

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 credential, 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 transcribed 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
Manual Drive	Performance I ATT 1424
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
*Humanities/Fine Arts 3	Performance III..... ATT 2444
*Computer Literacy 3	*Public Speaking SPT 1113
Total 18 hrs.	*Social/Behavior Science. 3
	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
Microcomputer Technology		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.

Business & Office Technology

Accounting Technology

First Year

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

Second Year

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

Business & Office Technology

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
CPT Coding..... BOT 2643	Medical Information Management BOT 2753
English Comp. I ENG 1113	Humanities/ Fine Arts Elective 3
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

Business & Office Technology

Microcomputer Technology (Grenada Center & Ridgeland Campus)

First Year

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

Second Year

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

Business & Office Technology

Office Systems Technology

First Year

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

Second Year

First Semester	Second Semester
Communication	Business
Technology BOT 2823	Communication BOT 2813
Desktop	Humanities/Fine Arts
Publishing BOT 2133	Elective 3
Machine Transcription BOT 1513	Administrative Office
Public Speaking SPT 1113	Procedures BOT 2723
*College	Integrated Computer
Algebra MAT 1313	Applications BOT 2833
Database	Social/Behavioral
Management BOT 2323	Science Elective 3
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 Systems Technology
Computer Network Support Technology (LAN)
(Ridgeland Campus)**

First Year

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

Second Year

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

Computer Programming Technology (Grenada Center)

First Year

First Semester	Second Semester
Professional	
Development BOT 1213	Survey/Micro Apps CPT 1323
OR Bus.Comm BOT 2813	OR Micro App. BOT 1133
OR Career Dev..... CPT 2133	Humanities/Fine Arts 3
Fine Arts Elective 3	Advanced Visual BASIC
Prin/Accounting I..... ACC 1213	Programming CPT 2434
OR Bus.Accounting BOT 1433	*College Algebra MAT 1313
English Comp I..... ENG 1113	Web Development
Visual BASIC	Concepts CPT 1513
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 Mgmt BOT 2323	
Network Fund CPT 2373	**Programming
Computerized	Language Elective 4
Accounting BOT 2413	**Programming
Operating	Language Elective 4
Platforms CPT 1333	Systems Analysis &
**Programming	Design CPT 2354
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

Computer Information Systems Technology

Software Engineering Technology (Ridgeland Campus)

First Year

First Semester	Second Semester
English	Social/Behavioral
Composition I..... ENG 1113	Science Elective 3
Visual BASIC CPT 1214	Operating
Microsoft Windows	Platforms CPT 1333
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	Total
18 hrs.	18 hrs.

Second Year

First Semester	Second Semester
Script	Public Speaking SPT 1113
Programming CPT 2444	Sys Maintenance CNT 2423
Introduction to	Career
MS SQL CNT 2344	Development CPT 2133
Humanities/Fine Arts 3	OR Prof. Dev. BOT 1213
Team Project	OR Bus. Comm BOT 2813
Management CPT 2364	Flash Game CPT 2454
College Algebra MAT 1313	*Programming Elective 4
Total	Total
18hrs.	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	15 hrs.
16 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	18 hrs.
16 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		Second Semester	
First Semester			
Prin/Biology I.....	BIO 1114	Forest Protection	FOT 1314
OR *Botany	BIO 1314	Silviculture I.....	FOT 2614
English		Criminology	CRJ 1383
Composition I.....	ENG 1113	Social/Behavioral	
App. Dendrology	FOT 1714	Science Elective	3
Intro/Criminal Justice...	CRJ 1313	**College Algebra	MAT 1313
Forest Surveying	FOT 2124		
 Total	 18 hrs.	 Total	 17 hrs.

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

Digital Electronics EET 1214
D.C. Circuits EET 1114
College Algebra MAT 1313
*Technical Elective 3
Computer Related Elective 3
Total 17 hrs.

Second Semester

Solid State Devices EET 1334
A.C. Circuits EET 1123
*Technical Elective 3
Motor Control Sys ELT 1413
English Comp I ENG 1113
Total 16 hrs.

Second Year

First Semester

Linear Integrated
Circuits EET 2334
Humanities/
Fine Arts Elective 3
Prog Logic Cont ELT 2613
Public Speaking SPT 1113
*Technical Elective 3
Total 16 hrs.

Second Semester

*Technical
Electives 6
Social/Behavioral Science
Elective 3
Microprocessors EET 1324
Electronic Comm. EET 2414
Total 17 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	Total
21 hrs.	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

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 251 or equivalent) prior to enrollment; A & P II is in the curriculum for any student 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
Total 15/16 hrs.	Hum/Fine Arts Elective 3
	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
Total 15/16 hrs.	Public Speaking SPT 1113
	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	Cost Estimating ENT 2243
Technical Elective 3	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
Graphic	Elective 3
Comm. ... ENT 1114/GRA 1143	Intermediate CAD ENT 1323
Computational	Quality Assurance ENT 2263
Methods ENT 1123	Technology Graphics... ENT 1133
Principles of CAD ENT 1313	Humanities/
	Fine Arts Elective 3
Total	Total
15/16 hrs.	18 hrs.

Second Year

First Semester	Second Semester
Public Speaking SPT 1113	**App. Tech. Elective 3
Architectural Design I... ENT 1613	Social/Behavioral
**App. Tech. Elective 3	Science Elective 3
Advanced CAD ENT 2343	Civil Drafting ENT 2153
Structural Drafting ENT 2233	Cost Estimating ENT 2243
Total	**App. Tech. Elective 3
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 SystemsTech ...	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	Tech Graphics ENT 1133
Comm.... ENT 1114/GRA 1143	Humanities/F.A. Elective 3
Comp Methods..... ENT 1123	Public Speaking SPT 1113
Principles of CAD ENT 1313	Intermediate CAD ENT 1323
Total	Total
15/16 hrs.	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	Total
16 hrs.	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 291(1-3), IMM 1314, MFT2113, 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	Total
15/16 hrs.	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	Total
16 hrs.	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 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		Second Semester
First Semester		
Micro Applications..... CPT 1323	Forest	Measurements I FOT 1114
OR Micro Apps BOT 1133		Silviculture I..... FOT 2614
English		Legal Environ/Bus BAD 2413
Composition I..... ENG 1113		OR Prin/Accounting....ACC1213
App. Dendrology FOT 1714		Humanities/Fine Arts 3
Intro/Forestry FOT 1813		Botany BIO 1314
Forest Surveying FOT 2124		OR Natural Science Elective
		Total
Total	17 hrs.	18 hrs.

Second Year		Second Semester
First Semester		
App/GIS/GPS Forestry FOT 2214	Work-Based Learn WBL 1913	
Timber Harvesting..... FOT 2424	Applied Soil	
Public Speaking SPT 1113	Conservation AGT 1714	
Social/Behavioral	Forest Protec.....FOT 1314	
Science Elective	Intern/Specialization.... FOT 2923	
3	Total	1 4 hrs.
**College Algebra MAT 1313		
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	Mortuary Anatomy II FST 1123
Composition I ENG 1113	Embaling II FST 1224
**College	
Algebra MAT 1313	Principles of
Mortuary Anatomy I FST 1113	Accounting I ACC 1213
Embaling I FST 1214	Restor Art/Color Cos ... FST 1523
Funeral Directing FST 1313	Clinical I FST 1231
Computer Literacy 3	Total
Total	14 hrs.
19 hrs.	

Second Year

First Semester	Second Semester
Funeral Service	Humanities/Fine Arts
Ethics & Law FST 1413	Elective 3
Funeral Merch FST 2323	Psychol. Counsel/
Sociology SOC 2113	Funeral Service FST 2713
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	Legal Environ/Bus BAD 2413
16 hrs.	Total
	16 hrs.

Directed Elective: Work Based Learning/Funeral Service Tech 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 health.

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 instruction, 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 Technology Program as identified in the program course sequence and course description.
2. A 2.0 cumulative quality point average.
3. FST2811 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
Tools & Piping ACT 1133	Procedures ACT 1813
***Restricted Technical	Controls ACT 1213
Elective 1	**College Algebra MAT 1313
*English	***Restricted Technical
Composition I..... ENG 1113	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
Heat Load & Air	Refrigeration ACT 2324
Properties ACT 2624	Refrigerant, Ret.
***Restricted Technical	& Reg. ACT 2433
Elective 1	***Restricted Technical
*Hum/Fine Arts Elective.....3	Elective 1
*Public Speaking SPT 1113	*Social/Behavioral
Total 18 hrs.	Science Elective 3
	*Computer Literacy3
	Total 18 hrs.

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

** MAT 1233 or BOT1313 & 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	Total
19 hrs.	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 AlgebraMAT 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	Total
13-14 hrs.	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/ Behavioral Science 3	Welding & Forging ENT 2323
Facility Planning DDT 2273	*Approved Tech Elective 3
	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	
Group Process..... OTA 1513		Skills II OTA 1433	
*College Algebra..... MAT 1313		Therapeutic Media..... OTA 1413	
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		Fieldwork Level IIB.....	OTA 2956
Skills III	OTA 2443	Occ.TherTrans II	OTA 2971
Concepts/Occupational		Hum/Fine Arts.....	3
Therapy	OTA 2714	Total	16 hrs.
Occupation Therapy			
Transitions I	OTA 2961		
Human Growth & Dev. EPY	2533		
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 1 8 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
Prin. of Surgical	Procedures SUT 1518
Techniques SUT 1216	Specialized Surgical
Surgical Anatomy..... SUT 1314	Procedures SUT 1528
Surgical	Total
Microbiology SUT 1413	16 hrs.
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
Microbiology BIO 2924	Elective 3
*College Algebra..... MAT 1313	Social/Behavioral Science 3
Human Anatomy &	**Approved Electives 6
Physiology I BIO 2514	Human Anatomy &
**Approved Elective 3	Physiology II BIO 2524
Total	Total
17 hrs.	16 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 applicants. The committee screens applicants who have met admission guidelines and have submitted required forms and documentation utilizing 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 capability 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

Cosmetology Orientation	COV 1122
Cosmetology Sciences I	COV 1245
Hair Care I	COV 1426
Skin Care I	COV 1622
Nail Care I	COV 1522
Total	17 hrs.

Second Semester

Cosmetology Sciences II	COV 1255
Salon Business I	COV 1722
Hair Care II	COV 1436
Skin Care II	COV 1632
Nail Care II	COV 1532
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		Second Semester
		Medical/Surgical
Body Structure & Function	PNV 1213	Nursing PNV 1614
**Fundamentals of Nursing	PNV 1427	Medical/Surgical Lab and Clinical PNV 1622
**Fundamentals of Nursing Lab	PNV 1436	Alterations in Adult Health..... PNV 1634
Total	16 hrs.	Alterations in Adult Health ClinicalPNV 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 February 1 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	Total
16 hrs.	16 hrs.

Welding and Cutting Technology One-Year Certificate

(Goodman Campus)

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