



**Amendment Number II to the 2016-2017 HCC Bulletin**

**Page 135 – Add Ridgeland and Kosciusko to SkillsUSA-VICA in Clubs and Organizations**

**SkillsUSA-VICA (Goodman, Grenada, Ridgeland, Kosciusko).**

Established for the purpose of encouraging, through club activities, the development of the “whole student,” i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

**Page 223 – The following technical program has been changed to reflect the prefix change for the following courses:**

- CRJ 1313 to CJT 1313
- CRJ 1383 to CJT 1383
- CRJ 2513 to CJT 2513
- CRJ 2333 Criminal Investigation to CJT 2333 Criminal Investigation I

<b>Conservation Law Enforcement Technology (Grenada Campus)</b>			
<b>First Year</b>			
First Semester		Second Semester	
Botany I	BIO 1314	Special Problem	
OR App Natural Science/Lab	4	in Conservation Law	FOT 2944
English Composition I	ENG 1113	Silviculture I	FOT 2614
Intro/Criminal Justice	CJT 1313	Criminology	CJT 1383
Applied Dendrology	FOT 1714	Social/Behavioral Science	3
Forest Surveying	FOT 2124	**College Algebra	MAT 1313
<b>Total</b>	<b>18 hrs.</b>	<b>Total</b>	<b>17 hrs.</b>
<b>Second Year</b>			
First Semester		Second Semester	
Survey/Micro Apps	CPT 1323	Humanities/Fine Arts	3
Apps GIS/GPS Forestry	FOT 2214	Applied Soil	
Public Speaking I	SPT 1113	Conservation	AGT 1714
Intern for Specialization	FOT 2923	Juvenile Justice	CJT 2513
OR Work-Based Learn	WBL 1913	Silviculture II	FOT 2624
		OR Forest Measure	FOT 1114
		Criminal Investigation I	CJT 2333
<b>Total</b>	<b>13 hrs.</b>	<b>Total</b>	<b>17 hrs.</b>
<b>An AAS Degree may be earned at this point.</b>			
*For those students wishing to continue to MSU, BIO 1314, and BIO 2414 will be needed.			
**MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.			
PROGRAM DESCRIPTION: <b>Conservation Law Enforcement Technology</b> is a two-year program of study that prepares the graduate for entry-level employment as a Conservation Law Enforcement Officer (game warden) in the state of Mississippi. The program blends technical courses in forestry and academic courses in criminal justice with other academic courses, including the core. The Associate of Applied Science degree is earned upon successful completion of the program.			
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Page 224 – The following technical program has been changed.

<b>Criminal Justice Administration Technology</b>			
<b>First Year</b>			
First Semester		Second Semester	
Intro/Criminal Justice	CJT 1313	Police Admin/Organiz	CJT 1323
Intro/Corrections	CJT 1363	Traffic Law	CJT 2213
Criminology	CJT 1383	Police Operat & Ethics	CJT 2313
Criminal Law	CJT 2323	Criminal Investigation I	CJT 2333
Occupational Spanish	MFL 2513	Juvenile Justice	CJT 2513
Total	15 hrs.	Total	15 hrs.
<b>A Technical Certificate may be earned at this point.</b>			
<b>Second Year</b>			
First Semester		Second Semester	
Survey of Criminalistics	CJT 2393	English Composition I	ENG 1113
Found/Homeland Sec & Ter	CJT 2743	General Psychology I	PSY 1513
*Approved Technical Electives	12	American Nation Gov't	PSC 1113
		College Algebra	MAT 1313
		OR Natural Science w/Lab	4
Total	18 hrs.	Total	12-13 hrs.
<b>An Advanced Technical Certificate may be earned at this point.</b>		<b>An AAS may be earned at this point.</b>	
<p><b>PROGRAM DESCRIPTION:</b> The <b>Criminal Justice Administration Technology</b> program will prepare the graduate for employment opportunities in the field of criminal justice in the areas of law enforcement, corrections, and security. The program provides the student with core courses but focuses primarily on criminal justice courses addressing different aspects of the field such as police, courts, and corrections. The program offers a Technical Certificate, an Advanced Technical Certificate and an AAS degree.</p> <p>*Approved Technical Electives: CJT 1343-Police &amp; Community Relations, CJT 1353-Internship for Criminal Justice, CJT 2723-Intelligence Analysis and Security Management; CJT 2733-Transportation/Border Security, CJT 2813-Criminal Procedures, CJT 2913 Special Problems in Criminal Justice, WBL 1913-Work-Based Learning I, or WBL 1923-Work-Based Learning II.</p> <p><i>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.</i></p>			
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Page 231, 232, 234, & 235 – The sentence “Students will complete the Autodesk AutoCAD Certified User Exam.” was removed from the following program pages:

- Architectural Engineering Technology
- Construction Technology
- Industrial Engineering Management Technology
- Industrial Technology

Page 238 (Current Web Version Page 244) – The name for the following program Funeral Service Technology has been changed to Mortuary Science.

<b>Mortuary Science (Ridgeland Campus)</b>			
<b>First Year</b>			
First Semester	Second Semester		
English Composition I	ENG 1113	Mortuary Anatomy II	FST 1123
College Algebra	MAT 1313	Embalming II	FST 1224
Mortuary Anatomy I	FST 1113	Prin. of Accounting I	ACC 2213
Embalming I	FST 1214	Restore Art/Color Cos	FST 1523
Funeral Directing	FST 1313	Clinical I	FST 1231
*Computer Literacy	3	Admin Communications	BAD 2813
Total	19 hrs.	Total	17 hrs.
<b>Second Year</b>			
First Semester	Second Semester		
Funeral Service Ethics	FST 1413	Humanities/Fine Arts	3
Funeral Merchandising	FST 2323	Psychosocial Counseling	
Introduction to Sociology	SOC 2113	in Funeral Service	FST 2713
OR Gen Psychology I	PSY 1513	Legal Environ/Bus	BAD 2413
Microbiology	FST 2623	Pathology	FST 2633
Clinical II	FST 1241	**Comprehensive Rev	FST 2812
Chemistry Survey	CHE 1114	Public Speaking I	SPT 1113
Total	17 hrs.	Total	17 hrs.
<b>An AAS Degree may be earned at this point.</b>			
Eligible FST students may enroll in Work Based Learning WBL 191(1-3).			
*CSC 1113, CSC 1123, or BAD 2533			
**Must be taken during the last semester of coursework.			
<b>This program also has a Fast Track option that allows students who have completed all of the academic courses above per the program's Admission Policy and Continuancy Policy to enter and complete the FST coursework in two semesters to earn the AAS.</b>			
The <b>Mortuary Science Degree at HCC</b> is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506; phone: (816) 233-3747; fax: (816) 342-2573; web: www.abfse.org. This program leads to an Associate of Applied Science (AAS) degree.			
The goal of the program is to provide training that prepares students for entry-level positions after graduation and licensure. The curriculum is designed to provide students with ethical and professional knowledge in Funeral Service Education, exposure to career options available within the Funeral Service field, and experiences in the application of ethical and professional skills while emphasizing aspects of public health.			
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**Maintenance Technology  
(Grenada Campus)**

**First Year**

First Semester		Second Semester
Indus Maint Core & Safety IMM 1113		Electrical Indust Maint II IMM 1163
Electrical Indust Maint I IMM 1153		Eq Maint, Trbl, & Repair IMM 2113
Intro to Indust Maint IMM 1214		Adv. Elect <u>Indust Maint</u> IMM 2213
Mech Indust Maint I IMM 1243		Adv. Mech Indust Maint IMM 2223
Motor Control Systems IMM 1323		Mechanical Systems ROT 2613
<b>Total</b>	<b>16 hrs.</b>	<b>Total 15 hrs.</b>

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

**Second Year**

First Semester		Second Semester
Robotic Controls & App IMM 1373		English Composition I ENG 1113
Special Project in IMM IMM 1913		Social/Behavioral Science 3
Program Logic Control IMM 2613		Humanities/Fine Arts Elective 3
*Approved Technical Electives 6		College Algebra MAT 1313
		OR Natural Science w/Lab 4
		Public Speaking I SPT 1113
		OR Social/Behavioral Science 3
		OR English Comp II ENG 1123
<b>Total</b>	<b>15 hrs.</b>	<b>Total 15-16 hrs.</b>

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

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

**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 skills and concepts necessary to install, operate, maintain, and repair electrical, mechanical, and automated systems and equipment in large commercial, medical, institutional, and industrial workplaces. By obtaining the associate degree, graduates gain a competitive edge by also being prepared to manage resources and plan for the future. The number of elective hours in the second year as well as the availability of online courses allows a student seeking an associate degree to tailor courses to meet his/her specific career goals.

\*Approved Technical Electives:

ENT 1313, ENT 2363, IMM 1313, IMM 2623, WBL 191(1-3), and WBL 192(1-3).

*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.*

Page 251 – The following technical program has been changed.

**Paralegal Technology  
(Ridgeland Campus)**

**First Year**

First Semester		Second Semester	
Introduction to Law	LET 1113	Legal Writing	LET 1713
Family Law	LET 1513	Wills and Estates	LET 1523
Contracts	LET 2343	Civil Litigation I	LET 2313
Law Office Management	LET 2633	Civil Litigation II	LET 2333
Legal Research	LET 1213	Torts	LET 2323
<b>Total</b>	<b>15 hrs.</b>	<b>Total</b>	<b>15 hrs.</b>

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

**Second Year**

First Semester		Second Semester	
*English Composition I	ENG 1113	*Public Speaking I	SPT 1113
		OR English Comp II	ENG 1123
*Humanities/Fine Arts	3	*Social/Behavioral Science	3
Real Property I	LET 2453	*College Algebra	MAT 1313
Criminal Law	LET 2353	OR Natural Science w/Lab	4
Bankruptcy Law	LET 2523	Special Problems	LET 2913
OR Work-Based Learning/WBL	1913	Real Property II	LET 2463
<b>Total</b>	<b>15 hrs.</b>	<b>Total</b>	<b>15-16 hrs.</b>

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

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

**Paralegal Technology** is designed to prepare a person for entry-level employment as a paralegal in courts, corporations, law firms, and government agencies. Paralegal Technology requires courses in the career- technical core, designated areas of concentration, and the academic core. The program offers a Technical certificate, an Advanced Technical Certificate and an AAS degree. The curriculum is based on standards developed from the National Association of Legal Assistants' Descriptions of Certified Paralegal (CP) Exam Sections. Additional research data used in the development of this publication was collected from a review of related literature and from surveys of local experts in business, industry, and education.

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

**Page 262 – The wording on the Practical Nursing page has been changed to reflect the following:**

- Added “*Ridgeland, Grenada, Kosciusko*” to reflect locations where offered
- Changed paragraph two and three to state the following:

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

Successful completion of any semester of study must include 80% mastery of each subject in order to progress to the next semester. In addition, graduation requirements include completion of the prescribed clock hours for the program as mandated by the Mississippi Community College Board. Legal limitations for licensure are mandated by the Mississippi Board of Nursing. For re-admission to the Practical Nursing Program, please refer to the Practical Nursing Handbook or the web page.

**Page 263 – The wording on the Practical Nursing page has been changed to reflect the following:**

- Added “*Ridgeland, Grenada, Kosciusko*” to reflect locations where offered
- Changed paragraph one to state the following:

**Practical Nursing  
Ridgeland, Grenada, Kosciusko**

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

**Page 302 – 307 – Removed the following courses from the Business & Office Technology course listing.**

- BOT 1213 – Personal & Professional Development
- BOT 1713 – Mechanics of Communication
- BOT 2813 – Business Communication
- BOT 2823 – Communication Technology

**Page 310 – 312 (Current Web Version) – The following courses were added or changed for Criminal Justice Administration Technology course listing.**

### **CRIMINAL JUSTICE ADMINISTRATION TECHNOLOGY**

CJT 1313 — Introduction to Criminal Justice.

This course contains the history, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three lectures. Three hours credit.

CJT 1323 – Police Administration and Organization.

This course contains the principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three lectures. Three hours credit.

CJT 1343 – Police & Community Relations.

This course is a study of current issues between police and community. The role and influence of officers in community relations; tensions and conflict; and the problem areas of race and juveniles will be covered. Three lectures. Three hours credit.

CJT 1353 – Internship for Criminal Justice.

This course provides supervised practical experience in an approved criminal justice agency. It gives students the opportunity to apply theory presented in the classroom in a supervised work setting. Nine hours externship/135 contact hours. Three hours credit.

CJT 1363 – Introduction to Corrections.

This course contains an overview of the correctional field; its origins, historical and philosophical background development, current status; and relationship with other facets of the criminal justice system and future prospects. Three lectures. Three hours credit.

CJT 1383 – Criminology.

This course includes the study and practice of the nature and significance of criminal behavior. It also explores the theories, statistics, trends, and programs concerning criminal behavior. Three lectures. Three hours credit.

CJT 2213 – Traffic Law.

An examination of the role of government in coping with traffic problems. Emphasis is placed on the history, development, and enforcement of statutes pertaining to motor vehicles. Three lectures. Three hours credit.

CJT 2313 – Police Operations and Ethics.

A study of the operation and administration of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division. Three lectures. Three hours credit.

CJT 2323 – Criminal Law.

Basic elements of criminal law under the Constitution of the United States, state constitutions, and federal and state statutes. Three lectures. Three hours credit.



CJT 2333 – Criminal Investigation I.

This course includes fundamentals, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews and interrogation. Three lectures. Three hours credit.

CJT 2393 – Survey of Criminalistics.

This course provides a study of scientific crime detection methods; modus operandi, crime scene search, preservation of evidence, research projects and other topics related to criminalistics. Three lectures. Three hours credit.

CJT 2513 – Juvenile Justice.

This course identifies the role of police in juvenile delinquency and control. It covers organization, functions, and jurisdiction of juvenile agencies as well as processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles will also be covered in this course. Three lectures. Three hours credit.

CJT 2723 - Intelligence Analysis and Security Management.

This course is designed to develop an understanding of how intelligence assists in maintaining national security, the laws, guidelines, executive directives and oversight relating to intelligence as well as the methodologies used in the intelligence community. Three lectures. Three hours credit.

CJT 2733 - Transportation and Border Security.

This course provides a student with an analysis of issues that concern the protection of the borders of the United States and U. S. policies regarding the safety of the U.S. Transportation System. Three lectures. Three hours credit.

CJT 2743 Foundations of Homeland Security and Terrorism.

This course is a study of the issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international. Three lectures. Three hours credit.

CJT 2813 - Criminal Procedures.

This course provides an in-depth study of the criminal case within the state and federal court systems. Three lectures. Three hours credit.

CJT 2913 - Special Problems in Criminal Justice.

This course is designed to provide students with an opportunity to utilize skills and knowledge gained in other courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Six hours laboratory. Three hours credit.

CJT 2923 - Supervised Work Experience in Criminal Justice.

This course, which is a cooperative program between industry and education, is designed to integrate the student's technical studies with industrial experience. Nine hours externship. Three hours credit.

**Page 325 (Current Web Version Page 347) – Changed heading from Funeral Service Technology to Mortuary Science for the course listing.**

**Page 326 (Current Web Version Page 347) – The following course descriptions for Mortuary Science were changed to the following:**

FST 1231 – Clinical Embalming I (Pre/Co-requisite: FST 1214).

Practically apply the theoretical principles taught in the Mortuary Science curriculum in the funeral establishment/commercial mortuary. One lecture. Three hours clinical. One hour credit.

FST 1241 – Clinical Embalming II (Prerequisite: FST 1214. Pre/Co- requisites: FST 1224 & 1231).

Practically apply the theoretical principles taught in the Mortuary Science curriculum. The student must arterial and cavity embalm a case in the presence of a certified member of the faculty. The faculty must certify the student minimally competent to embalm in order for the student to complete the course. One lecture. Three hours clinical. One hour credit.

**Page 341 - 342 (Current Web Version Page 342 – 343) – The following courses were added to the Maintenance Technology course listing:**

ENT 1313 – Principles of CAD.

This course is designed to teach students the basic operating system and drafting skills. Two hours lecture. Two hours lab. Three hours credit.

ENT 2363 – Computer Numerical Control (Prerequisite: ENT 1313).

A course designed to introduce the students to the basics of computer numerical control machines. Two hours lecture. Three hours credit.

IMM 1113 – Industrial Maintenance Core & Safety.

This course includes basic safety, introduction to construction math, introduction to hand and power tools, blueprint drawings, and employability and communications. One lecture. Four hours laboratory. Three hours credit.

IMM 1153 – Electrical Industrial Maintenance I (Prerequisite: IMM 1113 or IMM 1143).

This course includes Industrial Safety, Introduction to the National Electric Code, Electrical Theory, Alternating Current, E&I Test Equipment, and Flow, Pressure, Level, and Temperature. One lecture. Four hours laboratory. Three hours credit.

IMM 1163 – Electrical Industrial Maintenance II (Prerequisite: IMM 1153).

This course includes process mathematics, hand bending, tubing, clean purge, and test tubing and piping systems, instrument drawings and documents (part one), conductors and cables, and conductors terminations and splices. One lecture. Four hours laboratory. Three hours credit.

IMM 1214 – Introduction to Industrial Maintenance.

This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, craft-related mathematics, construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. Two lectures. Four hours laboratory. Four hours credit

IMM 1243 – Mechanical Industrial Maintenance I (Prerequisite: IMM 1113 or IMM 1143).

This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. One lecture. Four hours laboratory. Three hours credit.

IMM 1313 – Principles of Hydraulics & Pneumatics.

Instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. One lecture. Four hours laboratory. Three hours credit.

IMM 1323 – Motor Control Systems (Prerequisite: IMM 1153 or by permission of instructor).

This course includes the Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two hours lecture. Two hours lab. Three hours credit.

IMM 1373 – Robotic Controls and Applications.

This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot configurations, operation, and basic programming and how they relate to the electrical industry. Two lectures. Two hours laboratory. Three hours credit.

IMM 1913 – Special Project in Industrial Maintenance Mechanics (Prerequisite: Consent of instructor).

Practical applications of skills and knowledge gained in other Industrial Maintenance Mechanics courses. The instructor works closely with the student to insure that selection of a special project enhances the student's learning experiences. One lecture. Four hours laboratory. Three hours credit.

IMM 2113 – Equipment Maintenance, Troubleshooting, & Repair. Maintenance and troubleshooting techniques, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. One lecture. Four hours laboratory. Three hours credit.

IMM 2213 – Advanced Electrical Industrial Maintenance.

This course includes hazardous locations, electronic components, E & I drawings, motor controls, distribution equipment, transformer applications, and conductor selection and calculation. Two lectures. Two hours laboratory. Three hours credit.

IMM 2223 – Advanced Mechanical Industrial Maintenance.

This course includes temporary grounding, layout and installation of tubing and piping systems, machine bending of conduit, hydraulic controls, pneumatic controls, and motor-operated valves. Two lectures. Two hours laboratory. Three hours credit.

IMM 2613 – Programmable Logic Controllers.

This course includes of programmable logic controllers (PLCs) in modern industrial settings. This course also includes the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. Two lectures. Two hours laboratory. Three hours credit.

IMM 2623 – Advanced Programmable Logic Controllers (Prerequisite: IMM 2613 & IMM 1323).

Advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, introduction to function blocks, sequential function chart, introduction to HMI, and logical and conversion instructions. Two lectures. Two hours laboratory. Three hours credit.

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

A handwritten signature in black ink that reads "Fran Cox". The signature is written in a cursive, slightly slanted style.

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Dr. Fran Cox, Vice President for Academic Programs

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June 23, 2016