TECHNICAL EDUCATION

Technical education programs represent a blending of general academic and technical specialty courses. They are offered on a semester-hour basis.

The technical programs lead to an Associate of Applied Science Degree with the option of university transfer and a bachelor's degree in a related field. Some programs, however, contain courses which may not apply toward a bachelor's degree.

The student who completes a technical education program will be prepared to enter the work force at a level of the semi-professional or technician. The demand for trained people at this level is very great and is expected to become greater.

TECHNICAL EDUCATION PROGRAM

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Automotive Technology	X		
Business & Office Technology:			
Accounting Technology	X	X	X
Medical Office Technology	X	X	X
Microcomputer Technology		X	X
Office Systems Technology	X	X	X
Computer Information Systems Technology			
Computer Network Support Technology			X
Computer Programming Technology		X	
Software Engineering Technology			X
Collision Repair Technology	X		
Conservation Law Enforcement Technology		X	
Electronics Technology		X	
Emergency Medical Technology/Basic	Attala Ed.	X	X
Emergency Medical Technology/Paramedic		X	X
Engineering Technology:			
Architectural Engineering Technology	X	X	X
Construction Engineering Technology	X	X	X
Drafting & Design Technology	X	X	X
Geographical Information Systems		X	
Industrial Engineering Technology	X	X	X
Industrial Technology	X	X	X
Forest Technology		X	
Funeral Service Technology			X
Heating/Vent/AC/Refrig Technology	X		
Industrial Maintenance Mechanics			X
Machine Tool Technology		X	
Manufacturing Technology		X	
Occupational Therapy Assistant			X
Paralegal Technology			X
Surgical Technology		X	

Work-Based Learning is available to students enrolled in career/ technical programs.

TECHNOLOGY PREPARATION (Tech Prep): The Tech Prep program of study combines a minimum of 2 years of secondary career technical education with a minimum of 2 years of postsecondary career technical education in an articulated, sequential course of study.

Tech Prep:

- Integrates academic and career/technical instruction
- Provides preparation for a career/technical field, including high skill, high wage, and high demand occupations
- Leads to technical skills proficiency, an industry-recognized cre dential, a certificate, or a degree in a specific career/technical field

A postsecondary education Tech Prep student is a student who has completed the secondary education component of a tech prep program of study and has enrolled in the postsecondary education component of a tech prep program of study.
This student may also be eligible for Tech Prep Articulated Credit (see Articulation for Career Technical Students).

ARTICULATION FOR CAREER-TECHNICAL STUDENTS

Career/Technical students may receive college credit through statewide articulation agreements. To be eligible, students must complete the articulated secondary vocational program and score 80% or higher on the Mississippi Career Planning and Assessment System (MS CPAS) in their secondary program of study. To be awarded the credit, students must complete an application for articulated credit at Holmes; enroll at Holmes within 18 months of high school graduation; and successfully complete twelve (12) non-developmental career/technical or academic credit hours in the corresponding articulated postsecondary Career/Technical program of study. The hours will be transcripted only after successful completion of twelve non-developmental hours. No grades will be assigned for the courses, resulting in no change in quality points. There will be no costs assessed on hours earned through articulated credit. Students interested in pursuing articulated credit should contact the Tech Prep Coordinator at Holmes Community College at 662-472-9088.

WORK-BASED LEARNING PROGRAM DESCRIPTION: Work-Based Learning is a program that offers supervised work experience for Career/Technical majors. The curriculum blends academic and Career/Technical classroom learning with work-site experience to prepare students for high quality jobs requiring technical skills or for further education or advanced training.Students must be employed in their field of study. Total clock hours at the work-site are logged and certified by the Work-Based Learning Coordinator. All course requirements are monitored by the Work-Based Learning Coordinator. Six semesters of Work-Based Learning are offered with 1 - 3 semester hours credit available per semester and summer session. A maximum of six hours WBL may be substituted for technical courses (required or elective) upon the approval of the student advisor and the WBL Coordinator.

Automotive Technology

(Goodman Campus)

First Year

First Semester		Second Semester	
Basic Electrical/ Electronic Sys	ATT 1124	Engine Repair	ATT 1715
Safety & Employ Skill	ATT 1811	Advanced Electrical/ Electronic Sys	ATT 1134
Brakes	ATT 1213	Engine Performance I	ATT 1424
Manual Drive Trans/Transaxles	ATT 1314	*College Algebra	**MAT 1313
*English Comp I	ENG 1113		
Total	15 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Steering&Suspension	ATT 2334	Special Problems/ Auto Tech	ATT 2913
Heating/Air Cond.	ATT 2614	Auto Trans/Transaxels	ATT 2325
Engine Performance II	ATT 2434	Engine Performance III	ATT 2444
*Humanities/Fine Arts	3	*Public Speaking	SPT 1113
*Computer Literacy	3	*Social/Behavior Science.	3
Total	18 hrs.	Total	18 hrs.

PROGRAM DESCRIPTION: **Automotive Technology** is an articulated certificate/technical program designed to provide advanced and technical skills to its students. The instructional program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction is included in the diagnosis of malfunctions in and repair of engines; fuel, electrical, cooling, and brake systems; and drive train and suspension systems. Also instruction is given in the adjustment and repair of individual components such as transmissions and carburetors.

*Students seeking a certificate only are not required to take this course

**MAT 1233 or BOT 1313 & Natural Science with lab may be substituted.

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Business & Office Technology

The Business & Office and Related Technology program includes a basic core of courses designed to prepare a student for a variety of entry-level positions through selection of a concentration of 66 to 72 semester credit hours in the following areas and to earn an Associate of Applied Science degree:

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Accounting Technology	X	X	X
Medical Office Technology	X	X	X
MicrocomputerTechnology		X	X
Office Systems Technology	X	X	X

The Business & Office and Related Technology curriculum is designed to give each student:

- a broad overview of the entire office function, not only his/her individual position
- an opportunity to investigate the integration of systems—people and technology
- an exposure to career options available within the office which involves the coordination of people, equipment, and resources as well as an opportunity to recognize the relationship between worker and supervisor
- a concentration of skills in a specific area

Business & Office Technology is a two-year program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of the Business & Office Technology curriculum. **Successful completion of the first year of the Office Systems Technology program entitles a student to receive an Office Assistant certificate.**

Office Systems Technology provides training in administrative office procedures, integrated computer applications, business financial systems, communication, and related technologies.

Accounting Technology 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.

Medical Office Technology is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription coding, and computer software applications.

Microcomputer Technology provides training in microcomputer operations in an office setting, including software configuration, troubleshooting, and systems operation.

Accounting Technology

First Year

First Semester		Second Semester	
Business Accounting	BOT 1433	English Composition I	ENG 1113
Microcomputer App	BOT 1133	Word Processing	BOT 1143
Document Formatting & Production	BOT 1113	Humanities/ Fine Arts Elective	3
Applied Business Mathematics	BOT 1313	Advanced Business Accting	BOT 1443
Mechanics of Communication	BOT 1713	Electronic Spreadsheet	BOT 1813
Professional Development	BOT 1213	Computerized Accounting	BOT 2413
Total	18 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Principles of Accounting I	ACC 1213	Integrated Computer Applications	BOT 2833
Desktop Publishing	BOT 2133	Business Comm.	BOT 2813
*College Algebra	MAT 1313	Principles of Accounting II	ACC 1223
Database Management	BOT 2323	Payroll Accounting	BOT 2463
Public Speaking	SPT 1113	Economics I	ECO 2113
Total	15 hrs. .	**OR** Social/Behavioral Science Elective	3
		Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies, will be enrolled in one or more additional basic skills courses.

Student's enrolling in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

*BOT 1313 & Natural Science with lab may be substituted.

Medical Office Technology

First Year

First Semester		Second Semester	
Mechanics of Communication	BOT 1713	Word Processing	BOT 1143
Business Accounting	BOT 1433	Medical Office Concepts	BOT 2743
OR Prin of Acc. I	ACC 1213	Medical Office Terminology II	BOT 1623
Applied Business Math	BOT 1313	Records Management	BOT 1413
Document Formatting & Production	BOT 1113	Computerized Accounting	BOT 2413
Microcomputer Applications	BOT 1133	Keyboard Skillbuilding	BOT 1123
Medical Office Terminology I	BOT 1613		
Total	18 hrs.	Total	18 hrs

Second Year

First Semester		Second Semester	
**Transcription Elec	3	**Transcription Elec	3
Communication Technology	BOT 2823	Social/Behavioral Science Elective	3
ICD Coding	BOT 2653	Public Speaking	SPT 1113
*College Algebra	MAT 1313	Bus Communication	BOT 2813
Humanities/ Fine Arts Elective	3	Medical Information Management	BOT 2753
English Comp. I	ENG 1113	CPT Coding	BOT 2643
Total	18 hrs.	Total	18 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Student's enrolling in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

*BOT 1313 & Natural Science with lab may be substituted.
**Transcription Electives: BOT 1513, BOT 2523, BOT 2533

Microcomputer Technology
(Grenada Center & Ridgeland Campus)

First Year

First Semester		Second Semester	
Business Accounting	BOT 1433	Humanities/ Fine Arts Elective	3
OR Principles of Accounting I	ACC 1213	Word Processing	BOT 1143
Professional Development	BOT 1213	Keyboard Skillbuilding	BOT 1123
Applied Business Math	BOT 1313	English Composition I	ENG 1113
Mechanics of Communication	BOT 1713	Electronic Spreadsheet	BOT 1813
Document Formatting & Production	BOT 1113	Computerized Accounting	BOT 2413
Microcomputer Applications	BOT 1133	Total	18 hrs.
Total	18 hrs.		

Second Year

First Semester		Second Semester	
Communication Technology	BOT 2823	Social/Behavioral Science Elective	3
Desktop Pub.	BOT 2133	Integ.Comp.App	BOT 2833
Public Speaking	SPT 1113	Business Communication	BOT 2813
Database Management	BOT 2323	Visual BASIC Programming	CPT 1214
*College Algebra	MAT 1313	Comp Operations	CPT 1313
Network Fundamentals	CPT 2373	**OR** Operating Platforms	CPT 1333
OR Windows XP Install & Config	CNT 1634	Total	16 hrs.
Total	18 or 19 hrs		

This program is designed as a continuation of the secondary Business and Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Student's enrolling in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

*BOT 1313 & Natural Science with lab may be substituted.

Office Systems Technology

First Year

First Semester		Second Semester	
Business Accounting	BOT 1433	Electronic Spreadsheet	BOT 1813
OR Principles of Accounting I	ACC 1213	Keyboard Skillbuilding	BOT 1123
Document Formatting & Production	BOT 1113	Word Processing	BOT 1143
Microcomputer Applications	BOT 1133	English Composition I	ENG 1113
Applied Business Math	BOT 1313	Records Management	BOT 1413
Mechanics of Communication	BOT 1713	Computerized Accounting	BOT 2413
Professional Dev	BOT 1213		
Total	18 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Communication Technology	BOT 2823	Business Communication	BOT 2813
Desktop Publishing	BOT 2133	Humanities/Fine Arts Elective	3
Machine Transcription	BOT 1513	Administrative Office Procedures	BOT 2723
Public Speaking	SPT 1113	Integrated Computer Applications	BOT 2833
*College Algebra	MAT 1313	Social/Behavioral Science Elective	3
Database Management	BOT 2323		
Total	18 hrs.	Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Student's enrolling in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

*BOT 1313 & Natural Science with lab may be substituted.

Computer Information SystemsTechnology

Computer Network Support Technology (LAN)

(Ridgeland Campus)

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	Social/Behavioral Science Elective	3
Visual BASIC Prog	CPT 1214	Operating Platforms	CPT 1333
Microsoft Windows-Installing & Configuration	CNT 1634	Network Admin Using Microsoft Windows Serv	CNT 1624
Fundamentals of Data Communication	CNT 1414	Network Components	CNT 1524
Web Devel.Con.	CNT/CPT 1513	Programming Elective	3 or 4
Total	18 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Humanities/ Fine Arts Elective	3	Public Speaking	SPT 1113
Adv Network Admin Using Microsoft Win	CNT 2644	**Career Development	CPT 2133
College Algebra	MAT 1313	Network Administration Using Linux	CNT 1654
Team Project Man	CPT 2364	System Maintenance	CNT 2423
MSSQL Admin Programming	CNT 2344	Network Security	CNT 2553
Total	17 hrs.	Total	17 hrs.

Computer Network Support Technology (LAN) is a two-year program which offers training in telecommunications, network administration, and client/server systems. An AAS degree is earned upon successful completion of the Network Support curriculum. Successful completion of the first year entitles a student to a certificate in Network Operations. Students enrolling in the CNT Program must meet the colleges ACT admissions standards; however, an ACT score of 18 is recommended for admission into this program.

* Programming electives should be chosen from the following list:

Database Design Fundamentals	CPT 1353
Java Programming Language	CPT 1414
Database Programming	CPT 2244
C ++/C# Programming Language	CPT 2284
Advanced C Programming	CPT 2424
Advanced Visual BASIC Programming	CPT 2434
Scripting Programming Language	CPT 2444
SQL Programming	DBT 1113
PL/SQL Programming	DBT 1123
Database Architecture	DBT 1214

**Prof.Dev -BOT 1213 or Bus. Comm -BOT 2813 may substitute

Computer Programming Technology
(Grenada Center)

First Year

First Semester		Second Semester	
Professional Development	BOT 1213		
OR Bus.Comm	BOT 2813	Survey/Micro Apps	CPT 1323
OR Career Dev	CPT 2133	**OR** Micro App.	BOT 1133
Fine Arts Elective	3	Humanities/Fine Arts	3
Prin/Accounting I.	ACC 1213	Advanced Visual BASIC Programming	CPT 2434
OR Bus.Accounting	BOT 1433	*College Algebra	MAT 1313
English Comp I	ENG 1113	Web Development Concepts	CPT 1513
Visual BASIC Programming	CPT 1214		
Prog.Dev.Concepts	CPT 1144		
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Database Design	CPT 1353	Public Speaking	SPT 1113
OR Database Mgnt	BOT 2323		
Network Fund	CPT 2373	**Programming Language Elective	4
Computerized Accounting	BOT 2413	**Programming Language Elective	4
Operating Platforms	CPT 1333	Systems Analysis & Design	CPT 2354
**Programming Language Elective	4	Social/Behavioral Elec.	3
Total	16 hrs.	Total	18 hrs.

Computer Programming Technology is a two-year program that is designed to offer training in the development of Business Application Software. An Associate of Applied Science degree is earned upon successful completion of the Computer Programming curriculum. Students enrolling in the CPT Program must meet the general admission requirements of the college district; however, an ACT score of 18 is recommended.

*MAT 1233 & Natural Science with lab may be substituted.

**Programming Language Electives:

C++ Programming Language	CPT 2284
RPG Programming Language	CPT 1224
COBOL Programming Language	CPT 1234
Java Programming language	CPT 1414
Database Programming Language	CPT 2244
Advanced RPG Programming Language	CPT 2264
Advanced COBOL Programming Lang	CPT 2274
Script Programming Language	CPT 2444

Software Engineering Technology
(Ridgeland Campus)

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	Social/Behavioral Science Elective	3
Visual BASIC	CPT 1214	Operating Platforms	CPT 1333
Microsoft Windows Installing & Con	CNT 1634	Adv.Visual BASIC	CPT 2434
Fund/Data Comm	CNT 1414	Network Admin	CNT 1624
Web Dev Con	CPT/CNT 1513	Network Components	CNT 1524
Total	18 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Script Programming	CPT 2444	Public Speaking	SPT 1113
Introduction to MS SQL	CNT 2344	Sys Maintenance	CNT 2423
Humanities/Fine Arts	3	Career Development	CPT 2133
Team Project Management	CPT 2364	**OR** Prof.Dev.	BOT 1213
College Algebra	MAT 1313	**OR** Bus.Comm	BOT 2813
		Flash Game	CPT 2454
		*Programming Elective	4
Total	18hrs.	Total	17 hrs.

Software Engineering Technology is a two-year program which offers training in the design of coding and testing of business applications; network management; and computer system operations. Opportunities for students with expertise in SET include industries such as health care, manufacturing, telecommunications, and computer consulting. An Associate of Applied Science degree is earned upon completion of the SET curriculum. Students enrolling in the SET program must meet the general admission requirements of HCC; however, an ACT score of 18 is recommended.

*Programming Electives:

Java Programming Language	CPT 1414
C++/C# Programming Language	CPT 2284
Advanced C Programming	CPT 2424

Collision Repair Technology

(Goodman Campus)

First Year

First Semester		Second Semester	
Structural Analysis & Damage Repair I	ABT 1143	Structural Analysis & Damage Repair II	ABT 1153
Non-Structural Analys & Damage Repair I	ABT 1223	Non-Structural Analys & Damage Repair II	ABT 1233
Refinishing I	ABT 1314	Refinishing II	ABT 1323
Mechanical & Electrical Components I	ABT 1443	Mechanical & Electrical Components II	ABT 1453
*English Composition I	ENG 1113	*College Algebra	**MAT 1313
Total	16 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Structural Analysis & Damage Repair III	ABT 2163	Structural Analysis & Damage Repair IV	ABT 2173
Non-Structural Analys & Damage Repair III	ABT 2243	Non-Structural Analys & Damage Repair IV	ABT 2253
Refinishing III	ABT 2333	Refinishing IV	ABT 2343
Special Problem in Collision Repair Tech	ABT 2913	Supervised Work Experience/ Collision Repair	ABT 2923
*Social/Behavior Science	3	*Public Speaking	SPT 1113
*Computer Literacy	3	*Hum/Fine Arts	3
Total	16 hrs.	Total	18 hrs.

*AAS required courses

**BOT 1313 or MAT 1233 & Natural Science with lab may be substituted.

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

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Conservation Law Enforcement Technology

(Grenada Center)

First Year

First Semester		Second Semester	
Prin/Biology I	BIO 1114	Forest Protection	FOT 1314
OR *Botany	BIO 1314	Silviculture I	FOT 2614
English Composition I	ENG 1113	Criminology	CRJ 1383
App. Dendrology	FOT 1714	Social/Behavioral Science Elective	3
Intro/Criminal Justice	CRJ 1313	**College Algebra	MAT 1313
Forest Surveying	FOT 2124		
Total	18 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Survey/Micro Apps	CPT 1323	Hum/Fine Arts	3
Apps GIS/GPS	FOT 2214	Applied Soil Conservation	AGT 1714
Public Speaking	SPT 1113	Law Enforce & Juvenile	CRJ 2513
Internship for Specialization	FOT 2923	Silviculture II	FOT 2624
OR			
Work-Based Learning	WBL 1913	Criminal Invest I	CRJ 2333
Total	13 hrs.	Total	17 hrs.

*For those students wishing to continue to MSU, BIO 1314, and BIO 2414 will be needed.

**BOT 1313 or MAT 1233 & an additional natural science with lab may be substituted.

PROGRAM DESCRIPTION: Conservation Law Enforcement Technology is a two-year program of study that prepares the graduate for entry-level employment as a Conservation Law Enforcement Officer (game warden) in the state of Mississippi. The program blends technical courses in forestry and academic courses in criminal justice with other academic courses, including the core. The Associate of Applied Science degree is earned upon successful completion of the program.

Electronics Technology

(Grenada Center)
First Year

First Semester		Second Semester	
Digital Electronics	EET 1214	Solid State Devices	EET 1334
D.C. Circuits	EET 1114	A.C. Circuits	EET 1123
College Algebra	MAT 1313	*Technical Elective	3
*Technical Elective	3	Motor Control Sys	ELT 1413
Computer Related Elective	3	English Comp I	ENG 1113
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Linear Integrated Circuits	EET 2334	*Technical Electives	6
Humanities/ Fine Arts Elective	3	Social/Behavioral Science Elective	3
Prog Logic Cont	ELT 2613	Microprocessors	EET 1324
Public Speaking	SPT 1113	Electronic Comm.	EET 2414
*Technical Elective	3	Total	17 hrs.
Total	16 hrs.		

PROGRAM DESCRIPTION: **Electronic Technology** an instructional program that prepares individuals to support the electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices, and systems. Included is instruction in model and prototype development and testing; systems analysis and integration, including design & development of corrective and preventative maintenance techniques; application of engineering data; and the preparation of reports and test results.

*Approved Technical Electives :

CPT 1144, 1214, 1414, 2284, 2434
EET 2913
ELT 1213, 1123, 2623
ENT 1114, 1123, 1313, 1813, 2323
WBL 1913, 1923

Emergency Medical Technology – Paramedic
(Ridgeland & Grenada)

First Year

First Semester		Second Semester	
Prehospital Care	EMT 1122	Field Internship I	EMT 2552
Human A & P II	BIO 2524	Prehos Pharmacology	EMT 1613
Airway Mgmt.	EMT 1315	Prehos Med Care	EMT 2855
Patient Assest.	EMT 1415	Prehos Cardiology	EMT 1825
Clinical Internship I	EMT 1513	Clinical Internship II	EMT 1523
Prehospital OB/GYN.	EMT 2412		
Total	21 hrs.	Total	18 hrs.

Summer Semester

Prehos Pediatrics	EMT 2423
Field Internship II	EMT 2564
Team Management	EMT 2913
Special Considerations	EMT 1423
Prehos Trauma	EMT 2714
Total	17 hrs.

Students completing this first year of instruction may be eligible for the One-Year Certificate.

Second Year

First Semester

English Comp I	ENG 1113
Computer Literacy	3
Social/Behavioral Sci	3
Fine Arts/Humanities	3
Public Speaking	SPT 1113
Total	15 hrs.

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Total hours for Emergency Medical Technology Program 71 hrs.

PROGRAM DESCRIPTION: **The Emergency Medical Technology – Paramedic (EMT-P)** is a post-secondary program drawing its students from EMT-Basics who hold current national registration and have successfully completed 4 credit hours of anatomy & physiology (BIO 2514 or BIO 2513 & BIO 2511 or equivalent).

This program is a minimum of three semesters requiring a minimum of 1200 clock hours of classroom instruction, 250 clock hours of clinical internship, and 250 clock hours of field internship.

Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient. Clinical internship requires participation in care of patients in a hospital emergency department, and according to availability, CCU, SICU, MICU, Neurological ICU, labor and delivery, operating room, psychiatric, pediatric, and geriatric theaters. Field internship is done with an ambulance service and/or rescue service providing advanced life support services to the community.

A student successfully completing the program will receive a 1-year certificate or an Associate of Applied Science degree from the college and be able to sit for the National Registry of Emergency Medical Technician, Paramedic certification examination.

The Mississippi State Department of Health, Office of EMS, and the State Paramedic Committee sanction this training program and the curriculum is subject to change as directed by those agencies. The program meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation and is accredited by the Commission of Accreditation of Emergency Medical Services Paramedic Committee (CoAEMSP). **Contact information for CoAEMSP is 1248 Harwood Rd, Bedford, TX 76021; Phone: 817-283-9403; Fax: 817-354-8519; www.coaemsp.org.**

EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC PROGRAM ADMISSION POLICY

1. Must meet HCC admissions requirements
2. Must have current national registration as an EMT-Basic
3. Must be a Mississippi-certified EMT in good standing prior to clinical.
4. Must successfully pass a re-test of basic EMT skill and knowledge.
5. Must provide past academic records for review by an admissions committee (may or may not be faculty members.)
6. Must have completed 4 of the required 8 semester hours of anatomy and physiology with lab from an accredited post-secondary school (A & P I- BIO 2514 or BIO 2513 & BIO 2511 or equivalent) prior to enrollment; A & P II is in the curriculum for any students who have completed only A & P I prior to enrollment; A & P I & II must be completed with a minimum overall average of 2.0
7. Must successfully pass a Criminal Background Check as required by Mississippi State Law. (Students will be responsible for the fee for the background check which will be paid to the agency conducting the check.. HCC will not handle the fee for the background check.)

**Subject to Mississippi EMS: The Law, Rules, and Regulations.*

Holmes Community College also offers the EMT-Basic course. *The admission requirement for EMT-Basic course are the following:

1. Must meet HCC admissions requirements
2. Must be at least 18 years old.
3. Must be able to read and write.
4. Must be a high school graduate or GED equivalent.
5. The applicant must have a minimum ACT score of 16 if taken on or after October 28, 1989, or 12 if taken prior to October 28, 1989.
6. Must hold a valid CPR certification *Health Care Provider).
7. Must be physically fit per physical examination by physician.
8. Must begin hepatitis B vaccination prior to clinical or ambulance run portion of the class.

**Subject to Mississippi EMS: The Law, Rules, and Regulations.*

Engineering Technology

Program Description

The Engineering Technology Department offers seven areas of concentration. Each area (except the GIS One-Year Option) leads to an Associate of Applied Science Degree with the options of university transfer and a bachelor's degree in any of these areas.

The Department also offers a university parallel program in Technology Teacher Education which is designed to meet teacher certification requirements in the field of Technology Education upon completion at a four-year institution.

Areas of Concentration

Architectural Engineering Technology

Construction Engineering Technology

Drafting and Design Technology

Geographical Information Systems Option

Industrial Engineering Technology

Industrial Technology

Engineering Technology
Architectural Engineering Technology

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	**App.Tech.Elec.	3
College Algebra	MAT 1313	**App.Tech.Elec.	3
Computational Methods	ENT 1123	Const.Materials	ENT 1213
Graphic Comm.	ENT 1114/GRA 1143	Public Speaking	SPT 1113
Principles of CAD	ENT 1313	Intermediate CAD	ENT 1323
		Hum/Fine Arts Elective	3
Total	16 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Architectural Design I	ENT 1613	Architectural Design II	ENT 2623
*App.Rest.Elective	4	**Approved Technical Elective	3
Advanced CAD	ENT 2343	Civil Drafting	ENT 2153
Structural Drafting	ENT 2233	Cost Estimating	ENT 2243
Social/Behavioral Science Elective	3	*App.Rest.Elec	3
Total	16 hrs.	Total	15 hrs.

The **Architectural Engineering Technology** program educates future Architectural Engineering Technologists in the process of producing design projects from schematics through construction. The program is designed to prepare its graduates for employment in architectural related firms, including architectural offices, design building firms, engineering firms, governmental agencies, real estate developers, planning offices and architectural material suppliers and manufacturers.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Architectural Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Architectural Engineering Technology.

*Approved Restrictive Elective: Math above College Algebra, Science, English Comp II or ENT, IMM, MFT, WBL, GIT, or MST Technology Course as approved by Advisor.

**Approved Technical Electives: ENT 1133, ENT 1153, ENT 2254, ENT 2263, ENT 2643, ENT 2713, ENT 291(1-3), ENT 2923, GIT 2123, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Engineering Technology
Construction Engineering Technology

First Year

First Semester		Second Semester	
Computational Methods	ENT 1123	Construction Materials	ENT 1213
Graphic Comm.	ENT 1114/GRA 1143	Civil Drafting	ENT 2153
English Comp I	ENG 1113	Intermediate CAD	ENT 1323
College Algebra	MAT 1313	English Comp. II	ENG 1123
Principles of CAD	ENT 1313	Trigonometry	MAT 1323
		Public Speaking	SPT 1113
Total	16 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Architectural Design I	ENT 1613	Soc/Behav Science	3
Accounting I	ACC 1213	Humanities/Fine Arts	3
Lab Science	4	*App.Tech.Elective	3
Structural Drafting	ENT 2233	Lab Science	4
*Approved Technical Elective	3	Cost Estimating	ENT 2243
Total	16 hrs.	Total	16 hrs.

The **Construction Engineering Technology** program emphasizes the management aspects of the construction industry. The key professional in this area of expertise is the construction manager who has the responsibility for planning, scheduling, and building projects designed by architects and engineers. Graduates of this program are employed in both office and field positions in the commercial, industrial, utility, highway, and residential markets.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Construction Engineering Technology. The curriculum also has the option of transfer leading to a Bachelor of Science Degree (BS) in Construction Engineering Technology.

*Approved Technical Electives: ENT 1153, ENT 2254, ENT 2263, ENT 2323, ENT 2643, ENT 2713, ENT 291(1-3), ENT 2923, GIT 2123, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Engineering Technology
Drafting & Design Technology

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	Const.Materials	ENT 1213
College Algebra	MAT 1313	*Approved Restricted Elective	3
Graphic Comm.	ENT 1114/GRA 1143	Intermediate CAD	ENT 1323
Computational Methods	ENT 1123	Quality Assurance	ENT 2263
Principles of CAD	ENT 1313	Technology Graphics	ENT 1133
		Humanities/ Fine Arts Elective	3
Total	16 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Public Speaking	SPT 1113	**App.Tech.Elective	3
Architectural Design I	ENT 1613	Social/Behavioral Science Elective	3
**App.Tech.Elective	3	Civil Drafting	ENT 2153
Advanced CAD	ENT 2343	Cost Estimating	ENT 2243
Structural Drafting	ENT 2233	**App.Tech.Elective	3
Total	15 hrs	**App.Tech.Elective	3
		Total	18 hrs.

The **Drafting & Design Technology** program prepares individuals to enter the world of work assisting architects, engineers, contractors, and other related fields. Job opportunities in these fields are numerous.

Upon successful completion of this curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Drafting & Design Technology.

*Approved Restrictive Elective: Math above College Algebra, Science, English Comp II or ENT, IMM, MFT, WBL, GIT, or MST Technology Course as approved by Advisor.

**Approved Technical Electives: ENT 1153, ENT 1223, ENT 1813, ENT 2254, ENT 2323, ENT 2364, ENT 2443, ENT 2623, ENT 2643, ENT 2713, ENT 291(1-3), ENT 2923, GIT 2123, IMM 1314, MFT 2113, MFT 2123,
WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Engineering Technology

Geographical Information Systems Technology

One-Year Program

(Grenada Center)

Elementary Surveying	ENT 1413
Database Construction & Maintenance	GIT 2113
Graphics Communication	ENT 1114
Fundamentals of Geographical Information Systems	GIT 2123
Principles of CAD	ENT 1313
Total First Semester	16 hrs.

Advanced Geographical Information Systems	GIT 2263
Intermediate CAD	ENT 1323
Mapping and Topography	ENT 2423
Remote Sensing	GIT 2273
Technical electives	6
Total Second Semester	18 hrs.

Technical Electives:

Principles of Image Processing	GIT 2133
Advanced CAD	ENT 2343
Special Problem in Geographical Info Systems Tech	GIT 291(1-3)
Supervised Work Exp in Geographical Info Systems Tech	GIT 292(1-6)

A Certificate of Geographical Information Systems may be awarded to a student who successfully completes the 33 semester credit hours of required courses.

Engineering Technology

Industrial Engineering Technology

First Year

First Semester		Second Semester	
English Comp. I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Graphic Comm.	ENT 1114/GRA 1143	Tech Graphics	ENT 1133
Comp Methods	ENT 1123	Humanities/F.A. Elective	3
Principles of CAD	ENT 1313	Public Speaking	SPT 1113
		Intermediate CAD	ENT 1323
Total	16 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Advanced CAD	ENT 2343	Prin/Management	ENT 2443
Fine Arts Elective	3	Soc/Behav Science	3
*App.Tech.Elective	3	*App.Tech.Elective	3
*App.Tech Elective	3	Quality Assurance	ENT 2263
Lab Science	4	Lab Science	4
Total	16 hrs.	Total	16 hrs.

The **Industrial Engineering Technology** program is designed to prepare students to meet the growing demands of industry for employees with expertise in manufacturing processes, statistical quality control, production management, automation, and computer-aided manufacturing.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Engineering Technology.

*Approved Technical Electives: ENT 1213, ENT 1153, ENT 1813, ENT 2233, ENT 2243, ENT 2254, ENT 2323, ENT 2364, ENT 2443, ENT 291(1-3), IMM 1314, MFT 2113, MFT 2123, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Engineering Technology
Industrial Technology

First Year

First Semester		Second Semester	
English Comp I	ENG 1113	English Comp. II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
Comp Methods	ENT 1123	Public Speaking	SPT 1113
Graphic Comm.	ENT 1114/GRA 1143	Intermed. CAD	ENT 1323
Principles of CAD	ENT 1313	*Approved Technical Elective	3
		Tech Graphics	ENT 1133
Total	16 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Hist/Artcrafts	ENT 2413/IED 2413		
OR Fine Arts Elec	3	Humanities Elective	3
Social/Behavioral Elec.	3	Forging & Welding	ENT 2323
Lab Science	4	Principles/ Management	ENT 2443
Basic Elec. & Electron	ENT 1813	*App. Tech Elective	3
Accounting I	ACC 1213	Lab Science	4
Total	16 hrs.	Total	16 hrs.

The **Industrial Technology** program is designed for students who want to prepare for employment leading to supervisor, administrative, and other management positions in the production areas of industry or into industrial distribution, wholesale level sales, distribution and/or installation of industrial products and equipment. Graduates should rapidly become proficient in the various aspects of manufacturing, sales and distribution. Job opportunities in this field are excellent.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Technology.

*Approved Technical Electives: ENT 1153, ENT 1223, ENT 2254, ENT 2263, ENT 2364, ENT 2443, ENT 291(1-3), IMM 1314, MFT 2113, MFT 2123,
WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Forest Technology

(Grenada Center)

First Year

First Semester		Second Semester	
Micro Applications	CPT 1323	Forest Measurements I	FOT 1114
OR Micro Apps	BOT 1133	Silviculture I	FOT 2614
English Composition I	ENG 1113	Legal Environ/Bus	BAD 2413
App. Dendrology	FOT 1714	**OR** Prin/Accounting	ACC1213
Intro/Forestry	FOT 1813	Humanities/Fine Arts	3
Forest Surveying	FOT 2124	Botany	BIO 1314
		OR Natural Science Elective	
Total	17 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
App/GIS/GPS Forestry	FOT 2214	Work-Based Learn	WBL 1913
Timber Harvesting	FOT 2424	Applied Soil Conservation	AGT 1714
Public Speaking	SPT 1113	Forest Protec	FOT 1314
Social/Behavioral Science Elective	3	Intern/Specialization	FOT 2923
**College Algebra	MAT 1313	Total	14 hrs.
Total	17 hrs.		

PROGRAM DESCRIPTION: **Forest Technology** is an intensive program of instruction and training to prepare individuals for service in different aspects of forest management operations. Major topics of the program include: the role of foresters in society; the identification and valuation of forest and ornamental woody species; the manipulation of forest stands to produce specific benefits; the impacts of fire, insects, and disease in forest stands; forest measurement and mapping methods; and timber harvesting and utilization systems. Emphasis throughout the program is placed upon developing strong communication skills through written and oral assignments and upon developing a professional attitude of conduct.

** BOT 1313 or MAT 1233 & Natural Science with lab may be substituted.

Funeral Service Technology

(Ridgeland Campus)

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	Mortuary Anatomy II	FST 1123
Embalming I	FST 1214	Embalming II	FST 1224
**College Algebra	MAT 1313	Principles of Accounting I	ACC 1213
Mortuary Anatomy I	FST 1113	Restor Art/Color Cos	FST 1523
Funeral Directing	FST 1313	Clinical I	FST 1231
Computer Literacy	3	Total	14 hrs.
Total	19 hrs.		

Second Year

First Semester		Second Semester	
Funeral Service Ethics & Law	FST 1413	Humanities/Fine Arts Elective	3
Funeral Merch	FST 2323	Psychol. Counsel/ Funeral Service	FST 2713
Sociology	SOC 2113		
OR Psychology	PSY 1513		
Thanatochemistry	FST 2273	Pathology	FST 2633
Clinical II	FST 1241	*Comprehensive Rev	FST 2811
Microbiology	FST 2623	Public Speaking	SPT 1113
Total	16 hrs.	Legal Environ/Bus	BAD 2413
		Total	16 hrs.

Directed Elective: Work Based Learning/Funeral ServiceTech WBL191(1-3)

*Must be taken during the last semester of coursework.

**BOT 1313 or MAT 1233 & Natural Science with lab may be substituted.

All Funeral Service Technology students must take the National Board Examination (NBE) prior to graduation.

PROGRAM DESCRIPTION: The **Funeral Service Technology Program** is a structured series of course experiences accredited by the American Board of Funeral Service Education (ABFSE), 3432 Ashland Ave. Suite U, St. Joseph, MO 64506; phone: (816) 233-3747; fax: (816) 342-2573; web: www.abfse.org. The two-year program leads to an Associate of Applied Science degree.

The goal of the program is to provide training that prepares students for entry-level positions after graduation and licensure. The curriculum is designed to provide students with ethical and professional knowledge in Funeral Service Education, exposure to career options available within the Funeral Service field, and experiences in the application of ethical and professional skills while emphasizing aspects of public heath.

The central aim of the program is recognition of the importance of funeral service education personnel as:

- members of a human service profession,
- members of the community in which they serve,
- participants in the relationship between bereaved families and those engaged in the funeral service profession,
- professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines (in the geographic area where they practice), as well as
- professionals sensitive to the responsibility for public health, safety, welfare in caring for human remains.

The objectives of the program are the following:

- to enlarge the background and knowledge of students about the funeral service profession,
- to educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary for the profession,
- to educate students concerning the responsibilities of the funeral service profession to the community at large,
- to emphasize high standards of ethical conduct,
- to provide a curriculum at the post-secondary level of instruc tion, and
- to encourage student and faculty research in the field of funeral service.

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org).

Funeral Service Technology Promotion Policy

1. Complete the prescribed set of courses for the Funeral Service Tech nology Program as identified in the program course sequence and course description.
2. A 2.0 cumulative quality point average.
3. FST 2811 Comprehensive Review must be taken in the last semester of course work.
4. Each Funeral Service Technology course must be passed with a minimum average of 75 in order to complete the program and graduate.

Heating, Ventilation, AC, & Refrig. Technology
(Goodman Campus)

First Year

First Semester		Second Semester	
Basic Compression	ACT 1125	Refrig. Sys. Comp.	ACT 1313
Elec/Heat, Refrig, AC	ACT 1713	Profess. Service Procedures	ACT 1813
Tools & Piping	ACT 1133	Controls	ACT 1213
***Restricted Technical Elective	1	**College Algebra	MAT 1313
*English Composition I	ENG 1113	***Restricted Technical Elective	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Air Conditioning I	ACT 2414	Air Conditioning II	ACT 2424
Heating Systems	ACT 2513	Commercial Refrigeration	ACT 2324
Heat Load & Air Properties	ACT 2624	Refrigerant, Ret. & Reg.	ACT 2433
***Restricted Technical Elective	1	***Restricted Technical Elective	1
*Hum/Fine Arts Elective	3	*Social/Behavioral Science Elective	3
*Public Speaking	SPT 1113	*Computer Litracy	3
Total	18 hrs.	Total	18 hrs.

*Students seeking a certificate only are not required to take this course.

** MAT 1233 or BOT 1313 & a Natural Science with lab may be substituted.

***__Restricted Technical Electives:__
Special Projects in AC ..... ACT 2911-3
Supervised Work Exp in AC ACT 2921-6
Other Technical Electives w/Instructor Consent

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

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

Industrial Maintenance Mechanics
(Ridgeland Campus)

First Year

First Semester		Second Semester	
Indus. Main Blueprint ..	IMM 1132	Comm & Ind Wiring	ELT 1123
A C /DC Circuits	ELT 1144	Program Logic Cont	ELT 2613
IMM Math & Measure ..	IMM 1122	**Restrictive Elective	3
Fund/Electricity.....	ELT 1192	Motor Control Sys.	ELT 1413
Intro/Nat Elec Code	ELT 1133	Adv Ind Elec/IMM	IMM 1823
Branch Circuit	ELT 1253	Switching Circuits	ELT 1273
**Restrictive Elective.....	3		
Total	19 hrs.	Total	18 hrs.

Summer Semester

Supervised Work Experience in IMM ..... IMM 1923
Total 3 hrs.

One-Year Certificates in IMM can be earned at this point.

Second Year

First Semester		Second Semester	
*College Algebra	MAT 1313	English Comp I	ENG 1113
**Restrictive Electives	7-8	Public Speaking	SPT 1113
Special Proj/IMM	IMM 1913	Humanities/Fine Arts	3
		Social/Behav Science.....	3
Total	13-14 hrs.	Total	12 hrs.

Industrial Maintenance Mechanics is a technical program designed to prepare students for entry-level employment as multi-skilled maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and trouble shooting/service, blueprint reading, basic welding and cutting operations, basic machining operations, fundamentals of piping and hydrotesting, and fundamentals of industrial electricity.

*MAT 1233 or BOT 1313 & a Natural Science with lab may be substituted for College Algebra.
**Approved Restrictive Electives: ELT 1113, 1283, 2424, 2623, IMM 1224, 1313, 1514, 1733

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Machine Tool Technology

(Grenada Center)

First Year

First Semester		Second Semester	
Precision Layout	MST 1613	Welding & Forging	ENT 2323
Machine Tool Math	MST 1313	Power Machinery II	MST 1124
Blueprint Reading	MST 1413	*Humanities/F.A. Elec	3
Power Machinery I	MST 1114	CNC Oper I	MST 2714
***App. Technical Elec.	3	Prin. of CAD	ENT 1313
Total	16 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
*College Algebra**	MAT 1313	Power Machinery IV	MST 2144
*English Comp I	ENG 1113	CNC Operations II	MST 2724
Adv.Blueprint Read	MST 1423	Operations II	MST 2724
Power Machinery III	MST 2135	*Public Speaking	SPT 1113
Total	14 hrs.	*Social/Behav Science	3
		***Approved Tech Elective	3
		Total	17 hrs.

Machine Tool Technology is an articulated certificate/technical instructional program to provide advanced skills to its students. The instructional program prepares individuals to shape metal parts or machines such as lathes, grinders, drill presses, and milling machines. Included is instruction in making, computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges, machining and heat-treating various metals; and in laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

*Students seeking a certificate only are not required to take this academic course.

**MAT 1233 or BOT 1313 & a Natural Science with lab may be substituted for College Algebra.

***Approved Technical Electives: ENT 1153, ENT 1323, ENT 2263, INT 1214, MST 2813, MST 2913, or WBL 191(1-3), WBL 192(1-3). WBL hours may not exceed 6 hours for graduation.

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Manufacturing Technology
(Grenada Center)

First Year

First Semester		Second Semester	
DC Circuits	EET 1114	AC Circuits	EET 1123
College Algebra	MAT 1313	Public Speaking	SPT 1113
		Fluid Power	INT 1214
Power Machinery I	MST 1114	English Comp I	ENG 1113
Graphic Comm.	ENT 1114	Motor Control Sys	ELT 1413
Principles of CAD	ENT 1313		
Total	18 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Comp Numerical	ENT 2364	Quality Assur	ENT 2263
Controls System	INT 2114	Advanced PLC	ELT 2623
PLC	ELT 2613	PHY 2244 or 2254	4
Social/		Welding & Forging	ENT 2323
Behavioral Science	3	*Approved Tech Elective	3
Facility Planning	DDT 2273	Humanities/Fine Arts	3
Total	17 hrs.	Total	19 hrs.

Manufacturing Technology is a technical instructional program that prepares individuals to work in a variety of roles including, but not limited to, industrial maintenance and engineering support positions.Students receive instruction in maintaining and troubleshooting electrical, automation, and mechanical systems; instruction in continuous improvement methods including quality systems, facility layout, workstation design, and lean manufacturing techniques; and instruction in the operation of basic machine tool equipment, computer numerical controlled equipment, welding equipment, and metal fabrication.

Students must take a minimum of twelve semester hours of management and/or technical course work in the Manufacturing Technology curriculum from Holmes Community College.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Manufacturing Technology.

*Approved Electives: ELT 1213, ENT 1123, ENT 1323, ENT 2443, MFT 291(1-3), MST 1124, MST 2813, ROT 1613, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Occupational Therapy Assistant Technology
(Ridgeland Campus)

Anatomy & Physiology I & II (BIO 1514/1524 or 2514/2524) are required prerequisites for the program

First Year

First Semester		Second Semester	
Found/Occ.Therapy	OTA 1113	Path/Physical Dis	OTA 1223
Path/Psychiatric	OTA 1213	English Comp I	ENG 1113
**Medical Terminology	OTA 1121	Kinesiology	OTA 1314
Therapeutic Anatomy	OTA 1132	Occupational Therapy Skills II	OTA 1433
Group Process	OTA 1513	Therapeutic Media	OTA 1413
*College Algebra	MAT 1313		
Occupational Therapy Skills I	OTA 1423		
Total	18 hrs.	Total	16 hrs.

Summer Semester

Fieldwork IA	OTA 1913
Path/Orthopedic Conditions.	OTA 1242
Healthcare Systems	OTA 2812
Path/Developmental Conditions	OTA 1233
Public Speaking	SPT 1113
Total	13 hrs.

Second Year

First Semester		Second Semester	
Fieldwork I	OTA 2935	Fieldwork Level IIA	OTA 2946
Occupational Therapy Skills III	OTA 2443	Fieldwork Level IIB	OTA 2956
Concepts/Occupational Therapy	OTA 2714	Occ.Ther Trans II	OTA 2971
Occupation Therapy Transitions I	OTA 2961	Hum/Fine Arts	3
Human Growth & Dev	EPY 2533	Total	16 hrs.
Total	16 hrs.		

*MAT 1233 & a Natural Science with lab may be substituted.
**May substitute a previous medical terminology course.

The Occupational Therapy Assistant curriculum is a two-year program of study that prepares an individual to work as a co-participant in the entire occupational therapy process, at the discretion of the supervising certified occupational therapist. The occupational therapy assistant administers intervention pertinent to creating and promoting healthy lifestyles, restoring a skill or ability that has been impaired, maintaining current level of function, modifying an activity to ensure success and addressing disability prevention.

The OTA program is five consecutive semesters designed to prepare the OTA student with entry level skills. A student must achieve a grade of 78 on current semester OTA courses before advancing to the next semester. Students are provided with Level I and II fieldwork experiences to facilitate the transition of learning from the classroom to the clinical setting. Students will be responsible for travel expenses during completion of fieldwork experiences. Graduates of the OTA program are awarded an Associate of Applied Science Degree.

Program Accreditation Status

The Holmes Community College Occupational Therapy Assistant Program is fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

Correspondence to ACOTE:

The American Occupational Therapy Association,
4720 Montgomery Lane
P.O. Box 31220
Bethesda, MD 20824-1120

Telephone/Fax:

(301) 652-AOTA
(301) 652-7711 (FAX)

Internet:

Website: www.aota.org

Professional Certification

Graduates of the Occupational Therapy Assistant Program are awarded the Associate of Applied Science Degree. Graduates from this accredited program are eligible to sit for the National Certification Examination for the Occupational Therapy Assistant. This examination is administered by the National Board of Certification of Occupational Therapy (NBCOT).

Correspondence to NBCOT:

National Board for Certification in Occupational Therapy, Inc.
12 South Summit Avenue, Suite 100
Gaithersburg, MD 20877-4150

Telephone/Fax:

301-990-7979

Internet:

Website: www.nbcot.org

REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) FOR THE OCCUPATIONAL THERAPY ASSISTANT

The student will complete the prescribed set of courses for the Occupational Therapy Assistant Program as identified in the program course sequence and course descriptions. The student's cumulative quality point average will be at least a 2.0 on all credits applied toward the degree.

OCCUPATIONAL THERAPY ASSISTANT TECHNOLOGY ADMISSION POLICY

1. A student planning to enter the Occupational Therapy Assistant Program at Holmes Community College must adequately complete an application packet and submit all information requested. This will include but is not limited to a Holmes Community College application, an Occupational Therapy Assistant Program application, high school transcript or GED scores, and all college transcripts. For application purposes, students may submit student copies of transcripts; however upon final admission into the OTA Program the student will be required to submit OFFICIAL college transcripts to the Office of Admissions & Records.
2. All applicants will be required to submit an official ACT composite score. This score is recommended to be a 16 for acceptance into the program. Applicants having taken the ACT prior to October 1989 will have their results converted to Enhanced ACT scores. Example: A composite score of 13 prior to October 1989 will convert to a 16 on the Enhanced ACT.
3. As part of the application process, the applicant must submit a college transcript or transcripts documenting completion of both Anatomy & Physiology I & II (BIO 1514/1524 or BIO 2514/2524) with a grade of C or higher.
4. The applicant will be required to complete a minimum of 8 hours of volunteer work in health care or community-based occupational therapy settings. Additional hours are at the discretion of the student. However, additional volunteer hours would enhance the applicant's dedication and interest to the health care field.
   a. Volunteer hours must be documented on the forms provided in the application packet with appropriate signatures.
   b. Volunteer hours must be performed in at least two different occupational therapy settings.
5. The student will submit two reference forms completed by an employer, teacher, or other professional. The reference forms are provided in the application packet.
6. After acceptance in the program, OTA students must provide documentation of the following: complete physical exam, TB skin test record, initiation of Hepatitis B vaccination series or declination form, drug screen. Students must also pass a criminal background check. students are responsible for fees associated with these requirements.
7. Acceptance into the Occupational Therapy Assistant Program at Holmes Community College, Ridgeland Campus, is selective and competitive based on the above criteria. Top applicants will be required to complete an interview conducted by the admissions committee to finalize class selection. The interview will include oral and written communication skills.

Paralegal Technology
(Ridgeland Campus)

First Year

First Semester		Second Semester	
Intro to Law	LET 1113	English Comp I	ENG 1113
Document Formatting & Production	BOT 1113	Legal Env/Business	BAD 2413
Family Law	LET 1513	Bus Comm	BOT 2813
Micro Applications	BOT 1133	**OR**	BAD 2813
OR	CPT 1323	Legal Research	LET1213
OR	CSC 1123	Torts	LET 2323
Wills & Estates	LET 1523	Bankruptcy	LET 2523
Mechanics/Commun	BOT 1713	Total	18 hrs.
Total	18 hrs.		

Second Year

First Semester		**Second Semester**	
Law Office Management	LET 2633	Public Speaking	SPT 1113
Real Property I	LET 2453	Humanities/Fine Arts	3
*College Algebra	MAT 1313	Criminal Justice Elective	3
Civil Litigation I	LET 2313	Real Property II	LET 2463
Social/Behav Sci Elective	3	Civil Litigation II	LET 2333
**Approved Elective	3	Legal Writing	LET 1713
Total	18 hrs.	Total	18 hrs.

Students who lack entry level skills in math, English, science, etc. will be provided related studies. Baseline competencies are taken from the high school Secondary Business & Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

* MAT1233 or BOT 1313 & Natural Science w/ lab may be substituted.

**Internship/Paralegal (LET 2923), or Special Problem/Paralegal (LET 2913), or other instructor-approved related technical or academic course.

Paralegal Technology is designed to prepare a person for entry-level employment as a legal assistant/paralegal in courts, corporations, law firms, and government agencies. Paralegal Technology is a two-year program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science Degree is earned upon successful completion of the program.

The curriculum is based on standards developed from the National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections. Additional research data used in the development of this publication was collected from a review of related literature and from surveys of local experts in business, industry, and education.

Surgical Technology
(Grenada Center)

Option One - 12 Month Program

First Year

First Semester		Second Semester	
Fund/Surgical Tech	SUT 1113	Basic & Related Surgical Procedures	SUT 1518
Prin. of Surgical Techniques	SUT 1216	Specialized Surgical Procedures	SUT 1528
Surgical Anatomy	SUT 1314	Total	16 hrs.
Surgical Microbiology	SUT 1413		
English Composition I	ENG 1113		
Total	19 hrs.		

Summer Term

Advanced Surgical Procedures	SUT 1538
Total	8 hrs.

Option Two - 24 Month Program

Second Year

First Semester		Second Semester	
Public Speaking	SPT 1113	Humanities/Fine Arts Elective	3
Microbiology	BIO 2924	Social/Behavioral Science	3
*College Algebra	MAT 1313	**Approved Electives	6
Human Anatomy & Physiology I	BIO 2514	Human Anatomy & Physiology II	BIO 2524
**Approved Elective	3	Total	16 hrs.
Total	17 hrs.		

Students who lack entry level skills in math, English, science, etc. will be provided related studies.Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

**Approved Electives: BIO 1134, BIO 1144, BOT 1613, BOT 1623, CHE 1213 with CHE 1211, EPY 2513, EPY 2523, EPY 2533, FCS 1253, HPR 1213, HPR 2213, SOC 2113, SOC 2143

*MAT 1233 or BOT 1313 & a Natural Science may be substituted.

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology including the role of second assistant & circulators.

Graduates of the 12-month program will be awarded the Certificate of Surgical Technology. The Associate of Applied Science Degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates may apply to the National Board of Surgical Technology and Surgical Assisting (NBSTSA), formerly the LCC-ST, to take the Surgical Technologist Certifying Examination to become a Certified Surgical Technologist.

Successful completion of any semester of study must include 75% mastery of each subject in order to progress to the next semester. Some courses may require training at local clinical facilities. Graduation requirements include completion of the prescribed clock hours as mandated by the Mississippi State Department of Education. Holmes CC Surgical Technology Program is accredited by the Commission on accreditation of allied Health Programs (CAAHEP) in cooperation with the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

SURGICAL TECHNOLOGY ADMISSION POLICY

The Holmes Community College surgical technology program accepts one class each year, beginning in the Fall semester. The applicant must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the requirements as outlined below:

1. A completed application for admission.
2. The applicant shall be at least 18 years of age.
3. The applicant must have a high school diploma or have a GED certificate and provide an official transcript from the high school or GED office and all schools and colleges previously attended.
4. The applicant must have a minimum ACT score of 12 if taken before October 28, 1989, or 16 if taken after October 28, 1989.
5. To be considered as a candidate, the applicant must have the following information in the Surgical Technology Director's office by the published deadline:
    1. Completed application for HCC
    2. Completed Surgical Technology application
    3. ACT score
    4. Transcripts from **ALL** colleges previously attended
    5. High school transcript or GED score

6. Tests scores and records will be reviewed. An admissions committee selects students in the surgical technology program from qualified ap plicants. The committee screens applicants who have met admission guidelines and have submitted required forms and documentation uti . lizing a standardized evaluation form.

7. After notification of acceptance, the student will be required to submit the following:
   1. A standardized physical exam form proving current physical ..... health.
   2. Proof of current immunizations.
   3. CPR-C / Healthcare provider certification.

NOTE! This program is taught only at the Grenada Center.

Admission requirements for all students must be met within 4 weeks of the end of registration.

CAREER EDUCATION

The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possesses the desire and cap ability to acquire the knowledge and skills which will enable him or her to successfully enter and compete in the world of work. Specific occupational training is offered, having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

A certificate is awarded upon successful completion of vocational courses.

CAREER EDUCATION PROGRAMS

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Cosmetology	X		
Welding	X		
*Practical Nursing	X	X	X

*Affiliated with several area Hospitals

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Cosmetology

(Goodman Campus)

One Year Certificate

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

Third Semester — Summer

Cosmetology Sciences III	COV 1263
Hair Care III	COV 1443
Skin Care III	COV 1642
Nail Care III	COV 1542
Salon Business II	COV 1732
Total	12 hrs.

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

This course trains students to become proficient in hairstyling, manicuring, facials, scalp treatments, and all phases of beauty culture. During instruction, emphasis is placed on hygiene and good grooming, sanitation, state laws, customer relations and salon management. The cosmetology curriculum is taught in a modular format. Although courses will all be completed within the semesters indicated, some courses within a semester are prerequisite to other courses within the same semester. This course is approved by the Mississippi Board of Cosmetology. A student who completes this course is issued a certificate and may apply to take the State Cosmetology Board exam to become licensed in Mississippi.

NOTE: The ratio of lab hours to lecture hours for Cosmetology is 3 to 1. This program requires a minimum of 850 minutes per semester hour.

Practical Nursing

Suggested Course Sequence*

Baseline Competencies for Practical Nursing**

First Year

First Semester

Body Structure & Function ..... PNV 1213
**Fundamentals of Nursing ..... PNV 1427
**Fundamentals of Nursing Lab ..... PNV 1436
Total ..... 16 hrs.

Second Semester

Medical/Surgical Nursing ..... PNV 1614
Medical/Surgical Lab and Clinical .... PNV 1622
Alterations in Adult Health ..... PNV 1634
Alterations in Adult Health Clinical .....PNV 1642
IV Therapy..... PNV 1524
Total 16 hrs.

Summer Term

Maternal-Child Nursing ..... PNV 1715
Nursing Transition ..... PNV 1914
Psychiatric Concepts . PNV 1813
Total 12 hrs.

PROGRAM DESCRIPTION: The **Practical Nursing Program** prepares the individual to assist in providing general nursing care requiring basic knowledge of the biological, physical, behavioral, psychological, and sociological sciences; and of nursing procedures which do not require the skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist.

Graduates of the three-semester program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination PN(NCLEX).

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Successful completion of any semester of study must include 80% mastery of each subject in order to progress to the next semester. In addition, graduation requirements include completion of the prescribed clock hours for the program as mandated by the State Board for Community & Junior Colleges. Legal limitations for licensure are mandated by the Mississippi Board of Nursing. Graduates that meet the requirements of the State Board of Nursing are eligible to write for the National Council Licensure Examination for Practical Nurses. For re-admission to the Practical Nursing Program, please refer to the Practical Nursing Handbook.

Practical Nursing
*Area Hospitals/Sites

This is a three-semester program designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first semester offers instruction in orientation to nursing care of clients across the life-span, nursing care of selected clients, and body structure and function. The remaining semester of training provide instruction and clinical experience for clients experiencing an alteration in health, the pediatric client, the maternal/newborn client, and the psychiatric client. Intensive preparation for the State Board Examination and transitioning from student to employee is provided in the third semester. A certificate is awarded upon completion of the course.
*Ridgeland, Grenada, Goodman

PRACTICAL NURSING ADMISSION POLICY

*Admission requirements to be met **before** a student is considered for selection are (1 - 3 below):*

1. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all schools/colleges previously attended.
2. Applicants must have a minimum composite score of 12 on the ACT if taken prior to October 1989 or a minimum composite score of 16 if taken in October 1989 or after with a minimum composite score of 12 on the ACT reading & math subtests.
3. After notification of acceptance, the student will be required to provide current certification of Healthcare Provider CPR and to pass a physical examination, a criminal background check, and a drug screening prior to entering the program..

The applications for the Practical Nursing Program will be available online at www.holmescc.edu on January 15 for the next program year.

LPN Preparation: *For those students who fail to be admitted or who wish to enhance their chances of being admitted, the following sample year curriculum as a General College Studies major shows those classes (marked with *asterick) which offer points in the Practical Nursing selection process if completed with a grade of C or higher..*

First Semester		Second Semester	
*English Comp I	ENG 1113	English Comp II	ENG 1123
College Algebra	MAT 1313	*Nutrition	BIO 1613
*Human A & P I	BIO 2514	*Human A & P II	BIO 2524
Medical Term	BOT 1613	*Human Growth	EPY 2533
Improve/Study	LLS 1413	Public Speaking	SPT 1113
Total	16 hrs.	Total	16 hrs.

Welding and Cutting Technology
One-Year Certificate

(Goodman Campus)

First Semester		Second Semester	
Shielded Metal Arc Welding I	WLV 1116	Welding Inspection & Testing Principles	WLV 1171
Gas Metal Arc Welding	WLV 1124	Gas Tungsten Arc Welding	WLV 1136
Drawing & Welding Symbol Interpretation	WLV 1232	Flux Cored Arc Welding	WLV 1143
Cutting Processes	WLV 1314	Shielded Metal Arc Welding II	WLV 1226
Gas Metal Arc Alum	WLV 1162	Special Problem Welding	WLV 1912
Total	18 hrs.	Total	18 hrs.

Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

PROGRAM DESCRIPTION: The **Welding and Cutting Technology** curriculum is designed to prepare the student for entry level employment in the field of welding and cutting.

Optional:

Work-Based Learning ..... WLB 191(1-3), 192(1-3)