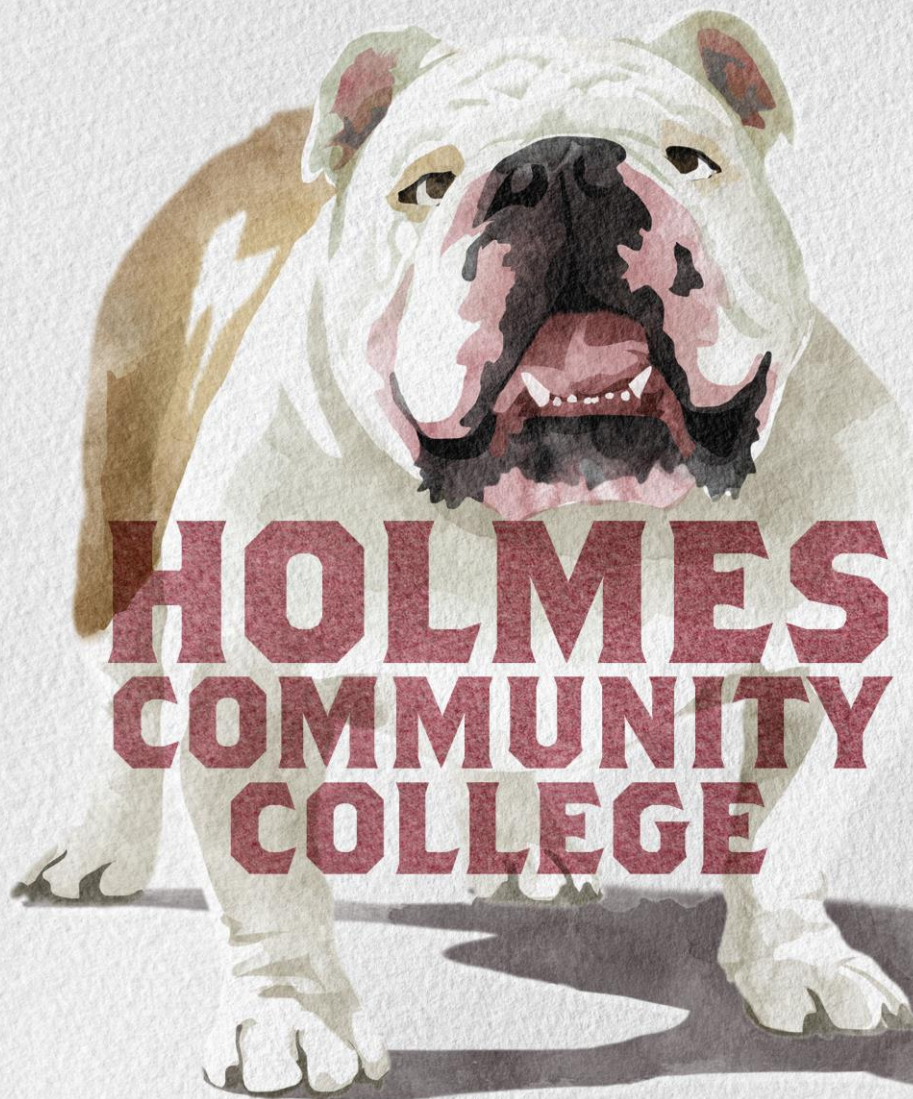


**2019-2020** DISTRICT BULLETIN



**Amendment Number VI to the 2019-2020 HCC Bulletin**

**Replace “eLearning (Distance Education) section on page 11 with the revision below.**

### **eLEARNING (Distance Education)**

In the year 2000 Holmes became a member of the Mississippi Virtual Community College (MSVCC), a cooperative of the 15 Mississippi community and junior colleges and the Mississippi Community College Board. The MSVCC provides distance education courses statewide. Holmes's two primary means of delivering eLearning are through the use of Video Conferencing and the MSVCC.

To improve student access to education, Holmes Community College uses various methods of instructional delivery including eLearning programs. Some of the modes of instruction utilized by eLearning are interactive classrooms, remote instruction, distance education courses, and other electronic-based teaching/learning activities.

**Revise “Test Scores” table on page 16.**

	<b>Before Oct. 28, 1989</b>	<b>After Oct. 28, 1989</b>
Board of Trustees' Scholarship	27	28
Dean's Scholarship	18	20
President's Scholarship	23	24
Associate Degree Nursing	15	18
EMT Paramedic	12	16
Massage Therapy	12	16
Occupational Therapy Assistant	12	16
Physical Therapist Assistant	12	16
Practical Nursing	12	16
Surgical Technology	12	16

**Replace “Dual Enrollment of High School Students” section on page 17 with the revision below.**

### **DUAL ENROLLMENT OF HIGH SCHOOL STUDENTS**

The purpose of this program is to provide the opportunity for advanced high school students to earn college credit prior to graduation from high school. Holmes Community College does not wish to encourage students to participate in this program if it conflicts with their high school activities. Therefore, students in this category will be considered for admission only when this program has the explicit endorsement of the high school principal.

A Middle College Program is a school or district-level dual credit/dual enrollment program in which high school students attend a portion of the day at the high school and a portion at their partner postsecondary institution. Middle College Programs require prior authorization by the Mississippi Department of Education for the high school.

Students who are currently enrolled in high school may take college classes if the following requirements are met.

**Replace “eLearning” through “Basic Requirements for Internet-Based Courses” sections on pages 23-24 with the revision below.**

## **eLEARNING**

The mission of Holmes eLearning and the Mississippi Virtual Community College (MSVCC) is to provide educational opportunities to constituencies who live within the various community college districts in Mississippi and to others beyond those boundaries. Through the MSVCC, students may take courses from community colleges anywhere in Mississippi while receiving support services from their local community college.

This cooperative makes it possible for MSVCC colleges to leverage their eLearning resources—including faculty, courses, support services, and technology—to benefit students throughout Mississippi and beyond. MSVCC has adopted a Policy and Procedures Guide. Holmes Community College has chosen to be a part of this statewide effort and has adopted this Policy and Procedures Guide. Within the spirit of this internet-based effort, this guide is located on the internet at the public MSVCC website. Additional policy and procedures are contained in the eLearning Policy and Procedure Guide.

## **LEARNING MANAGEMENT PLATFORM**

MSVCC has a contract to provide both the platforms for the class via a website and the server itself that houses that website. All courses offered via MSVCC will use this platform. Training for Holmes instructors wanting to teach distance education course will be provided either by the Mississippi Community College Board (MCCB) or by Holmes Community College before the instructor teaches any distance education courses.

## **COURSE OFFERINGS**

Holmes' students are able to take distance education courses that are taught by Holmes instructors (provided courses), as well as courses that are taught by instructors from the other fourteen community colleges (hosted courses). Holmes' hosted courses are restricted to courses listed in the course description section of the Holmes bulletin. Students are able to request and register for these courses through the Holmes portal. All courses, provided or hosted, are transcribed in the same manner as a traditional course.

## **BASIC REQUIREMENTS FOR ELEARNING/DISTANCE EDUCATION COURSES**

Most students initially think that distance education courses are easier than traditional classroom courses. This is not the case. Before a student takes a distance education course, the student needs to carefully decide if this method of instruction is conducive to his/her learning style. Distance education courses do not offer the same experience as traditional classes, such as face-to-face contact with your instructor, structured class meetings, immediate feedback from the instructor, the physical presence of other students, etc.

All distance education courses have the following basic requirements:

- At least two proctored exams per class, per semester
- Regular attendance in the distance education course, measured by submission of assignments weekly

**Replace “I Grade” section on page 25 with the revision below.**

**I Grade.** An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept the student from meeting a requirement of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by unavoidable circumstance. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or tests in order to receive a grade in place of an “I”. Work not completed within the allotted time frame results in a grade of “F” in place of an “I”. The appropriate administrator will decide if extenuating circumstances involving a prolonged illness will allow the student extra time. Students are expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a “0” on the final exam, and the final grade will be averaged. A student with a valid excuse (i.e. death in the family, hospitalization due to illness or accident, or other extenuating circumstances which would prohibit an individual from being present) will be given an “I” and have the opportunity to take a make-up exam.

**Replace “W Grade” section on page 26 with the revision below.**

**W Grade.** The grade “W” is recorded for a class the student has attended if the student officially withdraws after 50% of the term, but before 75% of the term has passed. If a student registers for a class but never attends, that class is erased from his/her record. Refer to No-Show Policy elsewhere in this bulletin.

**Replace “Audit Grade” section on page 26 with the revision below.**

**Auditing a Course.** A student may audit a course by scheduling the course as an “audit” any time after 50% of the term, but before the 75% of the term has passed. Students (1) who are currently enrolled in high school or (2) who are no longer enrolled in high school but have not graduated and whose class has not graduated may audit a course only if they can meet either regular, early, or dual enrollment admission requirements as outlined in this bulletin. No credit, grade, or quality points are granted for an audited course. An audited course is counted at full value in computing the student's load for fee purposes, but does not count toward full-time status for staying in the dorm or for financial aid purposes. A student may, in succeeding semesters, take for credit any course previously audited. An audited course will be reflected on the student's permanent record as “AU”.

A student who is auditing a course is required to attend class on the same basis as regular students with the exception of the final examination. A grade of “W” will be assigned if a student drops an “audit” course or is withdrawn because of excessive absences.

Audit students are required to do homework assignments and participate in all classroom and/or laboratory activities with the exception of the final examination.

The college does not receive state funding for audit students. Therefore, the college reserves the right to restrict audit enrollments in a course that has limited class size because of equipment or space.

The deadline for changing from “credit” to “audit” will be the last day to withdraw and receive a W. A student who wishes to change from “credit” to “audit” must go to the office in charge of schedule changes prior to the deadline.

**Replace “Institutional Credit” section on page 27 with the revision below**

**INSTITUTIONAL CREDIT**

Holmes Community College offers a small number of courses that are of a “remedial” or “self-enrichment” nature. These courses earn “institutional” credit only and are not designed to transfer. The Pre-Core English or Pre-Core Mathematics courses (those course numbers beginning with the number of “0”) will not satisfy the English or Mathematics requirements for any degrees or certificates.



**Replace pages 30 – 36, starting with section “Examinations” and ending with section “Students Called to Active Duty – Withdrawal/Refund” with the revision below.**

## **EXAMINATIONS**

**Regularly Scheduled Examinations.** Examinations are scheduled at the end of each semester. The complete schedule of examinations is announced during the semester.

**Absence from Examination.** Students are expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a “0” on the final exam, and the final grade will be averaged. A student with a valid excuse (i.e. death in the family, hospitalization due to illness or accident, or other extenuating circumstances which would prohibit an individual from being present) will be given an “I” and have the opportunity to take a make-up exam. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or tests in order to receive a grade in place of an “I”. Work not completed within the allotted time frame results in a grade of “F” in place of an “I”.

## **ATTENDANCE REQUIREMENTS**

### **Academic, Technical, and Career**

Regular class attendance is a requisite if students are to succeed in their classes. All students are expected to attend class meetings regularly and promptly. Since there are times when a student must be absent due to extenuating circumstances, they should contact instructors prior to the absence if at all possible. Students are responsible for all work missed regardless of the cause of the absence (including absences due to late registration). Attendance is recorded from the first official class meeting until completion of 75% of the term.

Select Career and Technical Programs may have specific attendance policies. Students should refer to class syllabi or program handbooks for program-specific attendance policies.

eLearning courses have their own specific attendance and withdrawal policies as outlined elsewhere in this bulletin.

## **WITHDRAWAL FROM COURSE(S) OR COLLEGE**

### **Changes in Class Schedules During Registration**

A student wishing to drop or add a course during the time of registration may make the drop or add through web registration in My Holmes portal. After the deadline for registration, no courses can be added.

### **No-Show Policy**

(Not subject to the Attendance Requirements)

A student who is absent for the first class meeting will be considered a “no-show” and will be purged from the class roster and will incur a fee.

### **Withdrawal from Course(s)**

Prior to 50% of the term, a student who has excessive absences (including absences due to late registration) will be removed from the course and receive a grade of “F” on the official college transcript. Fees are associated with the withdrawal process.

A student may withdraw from a course after 50% of the term but before 75% of the term. After 75% of the term, a student is no longer able to withdraw or cut-out from the course.

After 50% of the term, but before the 75% of the term, a student who requests to withdraw or who has excessive absences (including absence due to late registration) will be removed from the course and receive a grade of “W” on the official college transcript. Fees are associated with the withdrawal process.

A student may request to withdraw by completing and submitting the electronic Withdrawal Request Form located in My Holmes portal. Once submitted, the instructor of the course will be notified of the request and must continue the process by electronically submitting the student's last date of attendance for the course. When the last date of attendance is received by the Administrative Office, the request will be processed, and the student will be removed from the course.

### **Administrative Withdrawal**

Removal of a student from classes or school due to disciplinary reasons, health-related events, or any other extenuating circumstances is defined as an Administrative Withdrawal.

### **Withdrawal from the College**

A student may withdraw from the college at any time during the term by contacting the appropriate office. All fees must be paid prior to withdrawal to receive a grade(s) of "W" on their official college transcript. Fees are associated with the withdrawal process.

The college recognizes that occasionally after 75% of the term, a student may have an extreme hardship; e.g. an extended hospitalization due to an accident. In this situation, the student or representative should contact the college immediately so that a decision can be made regarding the student's enrollment status.

### **eLEARNING ATTENDANCE AND WITHDRAWAL POLICY**

Holmes Community College is a member of the Mississippi Virtual Community College (MSVCC). This allows students to take online courses that are taught by Holmes instructors (provided courses), as well as courses that are taught by instructors from the other community colleges (hosted courses). Each college will have its own absence policy. Online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient to the student's personal schedule within a range of times defined by the instructor. However, consistent attendance is required to successfully complete an online course.

**Attendance:** For internet-based courses means logging into the web-based platform used for the courses and accessing course materials, as well as accomplishing the tasks assigned by the instructor on time. At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class participation. Contacts with the instructor must be in the form of academic communications and submission of assignments, as well as logging into the web-based platform used for the class. If the instructor deems that the student's participation in class is inadequate, the instructor will make an attempt to notify the student. If inadequate participation persists, the student will be administratively withdrawn from the class. Students and instructors of online courses will adhere to the academic calendar and the process of appeal.

**Course Withdrawal:** Holmes students will follow the Holmes withdrawal policy. Hosted students will follow their home college's withdrawal policy.

**School Withdrawal:** A student who finds it necessary to withdraw from school for any reason must contact the designated school official. Holmes students will follow the Holmes withdrawal policy. Hosted students will follow their home college's withdrawal policy. **Note: Since MSVCC calendar does not always follow the Holmes calendar, the date for withdrawal for internet-based courses will probably be different than for Holmes' traditional classroom courses.**

### **REINSTATEMENT ON CLASS PROBATION POLICY**

When the instructor records the last absence that cuts the student out, he/she is automatically withdrawn from the course.

When a student is cut out and wishes to be considered for reinstatement, he/she must present a written request for reinstatement along with documentation for absences to the CAO or CTE Director within the appropriate number of days from the date of the cut-out email (as follows):

- 4-Week Courses~2 school days from the date of the cut-out email
- 8-Week Courses~3 school days from the date of the cut-out email
- 13 to 16-Week Courses~5 school days from the date of the cut-out email

During that time, the student must continue to attend class.

If a majority of the absences are for extenuating, documented circumstances, the CAO or CTE Director will decide if the student will be reinstated and placed on Class Probation for that class. If a majority of the absences are not for extenuating, documented circumstances, the student will not be reinstated. Once a student is placed on Class Probation, any future absence that is not due to extenuating, documented circumstances will result in an automatic administrative withdrawal from that class.

## **Extenuating Circumstances and Required Documentation**

- |                     |   |
|---------------------|---|
| A. Sickness:        | Statement from Doctor or Dentist  |
| B. Death in Family: | Newspaper Obituary or Funeral Program   |
| C. Legal Situation: | Matters as a result of Someone Else's<br>Negligence: Court Summons, Police Report, etc. |
| D. Military Duty:   | Copy of Orders from Military Official   |
| E. School Business: | Sponsor of Event Will Present CAO or CTE<br>Director with Information                   |

## **APPEALS PROCEDURE FOR CLASS CUT-OUT**

If a student is not satisfied with the ruling concerning his/her request for reinstatement, the student may initiate the Appeals Procedure below:

### **Appeals Procedure\*:**

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors).
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.

### **\*Please note the following:**

- Any student who fails to submit a written appeal by the appointed date forfeits any further consideration for appeal.
- The student may be suspended from activities during the appeals process.
- Any student who fails to contact the President by the appointed date of his/her desire to appeal forfeits any further consideration for appeal.
- The President's decision will be final.

## **RE-ENTRY OF COURSE/COLLEGE WITHDRAWAL**

If a student withdraws from a course/college and wishes to re-enter, the college official in charge should check with each teacher involved to determine:

- (1) if the student has exceeded the absence limit;
- (2) if the student is failing/behind in assignments;
- (3) if the student has been a discipline problem.

If the college official receives a favorable report on the three items above, the student should be allowed to re-enter. If all reports are not favorable, then the student should not be allowed to re-enter.

## **INTRADISTRICT TRANSFERS**

Campus-to-campus intradistrict transfers may be permitted only for unusual or hardship circumstances. Intradistrict transfers are only allowed during a limited time once the semester begins; therefore, date of request and format of class will be considered. The request for transfer should be submitted to the Academic Dean or the Career Technical Director at the student's home campus. If a transfer is approved, then the student will complete an INTRADISTRICT TRANSFER FORM. The student's grades and absences will be forwarded to the receiving instructors.

## **STUDENTS CALLED TO ACTIVE DUTY - WITHDRAWAL/REFUND**

Any Holmes student who is a member of the Mississippi National Guard, or one or more units of the Mississippi State Guard, or who is a member of any of the reserve components of the armed forces of the United States, or who has been placed in active duty status by order of the President of the U. S., or who has been drafted into any component of the armed forces of the U.S., may be allowed to withdraw as a student of the institution, with a full refund of tuition, out of state fees (if applicable) student fees, and any special fees, with room and board fees prorated with the approval of the Institutional Executive Officer.

Any student who withdraws from an institution under this policy will not receive any grades. The student record will show evidence of the withdrawal with documentation on file. If, after the removal of the student's tuition and fees there is a balance due on the student's account, this amount must be paid by the student. If, after the removal of the student's tuition and fees there is a credit balance, this amount will be refunded to the student.

Any student called to active duty who has completed at least 75% of the semester and is in good standing with the institution, and who needs to only take the final examination to complete the semester, has the option to leave the college pursuant to this policy, without his/her class standing effected, and without refund of any of the above fees or tuition. However, within ninety days after release from active duty, the student may make arrangements to take the final examination. The score of the final exam plus the unfinished semester's work will constitute the student's final grade.

Alternatively, any student called to active duty who has completed at least 75% of the semester and is in good standing with the institution, has the option to leave the college pursuant to this policy, without his/her class standing effected, and without refund of any of the above fees or tuition and shall have the option of receiving full credit for each enrolled course of study with the grade earned at the date he/she was called into active duty.

This IHL Board Policy 505.01 was approved by the Board of Trustees on October 21, 2004.

**A copy of the student's military orders is necessary for the Active Duty procedure to apply.**

### **HONESTY POLICY**

A student may be dismissed from class or expelled from the college if it is determined that he/she has:

- a. plagiarized from any source (Holmes CC defines plagiarism as the act of submitting the work of another or others as if it were one's own. This includes both published and unpublished materials, both copyrighted and uncopyrighted works, written assignments composed by another or others contracted to perform such work, and materials obtained from the Internet. Proper credit must be given for any use of another's work, in keeping with the canons and ethics of scholarship.), or
- b. cheated in any manner on tests, papers, reports, or any other assignments, or
- c. turned in work as his/her own when, in fact, it was not his/her own work, or
- d. improperly used technology, or
- e. deliberately conveyed false or misleading information

The student will be notified in writing of the disciplinary action taken and will have two (2) days after receipt of this letter to request review through the student complaint procedure as outlined elsewhere in this bulletin.

**Revise "Career Certificate Requirements" section on page 42.**

### **CAREER CERTIFICATE REQUIREMENTS**

These programs vary in length but are normally considered to be one year. Students receive semester hours credit, but they are considered "non-degree" credit hours and will not apply toward an AA or AAS degree.

#### **Career Certificate in Cosmetology:**

1. Successfully complete the prescribed set of courses and clock hours.
2. **Earn a \*2.00 GPA on the prescribed set of courses.**  
\*To calculate the GPA, the highest grade which fulfills a requirement will be used.
3. Meet the Residency Requirement.

#### **Career Certificate in Health Care Assistant:**

1. Successfully complete the prescribed set of courses and clock hours.
2. **Earn a \*2.00 GPA on the prescribed set of courses.**  
\*To calculate the GPA, the highest grade which fulfills a requirement will be used.
3. Meet the Residency Requirement

#### **Career Certificate in Practical Nursing:**

1. Successfully complete the prescribed set of courses and clock hours.
2. Earn a grade of 80 or above on every course in the prescribed set of courses.
3. Meet the Residency Requirement.



## **SEXUAL AND GENDER BASED HARASSMENT PROCEDURE**

### **I. Introduction**

Holmes Community College is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from College programs or activities.

This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Mississippi laws that prohibit discrimination on the basis of sex. It does not preclude application or enforcement of other College policies.

It is the policy of the College to provide educational, preventative and training programs regarding sexual or gender-based harassment; to encourage reporting of incidents; to prevent incidents of sexual and gender-based harassment from denying or limiting an individual's ability to participate in or benefit from the College's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this Policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the College.

### **II. Retaliation**

This policy seeks to encourage students, staff, and faculty to express freely and responsibly their concerns about any possible instances of sexual harassment. Any act of reprisal (e.g., interference, restraint, penalty, discrimination, coercion or harassment) --overt or covert-- by a college faculty member, employee, agent, or student against another who is responsibly using this policy and its procedures interferes with free expression and openness. Such acts violate this policy and require prompt and appropriate disciplinary action.

### **III. Definitions**

For the purposes of this policy, the following terms have the meanings given to them below. Some of these terms may have different meanings in other contexts, such as criminal statutes, and they are not mutually exclusive of each other. It should be noted these definitions include any misconduct; including, but not limited to media.

1. Sexual Misconduct: broadly defines unwelcome behavior of a sexual nature committed without effective consent. Sexual Misconduct can vary in its nature and severity. As used in this policy, Sexual Misconduct includes without limitation “Sexual Exploitation,” “Sexual Harassment,” “Non-Consensual Sexual Contact,” and “Non-Consensual Sexual Intercourse”.

2. Sexual Exploitation: means taking sexual advantage of another person without effective consent. Some examples of Sexual Exploitation include, but are not limited to: (a) electronically recording, photographing or transmitting sexual activity without consent even if the sexual activity is consensual; (b) stalking if the content of the message or nature of the physical stalking is of a sexual nature or with a sexual motive; (c) voyeurism or secretive observation or electronically recording of another for sexual pleasure; (d) disrobing or exposing to another without effective consent; or (e) allowing third parties to observe sexual acts without effective consent.

3. Sexual Harassment: means unwelcome harassment of a sexual nature that is sufficiently severe or pervasive and objectively offensive that it unreasonably interferes with a complainant's academic performance or equal opportunity to participate in or benefit from the College's resources and opportunities, unreasonably interferes with the complainant's work or living environment, or deprives the complainant of some other protected right.

4. Non-Consensual Sexual Contact: means sexual contact that occurs without effective consent. Sexual contact as used in this policy includes without limitation deliberate sexual touching, however slight, or using force to cause another to engage in sexual touching. Sexual contact also may include contact of a sexual nature with an object.

5. Non-Consensual Sexual Intercourse: means sexual intercourse or penetration, however slight, with any object or body part without effective consent.

6. Effective Consent: means words or actions that clearly show an active knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Silence, in and of itself, cannot be interpreted as effective consent. Effective consent cannot result from force, threat, coercion, fraud or intimidation. Also, an incapacitated person is incapable of giving effective consent. A person who is incapacitated and incapable of giving effective consent includes without limitation a person who is unconscious, unaware, or otherwise physically or mentally unable to give effective consent to sexual activity. It also includes a person who cannot understand who, what, when, where, why or how with respect to the sexual activity.

#### **IV. Groundless Charges or Malicious Mischief**

Accusations of sexual harassment are serious matters. They should never be made casually and/or without cause. This policy shall not be used to bring groundless and malicious charges against students, faculty members, or employees. Disciplinary action concerning personal misconduct may be taken against any person bringing a groundless and malicious charge of sexual harassment. Bringing groundless and malicious charges may also result in legal liability for the person filing the charges.

The same sanctions appropriate to a violation of sexual harassment policy shall apply to those who bring charges in bad faith.

#### **Sanctions Resulting from Findings of a Violation**

The following sanctions are applicable to all HCC Faculty/Staff and Students when a finding or a violation of the sexual harassment policy has been determined, or when frivolous or malicious charges have been brought.

A first offense could be grounds for dismissal, and more than one sanction may be imposed for any single offense.

**Sanctions for employees:**

- Written or oral warning
- Formal reprimand placed in the respondent's permanent file
- Reassignment of duties (e.g., teaching or service duties involving students)
- Reduction in salary for one or more years
- Suspension without pay
- Dismissal

**Sanctions for students:**

- Warning, oral or written
- Reprimand in writing
- Restitution
- Probation
- Suspension
- Expulsion

**V. Procedures for Handling Complaints Pursuant to the Sexual and Gender-Based Harassment Policy**

The Title IX Coordinator has been charged with implementing the following procedures for students pursuant to the Sexual and Gender-Based Harassment Policy ("Policy"). The Vice-President/Director of each Campus will serve as the Title IX Investigative Officer and reports directly to the Title IX Coordinator.

HCC students, faculty, staff, or third parties may request information or advice, including whether certain conduct may violate the Policy; seek informal resolution; or file a formal complaint. These three options are described below. Initiating Parties are encouraged to bring their concerns to the Title IX Coordinator.

As set forth below, interim measures designed to support and protect the Initiating Party or the College community may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a formal complaint proceeding. Consistent with the College's policy, interim measures might include, among others: restrictions on contact; course-schedule alteration; changes in housing; leaves of absence; and/or increased monitoring of certain areas of the campus. These interim measures are subject to review and revision throughout the processes described below.

**VI. Requests for Information or Advice**

Initiating Parties seeking information or advice can expect to learn about resources available at the College and elsewhere that provide counseling and support. They also will be advised about the steps involved in pursuing an informal resolution or filing a formal complaint. Complainants have the right to file a criminal complaint. In addition, the Title IX Coordinator will discuss with Initiating Parties whether any interim measures are appropriate at this stage.

**VII. Requests for Informal Resolution**

Initiating Parties may make the initial request verbally, but must make a final request, in writing, for informal resolution to the Title IX Coordinator. The request should identify the alleged harasser (if known) and describe the allegations with specificity. The Title IX Coordinator will assess the severity of the alleged harassment and the potential risk of a hostile environment for others in the community to determine whether informal resolution may be appropriate. In cases involving allegations of sexual assault informal mechanisms, i.e. mediation, will not be used.

Upon determining that informal resolution is appropriate, and in instances when the Initiating Party makes the request to the Title IX Coordinator, the Title IX Coordinator will consult further with the person initiating the request, inform the person who is the subject of the allegations, and gather additional relevant information as necessary from the parties and others, as indicated. The Title IX Coordinator also may put in place any appropriate interim measures to protect the educational and work environment. The Title IX Coordinator will attempt to aid the parties in finding a mutually acceptable resolution.

When the allegations, if true, might constitute criminal conduct, the party against whom they are brought is hereby advised to seek legal counsel before making any written or oral statements. Those facing allegations may wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

A matter will be deemed satisfactorily resolved when both parties expressly agree, in writing, to an outcome that is also acceptable to the Title IX Coordinator. At any point prior to such an express agreement, the Initiating Party may withdraw the request for informal resolution and initiate a formal complaint under these Procedures.

Ordinarily, the informal resolution process will be concluded within two to three weeks of the date of the request.

## **VIII. Procedures for Formal Complaints**

### **A. Initiating a Complaint**

An Initiating Party may file a formal complaint alleging a violation of the Policy. A complaint of sexual or gender-based harassment should be filed directly with the Title IX Coordinator or designated campus representative, regardless of the identity of the Respondent. The Title IX Coordinator, in consult with appropriate College personnel, will inform the Respondent that a complaint has been received, and, if indicated by the Complainant will put in place any appropriate interim measures.

A formal complaint must be in writing and signed and dated by a Complainant. It should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s). The complaint must be in the Complainant's own words, and may not be authored by others, including family members, advisors, or attorneys. Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence and records, and the like) that the Complainant believes may be relevant to the investigation. However, a complaint should not be delayed if such sources of information are unknown or unavailable.

The Title IX Investigative Officer will not investigate a new complaint if it has already adjudicated a formal complaint based on the same circumstances or if the parties and the Title IX Coordinator already have agreed to an informal resolution based on the same circumstances.

### **B. Timeframe for Filing a Complaint**

The College does not limit the timeframe for filing a complaint. The College encourages complaints to be filed as soon as reasonably possible following an alleged Policy violation because the College's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the filing of a complaint. Further, with respect to those cases that will be reviewed by disciplinary bodies at the conclusion of the investigation, the College's ability to complete its processes may be limited with respect to Respondents who are no longer attending or are no longer employed by the College.

### **C. Initial Review**

Once a formal complaint is received, the Title IX Coordinator will assign the case to the Title IX Investigative Officer for an initial review. The Title IX Investigative Officer will have appropriate training, so that they have the specialized skill and understanding to conduct prompt and effective sexual and gender-based harassment investigations.

The Title IX Investigative Officer will contact the Complainant in an attempt to gather a more complete understanding of the allegations. Based on the information gathered, the Title IX Investigative Officer will determine whether the information, if true, would constitute a violation of the Policy such that an investigation is warranted or whether the information warrants an administrative closure. The Title IX Investigative Officer will convey this determination to: the Complainant and the Title IX Coordinator. The Title IX Investigative Officer will work with the Title IX Coordinator to implement any appropriate interim measures to be put in place pending the completion of the case (or to revise as necessary any measures already in place).

Ordinarily, the initial review will be concluded within one week of the date the complaint was received.

### **D. Investigation**

Following the decision to begin an investigation, the Title IX Investigative Officer will notify the Respondent in writing of the allegations and will provide a copy of the Policy and these procedures. The Respondent will have one week in which to submit a written statement in response to the allegations. This statement must be in the Respondent's own words; Respondents may not submit statements authored by others, including family members, advisors, or attorneys. Attached to the statement should be a list of all sources of information (for example, witnesses, correspondence, records, and the like) that the Respondent believes may be relevant to the investigation.

If the decision is made to begin an investigation in a case where the Complainant is unwilling to participate, but the College has assessed the severity of the harassment and the potential risk of a hostile environment for others in the community and has determined to proceed, then, for the purposes of these Procedures, the College's Title IX Coordinator (or a designee) will be considered the Complainant.

The Title IX Investigative Officer will request individual interviews with the Complainant and the Respondent, and, as appropriate, with other witnesses, which may include those identified by the parties as well as relevant officers of the College. When identifying potential witnesses, the parties should understand that the purpose of interviews is to gather and assess information about the incident(s) at issue in the complaint, not to solicit general information about a party's character. A typical investigation may take approximately 60 calendar days following receipt of the complaint.

When a complaint involves allegations that, if true, also might constitute criminal conduct, Respondents are hereby advised to seek legal counsel before making any written or oral statements. The investigation process is not a legal proceeding, but Respondents might wish to obtain legal advice about how this process could affect any criminal case in which they are or may become involved.

After the collection of additional information is complete but prior to the conclusion of the investigation, the Title IX Investigative Officer will request individual follow-up interviews with the Complainant and the Respondent to give each the opportunity to respond to the additional information.



## **E. Personal Advisors**

Both the Complainant and the Respondent may bring a personal advisor to any interviews with the Title IX Investigative Officer. The Advisor may only advise their client and will not be allowed to make any presentations to the Title IX Investigative Officer.

## **F. Confidentiality**

The Title IX Coordinator, the Title IX Investigative Officer and others at the College involved in or aware of the complaint will take reasonable steps to protect the privacy of all involved. Once a complaint is filed, the Complainant, the Respondent, and any witnesses will be notified of the potential for compromising the integrity of the investigation by disclosing information about the case and the expectation that they therefore keep such information – including any documents they may receive or review – confidential. They also will be notified that sharing such information might compromise the investigation or may be construed as retaliatory. Retaliation of any kind is a separate violation of the Policy and may lead to an additional complaint and consequences. The parties remain free to share their own experiences, other than information that they have learned solely through the investigatory process, though to avoid the possibility of compromising the investigation, it is generally advisable to limit the number of people in whom they confide.

## **G. Coordination with Law Enforcement Authorities**

In all cases, the Title IX Investigative Officer will have completed the initial review without delay and, as appropriate, will have proposed interim measures to the College Title IX Coordinator. In the event that an allegation includes behavior or actions that are under review by law-enforcement authorities, the Title IX Investigative Officer, in light of status updates from law-enforcement authorities and the Title IX Coordinator, assess and reassess the timing of the investigation under the Policy, so that it does not compromise the criminal investigation.

## **H. Conclusion of the Investigation and Issuance of Final Report**

At the conclusion of the investigation, the Title IX Investigative Officer will make findings of fact, applying a preponderance of the evidence standard, and determine based on those findings of fact whether there was a violation of the Policy.

The Title IX Investigative Officer will provide the Complainant and the Respondent with a written draft of the findings of fact and analysis and will give both parties one week to submit a written response to the draft. The Title IX Investigative Officer will consider any written responses before finalizing these sections of the report and the final section of the report, which will outline any recommended measures to be taken by the College to eliminate any harassment, prevent its recurrence, and address its effects. The Title IX Coordinator and the appropriate Administrator will work to put in place such measures as they determine are appropriate. Consistent with College policies, measures imposed at this stage may include but are not limited by, among others: restrictions on contact; course-schedule or work-schedule alteration; changes in housing; leaves of absence; or increased monitoring of certain areas of the campus.

The investigation will be completed and the final report provided to the Complainant, the Respondent, the College Title IX Coordinator, and the appropriate Administrator ordinarily within 60 days of receipt of the complaint. At the conclusion of the investigation findings will be forwarded to the Administrative Hearing Officer and the adjudication process will begin. For cases involving faculty, staff, other HCC Officials, or third parties that have been investigated by the Title IX Investigative Officer pursuant to Section III.B above, the imposition of sanctions will be considered separately by the appropriate officials at the College or unit through their relevant policies.

## **IX. Special Circumstances**

### **A. Request for Anonymity**

If a potential Complainant asks to remain anonymous, then the Title IX Coordinator and the Title IX Investigative Officer, as appropriate, will consider how to proceed, taking into account the potential Complainant's wishes, the College's commitment to provide a non-discriminatory environment, and the potential Respondent's right to have specific notice of the allegations. The Title IX Coordinator and the Title IX Investigative Officer may conduct limited fact finding to better understand the context of the complaint. In some circumstances, a request for anonymity may mean an investigation cannot go forward, the Title IX Coordinator and Title IX Investigative Officer determine that further investigation is necessary, in which case the potential Complainant will be informed that his or her identity will be disclosed as necessary for the investigatory process. In other circumstances, the Title IX Coordinator and the Title IX Investigative Officer may determine that the matter can be appropriately resolved without further investigation and without revealing the Complainant's identity.

### **B. Administrative Closure**

If, after conducting the initial review of a formal complaint, the Title IX Investigative Officer finds that the allegation, if true, would not constitute a violation of the Policy, then the Title IX Coordinator will administratively close the case and notify the Complainant.

Where the Complainant is unwilling to participate in further investigation, the Title IX Coordinator will assess the severity of the alleged harassment or the potential risk of a hostile environment for others in the community and will determine whether administrative closure is appropriate or whether the College should proceed with an investigation.

Within one week of the decision to close a case administratively, the Complainant may request reconsideration on the grounds that there is substantive and relevant new information that was not available at the time of the decision and that may change the outcome of the decision. The Title IX Coordinator will consider requests for reconsideration and inform the Complainant of the outcome, ordinarily within one week of the date of the request.

In cases where the Title IX Coordinator concludes that the alleged conduct, while not a violation of the Policy, might implicate other College conduct policies, the Title IX Coordinator may refer the complaint to the appropriate College official.

### **C. Request to Withdraw the Complaint**

While every effort will be made to respect the Complainant's wishes to withdraw a formal complaint, the College must be mindful of its overarching commitment to provide a non-discriminatory environment. Thus, in certain circumstances, the Title IX Coordinator may determine that investigation is appropriate despite a Complainant's request to withdraw the complaint or failure to cooperate. Other circumstances also may result in a request to withdraw the complaint being declined, where, for example, a request to withdraw is made after a significant portion of the investigation has been completed and terminating the investigation would be inequitable.

### **D. Request for Informal Resolution after a Complaint has Been Filed**

Once a complaint has been opened for investigation and before the final report has been provided to the parties, a party may request informal resolution as an alternative to formal resolution of the complaint, but that disposition requires agreement of the Complainant and the Respondent and the approval of the Title IX Coordinator.

If such a request is approved, the timeframes will be stayed, and the Title IX Coordinator will take such steps as he or she deems appropriate to assist in reaching a resolution. If the parties cannot reach an informal resolution within two weeks from receipt of the request, then the Title IX Investigative Officer will resume the investigation of the complaint in accordance with the formal complaint procedures.

## **X. Appeal/Grievance**

Both the Respondent and the Complainant may appeal the decision of the Title IX Investigative Officer to the Title IX Coordinator or designee based on the following grounds:

1. A procedural error occurred, which may change the outcome of the decision; or
2. The appellant has substantive and relevant new information that was not available at the time of investigation and that may change the outcome of the decision.

NOTE: Disagreement with the Title IX Investigative Officer's findings or determination is not, by itself, a ground for appeal and will not be considered as such.

Appeals of the Title IX Investigative Officer's decision must be received by the Title IX Coordinator within one week of the date of the final report. Appeals will be forwarded to the Vice President of Financial Services and will be decided within two weeks. The Title IX Coordinator will promptly be informed of the outcome in writing and forward their findings to the Respondent and the Complainant.

## **XI. Resources and Services**

Campus and community services are available, even if College or criminal reports are not made. The College strongly encourages anyone who feels he or she is, or has been, the victim of sexual misconduct to seek assistance to care for himself or herself emotionally and physically through confidential crisis intervention, healthcare, and counseling. As you tend to your health, you should keep in mind that medical examinations are time-sensitive and are critical in preserving evidence of sexual assault so that options can be considered at a later time. For a list of available services, visit the sexual misconduct site at [www.holmescc.edu/sexual-misconduct](http://www.holmescc.edu/sexual-misconduct) .

## Contact and Resource Information

<b>Title IX Coordinator</b>	Stephanie C. Diffey	(662) 472-9101
Emergency Assistance		911
Mississippi Department of Public Safety		(601) 987-1212
Mississippi State Coalition Against Sexual Assault		<a href="http://www.mscasa.org">http://www.mscasa.org</a>
R.A.I.N.N. (Rape, Abuse and Incest National Network)		<a href="http://www.rainn.org">http://www.rainn.org</a>
Jackson Rape Crisis Center		Office (601) 366-0750
	or	Crisis Line (601) 982-7273
		<a href="http://www.catholiccharitiesjackson.org">www.catholiccharitiesjackson.org</a>

### Goodman Campus

#### Law Enforcement

Holmes CC Campus Police	(601) 940-0089
Goodman Police	(662) 472-2272
Holmes County Sheriff's Department	(601) 834-1511

#### Medical and Counseling

University Hospital-Lexington	(662) 834-0440
Bartee Family Health Clinic-Goodman	(662) 472-2970
Life Help Mental Health Center-Lexington	(662) 834-1709
	or (866) 453-6216

### Ridgeland Campus

#### Law Enforcement

Holmes CC Campus Police	(601) 605-3333
Ridgeland Police	(601) 856-2121
Madison County Sheriff's Department	(601) 859-2345

#### Medical and Counseling

St. Dominic Hospital-Jackson	(601) 200-2000
Baptist Medical Clinic-Madison	(601) 605-3858
Three Oaks Behavioral	(601) 991-3080
Angel Wings Outreach Center	(866) 847-5802

### Grenada Campus

#### Law Enforcement

Holmes CC Campus Police	(662) 809-6845
Grenada Police Department	(662) 227-3455
Grenada County Sheriff's Department	(662) 227-2877

#### Medical and Counseling

University of Mississippi Medical Center-Grenada	(662) 227-7000
Family Health Clinic	(662) 226-0110
Life Help Mental Health	(662) 226-1112
Catherine Booth Center	(800) 898-0834

Replace page 49, “Expenses” with the revision below.

## EXPENSES

### In-State Students (Per Semester)

Commuter Student	Tuition	Fees #
Full-time: Fall & Spring	\$1,300^	*\$17 per hour
Part-time: Fall, Spring, & Summer	\$120 per hour	*\$17 per hour

^A student is considered full-time when taking 15 – 21 semester hours during the Fall & Spring only.

\*Fees are charged per semester hour and are capped at 15 hours (\$255) Non-refundable

Please note that any student taking over 21 hours over the course of any semester will be charged \$120 per hour for every hour over the 21 hour limit.

Dormitory Student 5-Day Plan	Fall & Spring
Tuition/Fees	\$1,555
Dormitory Charges	\$ 700
Board (Meals)	\$ 825
Total	<b>\$3,080</b>

#### Out-of-State Full-Time Student Fee

\$1,290

#### Out-of-State Part-time Fee (per Semester Hour)

\$110

#### **Other Fees (Non-Refundable)**

Graduation Fee (Marching Students, May Ceremony only, Non-Refundable)	\$50	Graduation Fee (Non-Marching Students, Diploma with Cover, Non- Refundable)	\$35
Graduation Fee (Non-Marching Students, Diploma only-No Cover)	No Charge		
Class No-Show Fee (per course, Non-Refundable)	\$10		
Class Withdrawal Fee (per course, Non-Refundable)	\$10		
Class Reinstatement Fee (per course, Non-Refundable)	\$10		
Student ID Replacement (Non-Refundable)	\$25		
Housing Application Fee (Non-Refundable)	\$50		
Key Replacement Fee (Non-Refundable)	\$50		
Online Classes per Credit Hour Fee (Non-Refundable)	\$10		

# A student's fees pay for the Student Services (Student ID, Parking Decal, Student Activities, Security, Publications), Technology Fees (My Holmes, Internet Access, Software Maintenance), and Educational Supplies/Equipment.

Payments can be made at any Holmes CC Business Office or through the student's "My Holmes" portal. We accept cash, check, money order, debit card, or credit card.

Book vouchers are available to those whose financial aid is greater than their charges (Aid - Charges = Voucher).



**Revise “Special Tools, ...” section on page 50.**

**SPECIAL TOOLS, SUPPLIES, EQUIPMENT, AND/OR ATTIRE  
MAY BE REQUIRED FOR THE FOLLOWING  
CAREER TECHNICAL PROGRAMS:**

Associate Degree Nursing  
Automotive Technology  
Collision Repair Technology  
Cosmetology  
Culinary Arts Technology  
Engineering Technology  
EMS/Paramedic Program  
Heating, Ventilation, Air Conditioning, & Refrigeration Technology  
Health Care Assistant  
Industrial Maintenance Mechanics  
Massage Therapy  
Mortuary Science  
Occupational Therapy Assistant Technology  
Physical Therapist Assistant  
Practical Nursing  
Precision Machining Technology  
Surgical Technology  
Welding & Cutting Technology

Replace page 51, “Tuition/Fee Adjustment Policy” with the revision below.

### TUITION/FEE ADJUSTMENT POLICY

- a. **TUITION** will be adjusted for refunds at a rate of 90%. Terms within a semester may be of varied lengths. All seven days of the week are used to calculate refunds.

#### ADJUSTMENT RATES

1 - 7 Days	16-Week Terms (112 Days) 90 percent
1 - 7 Days	15-Week Terms (105 Days) 90 percent
1 - 6 Days	13-Week Terms (91 Days) 90 percent
1 - 6 Days	12-Week Terms (84 Days) 90 percent
1 - 5 Days	10-Week Terms (70 Days) 90 percent
1 - 4 Days	8-Week Terms (56 Days) 90 percent
1 - 3 Days	6-Week Terms (42 Days) 90 percent
1 - 2 Days	4-Week Terms (28 Days) 90 percent

- b. **ROOM RENT** per semester is non-refundable.  
c. **BOARD** (meals) is refunded on the basis of days left in a semester after the day in which the withdrawal occurs.

Revise “Academic Pathways” table, “Kinesiology Pathway” section on page 107.

Kinesiology Pathway	Athletic Training
	Exercise Science/Kinesiology
	Sport Management/Administration

**Revise “Accounting” program of study on page 121.**

***Business Pathway***  
**Accounting**

**First Year**

**First Semester**

English Composition I	ENG 1113
College Algebra	MAT 1313
**Fine Arts Elective	3
*Business Elective	3
History Elective (Continuous)	3

Total 15 hrs.

**Second Semester**

English Composition II	ENG 1123
General Psychology	PSY 1513
Public Speaking I	SPT/COM 1113
*Business Elective	3
History Elective (Continuous)	3

Total 15 hrs.

**Second Year**

**First Semester**

Princ of Macroeconomics	ECO 2113
Legal Environ/Business	BAD 2413
Princ of Accounting I	ACC 2213
Business Calculus I	MAT 1513
Natural Science w/Lab	4

Total 16 hrs.

**Second Semester**

Princ of Microeconomics	ECO 2123
Business Statistics	BAD 2323
Princ of Accounting II	ACC 2223
Literature Elective	3
Natural Science w/Lab	4

Total 16 hrs.

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

\*Choose from the following Business Electives:

BAD 1113 - Introduction to Business  
BAD 1121 - Business Seminar I  
BAD 2213 - Introduction to Marketing  
BAD 2513 - Introduction to Management  
BAD 2533 - Computer Applications in Business & Industry  
BAD 2813 - Business Communications  
BAD 2853 - Business Ethics

\*\*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.

**Revise “Business Administration” program of study on page 122.**

***Business Pathway***  
**Business Administration**

**First Year**

**First Semester**

English Composition I	ENG 1113
College Algebra	MAT 1313
**Fine Arts Elective	3
*Business Elective	3
History Elective (Continuous)	3

Total 15 hrs.

**Second Semester**

English Composition II	ENG 1123
General Psychology	PSY 1513
Public Speaking I	SPT/COM 1113
*Business Elective	3
History Elective (Continuous)	3

Total 15 hrs.

**Second Year**

**First Semester**

Princ of Macroeconomics	ECO 2113
Legal Environ/Business	BAD 2413
Princ of Accounting I	ACC 2213
Business Calculus I	MAT 1513
Natural Science w/Lab	4

Total 16 hrs.

**Second Semester**

Princ of Microeconomics	ECO 2123
Business Statistics	BAD 2323
Princ of Accounting II	ACC 2223
Literature Elective	3
Natural Science w/Lab	4

Total 16 hrs.

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

\*Choose from the following Business Electives:

BAD 1113 - Introduction to Business

BAD 1121 - Business Seminar I

BAD 2213 - Introduction to Marketing

BAD 2513 - Introduction to Management

BAD 2533 - Computer Applications in Business & Industry

BAD 2813 - Business Communications

BAD 2853 - Business Ethics

\*\*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.

**Revise "Economics" program of study on page 123.**

**Business Pathway  
Economics**

**First Year**

**First Semester**

English Composition I	ENG 1113
College Algebra	MAT 1313
***Fine Arts Elective	3
**Business Elective	3
*History Elective (Continuous)	3

Total 15 hrs.

**Second Semester**

English Composition II	ENG 1123
General Psychology	PSY 1513
Public Speaking I	SPT/COM 1113
**Business Elective	3
*History Elective (Continuous)	3

Total 15 hrs.

**Second Year**

**First Semester**

Princ of Macroeconomics	ECO 2113
Legal Environ/Business	BAD 2413
Princ of Accounting I	ACC 2213
*Business Calculus I	MAT 1513
Natural Science w/Lab	4

Total 16 hrs.

**Second Semester**

Princ of Microeconomics	ECO 2123
Business Statistics	BAD 2323
Princ of Accounting II	ACC 2223
Literature Elective	3
Natural Science w/Lab	4

Total 16 hrs.

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

\*\*Choose from the following Business Electives:

BAD 1113 - Introduction to Business  
BAD 1121 - Business Seminar I  
BAD 2213 - Introduction to Marketing  
BAD 2513 - Introduction to Management  
BAD 2533 - Computer Applications in Business & Industry  
BAD 2813 - Business Communications  
BAD 2853 - Business Ethics

\*\*\*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.



**Revise “Finance” program of study on page 124.**

***Business Pathway***  
**Finance**

**First Year**

**First Semester**

English Composition I	ENG 1113
College Algebra	MAT 1313
**Fine Arts Elective	3
*Business Elective	3
History Elective (Continuous)	3

Total 15 hrs.

**Second Semester**

English Composition II	ENG 1123
General Psychology	PSY 1513
Public Speaking I	SPT/COM 1113
*Business Elective	3
History Elective (Continuous)	3

Total 15 hrs.

**Second Year**

**First Semester**

Princ of Macroeconomics	ECO 2113
Legal Environ/Business	BAD 2413
Princ of Accounting I	ACC 2213
Business Calculus I	MAT 1513
Natural Science w/Lab	4

Total 16 hrs.

**Second Semester**

Princ of Microeconomics	ECO 2123
Business Statistics	BAD 2323
Princ of Accounting II	ACC 2223
Literature Elective	3
Natural Science w/Lab	4

Total 16 hrs.

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

\*Choose from the following Business Electives:

BAD 1113 - Introduction to Business  
BAD 1121 - Business Seminar I  
BAD 2213 - Introduction to Marketing  
BAD 2513 - Introduction to Management  
BAD 2533 - Computer Applications in Business & Industry  
BAD 2813 - Business Communications  
BAD 2853 - Business Ethics

\*\*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.

**Revise “Management” program of study on page 125.**

***Business Pathway***  
**Management**

**First Year**

**First Semester**

English Composition I    ENG 1113  
College Algebra        MAT 1313  
\*\*Fine Arts Elective        3  
\*Business Elective        3  
History Elective (Continuous)    3

Total                      15 hrs.

**Second Semester**

English Composition II    ENG 1123  
General Psychology        PSY 1513  
Public Speaking I    SPT/COM 1113  
\*Business Elective        3  
History Elective (Continuous)    3

Total                      15 hrs.

**Second Year**

**First Semester**

Princ of Macroeconomics    ECO 2113  
Legal Environ/Business    BAD 2413  
Princ of Accounting I        ACC 2213  
Business Calculus I        MAT 1513  
Natural Science w/Lab        4

Total                      16 hrs.

**Second Semester**

Princ of Microeconomics    ECO 2123  
Business Statistics        BAD 2323  
Princ of Accounting II        ACC 2223  
Literature Elective        3  
Natural Science w/Lab        4

Total                      16 hrs.

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

\*Choose from the following Business Electives:

BAD 1113 - Introduction to Business  
BAD 1121 - Business Seminar I  
BAD 2213 - Introduction to Marketing  
BAD 2513 - Introduction to Management  
BAD 2533 - Computer Applications in Business & Industry  
BAD 2813 - Business Communications  
BAD 2853 - Business Ethics

\*\*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.

**Revise “Marketing” program of study on page 126.**

***Business Pathway***  
**Marketing**

**First Year**

**First Semester**

English Composition I    ENG 1113  
College Algebra         MAT 1313  
\*\*Fine Arts Elective         3  
Introduction to Marketing BAD 2213  
History Elective (Continuous)    3

Total                            15 hrs.

**Second Semester**

English Composition II    ENG 1123  
General Psychology        PSY 1513  
Public Speaking I    SPT/COM 1113  
\*Business Elective                3  
History Elective (Continuous)    3

Total                            15 hrs.

**Second Year**

**First Semester**

Princ of Macroeconomics    ECO 2113  
Legal Environ/Business    BAD 2413  
Princ of Accounting I        ACC 2213  
Business Calculus I         MAT 1513  
Natural Science w/Lab         4

Total                            16 hrs.

**Second Semester**

Princ of Microeconomics    ECO 2123  
Business Statistics         BAD 2323  
Princ of Accounting II        ACC 2223  
Literature Elective                3  
Natural Science w/Lab         4

Total                            16 hrs.

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

\*Choose from the following Business Electives:

BAD 1113 - Introduction to Business  
BAD 1121 - Business Seminar I  
BAD 2513 - Introduction to Management  
BAD 2533 - Computer Applications in Business & Industry  
BAD 2813 - Business Communications  
BAD 2853 - Business Ethics

\*\*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.

**Revise “Biological Science” program of study on page 143.**

**Health Sciences Pathway  
Biological Science**

**First Year**

**First Semester**

English Composition I    ENG 1113  
General Biology I        BIO 1134  
General Chemistry I     CHE 1213  
Gen Chemistry Lab I     CHE 1211  
College Algebra         MAT 1313  
History Elective (Continuous)    3

Total                                  17 hrs.

**Second Semester**

English Composition II    ENG 1123  
General Biology II        BIO 1144  
General Chemistry II     CHE 1223  
Gen Chemistry Lab II     CHE 1221  
Trigonometry             MAT 1323  
History Elective (Continuous)    3

Total                                  17 hrs.

**Second Year**

**First Semester**

Organic Chemistry I     CHE 2424  
Public Speaking I        SPT/COM 1113  
Literature Elective        3  
\*\*Social/Behavioral Science    3  
Calculus I                MAT 1613

Total                                  16 hrs.

**Second Semester**

Organic Chemistry II     CHE 2434  
\*\*\*Fine Arts Elective        3  
Literature Elective        3  
\*\*Social/Behavioral Science    3

Total                                  \*\*\*\*13 hrs.

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

\*\*Choose from the following Social/Behavioral Science Electives:

ECO 2113 - Principles of Macroeconomics  
ECO 2123 - Principles of Microeconomics  
PSC 1113 - American National Government  
PSC 2113 - Comparative Government  
PSY 1513 - General Psychology  
SOC 2113 - Introduction to Sociology  
SOC 2213 - Introduction to Anthropology

\*\*\*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.

**Revise “Health Informatics & Information Management” program of study on page 147.**

**Health Sciences Pathway**  
*Health-Related Pathway*

**Health Informatics & Information Management**

**First Year**

**First Semester**

English Composition I	ENG 1113
College Algebra	MAT 1313
General Chemistry I	CHE 1213
Gen Chemistry Lab I	CHE 1211
General Biology I	BIO 1134
Fine Arts Elective	3

Total 17 hrs.

**Second Semester**

English Composition II	ENG 1123
Trigonometry	MAT 1323
General Chemistry II	CHE 1223
Gen Chemistry Lab II	CHE 1221
Public Speaking I	SPT/COM 1113
Computer Concepts	CSC 1113

Total 16 hrs.

**Second Year**

**First Semester**

Anatomy & Physiology I	BIO 2514
Princ of Macroeconomics	ECO 2113
Social/Behavioral Science	3
Humanities Elective	3
Elective	3

Total 16 hrs.

**Second Semester**

Anatomy & Physiology II	BIO 2524
Princ of Accounting I	ACC 2213
Social/Behavioral Science	3
Humanities Elective	3
Microbiology	BIO 2924

Total 17 hrs.

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

**UMMC Requirements:**

Have completed a minimum of 60 semester hours of academic credit (exclusive of physical activity, military science, dogmatic religion, and vocational courses) from a regionally accredited institution of higher learning.

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



Revise “Kinesiology Pathway” table on page 158.

<b>Kinesiology Pathway</b>
Athletic Training
Exercise Science/Kinesiology
Sport Management/Administration

Revise “Sport Management/Administration” program of study on page 162.

***Kinesiology Pathway***  
**Sport Management/Administration**

**First Year**

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
General Psychology	PSY 1513	Intro to Sociology	SOC 2113
**Fine Arts Elective	3	Business Calculus	MAT 1513
*History Elective	3	*History Elective	3
Total	15 hrs.	Total	15 hrs.

**Second Year**

First Semester		Second Semester	
Princ of Macroeconomics	ECO 2113	Princ of Microeconomics	ECO 2123
Legal Environ/Business	BAD 2413	*Literature Elective	3
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
*Computer Science Elective	3	Business Statistics	BAD 2323
		OR Statistics	MAT 2323
*Natural Science w/Lab	4	*Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

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

\*\* ART 1113, MUS 1113, SPT 2233

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

Revise “Career Technical Pathways” table, “Health Science Programs” and “Professional Studies Pathway” sections on page 182.

<b>Health Science Programs Pathway</b>	<b>Goodman Campus</b>	<b>Grenada Campus</b>	<b>Ridgeland Campus</b>	<b>Attala Center</b>
Associate Degree Nursing Program		X	X	
Emergency Medical Sciences/ Basic Program		X	X	
Emergency Medical Sciences/ Critical Care Program			X	
Emergency Medical Sciences/ Advanced EMT and Paramedic Program		X	X	
Health Care Assistant	X	X	X	X
Massage Therapy			X	
Mortuary Science Program			X	
Occupational Therapy Assistant Technology Program			X	
Physical Therapist Assistant Program		X		
Practical Nursing Program		X	X	X
Surgical Technology Program		X	X	

<b>Professional Studies Pathway</b>	<b>Goodman Campus</b>	<b>Grenada Campus</b>	<b>Ridgeland Campus</b>	<b>Attala Center</b>
Business Technology:				
Accounting Technology	X	X	X	
Administrative Office Technology	X	X	X	
Billing & Coding Technology	X	X	X	
Business Management Technology	X	X	X	X
Medical Office Technology	X	X	X	
Conservation Law Enforcement Technology		X		
Cosmetology	X			
Criminal Justice Administration Technology	X	X	X	
Culinary Arts Technology			X	
Forest Technology		X		
Information Systems Technology:				
Computer Networking Technology			X	
Computer Programming		X	X	
Paralegal Technology			X	

Revise “Health Science Programs Pathway” paragraph and table on page 183.

### Health Science Programs Pathway

The **Health Science Programs** at Holmes Community College can lead to a very exciting and successful career. Program options provide successful graduates the ability to enter the workforce in as little as one year in some areas. Opportunities in the fields of Associate Degree Nursing, EMS, Health Care Assistant, Massage Therapy, Mortuary Science, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, and Surgical Technology give those interested in the health sciences many different career areas from which to choose. Admission requirements for these programs are listed on their individual program pages.

<b>Health Science Programs Pathway</b>	<b>Goodman Campus</b>	<b>Grenada Campus</b>	<b>Ridgeland Campus</b>	<b>Attala Center</b>
Associate Degree Nursing Program		X	X	
Emergency Medical Sciences/ Basic Program		X	X	
Emergency Medical Sciences/ Critical Care Program			X	
Emergency Medical Sciences/ Advanced EMT and Paramedic Program		X	X	
Health Care Assistant	X	X	X	X
Massage Therapy			X	
Mortuary Science Program			X	
Occupational Therapy Assistant Technology Program			X	
Physical Therapist Assistant Program		X		
Practical Nursing Program		X	X	X
Surgical Technology Program		X	X	

**Revise “Emergency Medical Sciences/Advanced EMT and Paramedic Program” program of study on page 194.**

**Health Science Programs Pathway  
Emergency Medical Sciences  
Advanced EMT and Paramedic Program  
(Grenada Campus & Ridgeland Campus)**

**First Year**

**First Semester**

Anatomy and Physiology II	BIO 2524
Foundations of Paramedicine Lecture	EMS 1142
Foundations of Paramedicine Lab	EMS 1151
Concepts of EMS Operations	EMS 2912
Concepts of Airway and Respiratory Medicine Lecture	EMS 1242
Concepts of Airway and Respiratory Medicine Lab	EMS 1251
Concepts of Cardiovascular Medicine Lecture	EMS 1343
Concepts of Cardiovascular Medicine Lab	EMS 1352
Practicum I	EMS 1514
Total	21 hrs.

**Second Semester**

Concepts of Traumatic Medicine Lecture*	EMS 2743
Concepts of Traumatic Medicine Lab*	EMS 2752
Concepts of Neurological Medicine Lecture	EMS 1742
Concepts of Neurological Medicine Lab	EMS 1751
Medical Emergencies of the Secondary Assessment Lecture	EMS 2343
Medical Emergencies of the Secondary Assessment Lab	EMS 2351
Practicum II	EMS 1525
Total	17 hrs.

**Third Semester**

Concepts of Reproductive Medicine Lecture	EMS 1942
Concepts of Reproductive Medicine Lab	EMS 1951
Paramedic Capstone Lecture	EMS 2942
Paramedic Capstone Lab	EMS 2952
Practicum III	EMS 2566
Total	**13 hrs.

**A Technical Certificate may be earned at this point.**

\*After successful completion of all first semester paramedic courses, Concepts of Traumatic Medicine Lecture and Lab (EMS 2743 & EMS 2752), and Fundamentals of Advanced EMT (EMS 1913), students are eligible to sit for the Advanced EMT National Registry Exam.

**Second Year**

**First Semester**

English Composition I	ENG 1113
Social/Behavioral Science	3 hour course
Humanities/Fine Arts	3 hour course
Public Speaking I	SPT/COM 1113
Total	**12 hrs.
Total hours for Emergency Medical Sciences Program	63 hrs.

**An AAS Degree may be earned at this point.**

*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.

**Revise “Emergency Medical Sciences Advanced EMT and Paramedic Program”  
Admission Requirements on page 197.**

**Emergency Medical Sciences  
Advanced EMT and Paramedic Program  
Admission Requirements**

1. Must meet HCC admissions requirements.
2. Must have a current National Registry EMT certification in good standing.
3. Must have a current Mississippi EMT certification or be eligible to obtain a Mississippi EMT certification.
4. Must provide past academic records for review.
5. Paramedic program applicants must have completed 4 of the required 8 semester hours of Anatomy and Physiology with lab from an accredited post-secondary school with a grade of C or better (A&P I – BIO 2514 or BIO 2513 and BIO 2511 or equivalent) prior to enrollment; A & P II is in the curriculum for any students who have completed only A & P I prior to enrollment; A & P I & II must each be completed with a grade of C or better.
6. Must successfully pass a Criminal Background Check as required by Mississippi State Law. (Students will be responsible for the fee for the background check.)

**Add new program of study “Health Care Assistant” after page 197.**

**Health Science Programs Pathway  
Health Care Assistant**

**Semester One**

Basic Health Care Assisting	HCA 1116
Special Care Procedures	HCA 1124
Body Structure and Function	HCA 1214
Home Health Aide and Homemaker Services	HCA 1312
OR	
*Phlebotomy	HCA 1132
Total	16 hours

**A Career Certificate may be earned at this point.**

The **Health Care Assistant** program prepares individuals to assist in providing health care as a member of the health care team under the direction of a health care professional. Students who complete the program may qualify for employment as Homemakers, Nurse Assistants, Long-term Care Aides, or Home Health Aides in the Mississippi health care industry. This program will continue to create a pathway for students to enter the Health Science field at many different levels.

\*Students may choose to complete BOTH the HCA 1312 Home Health Aide and Homemaker Services course AND HCA 1132 Phlebotomy course in order to prepare to sit for the NNAP Nurse Aide exam and the NCPT Phlebotomy exam.

*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.

**Health Care Assistant Program  
Admission Policy**

Admission requirements to be met before a student is considered for selection are as listed:

1. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all schools/colleges previously attended.
2. The applicant must be 18 years of age or older prior to program begin date.
3. After notification of acceptance, the student will be required to provide current certification of CPR training and pass a physical examination, a Healthcare Criminal Background Check, and a drug screening prior to beginning the program.

**Add new program of study “Massage Therapy” after page 197.**

**Health Science Programs Pathway  
Massage Therapy  
(Ridgeland Campus)**

**First Year**

First Semester		Second Semester	
CPR and First Aid	MGT 1111	Massage Therapy II	MGT 1244
Intro to Massage Therapy	MGT 1214	Massage Therapy II Lab	MGT 1253
Massage Therapy I	MGT 1224	Massage Ther. Clin. Lab II	MGT 1263
Massage Therapy I Lab	MGT 1233	Specialized Modalities I	MGT 1272
Massage Ther. Clin. Lab I	MGT 1281	Kinesiology	MGT 1333
Pathology & Med Term	MGT 1343	Board Preparation	MGT 1612
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Total	20 hrs.	Total	21 hrs.

**Summer Term**

Massage Therapy III	MGT 2223	Massage Therapy IV	MGT 2233
Total		6 hrs.	

**A Technical Certificate may be earned at this point.**

**Second Year**

First Semester	
Social/Behavioral Science	3
English Composition I	ENG 1113
Humanities/Fine Arts	3
Public Speaking	SPT 1113
OR English Comp II	ENG 1123
OR Social/Behavioral Science	3
College Algebra	MAT 1313
OR Natural Science w/Lab	4
Total	15-16 hrs.

**An AAS Degree may be earned at this point.**

The **Massage Therapy** program prepares the individual to provide massage therapy principles, ethics, and business application. The program would aim to prepare students to successfully complete the program, earn employment in their field of study, and attain applicable technical assessments. Upon successful completion of the program, graduates will be eligible to sit for the Massage and Bodywork Licensing Examination (MBLEx), administered by the Federation of State Massage Therapy Boards (FSMTB), accepted by the Mississippi State Board of Massage Therapy (MSBMT). Students must pass the MBLEx in order to be a Licensed Massage Therapist within the state of Mississippi, as well as successful completion of the Mississippi State Law Examination (MSLE), administered by the MSBMT.

*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.

**Massage Therapy  
Admission Policy**

In addition to the minimum educational/achievement requirements for admission for initial entry into Holmes Community College, Massage Therapy students will also be required to meet the following additional requirements in order to seek application to the program:

1. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all schools/colleges previously attended.
2. The applicant must be 18 years of age or older prior to program begin date.
3. 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.
4. After notification of acceptance, the student will be required to pass a physical examination, a Healthcare Criminal Background Check, and a drug screening prior to beginning the program.

**Add statement to “Mortuary Science Program” program of study on page 198 after “An AAS Degree may be earned at this point”. Program is ending May 2020 and to be removed after Fall 2020 term.**

**An AAS Degree may be earned at this point.**

**The Mortuary Science Program will not be accepting any new students. The AAS degree will be awarded until December 2020 for students completing academic coursework in the degree program.**

**Revise “Industrial Maintenance Mechanics” program of study on page 225.**

**Industrial Studies Pathway**  
*Industrial Mechanics and Maintenance Technology*  
**Industrial Maintenance Mechanics**  
**(Ridgeland Campus)**

**First Year**

First Semester		Second Semester	
IMM Core/Safety	IMM 1113	Adv. Electricity/IMM	IMM 1823
Intro to Indus Maintenance	IMM 1213	Mechanical IMM II	IMM 1253
Indust. Electricity/IMM	IMM 1813	Indus. Control Systems	IMM 1483
Mechanical IMM I	IMM 1243	Prog Logic Controllers	IMM 2613
Maintenance Weld/Metals	IMM 1733	Fluid Power	IMM 1473
Work-Based Learning I	WBL 1913	Electronic Motion Ctrl.	IMM 2433
Total	18 hrs.	Total	18 hrs.

**A Technical Certificate may be earned at this point.**

**Second Year**

First Semester		Second Semester	
Equip Main/Trouble	IMM 2113	English Composition I	ENG 1113
Advanced PLC	IMM 2623	Social/Behavioral Science	3
Equip, Install, Align	IMM 1514	Humanities/Fine Arts	3
*Approved Technical Electives	6	College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Public Speaking I	SPT/COM 1113
		OR English Comp II	ENG 1123
		OR Social/Behavioral Science	3
Total	16 hrs.	Total	15-16 hrs.

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

**An AAS Degree may be earned at this point.**

**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.

\*Approved Technical Electives: ENT 1313, IMM 1223, BOT 1273, and WBL 192(1-3), or other technical or academic elective approved by advisor.

*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.



**Revise “Industrial Maintenance Technology” program of study on page 226.**

**Industrial Studies Pathway**  
*Industrial Mechanics and Maintenance Technology*  
**Industrial Maintenance Technology**  
**(Grenada Campus)**

**First Year**

First Semester		Second Semester	
Indus Maint Core & Safety IMM 1113		Adv. Electricity/IMM IMM 1823	
Indus. Electricity/IMM IMM 1813		Mechanical IMM II IMM 1253	
Intro to Indust Maint IMM 1213		Robotic Controls & App IMM 1373	
Mechanical IMM I IMM 1243		Fluid Power IMM 1473	
Industrial Control Sys IMM 1483		*Approved Technical Electives 3	
Total	15 hrs.	Total	15 hrs.

**A Technical Certificate may be earned at this point.**

**Second Year**

First Semester		Second Semester	
Program Logic Control IMM 2613		English Composition I ENG 1113	
Special Project in IMM IMM 1913		Social/Behavioral Science 3	
Electronic Motion Ctrl IMM 2433		Humanities/FineArts 3	
Advanced PLC IMM 2623		College Algebra MAT 1313	
*Approved Technical Electives 3		OR Natural Science w/Lab 4	
		Public Speaking I SPT/COM 1113	
		OR Social/Behavioral Science 3	
		OR English Comp II ENG 1123	
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.**

**Industrial Maintenance Technology** program offers a Technical Certificate, Advanced Technical Certificate and an Associate of Applied Science (AAS) degree option that provide individuals with the basic concepts necessary to install, operate, maintain and repair electrical, mechanical and automated systems and equipment in automation, controls and industrial maintenance positions. Students receive instruction in safety, fundamentals of industrial electricity, mechanical drive systems, programmable logic controllers (PLCs), robotics, fluid power, motor controls and process control systems.

\*Approved Technical Electives:

ENT 1313, IMM 1313, IMM 2113, WBL 191(1-3), and WBL 192(1-3), or other technical or academic elective approved by advisor.

*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.

Revise “Professional Studies Pathway” paragraph and table on page 229.

### Professional Studies Pathway

An education in one of the **Professional Studies Pathway** programs can prepare graduates for a wide variety of career opportunities. The diverse offerings – Business Technology, Conservation Law Enforcement, Cosmetology, Criminal Justice Administration, Culinary Arts Technology, Forest Technology, Information Systems, and Paralegal – can allow for development of specific skills in as little as one year. With opportunities for a Career Certificate, Technical Certificate, Advanced Technical Certificate, or Associate of Applied Science in many of these programs, they are a great fit for those looking to enter the workforce quickly. Many of these program options also offer several methods of delivery – including face-to-face, hybrid, and online. Professional Studies Pathway programs prepare graduates for a successful career in a professional setting.

<b>Professional Studies Pathway</b>	<b>Goodman Campus</b>	<b>Grenada Campus</b>	<b>Ridgeland Campus</b>	<b>Attala Center</b>
Business Technology:				
Accounting Technology	X	X	X	
Administrative Office Technology	X	X	X	
Billing & Coding Technology	X	X	X	
Business Management Technology	X	X	X	X
Medical Office Technology	X	X	X	
Conservation Law Enforcement Technology		X		
Cosmetology	X			
Criminal Justice Administration Technology	X	X	X	
Culinary Arts Technology			X	
Forest Technology		X		
Information Systems Technology:				
Computer Networking Technology			X	
Computer Programming		X	X	
Paralegal Technology			X	

**Add new program “Culinary of Arts” after page 237.**

**Professional Studies Pathway  
Culinary Arts Technology  
(Ridgeland Campus)**

**First Year**

First Semester		Second Semester	
Intro. to Culinary Arts	CUT 1153	Garde Manger	CUT 1513
Culinary Principles I	CUT 1114	Culinary Principles II	CUT 1124
Sanitation and Safety	CUT 1213	Principles of Baking	CUT 1135
Menu Planning & Facilities	CUT 2223	*Approved Technical Elective	3
*Approved Technical Elective	3		
Total	16 hrs.	Total	15 hrs.

**A Technical Certificate may be earned at this point.**

**Second Year**

First Semester		Second Semester	
American Region. Cuisine	CUT 2314	English Composition I	ENG 1113
International Cuisine	CUT 2424	College Algebra	MAT 1313
*Approved Technical Electives	7	OR Natural Science w/Lab	4
		Humanities/Fine Arts	3
		Social/Behavioral Science	3
		Public Speaking I	SPT/COM 1113
		OR English Comp II	ENG 1123
		OR Social/Behavioral Science	3
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.**

**Culinary Arts Technology** program provides a solid foundation in the methods and science of cooking through exposure to classical American and international cuisine as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen.

\*Approved Technical Electives: BOT 1273, BOT 1313, BOT 1763, BOT 1823, BOT 2433, BPT 1224, BPT 1234, BPT 2334, CUT 1613, CUT 2243, CUT 2923, WBL 1913, WBL 1923, or other technical or academic elective approved by instructor/advisor.

*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.

**Remove “Computer Engineering Technology” program of study on page 239.**

**Remove “Software Engineering Technology” program of study on page 241.**

**Add new program of study “Computer Programming – Apple/Swift Coding Academy” after page 240.**

**Professional Studies Pathway**  
*Information Systems Technology*  
**Computer Programming – Apple/Swift Coding Academy**  
**(Grenada Campus & Ridgeland Campus)**

**First Year**

First Semester		Second Semester	
Fundamentals of Data Communications		Principles of Information Security	
	IST 1134		IST 1143
Essentials of IST	IST 1183	Database & SQL Concepts	IST 1163
Program. Princ. w/Swift	IST 1283	Practical App. in IST	IST 1193
Web Development Using HTML & CSS	IST 1433	Mobile App Development	IST 2454
		**Programming Elective	3
*Approved Elective	3		
Total	16 hrs.	Total	16 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
*Approved Elective	3	Public Speaking I	SPT 1113
**Programming Elective	4	OR English Comp II	ENG 1123
***Principles of Mobile App Development	IST 1454	OR Social/Behavioral Science	3
		Humanities/Fine Arts	3
		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.**

**An AAS Degree may be earned at this point.**

**The Computer Programming – Apple/Swift Coding Academy** 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 coding include industries such as health care, manufacturing, telecommunications, and computer consulting. An Associate of Applied Science degree is earned upon completion of the curriculum. Successful completion of the first year entitles a student to a Technical Certificate in Coding. Students enrolling in the Computer Programming – Apple/Swift Coding Academy program must meet the general admission requirements of HCC.

\*Approved Electives: BOT 1273, CNT 2423, CPT 1333, IST 1213, IST 2314, IST 2533, IST 292(1-3), WBL 1913, WBL 1923 or other technical or academic elective approved by instructor/advisor.

\*\*Programming Electives: IST 1314, IST 1714, IST, 1723, IST 2334, IST 2374, IST 2454, or other technical or academic elective approved by instructor/advisor.

\*\*\*Principles of Mobile App Development requires students to have a Swift certification.

*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.

**Revise the following course descriptions for “Army” section on page 244.**

**AMR 111(2-3) – Foundations of Officership Lecture and Lab.**

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

**AMR 112(2-3) – Basic Leadership Lecture and Lab.**

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

**Remove course description for “BAD 1313 – Business Mathematics” on page 248.**

**Revise the following course descriptions for “Business Administration” on pages 248-249.**

**BAD 2323 – Business Statistics. (Prerequisite: MAT 1313 or appropriate placement score for MAT 1613).**

Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three hours lecture. Three hours credit.

**BAD 2533 – Computer Applications in Business & Industry (Prerequisite: Keyboarding Skills).**

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture. Three hours credit.

**BAD 2813 – Business Communications (Prerequisite: ENG 1113).**

This course develops written and oral communication skills for future professionals among multicultural audiences with emphasis on principles of writing business messages, generating reports and presentations, and preparing communications for employment. Three hours lecture. Three hours credit.

**Remove course description for “BOA 2553 – Desktop Publishing” on page 250.**

**Revise course prerequisite for “CSC 1123 – Computer Applications” on page 251.**

**CSC 1123 – Computer Applications I. (Prerequisite: Keyboarding Skills & MAT 0124 or higher or placement score for MAT 1233 or higher).**

This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Two hours lecture. Two hours laboratory. Three hours credit.

**Revise the following course descriptions for “Health, Physical Education and Recreation” on pages 258-260.**

**HPR 111(1-2), 112(1-2), 211(1-2), 212(1-2) – General PE Activities I, II, III, IV.**

This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities. Students and student athletes may receive credit towards graduation for up to four credit hours within the General PE Activities and the Fitness & Conditioning Training series. Two to four sessions. One to two hours credit.

**HPR 1131, 1141, 2131, 2141 – Varsity Sports I, II, III, IV.**

Participation in a varsity sport team. Open by invitation of instructor. Students and student athletes may receive credit towards graduation for up to four credit hours within the Varsity Sports, Team Sports, and Individual & Dual Sports series. Four practice sessions. One hour credit.

**HPR 1213 – Personal and Community Health.**

This course covers the application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three hours lecture. Three hours credit.

**HPR 1313 – Introduction to Kinesiology, Health, Physical Education and Recreation.**

This course covers an introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three hours lecture. Three hours credit.

**HPR 151(1-2), 152(1-2), 251(1-2), 252(1-2) – Team Sports I, II, III, IV.**

This course covers the rules, techniques, participation, and equipment used in various team sports. Students and student athletes may receive credit towards graduation for up to four credit hours within the Varsity Sports, Team Sports, and Individual & Dual Sports series. Two to four sessions. One to two hours credit.

**HPR 153(1-2), 154(1-2), 253(1-2), 254(1-2) – Individual and Dual Sports I, II, III, IV.**

This course covers the rules, techniques, participation, and equipment used in tennis, archery, marksmanship, or martial arts. Students and student athletes may receive credit towards graduation for up to four credit hours within the Varsity Sports, Team Sports, and Individual & Dual Sports series. Two to four sessions. One to two hours credit.

**HPR 155(1-2), 156(1-2), 255(1-2), 256(1-2) – Fitness and Conditioning Training I, II, III, IV.**

This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Credit for this activity will be given to varsity sport teams and varsity support groups. Students and student athletes may receive credit towards graduation for up to four credit hours within the General PE Activities and the Fitness & Conditioning Training series. Two to four practice sessions. One to two hours credit.

**HPR 2213 – First Aid and CPR.**

This course covers instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. A non-refundable fee to cover the cost of the Certification Card is charged for this class. Three hours lecture. Three hours credit.

**HPR 2323 – Recreation Leadership.**

This course covers the planning and leadership techniques for conducting organized park and recreation programs for all ages. Three hours lecture. Three hours credit.

**HPR 242(2-3) – Football Theory.**

This course covers and explores the theories, practices, tactics and strategies involved in coaching football. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two to three hours lecture. Two to three hours credit.

**HPR 243(2-3) – Basketball Theory.**

This course covers and explores the theories, practices, tactics and strategies involved in coaching basketball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two to three hours lecture. Two to three hours credit.

**HPR 244(2-3) – Soccer Theory.**

This course covers and explores the theories, practices, tactics and strategies involved in coaching soccer. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two to three hours lecture. Two to three hours credit.

**HPR 245(2-3) – Baseball Theory.**

This course covers and explores the theories, practices, tactics and strategies involved in coaching baseball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two to three hours lecture. Two to three hours credit.

**HPR 249(2-3) – Softball Theory.**

This course covers and explores the theories, practices, tactics and strategies involved in coaching softball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two to three hours lecture. Two to three hours credit.

**HPR 2723 – Prevention & Care of Athletic Injuries.**

This course covers the theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. Three hours lecture. Three hours credit.

**HPR 2733 – Introduction to Athletic Training.**

This course covers the introduction to the profession, including but not limited to procedural aspects of the athletic training room operations, role delineations, preparation and competencies with 50 observational/ experience hours under a BOC certified athletic trainer. This course is recommended for Athletic Training majors. Three hours lecture. Three hours credit.

**Revise the following course descriptions for “Leadership” on pages 262-263.****LEA 1811 – Leadership & Organization Skills I.**

An introduction of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture. One hour credit.

**LEA 1821 – Leadership & Organization Skills II.**

A study of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture. One hour credit.

**LEA 1911, 1921, 2911, 2921 – Leadership & Communication Skills Development-Recruiting I, II, III, IV.**

This course introduces the student to his/her responsibilities as a member of the recruiting/public relations team. II, III, and IV are a continuation of LEA 1911. One hour lecture. One hour credit.

**LEA 2811 – Leadership & Organization Skills III.**

An application of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture. One hour credit.

**LEA 2821 – Leadership & Organization Skills IV.**

An evaluation of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture. One hour credit.

**Revise the following course descriptions for “Learning & Lifeskills” on page 263.**

**LLS 132(1-3) – Career Exploration.**

This course is designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to assist students in determining career choices. One to three hours lecture. One to three hours credit.

**LLS 1413 – Enhancement of Study.**

This course is designed to aid the student in study skills, promote student success in critical reading and note-taking techniques, critical thinking, time management, test-taking strategies, listening and memory enhancement. Three hours lecture. Three hours credit.

**LLS 1713 – Job Search Skills.**

This course is designed to prepare students for job networking skills, completing applications, resume writing, interviewing, and work ethic. Three hours lecture. Three hours credit.

**Add new heading and course descriptions for “Culinary Arts Technology” on page 293.**

**CULINARY ARTS TECHNOLOGY**

**BPT 1224 – Cookie, Mignardise and Frozen Desserts.**

This course is designed as instruction on how to make a variety of cookies, biscotti's, miniature desserts, ice creams, anglaise, petit fours and sorbets. Different methods and techniques will be covered such as creaming, tempering, foaming, product knowledge, and terminology. Provide skills in the production of churned and frozen desserts. Two hours lecture. Four hours laboratory. Four hours credit.

**BPT 1234 – Classic Pastry, Pies and Tarts.**

This course is designed to provide students with the fundamental knowledge of producing various pies, puff pastry, pate a choux, custards, creams and tarts utilizing traditional methods. This course will also include platter and plate design arrangements for different menu styles. Two hours lecture. Four hours laboratory. Four hours credit.

**BPT 2334 – Chocolates, Confections Sugar Artistry.**

This course is designed as a production and history of chocolate and other confection techniques necessary to work with chocolate and sugar. Various candies are to be hand dipped or molded into form. Sugar artistry to include pastillage-blown, pulled or poured while in production. Edible centerpiece showcases design explored. Two hours lecture. Four hours laboratory. Four hours credit.

**CUT 1114 – Culinary Principles I.**

Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Two hours lecture. Four hours laboratory. Four hours credit.

**CUT 1124 – Culinary Principles II.**

This course offers advanced study and application of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for food preparation. Two hours lecture. Four hours laboratory. Four hours credit.

**CUT 1135 – Principles of Baking.**

This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. Three hours lecture. Four hours laboratory. Five hours credit.



**CUT 1153 – Introduction to Culinary Arts.**

This course is designed as an introduction to the culinary arts industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture. Three hours credit.

**CUT 1213 – Sanitation and Safety.**

This course basic principles of microbiology, sanitation, and safety procedures for a food service operation. Implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. Two hours lecture. Two hours laboratory. Three hours credit.

**CUT 1513 – Garde Manger.**

This course provides orientation to garnishing, preparation of charcuterie items, cold foods, and buffet presentation. It explores the various duties of the modern garde manger. One hour lecture. Four hours laboratory. Three hours credit.

**CUT 1613 – Nutrition.**

This course provides information on a study of nutrients as related to personal health, foods and food preparation, recipe or menu modification for special customer needs, and merchandising techniques associated with nutritious meals. One hour lecture. Four hours laboratory. Three hours credit.

**CUT 2223 – Menu Planning and Facilities Design.**

This course focuses on the principles and concepts of menu planning, menu formats, and layout with regard to a wide variety of eating habits and taste of the dining public. Emphasis will be on pricing, menu design, merchandising, tools, nutritional considerations, schedules, and profitability. Effective planning and layout of kitchen and equipment will also be emphasized. Three hours lecture. Three hours credit.

**CUT 2243 – Dining Room Management.**

This course focuses on management of a restaurant dining room including good housekeeping technique, fine food, and efficient service. It covers French, Russian, American, and English waited table service, limited service, counter, tray, service, and catering. Emphasis will be placed on staffing, scheduling, controls and skills required to effectively supervise a dining room operation. Two hours lecture. Two hours laboratory. Three hours credit.

**CUT 2314 – American Regional Cuisine.**

This exploration of the American Cuisine concept emphasizing freshness, seasonality, nutrition, indigenous ingredients, and presentation. It is a thorough study into the cuisine characteristics and traditions of the various regions of the United States of America. Two hours lecture. Four hours laboratory. Four hours credit.

**CUT 2424 – International Cuisine.**

This course is a study of cuisines of the world with emphasis on use of authentic ingredients, methods, and terminology. Two hours lecture. Four hours laboratory. Four hours credit.

**CUT 2923 – Supervised Work Experience in Culinary Arts Technology.**

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Nine hours externship. Three hours credit.

**Add new course description for “EMS 1117 – Emergency Medical Technician (EMT)” on page 297.**

**EMS 1117 – Emergency Medical Technician (EMT).**

This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patients. Four hours lecture. Four hours laboratory. Three hours clinical. Seven hours credit.

**Remove course description for “EMS 1118 – Emergency Medical Technician-Basic” on page 297.**

**Remove prerequisite for “EMS 2912 – Concepts of EMS Operations” on page 303.**

**EMS 2912 – Concepts of EMS Operations.**

This course will develop the knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety. Two hours lecture. Two hours credit.

**Remove prerequisite for “IMM 1483 – Industrial Control Systems” on page 317.**

**IMM 1483 – Industrial Control Systems.**

Instruction in the operation and function of industrial control circuits and devices. Emphasis is placed on the student's ability to diagram, wire and troubleshoot a variety of circuits, control devices and actuators. Two hours lecture. Two hours laboratory. Three hours credit.

**Revise the following course descriptions for “Industrial Mechanics and Maintenance Technology” on page 318.**

**IMM 181(3-4) – Industrial Electricity/Industrial Maintenance Mechanics.**

Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. Two hours lecture. Two to four hours laboratory. Three to four hours credit.

**IMM 1823 – Advanced Electricity/Industrial Maintenance Mechanics (Prerequisite: IMM 181(3-4)).**

Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. Two hours lecture. Two hours laboratory. Three hours credit.

**Remove prerequisite for “IMM 2433 Electronic Motion Control” on page 319.**

**IMM 2433 – Electronic Motion Control.**

This course explains applications and operating procedures of solid-state controls, reduced-voltage starters, and adjustable frequency drives as well as troubleshooting procedures. Two hours lecture. Two hours laboratory. Three hours credit.

**Add new course descriptions for “Information Systems Technology” on pages 326-327.**

**IST 1283 – Programming Principles with Swift.**

This course is designed to help students build a solid foundation in programming using Swift. Students get practical experience with the tools and techniques they will need to build basic iOS apps from scratch. Students will also learn problem-solving skills and develop their own ways of breaking down problems into manageable pieces. As they gain more practice as programmers, students will get better at designing clever and efficient solutions to coding challenges. Two hours lecture. Two hours laboratory. Three hours credit.

**IST 1454 – Principles of Mobile App Development.**

This course is designed to help students build a solid foundation in programming fundamentals using Swift as a language. Students get practical experience with the tools, techniques, and concepts needed to build a basic iOS app from scratch. Students will also learn user interface design principles, which is fundamental to programming and making great apps. Three hours lecture. Two hours laboratory. Four hours credit.

**Add new heading and course descriptions for “Massage Therapy” on page 331.**

## **MASSAGE THERAPY**

**MGT 1111 – CPR and First Aid.**

This course develops the knowledge and skills necessary to provide emergency care for the injured or ill until appropriate professionals take over. One hour lecture. One hour credit.

**MGT 1214 – Introduction to Massage Therapy.**

This course teaches the student theories and principles of therapeutic massage and includes the effects, benefits, indications and contraindications, history of massage therapy, Mississippi laws and regulations pertaining to massage therapist, educational and licensing requirements, professional ethics, equipment and products, client evaluations, draping techniques, massage environment, massage therapy in a healthcare system, sanitary and safety practices, therapist body mechanics, conditioning, strengthening, flexibility, human relationship skills, and basic business and marketing skills. Four hours lecture. Four hours credit.

**MGT 1224 – Massage Therapy I.**

This course examines basic skills in massage therapy for various modalities. Each modality will move into the next progressive phase enhancing the student's knowledge. Four hours lecture. Four hours credit.

**MGT 1233 – Massage Therapy I Lab.**

This course develops basic skills in massage therapy for various modalities in a laboratory setting. Each modality will move into the next progressive phase enhancing the student's knowledge. Six hours laboratory. Three hours credit.

**MGT 1244 – Massage Therapy II.**

Students will develop basic skills in massage therapy. Each modality will move into the next progressive phase enhancing the student's knowledge. Four hours lecture. Four hours credit.

**MGT 1253 – Massage Therapy II Lab.**

Students will develop basic skills in massage therapy in a laboratory setting. Each modality will move into the next progressive phase enhancing the student's knowledge. Six hours laboratory. Three hours credit.

**MGT 1263 – Massage Therapy Clinical Lab II.**

This course applies the principles and theories of Introduction to Massage Therapy and Massage Therapy I and builds on the principles and theories taught in Massage Therapy II and is a continuation of Massage Therapy Clinical Lab I. Six hours laboratory. Three hours credit.

**MGT 1272 – Specialized Modalities I.**

Students will be introduced to several different traditions of massage and bodywork. Two hours lecture. Two hours credit.

**MGT 1281 – Massage Therapy Clinical Lab I.**

This course applies the principles and theories of Introduction to Massage Therapy and Massage Therapy I. Two hours laboratory. One hour credit.

**MGT 1333 – Kinesiology.**

This course studies the mechanical aspects of human motion. Three hours lecture. Three hours credit.

**MGT 1343 – Pathology and Medical Terminology.**

This course is designed to teach the student functional assessment of therapeutic massage in relation to pathology. The student learns pathology of multiple systems and determines its impact on the delivery of massage therapy services in his or her own practice. Discussion of the massage therapy scope of practice and its relationship to other allied health professions is included. Understanding methods of communication with other professionals and clients, exploring holistic self-care practices, and developing a systematic evaluation and documentation scheme are also covered. Three hours lecture. Three hours credit.

**MGT 1612 – Board Preparation.**

A basic course to provide students with skills review for board certification. \*If student is already a Licensed Massage Therapist, another academic course may be taken. Two hours lecture. Two hours credit.

**MGT 2223 – Massage Therapy III.**

This course will provide students with additional knowledge and information in the area of techniques. Two hours lecture. Two hours laboratory. Three hours credit.

**MGT 2233 – Massage Therapy IV.**

This course will provide students with additional knowledge and information in the area of techniques. Two hours lectures. Two hours laboratory. Three hours credit.

**Add new heading and course descriptions for “Health Care Assistant” on page 355.**

## **HEALTH CARE ASSISTANT**

**HCA 1116 – Basic Health-Care Assisting.**

This course includes orientation to program policies; developing employability and job-seeking skills; applying legal aspects of health care; applying safety considerations; communication and observation skills; medical terminology; and basic health care procedures. Two hours lecture. Six hours laboratory. Three hours clinical. Six hours credit.

**HCA 1124 – Special Care Procedures.**

This course includes specialized procedures for assisting with diagnostic procedures; assisting with treatments; assisting with elimination needs of clients; assisting in meeting hydration and nutritional needs of the client; basic emergency procedures to include CPR/first aid; and basic knowledge and skills required to care for the long-term-care resident. Safety is emphasized throughout each procedure. One hour lecture. Four hours laboratory. Three hours clinical. Four hours credit.

**HCA 1132 – Phlebotomy.**

This course includes the knowledge and skills of basic phlebotomy required to become a certified phlebotomist. Concepts include safety, infection control, phlebotomy equipment and supplies, and phlebotomy procedures associated with venipuncture and blood collection. Two hours laboratory. Three hours clinical. Two hours credit.

**HCA 1214 – Body Structure and Function.**

This course includes study of the structure, function, common disorders, and normal aging-related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and sensory systems; stages of human growth and development; and nutritional needs through the life cycle. Three hours lecture. Two hours laboratory. Four hours credit.

**HCA 1312 – Home Health Aide and Homemaker Services.**

This course includes basic knowledge and skills required to care for the homebound client and basic knowledge and skills required to provide homemaker services. One hour lecture. Two hours laboratory. Two hours credit.

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



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Dr. Jenny Jones, Vice President for Academic Programs

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April 16, 2020