and maintain a variety of heavy equipment including backhoe, fork-lift, dozer, end-loader, excavator, moto grader, and scraper. The instruction includes safety, general care, and routine maintenance. The program also includes instruction in digging, ditching, sloping, stripping, grading, back filling, clearing, excavating, and handling of materials. An individual successfully completing this program will have entry level skills for employment as a heavy equipment operator.

It is required that all students demonstrate basic skill performance on each of the following pieces of construction equipment: backhoe, fork-lift, dozer, end loader, excavator, moto grader and scraper. Advanced skill performance on a minimum of two items of equipment is essential to successful program completion. Fork-lift certification is available for qualifying students.

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN			
CEV 1212 Safety I	2 hrs.		
CEV 1313 Service & Preventive Maintenance	3 hrs.		
CEV 1416 Equipment	6 hrs.		
CEV 1514 Grade Work I	4 hrs.		
SECOND SEMESTER FRESHMAN			
CEV 1222 Safety II	2 hrs.		
CEV 1323 Service & Preventative Maintenance	3 hrs.		
CEV 1426 Equipment	6 hrs.		
CEV 1524 Grade Work II	4 hrs.		
TOTAL HOURS:	32 HRS.		
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 30		
	Advisor Initials		
	Date		

Career-Technical Education Technical Certificate Degree Plan
CULINARY ARTS TECH. PROGRAM CHECK SHEET | CUAC Major | CIP Code: 12.0500

Culinary Arts is a program of study that provides a solid foundation in the methods and science of cooking through exposure to classical cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all lab classes. Culinary Arts students may receive a career certificate after successfully completing two semesters of CUT and/or HRT courses listed in the Culinary Arts curriculum.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN				
CUT 2223 Menu Planning & Facilities Design	3 hrs.			
CUT 1114 Culinary Principles I	4 hrs.			
HRT 1213 Sanitation & Safety	3 hrs.			
HRT 1224 Restaurant & Catering Operations	4 hrs.			
HRT 2713 Marketing Hospitality Services	3 hrs.			
SECOND SEMESTER FRESHMAN				
CUT 1124 Culinary Principles II	4 hrs.			
CUT 1513 Garde Manger	3 hrs.			
CUT 1134 Principles of Baking	4 hrs.			
HRT 1123 Intro to Hospitality & Tourism	3 hrs.			
TOTAL HOURS:	31 HRS.			
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 31			
	Advisor Initials			
	Date			

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Career-Technical Education Advanced Technical Certificate Degree Plan

CULINARY ARTS TECH. PROGRAM CHECK SHEET | CUTC Major | CIP Code: 12.0500

Culinary Arts is a program of study that provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all lab classes. Culinary Arts students may receive a technical certificate after successfully completing two years of CUT and/or HRT courses listed in the Culinary Arts curriculum.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN						
CUT 2223 Menu Planning & Facilities Design	3 hrs.					
CUT 1114 Culinary Principles I	4 hrs.					
HRT 1213 Sanitation & Safety	3 hrs.					
HRT 1224 Restaurant & Catering Operations	4 hrs.					
HRT 2713 Marketing Hospitality Services	3 hrs.					
SECOND SEMESTER FRESHMAN						
CUT 1124 Culinary Principles II	4 hrs.					
CUT 1513 Garde Manger	3 hrs.					
CUT 1134 Principles of Baking	4 hrs.					
HRT 1123 Intro to Hospitality & Tourism Industry	3 hrs.					
FIRST SEMESTER SOPHOMORE						
CUT 2314 American Regional Cuisine	4 hrs.					
HRT 2613 Hospitality Supervision	3 hrs.					
SECOND SEMESTER SOPHOMORE						
CUT 2424 International Cuisine	4 hrs.					
HRT 2623 Hospitality Human Resource	3 hrs.					
RECOMMENDED ELECTIVES:						
CUT 2926 Supervised Work Experience Culinary I	6 hrs.					
TOTAL HOURS:		45 HRS.				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours					
	45					
	Advisor Initials					
	Date					

Career-Technical Education Associate of Applied Science Degree Plan

CULINARY ARTS TECH. PROGRAM CHECK SHEET | CUAT Major | CIP Code: 12.0500

The Culinary Arts Technology is a program of study that provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all lab classes. Culinary Arts students may receive an Associate of Applied Science degree after successfully completing two years of CUT and/or HRT courses listed in the Culinary Arts curriculum.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN						
CUT 2223 Menu Planning & Facilities Design	3 hrs.					
CUT 1114 Culinary Principles I	4 hrs.					
HRT 1213 Sanitation & Safety	3 hrs.					
HRT 1224 Restaurant & Catering Operations	4 hrs.					
HRT 2713 Marketing Hospitality Services	3 hrs.					
SECOND SEMESTER FRESHMAN						
CUT 1124 Culinary Principles II	4 hrs.					
CUT 1513 Garde Manger	3 hrs.					
CUT 1134 Principles of Baking	4 hrs.					
HRT 1123 Intro to Hospitality & Tourism Industry	3 hrs.					
FIRST SEMESTER SOPHOMORE						
CUT 2314 American Regional Cuisine	4 hrs.					
ENG 1113 English Composition I	3 hrs.					
HRT 2613 Hospitality Supervision	3 hrs.					
Social/Behavioral Science Elective	3 hrs.					
Math/Natural Science Electives	3 hrs.					
SECOND SEMESTER SOPHOMORE						
CUT 2424 International Cuisine	4 hrs.					
HRT 2623 Hospitality Human Resource	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
SPT/COM 1113 Public Speaking	3 hrs.					
RECOMMENDED ELECTIVES:						
CUT 2926 Supervised Work Experience Culinary I	6 hrs.					
TOTAL HOURS:	60 HRS.					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 60					
	Advisor Initials					
	Date					

Career-Technical Education Advised Technical Certificate Degree Plan

DRAFTING & DESIGN TECHNOLOGY PROGRAM CHECK SHEET | DRD2 Major | CIP Code: 15.1301

Drafting and Design is a program of study designed to impart technical knowledge and engender manipulative skills in the use of construction and drafting equipment and procedures. The knowledge and skills mastered in this program are important for the design and production of plans for industry, manufacturing, and construction. Emphasis is placed upon such subjects as scientific design, job specifications, building codes as well as drafting. Both creative and practical training are offered in such a manner that the student who successfully completes this two-year program is competent for employment in a variety of positions. Some of the many jobs available to persons completing this program include: architectural or engineering draftsman, appraiser and inspector, estimator, layout and supervision, mapping surveyor and junior engineer.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements. In addition to these ACT requirements, readmit or transfer students must have a 2.0 cumulative quality point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses.

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN					
DDT 1163 Engineering Graphics	3 hrs.				
DDT 1213 Const. Standards and Materials	3 hrs.				
DDT 1313 Computer Aided Design I	3 hrs.				
SECOND SEMESTER FRESHMAN					
DDT 1173 Mechanical Design I	3 hrs.				
DDT 1323 Computer Aided Design II	3 hrs.				
DDT 1183 Technical Math	3 hrs.				
DDT 1613 Arch Design I	3 hrs.				
DDT 2213 Structural Drafting I	3 hrs.				
FIRST SEMESTER SOPHOMORE					
DDT 1413 Elementary Surveying	3 hrs.				
DDT 2243 Cost & Estimating	3 hrs.				
DDT 2623 Arch Design II	3 hrs.				
DDT 2373 3D Modeling	3 hrs.				
SECOND SEMESTER SOPHOMORE					
DDT 2153 Civil Planning and Design	3 hrs.				
DDT 2213 Structural Drafting I	3 hrs.				
DDT 2913 Special Project	3 hrs.				
DDT 2523 Pipe Drafting	3 hrs.				
TOTAL HOURS:	45 HRS.				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 45				
	Advisor Initials				
	Date				

Career-Technical Education Associate of Applied Science Degree Plan

DRAFTING & DESIGN TECH. PROGRAM CHECK SHEET | DRDT Major | CIP Code: 15.1301

Drafting and Design Technology is a program of study designed to impart technical knowledge and engender manipulative skills in the use of construction and drafting equipment and procedures. The knowledge and skills mastered in this program are important for the design and production of plans for industry, manufacturing, and construction. Emphasis is placed upon such subjects as scientific design, job specifications, building codes as well as drafting. Both creative and practical training are offered in such a manner that the student who successfully completes this two-year program is competent for employment in a variety of positions. Some of the many jobs available to persons completing this program include: architectural or engineering draftsman, appraiser and inspector, estimator, layout and supervision, mapping surveyor, and junior engineer.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements. In addition to these ACT requirements, readmit or transfer students must have a 2.0 cumulative grade point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses.

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN					
DDT 1163 Engineering Graphics	3 hrs.				
DDT 1213 Const. Standards and Materials	3 hrs.				
DDT 1313 Computer Aided Design I	3 hrs.				
ENG 1113 Composition I	3 hrs.				
Math/Natural Science Elective	3 hrs.				
SECOND SEMESTER FRESHMAN					
DDT 1173 Mechanical Design I	3 hrs.				
DDT 1323 Computer Aided Design II	3 hrs.				
DDT 1183 Technical Math	3 hrs.				
DDT 1613 Arch Design I	3 hrs.				
DDT 2213 Structural Drafting I	3 hrs.				
FIRST SEMESTER SOPHOMORE					
DDT 1413 Elem. Surveying	3 hrs.				
DDT 2243 Cost & Estimating	3 hrs.				
DDT 2623 Arch Design II	3 hrs.				
DDT 2373 3D Modeling	3 hrs.				
SPT/COM 1113 Public Speaking I	3 hrs.				
Social/Behavioral Science Elective	3 hrs.				
SECOND SEMESTER SOPHOMORE					
DDT 2153 Civil Planning and Design	3 hrs.				
DDT 2213 Structural Drafting I	3 hrs.				
DDT 2913 Special Project	3 hrs.				
DDT 2523 Pipe Drafting	3 hrs.				
Humanities/ Fine Arts Elective	3 hrs.				
TOTAL HOURS:	60 HRS.				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 60				
	Advisor Initials				
	Date				

Career-Technical Education Technical Certificate Degree Plan

ELECTRICAL TECH. PROGRAM CHECK SHEET | ELTC Major | CIP Code: 46.0302

The Electrical program of study prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, industrial electric wiring, DC and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

Admission Requirements

A minimum ACT score of 15 is required or applicants must score at the 9th grade level on the TABE Form 9/10 to be admitted to the program. Exceptions may be made with instructor permission for students who do not meet entrance requirements provided the student meets the requirements by the end of the second semester or has a 2.0 grade point average.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN				
ELT 1113 Residential Wiring	3 hrs.			
ELT 1143 AC/DC Circuits	3 hrs.			
ELT 1192 Fundamentals of Electricity	2 hrs.			
ELT 1213 Electrical Power	3 hrs.			
ELT 1253 Branch Circuits	3 hrs.			
ELT 1263 Electrical Drawings & Schematics	3 hrs.			
SECOND SEMESTER FRESHMAN				
ELT 1123 Commercial & Industrial	3 hrs.			
ELT 1223 Motor Maintenance/Troubleshooting	3 hrs.			
ELT 1413 Motor Control Systems	3 hrs.			
ELT 1273 Switching Circuits	3 hrs.			
ELT 1133 Introduction to the NEC	3 hrs.			
RECOMMENDED ELECTIVES:				
ELT 292(1-6) Supervised Work I	1-6 hrs.			
ELT 294(1-6) Supervised Work II	1-6 hrs.			
ELT 291(1-3) Special Projects I	1-3 hrs.			
ELT 293(1-3) Special Projects II	1-3 hrs.			
TOTAL HOURS:	32 HRS.			
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 32			
	Advisor Initials			
	Date			

Career-Technical Education Advanced Technical Certificate Degree Plan

ELECTRICAL TECH. PROGRAM CHECK SHEET | ELT2 Major | CIP Code: 46.0302

The Electrical program of study prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, industrial electric wiring, DC and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

Admission Requirements

A minimum ACT score of 15 is required or applicants must score at the 9th grade level on the TABE Form 9/10 to be admitted to the program. Exceptions may be made with instructor permission for students who do not meet entrance requirements provided the student meets the requirements by the end of the second semester or has a 2.0 grade point average.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN						
ELT 1113 Residential Wiring	3 hrs.					
ELT 1143 AC/DC Circuits	3 hrs.					
ELT 1192 Fundamentals of Electricity	2 hrs.					
ELT 1213 Electrical Power	3 hrs.					
ELT 1253 Branch Circuits	3 hrs.					
ELT 1263 Electrical Drawings & Schematics	3 hrs.					
SECOND SEMESTER FRESHMAN						
ELT 1123 Commercial & Industrial Wiring	3 hrs.					
ELT 1223 Motor Maint/Troubleshooting	3 hrs.					
ELT 1413 Motor Control System	3 hrs.					
ELT 1273 Switching Circuits	3 hrs.					
ELT 1133 Intro to the NEC	3 hrs.					
FIRST SEMESTER SOPHOMORE						
ELT 1614 Prin. of Hydraulics & Pneumatics	4 hrs.					
ELT 2113 Equipment Maint/Troubleshooting and Repair	3 hrs.					
SECOND SEMESTER SOPHOMORE						
ELT 2424 Solid State Motor Controllers	4 hrs.					
ELT 2613 Programmable Logic Control	3 hrs.					
ELT 1163 Drafting for Electrical Technology	3 hrs.					
RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION):						
ELT 292(1-6) Supervised Work I	1-6 hrs.					
ELT 294(1-6) Supervised Work II	1-6 hrs.					
ELT 291(1-3) Special Projects I	1-3 hrs.					
ELT 293(1-3) Special Projects II	1-3 hrs.					
TOTAL HOURS:	49 HRS.					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 49					
	Advisor Initials					
	Date					

Career-Technical Education Associate of Applied Science Degree Plan

ELECTRICAL TECH. PROGRAM CHECK SHEET | ELTT Major | CIP Code: 46.0302

Electrical Technology is a program of study that prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, industrial electric wiring, DC and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

Admission Requirements

A minimum ACT score of 15 is required or applicants must score at the 9th grade level on the TABE Form 9/10 to be admitted to the program. Exceptions may be made with instructor permission for students who do not meet entrance requirements provided the student meets the requirements by the end of the second semester or has a 2.0 grade point average.

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN					
ELT 1113 Residential Wiring	3 hrs.				
ELT 1143 AC/DC Circuits	3 hrs.				
ELT 1192 Fundamentals of Electricity	2 hrs.				
ELT 1213 Electrical Power	3 hrs.				
ELT 1253 Branch Circuits	3 hrs.				
ELT 1263 Electrical Drawings & Schematics	3 hrs.				
SECOND SEMESTER FRESHMAN					
ELT 1123 Commercial & Industrial Wiring	3 hrs.				
ELT 1223 Motor Maintenance/Troubleshooting	3 hrs.				
ELT 1413 Motor Control System	3 hrs.				
ELT 1273 Switching Circuits	3 hrs.				
ELT 1133 Intro to the NEC	3 hrs.				
FIRST SEMESTER SOPHOMORE					
ELT 1614 Prin. of Hydraulics & Pneumatics	4 hrs.				
ELT 2113 Equipment Maintenance/Troubleshooting, and Repair	3 hrs.				
Math/Natural Science Elective	3 hrs.				
ENG 1113 Composition I	3 hrs.				
SECOND SEMESTER SOPHOMORE					
ELT 2424 Solid State Motor Control	4 hrs.				
ELT 2613 Programmable Logic Controllers	3 hrs.				
ELT 1163 Drafting for Electrical Technology	3 hrs.				
Social/Behavioral Science Elective	3 hrs.				
SPT/COM 1113 Public Speaking	3 hrs.				
Humanities/Fine Arts Elective	3 hrs.				
RECOMMENDED ELECTIVES:					
ELT 292(1-6) Supervised Work I	1-6 hrs.				
ELT 294(1-6) Supervised Work II	1-6 hrs.				
ELT 291(1-3) Special Projects I	1-3 hrs.				
ELT 293(1-3) Special Projects II	1-3 hrs.				
TOTAL HOURS:	64 HRS.				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 64				
	Advisor Initials				
	Date				

Career-Technical Education Technical Certificate Degree Plan

FIELD CROPS TECH. PROGRAM CHECK SHEET | FCT1 Major | CIP Code: 01.0304

Field Crops is a program of study that provides students with a common core of management skills and additional training related to the production of field crops, weed, insect, and plant disease control. Computer based activities are used from the internet and appropriate agricultural related software packages.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements. In addition to these ACT requirements, readmit or transfer students must have a 2.0 cumulative grade point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN				
AGR 1112 Survey of Agriculture	2 hrs.			
AGT 1163 Spatial Information Systems	3 hrs.			
AGR 2314 Basic Soils	4 hrs.			
AGR 2413 Farm Management	3 hrs.			
*AGR 1313 Plant Science OR BIO 1313 Botany (lec)	3 hrs.			
SECOND SEMESTER FRESHMAN				
AGR 1214 Animal Science	4 hrs.			
AGT 1513 Principles Ag. Marketing	3 hrs.			
AGT 2564 Agriculture Machinery & Shop	4 hrs.			
AGR 2713 Principles of Ag. Economics OR ECO 2113 Principles of Macroeconomics OR ECO 2123 Principles of Microeconomics	3 hrs.			
CSC 1123 Computer Applications I OR LLS 1723 Employment Readiness OR WBL 1923 Work-Based Learning	3 hrs.			
TOTAL HOURS:	32 HRS.			
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 32			
	Advisor Initials			
	Date			

*BIO 1313 can be substituted for AGR 1313

Career-Technical Education Advanced Technical Certificate Degree Plan

FIELD CROPS TECH. PROGRAM CHECK SHEET | FCT2 Major | CIP Code: 01.0304

Field Crops is a program of study that provides students with a common core of management skills and additional training related to the production of field crops, weed, insect, and plant disease control. Computer based activities are used from the internet and appropriate agricultural related software packages.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements. In addition to these ACT requirements, readmit or transfer students must have a 2.0 cumulative grade point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN				
AGR 1112 Survey of Agriculture	2 hrs.			
AGT 1163 Spatial Information Systems	3 hrs.			
AGR 2314 Basic Soils	4 hrs.			
AGR 2413 Farm Management	3 hrs.			
*AGR 1313 Plant Science OR BIO 1313 Botany (lec)	3 hrs.			
SECOND SEMESTER FRESHMAN				
AGR 1214 Animal Science	4 hrs.			
AGT 1513 Principles Ag. Marketing	3 hrs.			
AGT 2564 Agriculture Machinery & Shop	4 hrs.			
AGR 2713 Principles of Ag. Economics OR ECO 2113 Principles of Macroeconomics OR ECO 2123 Principles of Microeconomics	3 hrs.			
CSC 1123 Computer Applications I OR LLS 1723 Employment Readiness OR WBL 1913 Work-Based Learning	3 hrs.			
FIRST SEMESTER SOPHOMORE				
AGT 2373 Fiber & Oilseed Crops	3 hrs.			
AGT 2463 Insects & Controls	3 hrs.			
SECOND SEMESTER SOPHOMORE				
AGT 2383 Grain Crops	3 hrs.			
AGT 2413 Weed Control	3 hrs.			
AGT 2923 Supervised Agricultural Experience OR WBL 1923 Work-Based Learning OR Other AGR/AGT Elective	3 hrs.			
RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION):				
AGT 2913 Special Problems	3 hrs.			
TOTAL HOURS:	47 HRS.			
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 47			
	Advisor Initials			
	Date			

*BIO 1313 can be substituted for AGR 1313

Career-Technical Education Associate of Applied Science Degree Plan

FIELD CROPS TECH. PROGRAM CHECK SHEET | FCPT Major | CIP Code: 01.0304

Field Crops Technology is a program of study to provide students with a common core of management skills and additional training related to the production of field crops, weed, insect, and plant disease control. Computer based activities are used from the internet and appropriate agricultural related software packages.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements. In addition to these ACT requirements, re-admit or transfer students must have a 2.0 cumulative grade point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses.

		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
REQUIRED COURSES:						
FIRST SEMESTER FRESHMAN						
AGR 1112 Survey of Agriculture	2 hrs.					
AGT 1163 Spatial Information Systems	3 hrs.					
AGR 2314 Basic Soils	4 hrs.					
AGR 2413 Farm Management	3 hrs.					
*AGR 1313 Plant Science OR BIO 1313 Botany	3 hrs.					
SECOND SEMESTER FRESHMAN						
AGR 1214 Animal Science	4 hrs.					
AGT 1513 Principles Agricultural Marketing	3 hrs.					
AGT 2564 Agriculture Machinery & Shop	4 hrs.					
AGR 2713 Principles of Ag. Economics OR ECO 2113 Principles of Macroeconomics OR ECO 2123 Principles of Microeconomics	3 hrs.					
CSC 1123 Computer Applications I OR LLS 1723 Employment Readiness OR WBL 1913 Work-Based Learning	3 hrs.					
FIRST SEMESTER SOPHOMORE						
AGT 2373 Fiber & Oilseed Crops	3 hrs.					
AGT 2463 Insects & Controls	3 hrs.					
SPT/COM 1113 Public Speaking I	3 hrs.					
ENG 1113 Composition I	3 hrs.					
Math/Science Elective	3 hrs.					
SECOND SEMESTER SOPHOMORE						
AGT 2383 Grain Crops	3 hrs.					
AGT 2413 Weed Control	3 hrs.					
AGT 2923 Supervised Agricultural Experience OR WBL 1923 Work Based Learning OR Other AGR AGT Elective	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
Social/Behavioral Science Elective	3 hrs.					
RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION):						
AGT 2913 Special Problems	3 hrs.					
TOTAL HOURS:	62 HRS.					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 62					
	Advisor Initials					
	Date					

Career-Technical Education Advanced Technical Certificate Degree Plan

HEATING, VENTILATION & AIR COND. PROGRAM CHECK SHEET | HVAC Major | CIP Code: 47.0201

Heating, Ventilation, Air Conditioning, & Refrigeration is a program of study that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10 to be admitted to the program. Exceptions may be made with instructor permission for students who do not meet entrance requirements. Students who are returning to the program after an absence of a semester or more must graduate under the current catalog requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN						
ACT 1003 Intro to Heating and Air Conditioning Technology	3 hrs.					
ACT 1124 Basic Compression Refrigeration	4 hrs.					
ACT 1133 Brazing & Piping	3 hrs.					
ACT 1313 Refrigeration System Components	3 hrs.					
SECOND SEMESTER FRESHMAN						
ACT 1713 Electricity for HVAC/R	3 hrs.					
ACT 1213 Controls	3 hrs.					
ACT 2323 Commercial Refrigeration	3 hrs.					
ACT 2433 Refrigerant, Retrofit, & Regulations	3 hrs.					
FIRST SEMESTER SOPHOMORE						
ACT 2415 Air Conditioning I	5 hrs.					
ACT 2514 Heating Systems	4 hrs.					
ACT 2913 Special Projects	3 hrs.					
SECOND SEMESTER SOPHOMORE						
ACT 2425 Air Conditioning II	5 hrs.					
ACT 2624 Heat Load Calculation & Air Properties	4 hrs.					
ACT 2913 Special Projects	3 hrs.					
RECOMMENDED ELECTIVES:						
ACT 292(1-6) Supervised Work Experience	1-6 hrs.					
TOTAL HOURS:	49 HRS.					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 49					
	Advisor Initials					
	Date					

Career-Technical Education Technical Certificate Degree Plan

INDUSTRIAL MAINTENANCE TECH. PROGRAM CHECK SHEET | IMT1 Major | CIP Code: 47.0303

The Industrial Maintenance program of study will prepare individuals for entry-level employment as multi-craft maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, maintaining, and repairing machinery used in the manufacturing or industrial environment. Instruction will include a variety of areas such as safety, machinery maintenance and troubleshooting/service, blueprint reading, basic machining operations, fundamentals of piping and hydro-testing, and fundamentals of industrial electricity. In addition, students will develop problem-solving skills in industrial electrical procedures, programmable logic controllers, and process control.

Admission Requirements

A minimum ACT score of 15 is required or applicants must score at the 10th grade level on the TABE Form 9/10 to be admitted to the program. Exceptions may be made, *with instructor permission*, for students who do not meet entrance requirements provided the student meets the requirements by the end of the first semester or has a 2.0 GPA.

		Prev. Taken	FALL 20__	SPRING 20__
REQUIRED COURSES:				
FIRST SEMESTER FRESHMAN				
IMM 1933 Manufacturing Skills Basic	3 hrs.			
IMM 1113 Industrial Maintenance Core and Safety	3 hrs.			
IMM 1213 Introduction to Industrial Maintenance	3 hrs.			
IMM 1153 Electrical and Instrumentation Level I	3 hrs.			
IMM 1243 Mechanical and Industrial Maintenance I	3 hrs.			
SECOND SEMESTER FRESHMAN				
IMM 1164 Electrical and Instrumentation II	4 hrs.			
IMM 1254 Mechanical and Industrial Maintenance II	4 hrs.			
IMM 1324 Motor Control Systems	4 hrs.			
IMM 1913 Special Projects in Industrial Maintenance Mech	3 hrs.			
TOTAL HOURS:	30 HRS.			
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 30			
	Advisor Initials			
	Date			

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Career-Technical Education Advanced Technical Certificate Degree Plan

INDUSTRIAL MAINTENANCE TECH. PROGRAM CHECK SHEET | IMT2 Major | CIP Code: 47.0303

The Industrial Maintenance program of study will prepare individuals for entry-level employment as multi-craft maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, maintaining, and repairing machinery used in the manufacturing or industrial environment. Instruction will include a variety of areas such as safety, machinery maintenance and troubleshooting/service, blueprint reading, basic machining operations, fundamentals of piping and hydro-testing, and fundamentals of industrial electricity. In addition, students will develop problem-solving skills in industrial electrical procedures, programmable logic controllers, and process control.

Admission Requirements

A minimum ACT score of 15 is required or applicants must score at the 10th grade level on the TABE Form 9/10 to be admitted to the program. Exceptions may be made, with instructor permission, for students who do not meet entrance requirements provided the student meets the requirements by the end of the first semester or has a 2.0 GPA.

		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
REQUIRED COURSES:						
FIRST SEMESTER FRESHMAN						
IMM 1933 Manufacturing Skills Basic	3 hrs.					
IMM 1113 Industrial Maintenance Core and Safety	3 hrs.					
IMM 1213 Introduction to Industrial Maintenance	3 hrs.					
IMM 1153 Electrical and Instrumentation Level I	3 hrs.					
IMM 1243 Mechanical and Industrial Maintenance I	3 hrs.					
SECOND SEMESTER FRESHMAN						
IMM 1164 Electrical and Instrumentation Level II	4 hrs.					
IMM 1324 Motor Control Systems	4 hrs.					
IMM 1254 Mechanical and Industrial Maintenance II	4 hrs.					
IMM 1913 Special Projects in Industrial Maint Mech	3 hrs.					
FIRST SEMESTER SOPHOMORE						
IMM 1314 Principles of Hydraulics and Pneumatics	4 hrs.					
IMM 2214 Advanced Electrical Industrial Maint	4 hrs.					
IMM 1813 Industrial Electricity Level I	3 hrs.					
SECOND SEMESTER SOPHOMORE						
IMM 1734 Maintenance Welding and Metals	4 hrs.					
IMM 2613 Programmable Logic Controllers	3 hrs.					
IMM 2223 Advanced Mechanical Industrial Maint	3 hrs.					
TOTAL HOURS:	51 HRS.					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours					
	51					
	Advisor Initials					
	Date					

Career-Technical Education Associate of Applied Science Degree Plan

INDUSTRIAL MAINTENANCE TECH. PROGRAM CHECK SHEET | IMTT Major | CIP Code: 47.0303

The Industrial Maintenance program of study will prepare individuals for entry-level employment as multi-craft maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, maintaining, and repairing machinery used in the manufacturing or industrial environment. Instruction will include a variety of areas such as safety, machinery maintenance and troubleshooting/service, blueprint reading, basic machining operations, fundamentals of piping and hydro-testing, and fundamentals of industrial electricity. In addition, students will develop problem-solving skills in industrial electrical procedures, programmable logic controllers, and process control.

Admission Requirements

A minimum ACT score of 15 is required or applicants must score at the 10th grade level on the TABE Form 9/10 to be admitted to the program. Exceptions may be made, with instructor permission, for students who do not meet entrance requirements provided the student meets the requirements by the end of the first semester or has a 2.0 GPA.

		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
REQUIRED COURSES:						
FIRST SEMESTER FRESHMAN						
IMM 1933 Manufacturing Skills Basic	3 hrs.					
IMM 1113 Industrial Maintenance Core and Safety	3 hrs.					
IMM 1213 Introduction to Industrial Maintenance	3 hrs.					
IMM 1153 Electrical and Instrumentation Level I	3 hrs.					
IMM 1243 Mechanical and Industrial Maintenance I	3 hrs.					
ENG 1113 English Composition I	3 hrs.					
SECOND SEMESTER FRESHMAN						
IMM 1164 Electrical and Instrumentation Level II	4 hrs.					
IMM 1324 Motor Control Systems	4 hrs.					
IMM 1254 Mechanical and Industrial Maintenance II	4 hrs.					
IMM 1913 Special Projects in Industrial Maint Mech	3 hrs.					
Math/Science Elective	3 hrs.					
FIRST SEMESTER SOPHOMORE						
IMM 1314 Principles of Hydraulics and Pneumatics	4 hrs.					
IMM 2214 Advanced Electrical Industrial Maint	4 hrs.					
IMM 1813 Industrial Electricity Level I	3 hrs.					
SPT/COM 1113 Public Speaking	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
SECOND SEMESTER SOPHOMORE						
IMM 1734 Maintenance Welding and Metals	4 hrs.					
IMM 2613 Programmable Logic Controllers	3 hrs.					
IMM 2223 Advanced Mechanical Industrial Maint	3 hrs.					
Social/Behavioral Science	3 hrs.					
TOTAL HOURS:	66 HRS.					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours					
	66					
	Advisor Initials					
	Date					

Career-Technical Education Advanced Technical Certificate Degree Plan

PRECISION AGRICULTURE TECH. PROGRAM CHECK SHEET | PAG2 Major | CIP Code: 01.1105

Precision Ag Technology is a program of study that teaches the student a working knowledge and understanding of remote sensing, global positioning systems, geographic information systems and variable rate technology, as well as practical, hands-on experience in an in-situ environment.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__
FIRST SEMESTER FRESHMAN					
AGT 1254 Geospatial Data Collection	4 hrs.				
AGT 2154 Geographic Information Systems I	4 hrs.				
AGT 2434 Crop Management Zones	4 hrs.				
AGT 2463 Insects & Controls OR AGT 2413 Weed Control	3 hrs.				
SECOND SEMESTER FRESHMAN					
AGT 1354 Remote Sensing	4 hrs.				
AGT 2164 Variable Rate Technology	4 hrs.				
AGT 2174 Agricultural GIS	4 hrs.				
AGT 2474 Site Specific Pest Management	4 hrs.				
FIRST SEMESTER SOPHOMORE					
AGR 1313 Plant Science OR BIO 1313 Botany	3 hrs.				
AGR 1112 Survey of Agriculture	2 hrs.				
AGT 1163 Spatial Information Systems	3 hrs.				
AGR 2314 Basic Soils	4 hrs.				
CSC 1123 Computer Applications OR LLS 1723 Employment Readiness	3 hrs.				
TOTAL HOURS:	46 HRS.				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 46				
	Advisor Initials				
	Date				

Career-Technical Education Associate of Applied Science Degree Plan

PRECISION AGRICULTURE TECH. PROGRAM CHECK SHEET | PAGT Major | CIP Code: 01.1105

Precision Ag Technology is a program of study that teaches the student a working knowledge and understanding of remote sensing, global positioning systems, geographic information systems and variable rate technology, as well as practical, hands-on experience in an in-situ environment.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN						
AGT 1254 Geospatial Data Collection	4 hrs.					
AGT 2154 Geographic Information Systems I	4 hrs.					
AGT 2434 Crop Management Zones	4 hrs.					
AGT 2463 Insects & Controls OR AGT 2413 Weed Control	3 hrs.					
SECOND SEMESTER FRESHMAN						
AGT 1354 Remote Sensing	4 hrs.					
AGT 2164 Variable Rate Technology	4 hrs.					
AGT 2174 Agricultural GIS	4 hrs.					
AGT 2474 Site Specific Pest Management	4 hrs.					
FIRST SEMESTER SOPHOMORE						
AGR 1313 Plant Science OR BIO 1313 Botany	3 hrs.					
AGR 1112 Survey of Agriculture	2 hrs.					
AGT 1163 Spatial Information Systems	3 hrs.					
AGR 2314 Basic Soils	4 hrs.					
CSC 1123 Computer Applications I	3 hrs.					
SECOND SEMESTER SOPHOMORE						
SPT/COM 1113 Public Speaking I	3 hrs.					
Math/Natural Science Elective	3 hrs.					
Social/Behavioral Science Elective	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
ENG 1113 English Composition I	3 hrs.					
TOTAL HOURS:	61 HRS.					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 61					
	Advisor Initials					
	Date					

Career-Technical Education Technical Certificate Degree Plan

PRECISION MANUFACTURING TECH. PROGRAM CHECK SHEET | MATO Major | CIP Code: 48.0501

Precision Manufacturing and Machining is a program of study that instructs its students in making computation relating to working dimensions, tooling, feeds, and speeds of machinery. Instruction in the laboratory is provided in the use of lathes, shapers, milling machine, grinders; the use of precision measuring instruments such as layout tools, micrometers, and gauges; methods of machining and heat treating and testing of various metals; and the reading of blueprint parts. Advanced training is available in technical mathematics, mechanical drawing, industrial psychology, safety, and shop management.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN				
MST 1313 Machine Tool Math	3 hrs.			
MST 1114 Power Machinery I	4 hrs.			
DDT 1313 Computer Aided Design I	3 hrs.			
DDT 1513 Blueprint Reading	3 hrs.			
SECOND SEMESTER FRESHMAN				
MST 1124 Power Machinery II	4 hrs.			
MST 1613 Precision Layout	3 hrs.			
MST 1423 Advanced Blueprint Reading	3 hrs.			
MST 2714 Computer Numerical Control Opr. I	4 hrs.			
DDT 1163 Engineering Graphics	3 hrs.			
RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION):				
MST 291 (1-3) Special Problems	1-3 hrs.			
TOTAL HOURS:		30 HRS.		
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 30			
	Advisor Initials			
	Date			

Career-Technical Education Advanced Technical Certificate Degree Plan

PRECISION MANUFACTURING TECH. PROGRAM CHECK SHEET | MATO Major | CIP Code: 48.0501

Precision Manufacturing and Machining is a program of study that instructs its students in making computation relating to working dimensions, tooling, feeds, and speeds of machinery. Instruction in the laboratory is provided in the use of lathes, shapers, milling machine, grinders; the use of precision measuring instruments such as layout tools, micrometers, and gauges; methods of machining and heat treating and testing of various metals; and the reading of blueprint parts. Advanced training is available in technical mathematics, mechanical drawing, industrial psychology, safety, and shop management.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN						
MST 1114 Power Machinery I	4 hrs.					
MST 1313 Machine Tool Math	3 hrs.					
DDT 1313 Computer Aided Design I	3 hrs.					
DDT 1513 Blueprint Reading	3 hrs.					
SECOND SEMESTER FRESHMAN						
MST 1124 Power Machinery II	4 hrs.					
MST 1423 Advanced Blueprint Reading	3 hrs.					
MST 1613 Precision Layout	3 hrs.					
MST 2714 Computer Numerical Control Opr. I	4 hrs.					
DDT 1163 Engineering Graphics	3 hrs.					
FIRST SEMESTER SOPHOMORE						
MST 2134 Power Machinery III	4 hrs.					
MST 2144 Power Machinery IV	4 hrs.					
MST 2724 Computer Numerical Control Opr. II	4 hrs.					
DDT 1173 Mechanical Design I	3 hrs.					
RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION):						
MST 291 (1-3) Special Problems	1-3 hrs.					
TOTAL HOURS:	45 HRS.					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 45					
	Advisor Initials					
	Date					

Career-Technical Education Associate of Applied Science Degree Plan

PRECISION MANUFACTURING TECH. PROGRAM CHECK SHEET | MATT Major | CIP Code: 48.0501

Precision Manufacturing and Machining Technology is a program of study that instructs its students in making computation relating to working dimensions, tooling, feeds and speeds of machinery. Instruction in the laboratory is provided in the use of lathes, shapers, milling machine, grinders; the use of precision measuring instruments such as layout tools, micrometers, and gauges; methods of machining and heat treating and testing of various metals; and the reading of blueprint parts. Advanced training is available in technical mathematics, mechanical drawing, industrial psychology, safety, and shop management.

Admission Requirements

Students must submit a composite score of 14 or higher on the ACT. Students who do not have an ACT score, must score at the 9th grade level or higher on the TABE, Form 9/10. Exceptions may be made with instructor permission for students who do not meet entrance requirements.

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__
FIRST SEMESTER FRESHMAN						
MST 1114 Power Machinery I	4 hrs.					
MST 1313 Machine Tool Math	3 hrs.					
DDT 1313 Computer Aided Design I	3 hrs.					
DDT 1513 Blueprint Reading	3 hrs.					
SECOND SEMESTER FRESHMAN						
MST 1124 Power Machinery II	4 hrs.					
MST 1423 Advanced Blueprint Reading	3 hrs.					
MST 1613 Precision Layout	3 hrs.					
MST 2714 Computer Numerical Control Opr. I	4 hrs.					
DDT 1163 Engineering Graphics	3 hrs.					
FIRST SEMESTER SOPHOMORE						
MST 2134 Power Machinery III	4 hrs.					
MST 2144 Power Machinery IV	4 hrs.					
MST 2724 Computer Numerical Control Opr. II	4 hrs.					
DDT 1173 Mechanical Design I	3 hrs.					
SECOND SEMESTER SOPHOMORE						
ENG 1113 Comp I	3 hrs.					
Humanities/Fine Arts Elective	3 hrs.					
Math/Natural Science Elective	3 hrs.					
Social/Behavioral Science Elective	3 hrs.					
SPT/COM 1113 Public Speaking I	3 hrs.					
RECOMMENDED ELECTIVES (WITH INSTRUCTOR PERMISSION):						
MST 291 (1-3) Special Problems	1-3 hrs.					
MST 2923 Supervised Work Experience	3 hrs.					
TOTAL HOURS:	60 HRS.					
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 60					
	Advisor Initials					
	Date					

Career-Technical Education Technical Certificate Degree Plan

WELDING PROGRAM CHECK SHEET | WELD Major | CIP Code: 48.0508

Welding is a program of study designed to develop skills in various methods of welding. During the first semester, the student is taught the use of the arc welder, oxyacetylene torch, and plasma arc cutter. Classroom instruction is also received in blueprint reading, welding metallurgy, welding theory, and types of welding machines. During the second semester, students are taught the use of mig welder and tungsten inert gas techniques on both ferrous and non-ferrous materials. In addition, students are taught flux core arc welding (in all positions) as well as welding inspection and testing principles.

		Prev. Taken	FALL 20__	SPRING 20__
REQUIRED COURSES:				
FIRST SEMESTER FRESHMAN				
WLT 1115 Shield Metal Arc Welding I	5 hrs.			
WLT 1173 Introduction to Welding and Safety	3 hrs.			
WLT 1225 Shield Metal Arc Welding II	5 hrs.			
WLT 1313 Cutting Processes	3 hrs.			
SECOND SEMESTER FRESHMAN				
WLT 1124 Gas Metal Arc Welding	4 hrs.			
WLT 1135 Gas Tungsten Arc Welding	5 hrs.			
WLT 1143 Flux Cored Arc Welding	3 hrs.			
WLT 1232 Blueprint Reading, Welding and Metallurgy	2 hrs.			
RECOMMENDED ELECTIVES:				
WLT 1913 Special Problems OR WLT 1923 Supervised Work Experience	3 hrs.			
TOTAL HOURS:		30 HRS.		
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 30			
	Advisor Initials			
	Date			

Health Sciences Associate of Applied Science Degree Plan
ASSOCIATE DEGREE NURSING PROGRAM CHECK SHEET | NURS Major | CIP Code: 51.3801

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	SUMMER 20__	FALL 20__	SPRING 20__
*BIO 2513 Anatomy & Physiology I	3 hrs.	BIO 2513	X	X	X	X	X
*BIO 2511 Anatomy & Physiology I Lab	1 hr.	BIO 2511	X	X	X	X	X
*BIO 2523 Anatomy & Physiology II	3 hrs.	BIO 2523	X	X	X	X	X
*BIO 2521 Anatomy & Physiology II Lab	1 hr.	BIO 2521	X	X	X	X	X
NUR 1119 Nursing I	9 hrs.		NUR 1119				
ENG 1113 English Composition I	3 hrs.		ENG 1113				
BIO 1613 Nutrition	3 hrs.		BIO 1613				
PSY 1513 General Psychology	3 hrs.		PSY 1513				
NUR 1129 Nursing II	9 hrs.			NUR 1129			
ENG 1123 English Composition II	3 hrs.			ENG 1123			
+BIO 2923 Microbiology	3 hrs.			BIO 2923			
+BIO 2921 Microbiology Lab	1 hr.			BIO 2921			
NUR 2119 Nursing III	9 hrs.					NUR 2119	
NUR 2211 Nursing Review I	1 hr.					NUR 2211	
PSY 2533 Human Growth & Development	3 hrs.					PSY 2533	
SPT/COM 1113 Public Speaking I	3 hrs.					SPT/COM 1113	
NUR 2120 Nursing IV	10 hrs.						NUR 2120
NUR 2221 Nursing Review II	1 hr.						NUR 2221
Humanities/Fine Arts Elective	3 hrs.						Elective
RECOMMENDED ELECTIVES:							
NUR 1313 Nursing Seminar I	3 hrs.		NUR 1313				
NUR 1323 Nursing Seminar II	3 hrs.			NUR 1323			
NUR 2323 Nurse Externship (Summer)	3 hrs.				NUR 2323		
NUR 2313 Nursing Seminar III	3 hrs.					NUR 2313	
NUR 2321 Nursing Seminar IV	1 hr.						NUR 2321
TAH 1113 Medical Terms in Allied Health	3 hrs.	TAH 1113					
LLS 1333 Introduction to Health Professions	3 hrs.	LLS 1333					
TOTAL HOURS:	72 HRS.						
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 72	8	18	16	3 (optional)	16	14
	Advisor Initials						
	Date						

* Required prerequisites that must be completed within 5 years of admission to the program.

+ Must be completed prior to second year or must be completed within 5 years of admission to the program.

- An Associate of Applied Science degree will be awarded upon completion of not less than seventy-two hours of credit with a minimum cumulative grade point average of 2.00.
- Students should consult the catalog of the university to which they plan to transfer for specific degree requirements. Rev. 2021

Health Sciences Associate of Applied Science Degree Plan

DENTAL HYGIENE PROGRAM CHECK SHEET | DENT Major | CIP Code: 51.0602

CORE:	Prev. Taken	FALL 20__	SPRING 20__	SUMMER 20__	FALL 20__	SPRING 20__
*BIO 2513 Anatomy & Physiology I	3 hrs.	BIO 2513				
*BIO 2511 A & P I Lab	1 hr.	BIO 2511	X	X	X	X
*BIO 2523 Anatomy & Physiology II	3 hrs.	BIO 2523	X	X	X	X
*BIO 2521 A & P II Lab	1 hr.	BIO 2521	X	X	X	X
*BIO 2923 Microbiology	3 hrs.	BIO 2923				
*BIO 2921 Microbiology Lab	1 hr.	BIO 2921				
*CHE 1213/1211 General Chemistry Lec/Lab OR *CHE 1313/1311 Principles of Chemistry Lec/Lab	4 hrs.	GENCHEM PRINCHEM				
DHT 1115 Fundamentals of Dental Hygiene	5 hrs.		DHT 1115			
DHT 1252 Dental Anatomy & Embryology	2 hrs.		DHT 1252			
DHT 1314 Dental Radiology	4 hrs.		DHT 1314			
DHT 1931 Dental Medical Emergencies	1 hr.		DHT 1931			
ENG 1113 English Composition I	3 hrs.		ENG 1113			
DHT 1416 Clinical Dental Hygiene	6 hrs.			DHT 1416		
DHT 1512 Periodontics	2 hrs.			DHT 1512		
DHT 1941 Theories of Patient Care	1 hr.			DHT 1941		
DHT 1242 Anatomy & History Head & Neck	2 hrs.			DHT 1242		
DHT 2613 Dental Materials	3 hrs.			DHT 2613		
SOC 2113 Introduction To Sociology	3 hrs.				SOC 2113	
SPT/COM 1113 Public Speaking I	3 hrs.				SPT/COM 1113	
PSY 1513 General Psychology	3 hrs.				PSY 1513	
DHT 2426 Clinical DH II	6 hrs.					DHT 2426
DHT 2713 Pharmacology	3 hrs.					DHT 2713
DHT 2233 Gen/Oral Pathology	3 hrs.					DHT 2233
DHT 2932 General & Dental Nutrition	2 hrs.					DHT 2932
DHT 2822 Community Dental Health I	2 hrs.					DHT 2822
DHT 2436 Clinical DH III	6 hrs.					DHT 2436
DHT 2832 Community Dental Health II	2 hrs.					DHT 2832
DHT 2922 Ethics & Law	2 hrs.					DHT 2922
DHT 2951 Fundamentals of Licensure	1 hr.					DHT 2951
Fine Arts/Humanities Elective	3 hrs.					Elective
RECOMMENDED ELECTIVES:						
ART 1113 Art Appr. OR MUS 1113 Music Appr.	3 hrs.					
CSC 1123 Computer Applications I	3 hrs.					
ENG 1123 English Composition II	3 hrs.					
History	3 hrs.					
Literature	3 hrs.					
LLS 1333 Introduction to Health Professions	3 hrs.					
Modern Foreign Language	3 hrs.					
PHI 1113 Philosophy	3 hrs.					
TAH 1113 Medical Terms for Allied Health	3 hrs.					
TOTAL RECOMMENDED ELECTIVES:	84 HRS.	16	15	14	9	16
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 84					
	Advisor Initials					
	Date					

* Required prerequisites that must be completed within 5 years of admission to the program.

** May substitute Principles of Chemistry for General Chemistry.

An Associate of Applied Science degree will be awarded upon completion of not less than seventy-five hours of credit with a minimum cumulative grade point average of 2.00. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

Health Sciences Certificate Degree Plan

HEALTH CARE ASSISTANT PROGRAM CHECK SHEET | HCAS Major | CIP Code: 51.3902

REQUIRED COURSES:	Prev. Taken	FALL 20__	OR	SPRING 20__
One Semester Program				
HCA 1115 Basic Health Care Assisting	5 hrs.			
HCA 1125 Special Care Procedures	5 hrs.			
HCA 1214 Body Structure and Function	4 hrs.			
HCA 1312 Home Health Aide and Homemaker Services	2 hrs.			
TOTAL HOURS:	16 HRS.			
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 16		16	16
	Advisor Initials			
	Date			

- Courses for the respective program must be completed in one semester in order to get credit.
- A certificate of completion will be awarded to those who satisfactorily complete the HCA curriculum.
- Upon successful completion of the curriculum, students are eligible to take the national certification test.

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Health Sciences Associate of Applied Science Degree Plan

LIC. PRACT. NURSING ACC. PROGRAM CHECK SHEET | NURA Major | CIP Code: 51.3801

REQUIRED COURSES:		Prev. Taken	SUMMER 20__	FALL 20__	SPRING 20__
*BIO 2513 Anatomy & Physiology I	3 hrs.	BIO 2513			
*BIO 2511 A & P I Lab	1 hr.	BIO 2511			
*BIO 2523 Anatomy & Physiology II	3 hrs.	BIO 2523			
*BIO 2521 A & P II Lab	1 hr.	BIO 2521			
*BIO 2923 Microbiology	3 hrs.	BIO 2923			
*BIO 2921 Microbiology Lab	1 hr.	BIO 2921			
ENG 1113 English Composition I	3 hrs.	ENG 1113			
ENG 1123 English Composition II	3 hrs.	ENG 1123			
**BIO 1613 Nutrition	3 hrs.	BIO 1613			
PSY 1513 General Psychology	3 hrs.	PSY 1513			
NUR 1119 Nursing I	9 hrs.		NUR 1119		
NUR 1129 Nursing II	9 hrs.		NUR 1129		
NUR 2119 Nursing III	9 hrs.			NUR 2119	
NUR 2211 Nursing Review I	1 hr.			NUR 2211	
PSY 2533 Human Growth & Development	3 hrs.			PSY 2533	
SPT/COM 1113 Public Speaking I	3 hrs.			SPT/COM 1113	
Humanities/Fine Arts Elective	3 hrs.				Elective
NUR 2120 Nursing IV	10 hrs.				NUR 2120
NUR 2221 Nursing Review II	1 hr.				NUR 2221
RECOMMENDED ELECTIVES:					
NUR 2313 Nursing Seminar III	3 hrs.			NUR 2313	
NUR 2321 Nursing Seminar IV	1 hr.				NUR 2321
LLS 1333 Pre-Health Professions	3 hrs.				
TAH 1113 Medical Terms	3 hrs.				
TOTAL HOURS:	72 HRS.				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	72 Total Hours	24	18	16	14
	Advisor Initials				
	Date				

* Required prerequisites that must be completed within 5 years of admission to the program.

** Required prerequisite.

- An Associate of Applied Science degree will be awarded upon completion of not less than seventy- two hours of credit with a minimum cumulative grade point average of 2.00.
- Students should consult the catalog of the university to which they plan to transfer for specific degree requirements.

Health Sciences Associate of Applied Science Degree Plan

MEDICAL LABORATORY TECHNOLOGY PROGRAM CHECK SHEET | MDLT Major | CIP Code: 51.1004

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
*BIO 2513/2511 Anatomy & Physiology I	4 hrs.	BIO 2513/2511				
Social/Behavioral Science Elective	3 hrs.	Elective				
CHE 1313/1311 Principles of Chemistry I OR CHE 1213/1211 General Chemistry I	4 hrs.	CHE 1313/1311 CHE 1213/1211				
ENG 1113 Composition I	3 hrs.	ENG 1113				
MAT 1313 College Algebra	3 hrs.	MAT 1313				
MLT 1112 Fundamentals of MLT OR PBT 1113 Phlebotomy & PBT 1122 Phlebotomy Clinical	2 hrs. 5 hrs.	MLT 1112 PBT 1113/PBT 1122				
BIO 2523/2521 Anatomy & Physiology II	4 hrs.		BIO 2523/2521			
BIO 2923/2921 Microbiology & Lab	4 hrs.		BIO 2923/2921			
MLT 1212 Urinalysis	2 hrs.		MLT 1212			
MLT 1313 Hematology I	3 hrs.		MLT 1313			
MLT 1413 Immunology/Serology	3 hrs.		MLT 1413			
MLT 2522 Path Micro I	2 hrs.		MLT 2522			
Humanities Elective	3 hrs.					Elective
SPT/COM 1113 Public Speaking I	3 hrs.					SPT/COM 1113
MLT 1324 Hematology II	4 hrs.			MLT 1324		
MLT 1515 Clinical Chemistry	5 hrs.			MLT 1515		
MLT 2424 Immunohematology	4 hrs.			MLT 2424		
MLT 2614 Path. Micro II	4 hrs.			MLT 2614		
MLT 2916 Clinical Practicum I	6 hrs.				MLT 2916	
MLT 2925 Clinical Practicum II	5 hrs.				MLT 2925	
MLT 2723 Certification Fund. of MLT	3 hrs.				MLT 2723	
MLT 2935 Clinical Practicum III	5 hrs.					MLT 2935
MLT 2711 MLT Seminar	1 hr.					MLT 2711
RECOMMENDED ELECTIVES:						
Art or Music Appreciation	3 hrs.					
CHE 1323/1311 Principles of Chemistry II OR CHE 1223/1221 General Chemistry II	4 hrs.					
CSC 1123 Computer Apps I	3 hrs.					
ENG 1123 English Comp II	3 hrs.					
HIS World Civ I/II	3 hrs.					
Literature	3 hrs.					
LLS 1333 Introduction to Health Professions	3 hrs.					
MAT Calculus/Trig/Stats	3 hrs.					
PSY 1513 General Psychology	3 hrs.					
SOC 2113 Introduction to Sociology	3 hrs.					
TAH 1113 Medical Terms in Allied Health	3 hrs.					
	80 HRS.		19	18	17	14
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 80					
	Advisor Initials					
	Date					

- An Associate of Applied Science degree will be awarded upon completion of not less than eighty hours of credit with a minimum cumulative grade point average of 2.00. Students should consult the catalog of the university to which they plan to transfer for specific degree requirements. Rev. 2021

Health Sciences Certificate Degree Plan
PHLEBOTOMY PROGRAM CHECK SHEET | PBOT Major | CIP Code: 51.1009

REQUIRED COURSES:		Prev. Taken	FALL 20__	OR	SPRING 20__
One Semester Program					
Phlebotomy Technician Program					
*High school or college biology course		BIO course			
PBT 1113 Phlebotomy	3 hrs.				
PBT 1122 Clinical Practice	2 hrs.				
Electives Optional					
TOTAL HOURS:		5 HRS.			
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 5		5		5
	Advisor Initials				
	Date				

* Required prerequisite that must be completed within 5 years of admission to the program.

- Courses for the respective program must be completed in one semester in order to get credit.
- A certificate of completion will be awarded to those who satisfactorily complete the phlebotomy curriculum.
- Upon successful completion of the curriculum, students are eligible to take a national examination to become a Certified Phlebotomy Technician.

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Health Sciences Associate of Applied Science Degree Plan

PHYSICAL THERAPIST ASSISTANT PROGRAM CHECK SHEET | PTAT Major | CIP Code: 51.0806

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	SUMMER 20__	FALL 20__	SPRING 20__
*BIO 2513 Anatomy & Physiology I	3 hrs.	BIO 2513	X	X	X	X	X
*BIO 2511 Anatomy & Physiology I Lab	1 hr.	BIO 2511	X	X	X	X	X
*BIO 2523 Anatomy & Physiology II	3 hrs.	BIO 2523	X	X	X	X	X
*BIO 2521 Anatomy & Physiology II Lab	1 hr.	BIO 2521	X	X	X	X	X
ENG 1113 English Composition I	3 hrs.		ENG 1113				
PTA 1123 Fundamental Concepts of PT	3 hrs.		PTA 1123				
PTA 1213 Fundamental Skills for PTAs	3 hrs.		PTA 1213				
PTA 2513 Medical Conditions & Path	3 hrs.		PTA 2513				
PSY 1513 General Psychology	3 hrs.			PSY 1513			
PTA 1224 Therapeutic Modalities	4 hrs.			PTA 1224			
PTA 2233 Electrotherapy	3 hrs.			PTA 2233			
PTA 1314 Kinesiology	4 hrs.			PTA 1314			
SPT/COM 1113 Public Speaking	3 hrs.			SPT/COM 1113			
MAT 1313 College Algebra	3 hrs.				MAT 1313		
PTA 1324 Therapeutic Exercise and Rehab I	4 hrs.				PTA 1324		
Humanities/Fine Arts Elective	3 hrs.					Elective	
PTA 2335 Therapeutic Exercise and Rehab II	5 hrs.					PTA 2335	
PTA 2414 Clinical Education I	4 hrs.					PTA 2414	
PTA 2424 Clinical Education II	4 hrs.						PTA 2424
PTA 2434 Clinical Education III	4 hrs.						PTA 2434
PTA 2444 Clinical Education IV	4 hrs.						PTA 2444
PTA 2524 Physical Therapy Seminar	4 hrs.						PTA 2524
RECOMMENDED ELECTIVES:							
PTA 1133 PTA Practicum I (only for PTA students)	3 hrs.		PTA 1133				
PTA 1143 PTA Practicum II (only for PTA students)	3 hrs.			PTA 1143			
Art or Music Appreciation	3 hrs.						
CHE 1213/1211 General Chemistry I (Lec/Lab)	4 hrs.						
CSC 1123 Computer Applications I	3 hrs.						
ENG 1123 English Comp II	3 hrs.						
Literature	3 hrs.						
History	3 hrs.						
LLS 1333 Intro to Health Professions	3 hrs.						
MAT 2323 Statistics	3 hrs.						
MFL Modern Foreign Language	3 hrs.						
PHY 2413/2411 Physics I (Lec/Lab)	4 hrs.						
SOC 2113 Intro to Sociology	3 hrs.						
TAH 1113 Medical Terms in Allied Health	3 hrs.						
	72 HRS.	8	12	17	7	12	16
NOT ALL ELECTIVES ARE REQUIRED BY ALL COLLEGES. CONSULT APPROPRIATE CATALOG OR www.MATTtransfertool.com.	Total Hours 72						
	Advisor Initials						
	Date						

*Required prerequisites that must be completed within 5 years of admission to the program.

Health Sciences Certificate Degree Plan

PRACTICAL NURSING PROGRAM CHECK SHEET | NURP Major | CIP Code: 51.3901

REQUIRED COURSES:		Prev. Taken	FALL 20__	SPRING 20__	SUMMER 20__
*PNV 1213 Body Structure & Function	3 hrs.		PNV 1213		
PNV 1443 Nursing Fundamentals and Clinical	13 hrs.		PNV 1443		
PNV 1524 IV Therapy & Pharmacology	4 hrs.			PNV 1524	
PNV 1682 Adult Health Nursing Concepts and Clinical	12 hrs.			PNV 1682	
PNV 1728 Specialty Areas in Nursing	8 hrs.				PNV 1728
PNV 1914 Nursing Transition	4 hrs.				PNV 1914
RECOMMENDED ELECTIVES (OPTIONAL):					
BIO 1613 Nutrition	3 hrs.				
**BIO 2513 Anatomy & Physiology I	3 hrs.				
**BIO 2511 Anatomy & Physiology I Lab	1 hr.				
**BIO 2523 Anatomy & Physiology II	3 hrs.				
**BIO 2521 Anatomy & Physiology II Lab	1 hr.				
BIO 2923 Microbiology	3 hrs.				
BIO 2921 Microbiology Lab	1 hr.				
CSC 1123 Computer Applications I	3 hrs.				
ENG 1113 English Composition I	3 hrs.				
ENG 1123 English Composition II	3 hrs.				
LLS 1333 Introduction to Health Professions	3 hrs.				
LLS 1413 Enhancement of Study	3 hrs.				
MAT 1313 College Algebra	3 hrs.				
PSY 1513 General Psychology	3 hrs.				
PSY 2533 Human Growth & Development	3 hrs.				
SOC 2113 Intro to Sociology	3 hrs.				
SPT/COM 1113 Public Speaking I	3 hrs.				
TAH 1113 Medical Terms in Allied Health	3 hrs.				
TOTAL HOURS:	44 HRS.				
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 44		16	16	12
	Advisor Initials				
	Date				

- Body Structure & Function is for those students who have not completed BIO 2513/2511 and BIO 2523/2521 with a “C” or better within the last 5 years prior to admission into the program.
- Students that complete the programs requirements will be eligible to apply LPN licensure.
- A certificate of completion is issued to those who satisfactorily complete the PN curriculum.

Health Sciences Associate of Applied Science Degree Plan

RADIOLOGIC TECHNOLOGY PROGRAM CHECK SHEET | MDRT Major | CIP Code: 51.0911

		Prev. Taken	FALL 20__	SPRING 20__	SUMMER 20__	FALL 20__	SPRING 20__
REQUIRED COURSES:							
*BIO 2513/2511 Anatomy & Physiology I Lec/Lab	4 hrs.	BIO 2513/2511	X	X	X	X	X
*BIO 2523/2521 Anatomy & Physiology II Lec/Lab	4 hrs.	BIO 2523/2521	X	X	X	X	X
*RGT 1213 Fund of Radiology	3 hrs.	RGT 1213	X	X	X	X	X
RGT 1114 Clinical Education I	4 hrs.		RGT 1114				
RGT 1223 PT Care in Radiology	3 hrs.		RGT 1223				
RGT 1312 Principles of Radiology Protection	2 hrs.		RGT 1312				
RGT 1323 Principles of Exposure & Imaging Prod.	3 hrs.		RGT 1323				
RGT 1513 Radiographic Procedures I	3 hrs.		RGT 1513				
MAT 1313 College Algebra	3 hrs.		MAT 1313				
RGT 1523 Radiographic Procedures II	3 hrs.			RGT 1523			
RGT 1124 Clinical Education II	4 hrs.			RGT 1124			
RGT 1613 Physics of Imaging Equipment	3 hrs.			RGT 1613			
RGT 1333 Digital Image Acquisition & Display	3 hrs.			RGT 1333			
ENG 1113 English Composition I	3 hrs.			ENG 1113			
RGT 1139 Clinical Education III	9 hrs.				RGT 1139		
RGT 2147 Clinical Education IV	7 hrs.					RGT 2147	
RGT 2911 Radiation Biology	1 hr.					RGT 2911	
RGT 2532 Radiographic Procedures III	2 hrs.					RGT 2532	
RGT 2132 Ethical & Legal Responsibilities	2 hrs.					RGT 2132	
Social/Behavioral Science Elective	3 hrs.					Elective	
ART/MUS Appreciation or History Elective	3 hrs.					Elective	
RGT 2157 Clinical Education V	7 hrs.						RGT 2157
RGT 2921 Radiographic Pathology	1 hr.						RGT 2921
RGT 2542 Radiologic Procedures IV	2 hrs.						RGT 2542
RGT 2933 Certification Fundamentals	3 hrs.						RGT 2933
SPT/COM 1113 Public Speaking	3 hrs.						SPT/COM 1113
RECOMMENDED ELECTIVES:							
ART 1113 Art Appr. OR MUS 1113 Music Appr.	3 hrs.						
ENG 1123 English Composition II	3 hrs.						
History	3 hrs.						
Literature	3 hrs.						
LLS 1333 Intro to Health Professions	3 hrs.						
PSY 1513 Gen Psychology	3 hrs.						
SOC 2113 Sociology	3 hrs.						
TAH 1113 Medical Terms in Allied Health	3 hrs.						
ELECTIVES OFFERED BY THE PROGRAM (OPTIONAL):							
RGT 2123 Sectional Anatomy	3 hrs.				RGT 2123		
RGT 2133 Computed Tomography	3 hrs.					RGT 2133	
RGT 2113 Mammography	3 hrs.						RGT 2113
	88 hrs.						
NOT ALL COURSES ARE REQUIRED IF TRANSFERRING TO AN INSTITUTION OF HIGHER LEARNING.	Total Hours 88	11	18	16	9	18	16
	Advisor Initials						
	Date						

* Required prerequisites that must be completed within 5 years of admission to the program.

- An Associate of Applied Science degree will be awarded upon completion of not less than eighty-eight hours of credit with a minimum cumulative grade point average of 2.00.

MDCC APPROVED ELECTIVES BY MAJOR

<p>Art (6 hours required) Pottery I (ART 2613/ 3 hours) Painting I (ART 2513/ 3 hours) Photography I (ART 1383/ 3 hours) Computer Art (ART 1513/ 3 hours) Art for Elementary Teachers (ART 1913/ 3 hours) Visual BASIC Programming (CSC 1213/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) American National Government (PSC 1113/ 3 hours) History (in addition to core) Literature (in addition to core) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours) Sculpture I (ART 2633/3 hours)</p>	<p>Biological Sciences (24 hours required) Botany (BIO 1313/1311/ 4 hours lec/lab) General Zoology (BIO 2433/2431/ 4 hours lec/lab) Microbiology (BIO 2923/3921/ 4 hours lec/lab) Principles of Macroeconomics (ECO 2113/ 3 hours) Principles of Microeconomics (ECO 2123/ 3 hours) Trigonometry (MAT 1323/ 3 hours) American National Government (PSC 1113/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) Statistics (MAT 2323/ 3 hours) History (in addition to core) Literature (in addition to core) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>	<p>Business (3 hours required) Personal Financial Management (BAD 2523/ 3 hours) Keyboarding (BOA 1413/ 3 hours) Business Communications (BOA 2613/ 3 hours) Computer Applications II (CSC 1133/ 3 hours) Visual BASIC Programming (CSC 1213/ 3 hours) College Life (LLS 1151/ 1 hour) American National Government (PSC 1113/ 3 hours) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) History (in addition to core) Literature (in addition to core) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours)</p>
<p>Chemistry/ Physics/ Physical Sciences (24 hours required) Botany (BIO 1313/1311/ 4 hours lec/lab) Principles of Macroeconomics (ECO 2113/ 3 hours) Principles of Microeconomics (ECO 2123/ 3 hours) American National Government (PSC 1113/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) History (in addition to core) Literature (in addition to core) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>	<p>Communications/Speech (18 hours required) Principles of Macroeconomics (ECO 2113/ 3 hours) Principles of Microeconomics (ECO 2123/ 3 hours) World Regional Geography (GEO 1113/ 3 hours) American National Government (PSC 1113/ 3 hours) Human Growth & Development (PSY 2533/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) History (in addition to core) Literature (in addition to core) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>	<p>Computer Info Systems (3 hours required) Personal Financial Management (BAD 2523/ 3 hours) Keyboarding (BOA 1413/ 3 hours) Business Communications (BOA 2613/ 3 hours) Computer Applications II (CSC 1133/ 3 hours) Business Calculus (MAT 1513/ 3 hours) American National Government (PSC 1113/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) History (in addition to core) Literature (in addition to core) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>
<p>Elementary Education (24 hours required) Art for Elementary Education (ART 1913/ 3 hours) Foundations in Education (EDU 1613/ 3 hours) Intro to Elementary Education (EDU 2513/ 3 hours) World Regional Geography (GEO 1113/ 3 hours) Personal & Com. Health (HPR 1213/ 3 hours) First Aid & CPR (HPR 2213/ 3 hours) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) Real Numbers (MAT 1723/ 3 hours) Geo., Measurement, Probability (MAT 1733/ 3 hours) American National Government (PSC 1113/ 3 hours) (continued on next page) Child Psychology (PSY 2513/ 3 hours)</p>	<p>English (6 hours required) Principles of Macroeconomics (ECO 2113/ 3 hours) Principles of Microeconomics (ECO 2123/ 3 hours) World Regional Geography (GEO 1113/ 3 hours) First Aid & CPR (HPR 2213/ 3 hours) Personal & Community Health (HPR 1213/ 3 hours) American National Government (PSC 1113/ 3 hours) Human Growth & Development (PSY 2533/ 3 hours) Social Problems (SOC 2133/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) History (in addition to core) (continued on next page) Gen Physical Ed Activities I (HPR 1111/ 1 hour)e)</p>	<p>Entertainment Industry Studies (24 hours required) Principles of Accounting I (ACC 2213/ 3 hours) Legal Environment of Business (BAD 2413/ 3 hours) Business Communications (BOA 2613/ 3 hours) Principles of Macroeconomics (ECO 2113/ 3 hours) Principles of Microeconomics (ECO 2123/ 3 hours) Music Fundamentals (MUS 1133/ 3 hours) Basic Computer Skills for Musicians (MUS 1413/ 3 hours) Survey of Popular Music (MUS 1423/ 3 hours) Computer Recording I (MUS 2413/ 3 hours) Computer Recording II (MUS 2423/ 3 hours) Music Ensemble (4 semesters) (continued on next page) Audio Engineering I (MUS 2443/ 3 hours)</p>

<p>Human Growth & Development (PSY 2533/ 3 hours) Social Problems (SOC 2133/ 3 hours) Marriage & Family (SOC 2143/ 3 hours) History (in addition to core) Literature (in addition to core) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours) Praxis Core Academic Skills for Educators (EDU 0112/2 hours)</p>	<p>Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>	<p>Audio Engineering II (MUS 2453/ 3 hours) History (in addition to core) Literature (in addition to core) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>
<p>General Studies (24 hours required) Creative Writing (ENG 2133/ 3 hours) Computer Art (ART 1513/ 3 hours) Art for Elementary Teachers (ART 1913/ 3 hours) Personal Financial Management (BAD 2523/ 3 hours) Intro to Criminal Justice (CRJ 1313/ 3 hours) Criminology (CRJ 1383/ 3 hours) Juvenile Justice (CRJ 2513/ 3 hours) World Regional Geography (GEO 1113/ 3 hours) Personal & Community Health (HPR 1213/ 3 hours) First Aid & CPR (HPR 2213/ 3 hours) Fundamentals of Music (MUS 1133/ 3 hours) Old Testament (PHI 1113/ 3 hours) New Testament (PHI 1133/ 3 hours)</p>	<p>General Studies (continued) American National Government (PSC 1113/ 3 hours) Child Psychology (PSY 2513/ 3 hours) Human Growth & Development (PSY 2533/ 3 hours) Social Problems (SOC 2133/ 3 hours) (continued in next block) Marriage & Family (SOC 2143/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) History (in addition to core) Literature (in addition to core) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>	<p>Health, Phys Ed, Recreation (6 hours required) Social Problems (SOC 2133/ 3 hours) Marriage & Family (SOC 2143/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) History (in addition to core) Literature (in addition to core) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>
<p>History (9 hours required) Principles of Macroeconomics (ECO 2113/ 3 hours) Principles of Microeconomics (ECO 2123/ 3 hours) World Regional Geography (GEO 1113/ 3 hours) African American History (HIS 1613/ 3 hours) Old Testament (PHI 1113/ 3 hours) New Testament (PHI 1133/ 3 hours) American National Government (PSC 1113/ 3 hours) Social Problems (SOC 2133/ 3 hours) Marriage & Family (SOC 2143/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>	<p>Mathematics (2 hours required) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) History (in addition to core) Literature (in addition to core) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>	<p>Music (24 hours required) Music Theory III (MUS 2214/ 3 hours) Music Theory IV (MUS 2224/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) History (in addition to core) Literature (in addition to core) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>

<p>Pre-Allied Health (24 hours required) Principles of Biology I (BIO 1113/ 3 hours) Principles of Biology II (BIO 1123/ 3 hours) Microbiology (BIO 2923/ 3 hours) Microbiology Lab (BIO 2921/ 1 hour) Principles of Chemistry (CHE 1313/ 3 hours) Principles of Chemistry Lab (CHE 1111/ 1 hours) Human Growth & Development (PSY 2533/ 3 hours) Nutrition (FCS 1253/ 3 hours) Medical Terms in Allied Health (TAH 1113/ 3 hours) ADN Recommended: Pre Nursing Seminar II (NUR 1321/ 1 hour) Radiologic Technology Required: Fundamentals of Radiology (RGT 1213/ 3 hours)</p>	<p>Pre-Architecture (2 hours required) Principles of Macroeconomics (ECO 2113/ 3 hours) Principles of Microeconomics (ECO 2123/ 3 hours) American National Government (PSC 1113/ 3 hours) Social Problems (SOC 2133/ 3 hours) Marriage & Family (SOC 2143/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>	<p>Pre-Engineering (1 hour required) Visual BASIC Programming (CSC 1213/ 3 hours) Principles of Microeconomics (ECO 2123/ 3 hours) American National Government (PSC 1113/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>
<p>Pre-Health Professions (24 hours required) Microbiology with Lab (BIO 2923/2921/4 hours) Human Anatomy & Physiology I with Lab (BIO 2513/2511/4 hours) Human Anatomy & Physiology II with Lab (BIO 2523/2521/4 hours) General Chemistry I with Lab (CHE 1213/1211/4 hours) General Chemistry II with Lab (CHE 1223/1221/4 hours) Organic Chemistry I with Lab (CHE 2423/2421/4 hours) Organic Chemistry II with Lab (CHE 2433/2431/4 hours) Physics I with Lab (PHY 2413/2411/4 hours) Physics II with Lab (PHY 2423/2421/4 hours) Principles of Microeconomics (ECO 2123/3 hours) Human Growth and Development (PSY 2533/3 hours) Nutrition (FCS 1253/3 hours) Trigonometry (MAT 1323/3 hours) Calculus I (MAT 1613/3 hours) Statistics (MAT 2323/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>	<p>Secondary Education (24 hours required) Foundations in Education (EDU 1613/ 3 hours) Introduction to Elementary Education (EDU 2513/ 3 hours) World Regional Geography (GEO 1113/ 3 hours) Personal & Community Health (HPR 1213/ 3 hours) First Aid & CPR (HPR 2213/ 3 hours) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) American National Government (PSC 1113/ 3 hours) Child Psychology (PSY 2513/ 3 hours) Human Growth & Development (PSY 2533/ 3 hours) Social Problems (SOC 2133/ 3 hours) Marriage & Family (SOC 2143/ 3 hours) History (in addition to core) Literature (in addition to core) Gen Physical Ed Activities I (HPR 1111/ 1 hour) Gen Physical Ed Activities II (HPR 1121/ 1 hour) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours) Praxis Core Academic Skills for Educators (EDU 0112/2 hours)</p>	<p>Social Sciences (24 hours required) Intro to Criminal Justice (CRJ 1313/ 3 hours) Criminology (CRJ 1383/ 3 hours) Juvenile Justice (CRJ 2513/ 3 hours) Computer Applications II (CSC 1133/ 3 hours) Principles of Macroeconomics (ECO 2113/ 3 hours) World Regional Geography (GEO 1113/ 3 hours) African American History (HIS 1613/ 3 hours) Old Testament (PHI 1113/ 3 hours) New Testament (PHI 1133/ 3 hours) American National Government (PSC 1113/ 3 hours) Child Psychology (PSY 2513/ 3 hours) Human Growth & Development (PSY 2533/ 3 hours) Social Problems (SOC 2133/ 3 hours) Child Psychology (PSY 2513/ 3 hours) Human Growth & Development (PSY 2533/ 3 hours) Social Problems (SOC 2133/ 3 hours) Marriage & Family (SOC 2143/ 3 hours) College Life (LLS 1151/ 1 hour) Improvement of Study (LLS 1413/ 3 hours) Employment Readiness (LLS 1723/ 3 hours) History (in addition to core) Literature (in addition to core) Principles of Nutrition (FCS 1233/3 hours) Personal Financial Management (BAD 2523/3 hours)</p>

ACCUPLACER TEST



If you are scheduled to take Beginning Algebra/Intermediate Algebra or Beginning Comp/Intermediate Comp, you might be able to test out using the Accuplacer exam. Things to keep in mind:

- You can only take the test **THREE** times (three for Math and three for English). Students must wait 24 hours between retests.
- Schedule a time with Ms. Kristy Bariola to take the test - 662.246.6378.
- Each test costs \$5.
- You need to pay the \$5 fee to the Business Office where you will be given a receipt to take to the testing center with you on test day. (The Student Success Center of Learning is in the library on the Moorhead campus.)
- You can go to accuplacer.org for practice tests!

The test MUST BE COMPLETED prior to the first day of classes.



Student Schedule

Name: _____

ID #: _____

Advisor: _____

Semester: _____

Year: _____

	Monday	Tuesday	Wednesday	Thursday
8:00-9:15				
9:25-10:40				
10:50-12:05				
12:15-1:30				
1:40-2:55				
Night Class				

Online Classes

CRN	Subject	Course #	Section
Example: 10847	ART	1113	90

CAREER AND TECHNICAL PROGRAMS

We've Got Your Options!

Agricultural Cluster Options

Field Crops Technology

- 14 ACT score or 9th grade level on TABE
- Technical Certificate
- Advanced Technical Certificate
- AAS Degree*

Precision Agriculture Technology

- 14 ACT score or 9th grade level on TABE
- Advanced Technical Certificate
- AAS Degree*

Business & Office Cluster Options

Accounting Technology

- 14 ACT score or 9th grade level on TABE
- Advanced Technical Certificate
- AAS Degree*

Administrative Office Technology

- 14 ACT score or 9th grade level on TABE
- Advanced Technical Certificate
- AAS Degree*

Business Management Technology

- 14 ACT score or 9th grade level on TABE
- Advanced Technical Certificate
- AAS Degree*

Business & Office Technology

- 14 ACT score or 9th grade level on TABE
- Technical Certificate

Automotive Cluster Options

Automotive Mechanics Technology

- No ACT score required
- Technical Certificate
- Advanced Technical Certificate
- AAS Degree*
- Valid driver's license required

Hospitality Cluster Options

Culinary Arts Technology

- No ACT score required
- Technical Certificate
- Advanced Technical Certificate
- AAS Degree*

Industrial Maintenance

Technology

- 15 ACT score or 10th grade level on TABE
- Technical Certificate
- Advanced Technical Certificate
- AAS Degree*



Notice of Non-Discrimination Statement

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

Miscellaneous Cluster Options

Construction Equipment Operation

- No ACT score required
- Technical Certificate

Drafting & Design Technology

- 14 ACT score or 9th grade level on TABE
- Advanced Technical Certificate
- AAS Degree*

Electrical Technology

- 15 ACT score or 9th grade level on TABE
- Technical Certificate
- Advanced Technical Certificate
- AAS Degree*

Heating, Ventilation, Air Conditioning & Refrigeration Technology

- 14 ACT score or 9th grade level on TABE
- Advanced Technical Certificate

Masonry

- No ACT score required
- Technical Certificate

Precision Manufacturing & Machining Technology

- 14 ACT score or 9th grade level on TABE
- Technical Certificate
- Advanced Technical Certificate
- AAS Degree*

Welding

- No ACT score required
- Technical Certificate



Scan me

* The general education Core requirements and entry scores for AAS Degree are shown below.

- ENG 1113 (Comp I)**
- MAT 1313 (College Algebra)** or Science Elective
- Humanities or Fine Arts Elective
- Social/Behavioral Science (General Psychology or Introduction to Sociology)
- SPT 1113 Oral Communication (Speech)

**Comp I requires ACT English subscore of 17 or Accuplacer score of 502.

**College Algebra requires ACT Math subscore or 19 or Accuplacer score of 254.

The Career-Technical Education department of Mississippi Delta Community College offers a wide variety of technical and advanced technical programs to help further your educational needs.

All students must meet basic admissions requirements for Mississippi Delta Community College. Please refer to this document for individual program requirements. Exceptions to ACT scores may be made on an individual basis by the dean upon the recommendation of the program instructor(s).

Please contact us at 662-246-6516 or careertech@msdelta.edu



Health Science Programs

Associate Degree Nursing

- 2 year AAS degree program
- 18 ACT score for first-time freshmen
- 16 ACT score with 12 credit hours (course approved) and 2.5 GPA
- Completion of A&P 1 and 2 with a "C" or better within the last 5 years
- Entrance Test within 18 months of application deadline
- Application Period – December 1st to March 1st

Dental Hygiene Technology

- 2 year AAS degree program
- 18 ACT score for first-time freshmen
- 16 ACT score with 12 credit hours (course approved) and 2.5 GPA
- Completion Anatomy & Physiology 1 and 2 ; Microbiology; Chemistry Elective (note: if taking General Chemistry Algebra is a pre-request course all must be passed with a "C" or better average within the last 5 years
- Entrance Test within 18 months of application deadline
- Observation hours at MDCC Dental clinic
- Application Period – December 1st to March 1st

Practical Nursing

- 1 year Certificate program
- 16 ACT score
- Entrance Test within 18 months of application deadline
- Application Period – December 1st to April 1st

Radiologic Technology

- 2 year AAS degree program
- 18 ACT score for first-time freshman
- 16 ACT score with 12 credit hours (course approved) and 2.5 GPA
- Completion of A&P 1 and 2 with a "C" or better average within the last 5 years
- Completion of Fundamentals of Radiology with a "C" or better average
- Entrance Test within 18 months of application deadline
- Application Period – December 1st to April 1st

Medical Laboratory Technology

- 2 year AAS degree program
- 18 ACT score for first-time freshmen
- 16 ACT score with 12 credit hours (course approved) and 2.5 GPA
- Entrance Test within 18 months of application deadline
- Application Period – December 1st to April 1st

Physical Therapist Assistant

- 2 year AAS degree program
- 18 ACT score for first-time freshmen
- 16 ACT score with 12 credit hours (course approved) and 2.5 GPA
- Completion of A&P 1 and 2 with a "C" or better average within the last 5 years
- Entrance Test within 18 months of application deadline
- Observation hours with licensed PTA
- Application Period – December 1st to March 1st

We've Got Your Options!

1-Semester Allied Health Options

Phlebotomy

- Fall and Spring classes offered
- High School diploma or GED/HiSET
- 18 ACT score for first-time freshman
- 16 ACT score with 12 credit hours (course approved) and 2.5 GPA
- Completion of Biology course with a “C” or better average within the last 5 years
- Application Period:
 - For Fall: May 1st to July 1st
 - For Spring: Sept. 1st to Nov. 1st

Health Care Assistant

- Fall, Spring and Summer classes offered
- High School diploma or GED/HiSet
- Classes at GHEC in Greenville, Main Campus in Moorhead, and Golden Age Nursing Home in Greenwood
- 14 ACT score OR 14 Accuplacer score
- Application Period:
 - For Fall: May 1st to July 1st
 - For Spring: Sept. 1st to Nov. 1st
 - For Summer: March 1st to May 1st

The Allied Health department of Mississippi Delta Community College offers a wide variety of health science programs to help further your educational needs. All students must meet general admissions requirements for Mississippi Delta Community College. Please refer to this document for individual program requirements. In addition to individual program requirements, all students accepted into our health science programs must have:

- Acceptable pre-admission drug screen
- Acceptable healthcare criminal history background check
- Physical exam indicating satisfactory health
- Proof of current, up-to-date immunization
- 2 Step TB skin test for all incoming students followed by:
 - TB skin test yearly

Notice of Non-Discrimination Statement

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Health Science Programs

Nursing

Interested in a career in Nursing? MDCC offers three options:



- **Health Care Assistant-** a 1 semester certificate program that prepares you for employment as a Homemaker, Nurse Assistant, Long-Term Care Aide or Home Health Aide in the Mississippi health care industry.
- **Practical Nursing-** a 1 year certificate program that will prepare you for entry level nursing practice under the direct supervision of an RN in a variety of healthcare settings.
- **Associate Degree Nursing-** a 2 year AAS program that will prepare you to practice nursing as a Registered Nurse (RN) in a variety of health care settings.

The nurse provides care with compassion, caring, and respect for the rights of each client. Nursing practice involves assisting clients to meet basic needs by promoting optimal health and preventing illness throughout the life span.

Medical Laboratory Technology

Become a Medical Detective

In the laboratory, medical laboratory technicians (MLT) work as part of a professional team to solve healthcare mysteries by analyzing patient specimens to aid in the diagnosis and treatment of disease.

MDCC Medical Laboratory Technology program is a 2 year AAS program that will prepare you to practice entry level Clinical Laboratory Science.



Radiologic Technology

Imaging the Future- MDCC 2 year AAS Radiologic Technology Program prepares you to perform as an entry level Radiographer.



Radiologic technologists are the health care professionals who perform diagnostic imaging procedures, such as X-ray examinations, magnetic resonance imaging (MRI) scans and computed tomography (CT) scans.

In today's health care industry, one thing will never change: the need for competent, compassionate and skilled individuals who will answer the call to care for others.

We've Got Your Options!

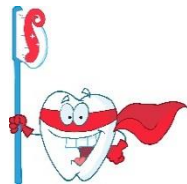


Physical Therapist Assistant

PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives.

MDCC Physical Therapist Assistant 2 year AAS program will prepare you to perform interventions under the supervision of a physical therapist in an ethical, legal, safe and effective manner.

Dental Hygiene Technology



The MDCC Dental Hygiene Program provides on campus clinical experiences and academic opportunities for students interested in preventive oral health care and the promotion of overall health.

MDCC 2 year AAS program in Dental Hygiene will provide you with the opportunity to serve the public, work in a variety of settings as a Dental Hygienist.

Additional 1-Semester Certificate Health Science Option

Phlebotomy

Phlebotomy is the study or art of drawing blood for diagnosing and treating health problems or for blood donation. People who specialize in this study are called phlebotomy technicians. Phlebotomy technicians work in hospitals, clinics, blood banks, clinical laboratories and diagnostic centers.

Notice of Non-Discrimination Statement

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

The Health Science Division of Mississippi Delta Community College offers a wide variety of health science programs to help further your educational needs. All students must meet general admissions requirements for Mississippi Delta Community College; each program has individual requirements and application due dates. Please refer to the **MDCC individual program web sites for admission requirements. In addition to individual program requirements, all students accepted into our health science programs must have:**

- **Acceptable pre-admission drug screen**
- **Acceptable healthcare criminal history background check**
- **Physical exam indicating satisfactory health**
- **Proof of current, up-to-date immunization**
- **2 Step TB skin test for all incoming students followed by:**
 - **TB skin test yearly**

Pre-Allied Health Curriculum is recommended for students who wish to prepare for entrance into a health science program. A minimum ACT score of 16 is recommended for registration as a pre-allied health major.

Applicants should obtain the appropriate application packet from the Health Sciences webpage on the MDCC website, www.msdelta.edu.

NOTE: All students receiving any type of financial assistance are required to complete the Free Application for Federal Student Aid (FAFSA) www.studentaid.gov.

Aid Type	Required for Award	Enrollment	Maximum Award for Commuter	Maximum Award for Campus Resident	Minimum Award	Renewable	Minimum GPA to Renew	Appeal Process
Institutional								
Presidential Scholarship	ACT 25 or higher, 1st time freshman, & MS resident	Must enroll in and complete 15 credit hours	Tuition + up to \$1,200 book allowance *VCC fees not covered	Tuition + room & board *VCC fees not covered	\$400	Up to 4 consecutive Fall/Spring semesters	3.0	No
Dean's Scholarship	ACT 18-24, 1st time freshman, & MS resident	Must enroll in and complete 15 credit hours	Tuition *VCC fees not covered	Tuition *VCC fees not covered	\$200	Up to 4 consecutive Fall/Spring semesters	3.0	No
Activity Scholarships (Ambassadors, Band, Cheer, Dance)	Tryout, talent, & need	Must enroll in and complete 15 credit hours	Tuition *Out of State not covered	Tuition + room & board *Out of State not covered	\$400	Up to 4 consecutive Fall/Spring semesters	2.0	Yes
Service/Leadership Scholarships	Vary based on Organization guidelines	Must enroll in and complete 15 credit hours	Varies by Organization	Varies by Organization	\$100	Up to 4 consecutive Fall/Spring semesters	2.0	Yes
Athletic Grant-in-Aid (Basketball, Baseball, Football, & Softball)	Tryout, ability, & need	Must enroll in and complete 12 credit hours	Based on guidelines set by MS Association of Community & Junior Colleges (MACJC) & National Junior College Athletic Association (NJCAA)			Up to 4 consecutive Fall/Spring semesters	2.0	No
College Work-study	Eligibility determined by SAR from completed FAFSA	Must enroll in and complete 12 credit hours	\$900 (working up to 10 hours per week)	\$900 (working up to 10 hours per week)	\$375 (working up to 10 hours per week)	Must apply each year	2.0	No
Honors College	(See Honors College Coordinator for details—depends upon option chosen)							
Federal								
Pell Grant	Eligibility determined by EFC from completed FAFSA & number of enrolled credit hours	Must enroll in at least 3 credit hours	Set by Federal Government	Set by Federal Government	\$0	Must apply each year	2.0 & 67% completion rate	Yes
Foundation								
Development Foundation	Varies - Deadline to apply June 20	Varies by scholarship	Varies by scholarship	Varies by Scholarship	Varies by Scholarship	Must apply each year	Varies by scholarship	No
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Student Signature			Date					