Amendment Number III to the 2017-2018 HCC Bulletin

Page 28   **Revise #5 under "COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)"**

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Holmes Community College will award credit for College Level Examination Programs (CLEP) Examinations based on the American College of Education (ACE) recommendations for the applicable test and test date. This policy is subject to the following restrictions:

1. Holmes Community College will accept only "lecture" courses. Courses described in the HCC Bulletin as having a laboratory or clinical will not be accepted.
2. Prior to registering for a CLEP exam, the student must contact the CLEP Administrator.
3. A student must earn academic or technical credit from this institution before credit earned through CLEP Examination will be recorded on his permanent record.
4. The student will not receive a letter grade or quality points. CLEP credit will not be used to compute a student's quality point average.
5. A student should check with his or her senior college before relying on transfer credit from a CLEP score.

Page 105-106   **Revise List of Academic Education Programs of Study**

- Change *"Forestry and Wildife"* to say *"Forestry"*
- Change *"Pre-Law"* to say *"Pre-law/Legal Studies"*
- Remove *"Speech"*
- Remove *"Theatre"*
- Add "*Wildlife, Fisheries, and Aquaculture"*

Agriculture

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Biology I	BIO 1134	General Biology II	BIO 1144
College Algebra	MAT 1313	Public Speaking I	SPT 1113
Plant Science	AGR 1313	*Mathematics Elective	3
Fine Arts Elective	3	***Humanities Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
Animal Science	AGR 1214	Princ of Ag Economics	AGR 2713
Princ of Macroeconomics	ECO 2113	Social/Behavioral Science	3
OR Princ of Microeconomics	ECO 2123	**Elective	3
***Humanities Elective	3		
Total	17 hrs.	Total	16 hrs.

*Mathematics Electives:
   MAT 1323 Trigonometry, MAT 1513 Business Calculus, MAT 1613 Calculus I, MAT 1623 Calculus II, MAT 2323 Statistics

**Choose Elective based on concentration.

***Consult with your chosen transfer university/college to determine changes to this curriculum.

   Because of the large number of majors available in agriculture, it is difficult to suggest the exact courses for the sophomore year. However, if you desire to receive an Associate of Arts degree in Agriculture the courses listed under **Second Year** are recommended.

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

Exercise Science/Kinesiology

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT 1113
Pers & Comm Health	HPR 1213	General Chemistry I	CHE 1213
General Psychology I	PSY 1513	Gen Chemistry I Lab I	CHE 1211
*General Biology I	BIO 1134	*General Biology II	BIO 1144
Total	16 hrs.	Total	***14 hrs.

Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Intro to Sociology	SOC 2113	Statistics	MAT 2323
First Aid & CPR	HPR 2213	**Fine Arts Elective	3
*History Elective	3	*History Elective	3
*Elective	3	*Literature Elective	3
Total	16 hrs.	Total	16 hrs.

*Consult with your chosen transfer university/college to determine changes to this curriculum.

**ART 1113, MUS 1113, or SPT 2233

***Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

Forestry

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Biology I	BIO 1134	General Biology II	BIO 1144
Fine Arts Elective	3	Public Speaking I	SPT 1113
*Humanities Elective	3	*Humanities Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester   Second Semester

General Physics I	PHY 2414	Basic Soils	AGR 2314
Business Calculus I	MAT 1513	Statistics	MAT 2323
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
Princ of Macroeconomics	ECO 2113	Princ of Microeconomics	ECO 2123
Princ of Accounting I	ACC 2213	**Elective	3
Total	17 hrs.	Total	17 hrs.

*Consult with your chosen transfer university/college to determine changes to this curriculum.

**Choose Elective based on Concentration: ACC 2223, BAD 2413, or PSC 1113

    The Forestry major at Mississippi State University consists of five concentrations: Environmental Conservation, Forest Management, Forest Products, Urban Forestry, and Wildlife Management.

    Forestry majors are encouraged to enter the Forestry Major at MSU by Spring semester of their sophomore year to compete their academic programs in the normal four-year period of study. If you desire to receive an Associate of Arts degree in Forestry, the courses listed under **Second Year** are recommended.

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

Pre-Law/Legal Studies

Law schools require a baccalaureate degree for admission but no prescribed course of study is stipulated. Students are advised to pursue an undergraduate degree which will provide a suitable alternative to acceptance into Law School. The curriculum below leads to an Associate of Arts Degree.

First Year

First Semester			Second Semester		
English Composition I	ENG 1113		English Composition II	ENG 1123	
College Algebra	MAT 1313		Public Speaking I	SPT 1113	
Fine Arts Elective		3	General Psychology I	PSY 1513	
Natural Science w/Lab		4	Natural Science w/Lab		4
**Foreign Language		3	**Foreign Language		3
Total		16 hrs.	Total		16 hrs.

Second Year

First Semester			Second Semester		
Legal Environ/Business	BAD 2413		American National Gov't	PSC 1113	
Intro to Sociology	SOC 2113		*Philosophy Elective		3
History Elective (Continuous)		3	History Elective (Continuous)		3
*Social/Behavioral Science		3	*Social/Behavioral Science		3
Humanities Elective		3	Elective		3
Total		15 hrs.	Total		15 hrs.

*Consult with your chosen transfer university/college to determine changes to this curriculum.

**MUW requires 12 hours of foreign language. 6 hours must be at 200/2000 level (depending on the college).

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

Wildlife, Fisheries, and Aquaculture

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Biology I	BIO 1134	General Biology II	BIO 1144
Fine Arts Elective	3	Public Speaking I	SPT 1113
*Humanities Elective	3	*Humanities Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
General Physics I	PHY 2414	Basic Soils	AGR 2314
Business Calculus I	MAT 1513	Statistics	MAT 2323
General Chemistry I	CHE 1213	General Chemistry II	CHE 1223
Gen Chemistry Lab I	CHE 1211	Gen Chemistry Lab II	CHE 1221
Ethics	PHI 2143	**Social/Behavioral Science	3
Princ of Macroeconomics	ECO 2113	***Elective	3
Or Princ of Microeconomics	ECO 2123		
Total	17 hrs.	Total	17 hrs.

*Consult with your chosen transfer university/college to determine changes to this curriculum.

**PSY 1513 or SOC 2113

***Choose Elective based on Concentration: PSY 1513, SOC 2113, or CRJ 1383

   The Wildlife, Fisheries, and Aquaculture major at Mississippi State University consists of six concentrations: Wildlife, Fisheries and Aquaculture Science, Conservation Law Enforcement, Wildlife Veterinary Medicine, Wildlife Pre-Veterinary Medicine, Wildlife Agriculture Conservation, and Human-Wildlife Conflicts.

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

ASSOCIATE DEGREE NURSING ADMISSION POLICY

The Associate Degree Nursing Program is a two-year program designed to provide educational opportunities to qualified students for a career in nursing. The program responds to the expanding health care needs of the community. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experience. Graduates receive an Associate of Applied Science degree (AAS). Graduates that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses. The Associate Degree Nursing Program is accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi (www.ihl.state.ms.us) and the Accreditation Commission for Education in Nursing (ACEN). The Accreditation Commission for Education in Nursing can be contacted at 3343 Peachtree Road NE, Suite 850, Atlanta, GA   30326 (www.acenursing.org), Phone: 404-975-5000, Fax: 404-975-5020 for specific program information.

Students who are accepted, but who have not had the following courses BIO 2514 – Anatomy and Physiology I, BIO 2524 – Anatomy and Physiology II, BIO 2924 – Microbiology, FCS 1253/BIO 1613 – Nutrition, must take and successfully pass these courses with at least a grade of 'C' before beginning nursing classes.

Nursing students must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition, they must meet the requirement outlined below:

In accordance with the Board of Trustees of State Institutions of Higher Learning's Associate Degree Nursing admission criteria, a student must have an ACT composite score of 15 if taken before October, 1989, or 18 if taken in October, 1989, or after. In order to apply to the Associate Degree Nursing program, the student must have a 2.0 overall grade point average.

The applicant must have an 18 or higher composite on the ACT with an 18 Reading sub-score; a 17 Math sub-score or have passed a 3-hour College Algebra or higher math course. For ACT scores before 10/28/89, please see the ACT Concordance Table under Academic Policies and Regulations in the HCC Bulletin. The number of students admitted is based on the number of nursing faculty. Standards for Accreditation of Schools of Nursing for the State of Mississippi require that total enrollment be limited to a maximum of fifteen students for each full-time or equivalent qualified nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one. The selection of those to be admitted is done using the Weighted Scale ADN Admission Policy.

All applicants are ranked and are offered positions according to their score.

Weighted Scale ADN Admission Policy

Enrollment in the ADN Program is limited; therefore, the selection of applicants is done on a point system. Selection is academically competitive based on the following categories: ACT, plus college hours and college GPA from a regionally accredited school.

If two people have the same score, preference will be given according to their rating on the ACT or, these being equal, their GPA.

Notification of acceptance in the nursing program must come from the Director of the program - not the Admissions Office.

An applicant must be in generally good health. Upon acceptance, satisfactory reports from a family physician will be required, as well as currently recommended immunizations, a drug screen, and TB skin test. Applicants must also be CPR certified, and pass a criminal background check.

A letter of acceptance to the nursing program will be sent to each applicant selected for each class via email. It is required that an applicant confirm his/her intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within a designated period of time indicates that the applicant no longer wishes to enter the program.

In addition to regular college fees, an associate degree nursing student will incur expenses for such items as uniforms, textbooks, supplies, insurance, and the expense of travel to some clinical sites.

Those applicants with the highest scores will be accepted.

Business Technology
Health-Care Data Technology
Billing & Coding Technology

First Year

First Semester		Second Semester	
Microsoft Word I	BOT 1233	Business Accounting	BOT 1433
Intro to Microsoft Office	BOT 1273	Med Office Concepts	BOT 2743
Applied Business Math	BOT 1313	Medical Terminology II	BOT 1623
Medical Terminology I	BOT 1613	Med Machine Trans I	BOT 2523
Commun. Essentials	BOT 1763	Elec Health Records	BOT 2763
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
CPT Coding	BOT 2643	Med Insurance Billing	BOT 2673
ICD Coding	BOT 2653	Advanced Coding	BOT 2663
Microsoft Excel I	BOT 1823	*English Composition I	ENG 1113
*Humanities/Fine Arts Elective	3	*Public Speaking I	SPT 1113
*Social/Behavioral Science	3	OR *English Comp II	ENG 1123
		OR *Social/Behavioral Science	3
		*College Algebra	MAT 1313
		OR *Natural Science w/Lab	4
Total	15 hrs.	Total	15/16 hrs.

An Advanced Technical Certificate may be earned at this point with the successful completion of all BOT courses.

*This course is not required to receive the Advanced Technical Certificate. This course plus all of the BOT courses above are required for students seeking the AAS Degree.

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.

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

Business Technology
**Health-Care Data Technology
Medical Office Technology**

First Year

First Semester		Second Semester	
Microsoft Word I	BOT 1233	Business Accounting	BOT 1433
Intro to Microsoft Office	BOT 1273	Medical Office Concept	BOT 2743
Applied Business Math	BOT 1313	Medical Terminology II	BOT 1623
Medical Terminology I	BOT 1613	Med Machine Trans I	BOT 2523
Commun. Essentials	BOT 1763	Elec Health Records	BOT 2763
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
CPT Coding	BOT 2643	QuickBooks	BOT 2433
ICD Coding	BOT 2653	Career Readiness	BOT 2183
Microsoft Excel I	BOT 1823	*English Composition I	ENG 1113
*Humanities/Fine Arts Elective	3	*Public Speaking I	SPT 1113
*Social/Behavioral Science	3	OR *English Comp II	ENG 1123
		OR *Social/Behavioral Science	3
		*College Algebra	MAT 1313
		OR *Natural Science w/Lab	4
Total	15 hrs.	Total	15/16 hrs.

**An Advanced Technical Certificate may be earned at this point with
the successful completion of all BOT courses.**

***This course is not required to receive the Advanced Technical
Certificate. This course plus all of the BOT courses above are
required for students seeking the AAS Degree.**

*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.*

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state
aid, institutional scholarships, and the tuition break.

Collision Repair Technology
(Goodman Campus)

First Year

First Semester		Second Semester	
Struc & Repair I	ABT 1146	Struc & Repair II	ABT 1153
Non-Struc & Repair I	ABT 1223	Non-Struc & Repair II	ABT 1236
Refinishing I	ABT 1313	Refinishing II	ABT 1323
Mechan & Component I	ABT 1443	Mechan & Component II	ABT 1453
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Struc & Repair III	ABT 2163	English Composition I	ENG 1113
Non-Struc & Repair III	ABT 2243	Public Speaking I	SPT 1113
Refinishing III	ABT 2336	*College Algebra	MAT 1313
Work Based Learning I	WBL 1913	Humanities/Fine Arts	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15-19 hrs.

An Advanced Technical may be earned at this point.	**An AAS may be earned at at this point for successful completion of these academic courses in addition to the technical courses.**

*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

Collision Repair Technology is an instructional program designed to prepare students for entry-level into the collision repair and refinishing trade. Upon completion of this program, the students will be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, hardware and trim items replacement, cosmetic repairs, and structural repairs. Industry standards referenced are from the 2016 ASE/NATEF Collision Repair & Refinish Standards (Painting and Refinishing, Non-Structural and Structural Analysis and Damage Repair, Mechanical & Electrical Components).

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.

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

Conservation Law Enforcement Technology
(Grenada Campus)

First Year

First Semester		Second Semester	
Applied Dendrology	FOT 1714	Special Problem	
Forest Surveying	FOT 2124	in Conservation Law	FOT 2944
English Composition I	ENG 1113	Silviculture I	FOT 2614
Intro/Criminal Justice	CRJ 1313	Criminology	CRJ 1383
App Natural Science w/Lab	4	Social/Behavioral Science	3
		**College Algebra	MAT 1313
Total	18 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Survey/Micro Apps	CPT 1323	Humanities/Fine Arts	3
Apps GIS/GPS Forestry	FOT 2214	Applied Soil	
Public Speaking I	SPT 1113	Conservation	AGT 1714
Intern for Specialization	FOT 2923	Juvenile Justice	CRJ 2513
OR Work-Based Learn	WBL 1913	Timber Harvesting	FOT 2424
		OR Forest Measure	FOT 1114
		Criminal Investigation	CRJ 2333
Total	13 hrs.	Total	17 hrs.

An AAS Degree may be earned at this point.

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

**MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

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.

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

AGRICULTURE

AGR 1214 – Animal Science.
Fundamental principles and practical application of livestock, dairy, and poultry science. Origin, history, characteristics, market classes, and grades of the major breeds of livestock and poultry. Three hours lecture. Two hours laboratory. Four hours credit.

AGR 1313 – Plant Science.
Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops. Three lectures. Three hours credit.

AGR 2314 – Basic Soils.
A general course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genesis, morphology, classification, and the physical, chemical and biological aspects of soils as applied to soil fertility. Soil management, including fertilization and liming of soils, is also included. Three hours lecture. Two hours laboratory. Four hours credit.

AGR 2713 – Principles of Agricultural Economics.
Economic principles applied to production, value, prices, credit, taxation, land tenure, marketing international trade, and related problems affecting agriculture. Three lectures. Three hours credit.

FAMILY AND CONSUMER SCIENCE

FCS 1253 – Nutrition.
A lecture course covering the nutrients for normal growth and reducing the risk of major chronic diseases, and applied to the selection of food for ingestion, the processes of digestion, assimilation, absorption, metabolism, and the applications for healthcare providers.   Three lectures. Three hours credit.

PSY 2543 - Applied Behavior Analysis (Prerequisite: PSY 1513).
Application of the principles of applied behavior analysis to problems involving human behavior change. Three lectures. Three hours credit.

NUR 1116 – Nursing Theory I (Prerequisites: BIO 2514 & 2524, BIO 2924, & FCS 1253/BIO 1613).
Foundation for all subsequent nursing courses. Introduces the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic needs, physical assessment, nursing process, as well as laboratory experiences and drug calculations. Correlates with NUR 1119. Five lectures. Three hours laboratory. Six hours credit.

NUR 1119 – Nursing I. (Prerequisites: BIO 2514 & 2524, BIO 2924, & FCS 1253/BIO 1613).
Foundation for all subsequent nursing courses. Introduction to nursing and to the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions is included. Five lectures. Twelve hours laboratory. Nine hours credit.

NUR 1316 – Nursing Transitions I (Prerequisites: BIO 2514 & 2524, BIO 2924, FCS 1253/BIO 1613, ENG 1113, PSY 1513, EPY/PSY 2533).
A transitional course designed to assist the LPN in mastering the first semester of the first year ADN objectives and serves as a partial basis for entry into the sophomore nursing courses. It includes content on the registered nurse role and functions that was not a part of the student's LPN education as well as fundamental skills in the areas of physical assessment, nursing process, and drug calculations. Five lectures. Three hours laboratory. Six hours credit.

NUR 1326 – Nursing Transitions II (Prerequisites: NUR 1316).
A transitional course designed to assist the LPN in mastering the second semester of the first year ADN objectives and serves as partial basis for entry into the sophomore courses. It includes basic foundational Medical-Surgical concepts and competencies that are introduced in Nursing II. Pharmacology content associated with the Medical-Surgical concepts will be introduced as well. Venipuncture, intravenous/blood therapy and administration, and selected clinical experiences will be included. Five lectures. Three hours laboratory. Six hours credit.

NUR 2119 – Nursing III (Prerequisites: NUR 1116 & 1226 or 1119 & 1229 or 1316 & 1326; Pre/Co-requisite Humanities or Fine Arts Elective.)
This course focuses on the utilization of the nursing process in the care of individuals and families across the lifespan in a variety of health care settings. Medical-Surgical concepts and competencies introduced in Nursing II are reinforced and applied as a building block for more complex content. Pharmacology content associated with the Medical-Surgical concepts will be taught as well. Selected laboratory and clinical experiences will be included. The primary clinical focus will be in adult medical-surgical institutional settings with more complex pediatric, obstetric, and psychiatric experiences when available. Six lectures. Nine hours laboratory. Nine hours credit.

NUR 2239 – Nursing IV (Prerequisite: NUR 2119; Co-requisite: NUR 2243).
This course focuses on the utilization of the nursing process in the care of individuals and families across the lifespan in a variety of health care settings. Medical-Surgical and Psychiatric concepts and competencies in Nursing III are reinforced and applied with more complexity. Pharmacology content associated with these concepts will be taught as well. Selected laboratory and clinical experiences will be included. The primary clinical focus will be in adult medical-surgical and psychiatric institutional settings with emphasis on more complex and critically ill populations. Leadership and management skills will also be integrated into nursing care experiences. Five lectures. Twelve hours laboratory. Nine hours credit.

NUR 2243 – Management of Nursing Care (Prerequisite: NUR 2119; Co-requisite: NUR 2239).
This course is designed to integrate basic principles of management and leadership in patient care settings to assist the student in functioning as an associate degree nurse. Emphasis will be placed on NCLEX preparation to assist the student in being successful in obtaining licensure as a registered nurse. Concepts of professionalism and personal growth will also be emphasized with assigned projects and community service hours obtained throughout the program. Three lectures. Three hours.

Page 274   Revise the following course titles under "Business Technology"

BOT 1613 — Medical Terminology I.
This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Three lectures. Three hours credit.

BOT 1623 — Medical Terminology II (Prerequisite: BOT 1613).
This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to the medical office. Three lectures. Three hours credit.

COLLISION REPAIR TECHNOLOGY

ABT 1146 – Structural Analysis and Damage Repair I.
A course to provide skills and practice in structural analysis and repair procedures that are used in the collision repair industry. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Three hours lecture. Six hours lab. Six hours credit.

ABT 1153 – Structural Analysis and Damage Repair II.
This course is a continuation of Structural Analysis and Damage Repair I. This course provides instruction and practice in unibody inspection, measurement, and repair. Two hours lecture. Two hours lab. Three hours credit.

ABT 1223 – Non-Structural Analysis and Damage Repair I.
A course in the procedures and practices for metal finishing and body filling. This course also covers the complete inspection and non-structural analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two hours lecture. Two hours lab. Three hours credit.

ABT 1236 – Non-Structural Analysis and Damage Repair II.
This course is a continuation of Non-Structural Analysis and Damage Repair I. This course provides instruction for preparation principles and practices. This course provides instruction for outer body panel repair, replacement, and adjustment principles and practices. Three hours lecture. Six hours lab. Six hours credit.

ABT 1313 – Refinishing I.
A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Emphasis is placed upon personal safety and environmental concerns. One hour lecture. Four hours lab. Three hours credit.

ABT 1323 – Refinishing II.
Continuation of Refinishing I. Included are types of paint defects and paint gun application and maintenance procedures. One hour lecture. Four hours lab. Three hours credit.

ABT 1443 – Mechanical and Electrical Components I.
A course designed to provide theory and practice in the areas of restraint systems, cooling systems, and air conditioning/heating systems. An introduction to small business management techniques as applied to the collision repair shop includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Three hours lecture. Three hours credit.

ABT 1453 – Mechanical and Electrical Components II.
A continuation of Mechanical and Electrical Components I. A course designed to provide theory and practice in the areas of brakes and electrical. Three hours lecture. Three hours credit.

ABT 2163 – Structural Analysis and Damage Repair III.
This course is a continuation of Structural Analysis and Damage Repair II. This course provides the procedures and practices for frame inspection and repair. Two hours lecture. Two hours lab. Three hours credit.

ABT 2243 – Non-Structural Analysis and Damage Repair III.
This course is a continuation of Non-Structural Analysis and Damage Repair II. This course provides instruction and practice for the following areas: moveable glass, hardware associated with glass, plastics and adhesive. Two hours lecture. Two hours lab. Three hours credit.

ABT 2336 – Refinishing III.
A continuation of Refinishing II with emphasis on advanced painting techniques including paint mixing, matching, and applying and detailing. Two hours lecture. Eight hours lab. Six hours credit.

ABT 2713 – Collision Analysis and Estimation.
This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two hours lecture. Two hours lab. Three hours credit.

ABT 2813 – Shop Operations and Procedures.
An introduction to small business management techniques as applied to the collision repair shop includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. Two hours lecture. Two hours lab. Three hours credit.

ABT 291(1-3) – Special Problem in Collision Repair Technology.
A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two to Six hours lab. One to Three hours credit.

ABT 292(1-6) – Supervised Work Experience in Collision Repair Technology.
A course that is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three-Eighteen hours lab. One to Six hours credit.

Page 330   Add "Career Technical Orientation" heading, course, and description

CAREER TECHNICAL ORIENTATION

RST 1312 – Freshman Orientation.
This course is designed to help students adjust to college life. Course content includes personal, academic, and financial information to assist the student in succeeding in college. The course is designed to teach effective study habits, reading methods, use of the library, note taking, report writing, financial responsibility education and gives the student guidance in collegiate life. Two hours lecture. Two hours credit.

Page 208   **Revise "Computer Networking Technology" Program of Study**

Information Systems Technology
Computer Networking Technology
(Ridgeland Campus)

First Year

First Semester		Second Semester	
Network Admin/Windows	IST 1244	Database & SQL Concepts	IST 1163
Essentials of Information		Practical Applications in	
Systems Technology	IST 1183	Information Technology	IST 1193
Client Installation		Network Administration	
and Configuration	IST 1213	Using Linux	IST 1254
Fundamentals of Data		Principles of Information	
Communications	IST 1134	Security	IST 1143
Visual Basic Programming	IST 1314	Network Components	IST 1223
Total	18 hrs.	Total	16 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Network Planning		English Composition I	ENG 1113
& Design	IST 2224	**College Algebra	MAT 1313
Network Implementation	IST 2234	Humanities/Fine Arts	3
Special Problem in		Social/Behavioral Science	3
Information Systems	IST 2921	Public Speaking I	SPT 1113
*Approved Electives	6		
Total	15 hrs.	Total	15-19 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

This program offers training in telecommunications, network administration, and client/server systems. An AAS degree is earned upon successful completion of the Computer Networking Technology curriculum. Successful completion of the first year entitles a student to a Technical Certificate in Network Operations. Students enrolling in the CNT Program must meet the general admission requirements for HCC; however, an ACT score of 18 is recommended for students considering this program.

*Approved Electives: CPT 1333, IST 1154, IST 1314, IST 1433, IST 2464, Work-Based Learning, or other technical or academic elective approved by instructor/advisor.

**MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

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.

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

Information Systems Technology
Computer Programming Technology
(Grenada Campus)

First Year

First Semester		Second Semester	
IT Foundations	IST 1124	Principles of Information	
Fundamentals of Data		Security	IST 1143
Communications	IST 1134	*Programming Elective	3
*Programming Elective	4	*Programming Elective	3
Web Development Using		**Approved Elective	3
HTML & CSS	IST 1433	Database & SQL Concepts	IST 1163
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Script Programming	IST 2324	Public Speaking I	SPT 1113
*Programming Elective	4	Social/Behavioral Science	3
*Programming Elective	4	Humanities/Fine Arts	3
**Approved Elective	3	English Composition I	ENG 1113
		***College Algebra	MAT 1313
Total	15 hrs.	Total	15-19 hrs.

An Advanced Technical Certificate may be earned at this point.	**An AAS Degree may be earned at this point.**

Computer Programming Technology is a two-year program that is designed to offer training in the development of Business Application Software. The curriculum offers the Technical Certificate, the Advanced Technical Certificate, and the AAS Degree. Students enrolling in the CPT Program must meet the general admission requirements of the college district; however, an ACT score of 18 is recommended.

*Programming Language Electives: Visual BASIC Programming Language IST 1314, Java Programming Language IST 1714, Advanced Visual BASIC Programming IST 2334, Web Programming Concepts IST 1154, C++ Programming IST 2374, Advanced C++ Programming IST 2384, PowerShell Programming IST 2464.

**Approved Electives: Programming Elective, Work-Based Learning, Client Install and Configuration IST 1213, MS Office Applications IST 1263, Systems Analysis and Design IST 2314, Special Problems I, II, III IST 2921/2922/2923, or other approved related technical or academic course.

***MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

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.

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

Information Systems Technology
**Software Engineering Technology
(Ridgeland Campus)**

First Year

First Semester		Second Semester	
Fundamentals of Data		Database & SQL Concepts	IST 1163
Communications	IST 1134	Principles of Information	
Visual BASIC Programming	IST 1314	Security	IST 1143
Essentials of Information		Adv. Visual BASIC	
Systems Technology	IST 1183	Programming Language	IST 2334
Web Development Using		Practical Applications in	
HTML & CSS	IST 1433	Information Technology	IST 1193
Client Installation & Config	IST 1213	C++ Programming Language	IST 2374
Total	17 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Script Programming	IST 2324	English Composition I	ENG 1113
*Programming Elective	8	***College Algebra	MAT 1313
**Approved Elective	3	Humanities/Fine Arts	3
		Social/Behavioral Science	3
		Public Speaking I	SPT 1113
Total	15 hrs.	Total	15-19 hrs.

An Advanced Technical Certificate may be earned at this point.	**An AAS Degree may be earned at this point.**

Software Engineering Technology is a 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. Successful completion of the first year entitles a student to a Technical Certificate in Software Operations. Students enrolling in the SET program must meet the general admission requirements of HCC; however, an ACT score of 18 is recommended for students considering this program.

*Programming Electives: IST 1154, IST 1714, IST 2374, IST 2454, Work-Based Learning, or other technical or academic elective approved by instructor/advisor.

**Approved Electives: CNT 2423, CPT 1333, IST 1213, IST 2314, IST 292(1-3), Work-Based Learning or other technical or academic elective approved by instructor/advisor.

***MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

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.

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

Paralegal Technology
(Ridgeland Campus)

First Year

First Semester		Second Semester	
Introduction to Law	LET 1123	Civil Litigation I	LET 2313
Legal Research	LET 1213	Torts	LET 2323
Family Law	LET 1513	Contracts & Bus. Law	LET 2373
Wills and Estates	LET 1523	Criminal Law & Procedures	LET 2383
Real Property I	LET 2453	Real Property II	LET 2463
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Legal Writing	LET 1713	English Composition I	ENG 1113
Civil Litigation II	LET 2333	Humanities/Fine Arts	3
Bankruptcy Law	LET 2523	Public Speaking I	SPT 1113
OR Work-Based Learning	WBL 1913	OR English Comp II	ENG 1123
Law Office Management	LET 2653	Social/Behavioral Science	3
Special Problems in Paralegal		College Algebra	MAT 1313
Technology	LET 2913	OR Natural Science w/Lab	4
Total	15 hrs.	Total	15-16 hrs.

An Advanced Technical Certificate may be earned at this point.	**An AAS Degree may be earned at this point.**

   Paralegal Technology is designed to prepare a person for entry-level employment as a paralegal in courts, corporations, law firms, and government agencies. Paralegal Technology requires courses in the career-technical core, designated areas of concentration, and the academic core. The program offers a Technical certificate, an Advanced Technical Certificate and an AAS degree.   The curriculum is based on standards developed from the National Association of Legal Assistants' Descriptions of Certified Paralegal (CP) 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.

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.

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

Surgical Technology
(Grenada Campus & Ridgeland Campus)

Option One - 12 Month Program

First Year

First Semester		Second Semester	
Fund/Surgical Tech	SUT 1113	Basic & Related Surgical	
Principles of Surgical		Procedures	SUT 1518
Technique	SUT 1217	Specialized Surgical	
Surgical Anatomy	SUT 1314	Procedures	SUT 1528
Surgical Microbiology	SUT 1413		
Total	17 hrs.	Total	16 hrs.

Summer Term

Advanced Surgical Procedures	SUT 1539
Total	9 hrs.

A Technical Certificate may be earned at this point.

Option Two - 24 Month Program

Second Year

First Semester		Second Semester	
English Composition I	ENG 1113	Public Speaking I	SPT 1113
Humanities/Fine Arts	3	Social/Behavioral Science	3
*College Algebra	MAT 1313	**Approved Electives	5
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
**Approved Elective	3		
Total	16 hrs.	Total	15 hrs.

An AAS Degree may be earned at this point.

*MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.

**Approved Electives: BIO 1134, BIO 1144, BIO 1613, BIO 2924, BOT 1613, BOT 1623, CHE 1213 with CHE 1211, EPY 2513, EPY 2523, EPY 2533/PSY 2533, HPR 1213, HPR 1223, HPR 2213, PSY 1513, SOC 2113, SOC 2143, SUT 1703, SUT 1223, or Work-Based Learning.

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.

Enrollment in a minimum of 15 hours each semester is recommended for eligibility for state aid, institutional scholarships, and the tuition break.

IST 1143 – Principles of Information Security.
This course is an introduction to the various technical and administrative aspects of information security and assurance. This course provides the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents, and designing a consistent, reasonable information security system with appropriate intrusion detection and reporting features. Two lectures. Two hours laboratory. Three hours credit.

IST 1163 – Database and SQL Concepts.
This course is an introduction to the design and manipulation of relational databases. Emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. QBE and SQL are explored. Two lectures. Two hours laboratory. Three hours credit.

IST 1183 – Essentials of Information Systems Technology.
This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two hours lecture. Two hours laboratory. Three hours credit.

IST 1193 – Practical Applications in Information Systems Technology.
This course will provide experience with operating systems. Emphasis will be placed on support personnel interaction (communication and professional behavior) with the platform to assist users in business environments. Topics on safety and environmental issues are included. Two hours lecture. Two hours laboratory. Three hours credit.

IST 1263 – Microsoft Office Applications.
This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software application. Two hours lecture. Two hours lab. Three hours credit.

IST 1433- Web Development Using HTML & CSS.
This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYS/WYG editors/HTML editors, animation/multimedia products, and photo editors. Two hours lecture. Two hours lab. Three hours credit.

IST 1523 – SQL Programming II.
This course is the second of a two-part series that offers students an extensive introduction to data server technology. Students are taught advanced concepts of both relational and object relational databases and the Structured Query Language (SQL). Students are taught to create and maintain database objects and control user access. Two lectures. Two hours laboratory. Three hours credit.

IST 1723 – Programming in Python.
This course is designed to provide an introduction to programming concepts and data informatics using Python through lecture and a series of practical hands-on exercises. Two hours lecture. Two hours laboratory. Three hours credit.

IST 2374 – C++ Programming Language.
This course is designed to introduce the student to the C programming language and its basic functions. Two lectures. Four hours laboratory. Four hours credit.

IST 2384 – Advanced C++ Programming Language (Prerequisite: IST 2374).
This course is a continuation of the study of the C programming language. Two lectures. Four hours laboratory. Four hours credit.

IST 2454 – Mobile Application Development.
This emergence of a new generation of highly-capable devices and platforms has opened up opportunities for application developers. Mobile development differs from conventional desktop development in that mobile devices operate in a constrained world with smaller screens, slower network connections, as well as limited memory and processing power. Two hours lecture. Four hours lab. Four hours credit.

IST 2464 – PowerShell Programming.
This course is designed to introduce the student to the PowerShell command line language and its use in monitoring and maintaining Microsoft networks. The student will become familiar with the syntax of the command line language and its application in maintaining a modern network. Three hours lecture. Two hours laboratory. Four hours credit.

Page 322 – 324   Add/Revise the following courses under "Paralegal Technology"

LET 1123 – Introduction to Law.
This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. Three lectures. Three hours credit.

LET 1713 – Legal Writing (Prerequisites: LET 1123 & LET 1213).
This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. Three hours lecture. Three hours credit.

LET 2313 – Civil Litigation I (Prerequisites: LET 1123 & LET 1213).
This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Three hours lectures. Three hours credit.

LET 2323 – Torts (Prerequisite: LET 1123).
This course provides instruction in the area of law that deals with civil wrongs and injuries, including intentional wrongs, negligence, and strict liability. It concentrates on the elements of a tort, type of tort, damages, ethics, and remedies. Three hours lecture. Three hours credit.

LET 2333 – Civil Litigation II (Prerequisite: LET 2313).
This course is designed to continue the study of the litigation process from discovery through appeal. Emphasis is placed on collecting and organizing discovery materials and demonstrating knowledge of the limits placed on discovery by the federal and states rules of civil procedure. The course also includes the trial and appeal phases of litigation, with emphasis on trial preparation and appellate procedure. Three hours lecture. Three hours credit.

LET 2373 – Contracts and Business Law.
This course provides instruction in the area of contract law, concentrating on the elements of a valid contract, various types of contracts, the Uniform Commercial Code, and ethical issues in contract law. Three hours lecture. Three hours credit.

LET 2383 - Criminal Law and Procedure.
This course provides an overview of criminal law and the procedures involved in the criminal process. The course focuses on the Mississippi court system, legal terminology involved in a criminal practice, and on gathering information and evidence, using ethical standards. Three hours lecture. Three hours credit.

LET 2453 – Real Property I.
This course is an introduction to real property law including ownership, transfer of property, liens and encumbrances, and the various types of deeds. Three hours lecture. Three hours credit.

LET 2463 – Real Property II (Prerequisite: LET 2453).
This course examines legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office. It includes compiling a title abstract and completing an assignment to prepare a real estate file from transaction through closing and post-closing implementing ethics. Three hours lecture. Three hours credit.

LET 2523 – Bankruptcy Law (Prerequisite: LET 1123)
This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters and forms. Three lectures. Three hours credit.

LET 2653 – Law Office Management.
This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management. Three hours lecture. Three hours credit.

LET 2913 – Special Problem in Paralegal Technology.
A course to provide students with an opportunity to utilize skills and knowledge gained in other Paralegal Technology courses. Six hours lab. Three hours credit.

Page 328 – 329   Add/Revise the following courses under "Surgical Technology"

SUT 1217 – Principles of Surgical Technique (Co-requisites: All 1st semester courses).
This course is a comprehensive study of aseptic technique, safe patient care, anesthesia, pharmacology, and surgical techniques. Three hours lecture. Eight hours laboratory. Seven hours credit.

SUT 1223 – Medical Terminology for Surgical Technologists.
A study of medical terminology as it relates to the practice of surgical technology. Three hours lecture. Three hours credit.

SUT 1518 – Basic and Related Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).
This course includes instruction in regional anatomy, pathology, instrumentation, surgical techniques, and safe patient care in general surgery, gynecology, obstetrics, and genitourinary. It requires clinical experience in area hospital surgical suites and related departments. Four hours lecture. Twelve hours clinical. Eight hours credit.

SUT 1539 – Advanced Surgical Procedures (Prerequisites: All 2nd semester courses & CPR-Health Care Provider).
This course includes instruction in regional anatomy, pathology, instrumentation, techniques, and safe patient care in surgical specialty areas of neurosurgery, thoracic, peripheral vascular, cardiovascular surgery, employability skills, and all-hazards preparation. This course requires clinical experience in area hospital surgical suites and related departments and a comprehensive final examination. Four hours lecture. Fifteen hours clinical. Nine hours credit.

I certify the above amendment is true and correct in content and in policy.

Fran Cox

_____   __October 23, 2017_____
Dr. Fran Cox, Vice President for Academic Programs