TECHNICAL EDUCATION PROGRAMS

Technical education programs represent a blending of general academic and technical specialty courses offered on a semester-hour basis. The technical programs lead to a Technical Certificate, an Advanced Technical Certificate, and/or an Associate of Applied Science Degree. Although a few programs offer the possibility of university transfer upon completion of the AAS, the design of the technical programs is to provide graduates with the skills needed to enter the workforce at a level of the semi-professional or technician.   All technical programs operate under program-specific technical standards.

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Automotive Technology	X		
Business & Office Technology:			
Accounting Technology	X	X	X
Billing & Coding Technology	X	X	X
Business Management Technology	X	X	X
Medical Office Technology	X	X	X
Office Systems Technology	X	X	X
Collision Repair Technology	X		
Conservation Law Enforcement Technology		X	
Criminal Justice Administration Technology	X	X	X
Emergency Medical Sciences/Basic		X	X
Emergency Medical Sciences/Critical Care			X
Emergency Medical Sciences/Paramedic		X	X
Engineering Technology:			
Architectural Engineering Technology	X		
Construction Technology			X
Drafting & Design Technology		X	
Industrial Engineering Management Tech			X
Industrial Technology	X		
Interior Design Technology			X
Forest Technology		X	
Funeral Service Technology			X
Heating/Vent/AC/Refrig Technology	X	X	
Industrial Maintenance Mechanics			X
Information Systems Technology			
Computer Networking Technology			X
Computer Programming Technology		X	
Software Engineering Technology		X	
Maintenance Technology		X	
Occupational Therapy Assistant Technology			X
Paralegal Technology			X
Physical Therapist Assistant		X	
Precision Machining Technology		X	
Surgical Technology		X	X

CTE SUPPORT SERVICES COORDINATOR

The Career/Technical Education (CTE) Support Services Coordinator is a non-administrative position that serves CTE students throughout the district in various capacities. Services may include the recruitment, enrollment, instruction, retention, completion, placement, and follow up of students. Specifically, the CTE Support Services Coordinator works in conjunction with CTE instructors to provide instruction in reading comprehension, mathematics, and/or employability skills to students enrolled in certificate programs; provides reasonable accommodations for students who self-identify and qualify for disability services; and works with students who are economically disadvantaged, displaced homemakers, single parents, etc., as needed, to encourage and support their successful completion of CTE programs of study to enter high-skill, high-wage occupations and/or nontraditional employment in new and emerging careers.

ARTICULATION FOR CAREER-TECHNICAL STUDENTS

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

WORK-BASED LEARNING PROGRAM DESCRIPTION

Work-Based Learning (WBL) offers supervised work experience for Career/Technical majors. WBL courses blend academic and Career/Technical classroom learning with work-site experience to prepare students for high quality jobs requiring technical skills or for further education or advanced training. Students must be employed in their field of study. Total clock hours at the work-site are logged and then certified by the WBL Coordinator/Instructor. The coordinator/instructor also monitors all of the other course requirements. A maximum of six hours WBL may be substituted for technical courses (required or elective) upon the approval of the student's advisor, the campus CTE Director, and the CTE Vice President.

Automotive Technology
(Goodman Campus)
First Year

First Semester		Second Semester	
Basic Elec Sys	ATT 1124	Adv Elec Sys	ATT 1134
Safety & Employ Skill .	ATT 1811	Engine Repair	ATT 1715
Brakes	ATT 1214	Engine Performance II	ATT 2434
Engine Performance I .	ATT 1424	Special Prob	ATT 2914
Total	13 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Steering&Suspension .	ATT 2334	Engine Perform III	ATT 2444
Manual Drive Trains. .	ATT 1313	Auto Trans/Transaxels .	ATT 2324
*College Algebra	**MAT 1313	*English Comp I	ENG 1113
*Humanities/Fine Arts 3		*Public Speaking	SPT 1113
		*Social/Behavior Sci 3	
Total	13-17 hrs.	Total	17 hrs.

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

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

The Automotive Technology program is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions of all eight areas of ASE/NATEF certification (Engline Repair, Electrical & Electronic Systems, Engine Performance, Brakes, Steering & Suspension Systems, Manual Drive Trains & Axles, Automatic Transmissions &Transaxels, Heating & Air Conditioning). Automotive Technology may be taught as either a Technical Certificate program, an Advanced Technical Certificate program, or an AAS Degree program. The curriculum for Postsecondary Automotive Technology is based upon the task list published in ASE Certification for Automobile Training Programs and the National Automotive Technicians Education Foundation, Inc. (NATEF). This task list serves as a national standard for certification of automobile technician training programs and is regularly reviewed and validated by technicians and engineers in the automotive industry.

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

Business & Office Technology

Business & Office Technology is a program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core.

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Accounting Technology	X	X	X
Billing & Coding Technology	X	X	X
Business Management Technology	X	X	X
Medical Office Technology	X	X	X
Office Systems Technology	X	X	X

The Business & Office and Related Technology curriculum is designed to give each student:
– a broad overview of the entire office function, not only his/her individual position
– an opportunity to investigate the integration of systems—people and technology
– an exposure to career options available within the office which involves the coordination of people, equipment, and resources as well as an opportunity to recognize the relationship between worker and supervisor
– a concentration of skills in a specific area

Accounting Technology prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance.

Billing & Coding Technology is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, ICD coding, CPT coding, billing & reimbursement, transcription, and computer software.

Business Management Technology provides students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships.

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

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

Accounting Technology

First Year

First Semester		Second Semester	
Bus Accounting	BOT 1433	English Comp I	ENG 1113
Microcomputer App ...	BOT 1133	Word Processing	BOT 1143
Doc. Form. & Prod. ...	BOT 1113	Humanities/Fine Arts	3
Applied Bus. Math	BOT 1313	Adv. Bus Accting	BOT 1443
Mechan. Commun.	BOT 1713	Elec. Spreadsheet	BOT 1813
Personal & Prof. Devel..	BOT 1213	Comp. Accounting	BOT 2413
Total	18 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Prin. Accounting I	ACC 2213	Inter. Comp App	BOT 2833
Desktop Publishing....	BOT 2133	Payroll Accounting	BOT 2463
*College Algebra	MAT 1313	Business Comm.	BOT 2813
Database Manag........	BOT 2323	Prin. Accounting II	ACC 2223
Public Speaking I	SPT 1113	Economics I	ECO 2113
Total	15/19 hrs.	**OR** Social/Behavi Sci	3
		Total	15 hrs.

An AAS Degree may be earned at this point.

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

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

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

Health-Care Data Technology
Billing & Coding Technology

First Year

First Semester		Second Semester	
Mechanics of Communication	BOT 1713	Word Processing	BOT 1143
Business Accounting	BOT 1433	Medical Office Concepts	BOT 2743
OR Prin of Acc. I	ACC 2213	Medical Office Terminology II	BOT 1623
Applied Business Math	BOT 1313	Records Management	BOT 1413
Document Formatting & Production	BOT 1113	Computerized Accounting	BOT 2413
Microcomputer Applications	BOT 1133	English Composition I	ENG 1113
Medical Office Terminology I	BOT 1613		
Total	18 hrs.	Total	18 hrs

Second Year

First Semester		Second Semester	
**Transcription Elec	3	**Transcription Elec	3
Medical Information Manage	BOT 2753	Social/Behavioral Science Elective	3
ICD Coding	BOT 2653	Public Speaking I	SPT 1113
*College Algebra	MAT 1313	Bus Communication	BOT 2813
Humanities/ Fine Arts Elective	3	Medical Insurance Billing	BOT 2673
CPT Coding	BOT 2643	Adv. Coding	BOT 2663
Total	18/19 hrs.	Total	18 hrs.

An AAS Degree may be earned at this point.

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

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

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

**Transcription Electives: BOT 1513, BOT 2523, BOT 2533

Business Management Technology

First Year

First Semester

Microcomputer App ...	BOT	1133
App Bus Math	BOT	1313
Intro/Bus Manage......	BOT	1453
Commun Essen	BOT	1763
Info Manag & Des	BOT	1163

Second Semester

Bus Accounting	BOT	1433
Intro/Marketing	BOT	1473
Social Media Manag...	BOT	1493
Career Readiness	BOT	2183
Human Res Manage ...	BOT	2233

Total   15 hrs.   Total   15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester

Elec Spreadsheet ...... BOT 1813
*Humanities/Fine arts...........3
*Social/Behavior Science........3
**App BOT Electives..............6

Total   15 hrs.

Second Semester

BOT Externship .... BOT 2923
*English Comp I .... ENG 1113
*Public Speaking .... SPT 1113
  OR *ENG Comp II ... ENG 1123
  OR *Soc/Behav Sci 3
*College Algebra .... MAT 1313
  OR Nat Sci w/Lab 4
Entrepreneurship .... BOT 2913
Total   15/16 hrs.

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

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

**Approved BOT Electives: BOT 1123, BOT 1443, BOT 2133, BOT 2323, BOT 2463, BOT 2723

Business Management Technology provides students with a relevant professional management education and effective approaches to technology, entrepreneurship, human resource, and management information. The student will develop skills in innovative aspects of technology and business management with an emphasis on project-based learning and field externships.

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.

Health-Care Data Technology
Medical OfficeTechnology

First Year

First Semester

Business
Accounting .... BOT 1433
OR Principles of
Accounting I .... ACC 2213
Medical Office
Terminology I .... BOT 1613
Applied Business
Math .... BOT 1313
Mechanics of
Communication .... BOT 1713
Document Formatting &
Production .... BOT 1113
Microcomputer
Applications .... BOT 1133
Total   18 hrs.

Second Semester

Medical Office
Concepts .... BOT 2743
Word
Processing .... BOT 1143
Keyboard
Skillbuilding .... BOT 1123
Medical Office
Terminology II ...... BOT 1623
Records
Management .... BOT 1413
Computerized
Accounting .... BOT 2413
Total   18 hrs.

Second Year

First Semester

Communication
Technology .... BOT 2823
English Comp I ....ENG 1113
ICD Coding .... BOT 2653
**Transcription
Elective 3
Medical Infomation
Management .... BOT 2753
CPT Coding...............BOT 2643
Total   18 hrs.

Second Semester

Social/Behavioral
Science Elective 3
Public Speaking I .... SPT 1113
Business
Communication .... BOT 2813
*College
Algebra .... MAT 1313
**Transcription Elec 3
Humanities/Fine arts........... 3
Total   18/19 hrs.

An AAS Degree may be earned at this point.

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

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

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

**Transcription Electives: BOT 1513, BOT 2523, BOT 2533

Office Systems Technology
First Year

First Semester   Second Semester

Business
   Accounting .... BOT 1433
   OR Prin/Account I   ACC 2213
Doc Format/Prod   BOT 1113
Microcomputer
   Applications .... BOT 1133
App Business Math   BOT 1313
Mechanics of
   Communication .... BOT 1713
Personal & Prof Dev ... BOT 1213
   Total   18 hrs.

Electronic
   Spreadsheet .... BOT 1813
Keyboard Skillbuild .... BOT 1123
Word Process .... BOT 1143
English
   Composition I ...... ENG 1113
Records Manage .... BOT 1413
Computerized
   Accounting .... BOT 2413

   Total   18 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester   Second Semester

Communication Tech.. BOT 2823
Desktop
   Publishing .... BOT 2133
Machine Transcription BOT 1513
Public Speaking I .... SPT 1113
*College
   Algebra .... MAT 1313
Database
   Management .... BOT 2323
   Total   18/19 hrs.

Business Comm........ BOT 2813
Humanities/Fine Arts
   Elective 3
Administrative Office
   Procedures .... BOT 2723
Integrated Computer
   Applications .... BOT 2833
Social/Behavioral
   Science Elective 3
   Total   15 hrs.

An AAS Degree may be earned at this point.

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

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

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

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.

Computer Networking Technology
(Ridgeland Campus)
First Year

First Semester

Network Admin/
    Windows .... IST 1244
Operating Platforms .. CPT 1333
Client Installation &
    Configuration .... IST 1213
Fundamentals
  of Data
    Communication ..... IST 1134
Web & Program Con. .. IST 1154
    Total   18 hrs.

Second Semester

Concepts/
    Database .... IST 1163
System Maintenance...CNT 2423
Network Admin/
    Linux .... IST 1254
Security Prin/Policies .. IST 1143
Network
    Components .... IST 1223
    Total   16 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester

English
    Composition I ...... ENG 1113
Public Speaking......... SPT 1113
Visual BASIC .... IST 1314
Social/Behavioral Elec 3
Network Planning &
    Design .... IST 2224

    Total   17 hrs.

Second Semester

*College Algebra .... MAT 1313
PowerShell
    Programming .... IST 2464
Humanities/Fine Arts 3
Network
    Implementation ..... IST 2234
Special Prob/
    Info Systems .... IST 2921
    Total   15-19 hrs.

An AAS Degree may be earned at this point.

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

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

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

Information SystemsTechnology
Computer Programming Technology
(Grenada Center)

First Year

First Semester		Second Semester	
IT Foundations .... IST 1124		Security Prin & Pol ...... IST 1143	
Fund/Data Comm ...... IST 1134		*Programming Elective 4	
Web/Prog Concepts .... IST 1154		**Approved Elective 3	
*Programming Elective 4		*Programming Elective 4	
		Con/DataBase Des ..... IST 1163	
Total	16 hrs.	Total	17 hrs

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Sys Anal & Des .... IST 2314		Public Speaking I .... SPT 1113	
*Programming Elective 4		Social/Behavioral Elec 3	
**Approved Elective 4		Humanities/Fine Arts 3	
		English Comp I .... ENG 1113	
		***College Algebra ..... MAT 1313	
Total	12 hrs.	Total	15-19 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS may be earned at this point.

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

*Programming Language Electives: Visual BASIC Programming Language-IST 1314, Java Programming Language-IST 1714, Script Programming Language- IST 2324, Advanced Visual BASIC Programming-IST 2334

**Approved Electives: Programming Language Elective, Work-Based Learning, or other approved related technical or academic course.

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

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

Software Engineering Technology
(Ridgeland Campus)
First Year

First Semester		Second Semester	
Fundamentals/		Concepts/	
Data Comm	IST 1134	Database Design	IST 1163
Visual BASIC	IST 1314	Security	
Operating		Prin & Policies	IST 1143
Platforms	CPT 1333	Adv. Visual BASIC	IST 2334
C Programming	IST 2374	System Maintenance...	CNT 2423
Web/Prog Concepts	IST 1154	Script Programming	IST 2324
Total	19 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Java		System	
Programming	IST 1714	Analysis & Design	IST 2314
Client Installation &		iOS Application	
Configuration	IST 1213	Development	IST 2494
Social/Behavioral Science	3	College Algebra.	MAT 1313
English Comp I	ENG 1113	Humanities/Fine Arts	3
Public Speaking	SPT 1113		
Total	16 hrs.	Total	14 hrs.

An AAS Degree may be earned at this point.

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

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.

Collision Repair Technology
(Goodman Campus)
First Year

First Semester		Second Semester	
Struc Repair I	ABT 1143	Struc Repair II	ABT 1153
Non-Struc Repair I......	ABT 1223	Non-Struc Repair II....	ABT 1233
Refinishing I	ABT 1314	Refinishing II	ABT 1323
Mechan Compon I	ABT 1443	Mechan Compon II	ABT 1453
*English Comp I........	ENG 1113	*College Algebra	**MAT 1313
Collision Weld & Cut...	ABT 1213		
Total	19 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Struc Repair III	ABT 2163	Struc Repair IV	ABT 2173
Non-Struc Repair III...	ABT 2243	Non-Struc Repair IV ...	ABT 2253
Refinishing III	ABT 2333	Refinishing IV	ABT 2343
Special Problem in Collision		Supervised Work Experience/	
Repair Tech	ABT 2913	Collision Repair	ABT 2923
*Social/Behavior Science.......	3	*Public Speaking I......	SPT 1113
		*Hum/Fine Arts	3
Total	15 hrs.	Total	18 hrs.

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 addtion to the technical courses.

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

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

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

Conservation Law Enforcement Technology
(Grenada Center)

First Year

First Semester

Botany I .... BIO 1314
   OR App Natural Sci w/Lab .. 4
English
   Composition I ...... ENG 1113
App. Dendrology .... FOT 1714
Intro/Criminal Justice . CRJ 1313
Forest Surveying ...... FOT 2124

   Total   18 hrs.

Second Semester

Special
   Problem/Forest .... FOT 2914
Silviculture I .... FOT 2614
Criminology .... CRJ 1383
Social/Behavioral
   Science Elective 3
**College Algebra ...... MAT 1313

   Total   17 hrs.

Second Year

First Semester

Survey/Micro Apps .... CPT 1323
Apps GIS/GPS .... FOT 2214
Public Speaking I .... SPT 1113
Intern/Special...........FOT 2923
   OR
Work-Based Learn .... WBL 1913

   Total   13 hrs.

Second Semester

Hum/Fine Arts 3
Applied Soil
   Conservation .... AGT 1714
Juvenile Justice........ CRJ 2513
Silviculture II...........FOT 2624
   OR
Forest Measure........FOT 1114
Criminal Invest I........CRJ 2333
   Total   17 hrs.

An AAS Degree may be earned at this point.

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

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

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

Criminal Justice Administration Technology

First Year

First Semester		Second Semester	
Intro/Criminal Justice	CRJ 1313	Police Admin/Org	CRJ 1323
Intro/Corrections	CRJ 1363	Juvenile Justice	CRJ 2513
Intro/Homeland Sec	CRJ 1373	Police Operations	CRJ 2313
Traffic Law	CRJ 2213	Criminal Investigation	CRJ 2333
English Comp I	ENG 1113	Occupation Spanish	MFL 2513
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
General Psychology I	PSY 1513	American Nat'l Govt	PSC 1113
Humanities/Fine Arts Elec	3	Criminology	CRJ 1383
*Approved CRJ Electives	6	*Approved CRJ Electives	6
Criminal Law	CRJ 2323	College Algebra	MAT 1313
Total	15 hrs.	**OR** Natural Sci w/lab	4
		Total	15-16 hrs

An Advanced Technical Certificate may be earned at this point.

An AAS may be earned at this point.

PROGRAM DESCRIPTION: The Criminal Justice Administration Technology 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.

*Approved CRJ Electives: CRJ 1343-Police & Community Relations, CRJ 1353-Practicum in Criminal Justice, CRJ 2393-Survey/Criminalistics, CRJ 2413-Admin/Criminal Justice; CRJ 2713-Found/Terrorism; CRJ 2723-Intelligence Analysis; CRJ 2733-Transportation/Border Security or other academic or technical elective approved by the 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.

Emergency Medical Sciences
Paramedic
(Ridgeland & Grenada)

First Year

First Semester   Second Semester

Intro/EMS .... EMS 1122	Trauma .... EMS 2714
Human A & P II .... BIO 2524	EMS Practicum II ...... EMS 1525
Airway Mgmt. .... EMS 1314	Medical .... EMS 2855
Patient Assest. .... EMS 1414	Cardiology .... EMS 1825
Pharmacology .... EMS 1614	
EMS Practicum I. ...... EMS 1513	
Total 21 hrs.	Total 19 hrs.

Summer Semester

EMS Operations .... EMS 2912
Maternal/Child .... EMS 2414
EMS Special Patient .... EMS 1422
EMS Practicum III .... EMS 2565
            Total   13 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester

English Comp I .... ENG 1113
Social/Behavioral Sci 3
Fine Arts/Humanities 3
Public Speaking I .... SPT 1113

   Total   12 hrs.

Total hours for Emergency Medical Sciences Program   65 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.

PROGRAM DESCRIPTION: **The paramedic training program** is a post-secondary program drawing its students from individuals already possessing a valid EMT state certification and having Anatomy & Physiology I with a grade of C or better. Students must complete Anatomy & Physiology II with a grade of C or better to be eligible to complete the program. Each student must be 18 years or older and possess a high school diploma, GED certificate, or be a Dual Enrollment student.**

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

To be eligible to take the National Registry's Exam as a paramedic, the student must complete Anatomy & Physiology I & II, the EMS program, and all paramedic courses.

This training program is sanctioned by the Mississippi State Board of Health. The course meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation.

*EMERGENCY MEDICAL SCIENCES

PARAMEDIC PROGRAM ADMISSION POLICY

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

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

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

1. Must meet HCC admissions requirements
2. Must be at least 18 years old or be a Dual Enrollment student.**
3. Must be able to read and write.
4. Must be a high school graduate or GED equivalent or be a Dual Enrollment student.
5. Must have an ACT composite score of 16 or higher (12 or higher if taken before October 28, 1989) **OR** the minimum English COMPASS score to place into ENG 1113-English Composition I and the minimum Algebra COMPASS score to place into MAT 1233-Intermediate Algebra.
6. Must hold a valid CPR certification (*Health Care Provider).
7. Must be physically fit per physical examination by physician.
8. Must begin hepatitis B vaccination prior to clinical or ambulance run portion of the class.

*Subject to Mississippi EMS: The Law, Rules, and Regulations.
**MUST BE 18 TO TAKE NATIONAL REGISTRY

Emergency Medical Sciences
Critical Care Paramedic
(Ridgeland Campus)

Admission Requirements
The Critical Care Paramedic Program

1. Must meet college admission requirements
2. Must have current Nationally Registered Paramedic.
3. Must be a current Mississippi-certified Paramedic in good standing prior to clinical*.
4. Must present proof of three years' experience as a Nationally Registered Paramedic**.
5. Must provide copies of official transcripts to the HCC admissions office
6. Must successfully pass a Criminal Background Check as required by Mississippi State Law and a drug screen. (Students will be responsible for the fee for the background check, which will be paid to the agency conducting the check. HCC will not handle the fee for the background check. Students will also be responsible for the fee for the drug screen.)
*Subject to Mississippi EMS: The Law, Rules, and Regulations.
**Other MS-licensed healthcare professionals, such as Physicians, Physician Assistants, Nurse Practitioners, Registered Nurses or Respiratory Therapists with a minimum of three years' experience may, at the program director's discretion, take the courses to improve their understanding of critical care medicine if they meet the college's entrance requirements, provide official copies of transcripts, are in good standing at the time of clinical, and pass a drug screen and criminal background check. These participants, however, are not eligible for licensure as a Critical Care Paramedic in the State of Mississippi or to receive the Critical Care Paramedic AAS.

Course Requirements

Licensed MS Paramedic...........................	30
Critical Care Paramedic I....................................... .	EMS 2618
Critical Care Paramedic Lab................................	EMS 2622
Critical Care Practicum...	EMS 2632
A & P I..	BIO 2514
A & P II...	BIO 2524
English Comp I..	ENG 1113
English Comp II, Speech, or Social/Behavioral Science...........	3
Humanities or Fine Arts..............................	3
Social/Behavioral Science..............................	3

Total Hours   62 Hours

PROGRAM DESCRIPTION: The Critical Care Paramedic Program is a post-secondary program drawing its students from individuals already possessing a valid Nationally Registered Paramedic and Mississippi Paramedic certification. The Critical Care Paramedic (CCP) will teach current paramedics to provide for the on-going care of a critically injured or ill patient during an inter-facility transport and in other special situations such as rotor wing or fixed wing transport. The program is intended to expand the knowledge base and skill set of the paramedic beyond the level of the entry level paramedic to perform special critical care assessments and treatments.

Instruction is provided through comprehensive approach to include a complex knowledge of anatomy, physiology, and pathophysiological processes as well as competency-based instruction in critical care assessment and critical care management skills required for the care of complex critical care neonatal, pediatric, and adult patients. Clinical internship is required in specific critical care specialties in the hospital and transport environment.

To be eligible to achieve CCP Certification through the Mississippi Bureau of EMS, participants must successfully complete all components of the CCP program and pass the FP-C or CCP-C exam. The CCP program prepares students to take the Certified Flight Paramedic (FP-C) or Critical Care Paramedic (CCP-C) exam.

Paramedics seeking an AAS degree must request articulation of 30 hours of initial paramedic education. Upon completion of the prescribed technical and academic coursework, students may be eligible to receive the Critical Care Paramedic AAS degree.

Engineering Technology

Program Description

The Engineering Technology Department offers six areas of concentration. Each area leads to an Associate of Applied Science Degree (AAS); some areas also offer a Technical Certificate, and/or an Advanced Technical Certificate.

Areas of Concentration

Architectural Engineering Technology

Construction Technology

Drafting and Design Technology

Industrial Engineering Management Technology

Industrial Technology

Interior Design Technology

Architectural Engineering Technology
(Goodman Campus)
First Year

First Semester		Second Semester	
Materials	ENT 1213	Arch. Design I	ENT 1613
Prin.of CAD	ENT 1313	Arch. Design II.	ENT 2623
Computation Meth	ENT 1123	Arch. Rendering	ENT 2643
Cost Estimating	ENT 2243	Struct Draft	ENT 2233
Graphic Comm	ENT 1113	Elem Surveying	ENT 1413
Spreadsheet App	ENT 1183	BIM/Paramet Model	ENT 2353
Total	18 hrs.	Total	18 hrs.

A Technical Certificate may be earned at this point
Second Year

First Semester		Second Semester	
**English Comp I	ENG 1113	**English Comp II	ENG 1123
Blue Print Read	ENT 1533	OR**Public Speak	SPT 1113
*Approv Tech Electives	6	OR **Social/Behav Sci	3
Total	12 hrs.	**Humanities/Fine Arts	3
		**Social/Behav Sci	3
An Advanced Technical Certificate may be earned at this point		**College Algebra	MAT 1313
		OR Nat Sci w/Lab	4
		Total	12/13 hrs.

**Required for the
AAS Degree only**

The **Architectural Engineering Technology** program educates students in the process of producing design projects from schematics through construction. The program is designed to prepare its graduates for employment in architectural related firms, including architectural offices, design building firms, engineering firms, governmental agencies, real estate developers, planning offices, and architectural material suppliers and manufacturers. The program offers a Technical Certificate, an Advanced Technical Cetificate, and AAS Degree in Architectural Engineering Technology. Graduates may have the option of transfer leading to a Bachelor of Science Degree (BS) in Architectural Engineering Technology.

*Approved Technical Electives: ENT 1154, ENT 1323, ENT 2133, ENT 2263, ENT 2713, ENT 2723, ENT 291(1-3),Work-Based Learning

Students will complete the Autodesk AutoCAD Certified User 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.

Construction Technology
(Ridgeland Campus)
First Year

First Semester		Second Semester	
Computation Meth	ENT 1123	Arch. Design I	ENT 1613
Prin. CAD	ENT 1313	Arch Design II	ENT 2623
Graphic Comm	ENT 1113	Civil Drafting	ENT 2153
Materials	ENT 1213	Spreadsheet App	ENT 1183
Build Code & Const	ENT 1243	Grading & Drainage	ENT 2463
Elem Surveying	ENT 1413	**Approv Tech Elec	3
Total	18 hrs.	Total	18 hrs.

A Technical Certificate may be earned at this point

Second Year

First Semester		Second Semester	
*English Comp I	ENG 1113	*English Comp II	ENG 1123
Arch Rendering	ENT 2643	OR *Public Speak	SPT 1113
Cost Estimating	ENT 2243	OR *Social/Behav Sci	3
Social/Behav Elec	3	*Social/Behav Sci	3
*College Algebra	MAT 1313	*Humanities/Fine Arts	3
OR Natural Sci w/Lab	4	**Approv Tech Elec	3
Total	12/13 hrs.	Total	12 hrs.

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 addtion to the technical courses.

The **Construction Engineering Technology** program emphasizes the management aspects of the construction industry. The key professional in this area of expertise is the construction manager who has the responsibility for planning, scheduling, and building projects designed by architects and engineers. Graduates of this program are employed in both office and field positions in the commercial, industrial, utility, highway, and residential markets. The program offers a Technical Certificate, an Advanced Technical Cetificate, and AAS Degree in Construction Technology. Graduates may have the option of transfer leading to a Bachelor of Science Degree (BS) in Construction Technology.

**Approved Technical Electives: ENT 1154, ENT 1233, ENT 1523, ENT 2133, ENT 2453, ENT 2723,ENT 291(1-3), WBL 191(1-3) and WBL 192(1-3)

Students will complete the Autodesk AutoCAD Certified User 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.

Drafting & Design Technology
(Grenada Center)

First Year

First Semester		Second Semester	
Graphic Comm	ENT 1113	Architec Design I	ENT 1613
Tech Graphics	ENT 1133	Civil Drafting	ENT 2153
Prin/CAD	ENT 1313	Structural Drafting	ENT 2233
Inter/CAD.	ENT 1323	Advanced CAD	ENT 2343
Comp Methods	ENT 1123	Comp Numer Ctrl	ENT 2363
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point

Second Year

First Semester		Second Semester	
Special Project	ENT 2913	Basic Ind. Safety	ENT 1154
Geo Dim & Toler	ENT 1143	Public Speaking I	SPT 1113
English Comp I	ENG 1113	**OR** Eng. Comp II	ENG 1123
Social/Behav Science	3	**OR** Social/Behav Elec	3
Materials	ENT 1213	Humanities/Fine Arts	3
Total	15 hrs.	Architec History	ENT 2713
		College Algebra	MAT 1313
		OR Natural Sci w/Lab	4
		Total	16/17 hrs.

An AAS Degree may be earned at this point

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

Upon successful completion of this curriculum, the graduate will earn a Technical Certificate or an Associate of Applied Science Degree (AAS) in Drafting & Design Technology. The curriculum may also have the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS).

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.

Engineering Technology
Industrial Engineering Management Technology
(Ridgeland Campus)

First Year

First Semester		Second Semester	
Prin./CAD	ENT 1313	Quality Assur	ENT 2263
Comput Methods	ENT 1123	Spreadsheet App	ENT 1183
Intro/indus Eng	ENT 1163	Design/Manufac	ENT 1823
Graph Comm	ENT 1113	Fund/Manage	ENT 1173
Materials	ENT 1213	Facilities Planning	ENT 2273
Manufac Process	ENT 1833	**App Technical Elec	3
Total	18 hrs.	Total	18 hrs.

A Techical Certificate may be earned at this point

Second Year

First Semester		Second Semester	
*English Comp I	ENG 1113	*English Comp II	ENG 1123
Basic Indus Safe	ENT 1154	OR *Public Speak	SPT 1113
Cost Estimating	ENT 2243	OR *Social/Behav Sci	3
*College Algebra	MAT 1313	*Social/Behav Sci	3
OR Nat Sci w/Lab	4	*Humanities/Fine Arts	3
Total	13/14 hrs.	**Approv Tech Elec	3
		Total	12 hrs.

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 addtion to the technical courses.

The **Industrial Engineering Management Technology** program is designed to prepare students to meet the growing demands of industry for employees with expertise in manufacturing processes, statistical quality control, production management, automation, and computer-aided manufacturing. The program offers a Technical Certificate, an Advanced Technical Certificate, and AAS Degree in Industrial Engineering Management Technology. Graduates may have the option of transfer leading to a Bachelor of Science Degree (BS) in Industrial Engineering Technology.

**Approved Technical Electives: ENT 1243, ENT 1713, ENT 2133, ENT 2453, ENT 2613, ENT 2723, ENT 291(1-3), WBL 191(1-3) and WBL 192(1-3)

Students will complete the Autodesk AutoCAD Certified User 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.*

Engineering Technology
Industrial Technology
(Goodman Campus)

First Year

First Semester		Second Semester	
Prin. CAD	ENT 1313	Basic Elec/Electron ...	ENT 1814
Graph Comm	ENT 1113	Com Num Con	ENT 2363
Indus Pow Tools	ENT 1223	Prin/Man Manage	ENT 2443
Blueprint Read..........	ENT 1533	Program Logic	ENT 2613
Indus Welding.	ENT 2323	Adv. CAD	ENT 2343
		Industrial Safety	ENT 1154
Total	15 hrs.	Total	20 hrs.

A Techical Certificate may be earned at this point

Second Year

First Semester		Second Semester	
Spreadsheet App	ENT 1183	English Comp I	ENG 1113
Cost Estimating	ENT 2243	Public Speaking I	SPT 1113
*AppTechnical Electives 6		**OR** Eng. Comp II	ENG 1123
Total	12 hrs.	**OR** Social/Behav Elec 3	
		Humanities/Fine Arts 3	
		Social/Behav Elec 3	
An Advanced Technical Certificate may be earned at this point.		College Algebra	MAT 1313
		OR Natural Sci w/Lab 4	
		Total	15/16 hrs.

An AAS may be earned at this point.

The **Industrial Technology** program is designed for students who want to prepare for employment leading to supervisor, administrative, and other management positions in the production areas of industry or into industrial distribution, wholesale level sales, distribution and/or installation of industrial products and equipment. The program offers a Technical Certificate, an Advanced Technical Certificate, and AAS Degree in Industrial Technology. The curriculum also has the option of transfer to MSU offering a related course of study from the College of Education, thereby leading to a Bachelor of Science Degree (BS) in Industrial Technology.

*Approved Technical Electives: ENT 1123, ENT 1213, ENT 2263, ENT 2723, ENT 2523, ENT 291(1-3), Work Based learning

Students will complete the Autodesk AutoCAD Certified User 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.

Interior Design Technology
(Ridgeland Campus)

First Year

First Semester		Second Semester	
Prin. CAD	ENT 1313	Intermed. CAD	ENT 1323
Graph Comm	ENT 1113	Adv. CAD	ENT 2343
Visual Comm/Design .	ENT 2513	Intermed Design	ENT 2523
Prin/Design.............	ENT 1513	Arch Rendering	ENT 2643
Design Mat & Install ..	ENT 2533	Adv. Visual Lit/Design	ENT 2563
Visual Lit/Design	ENT 2543	Portfolio Develo	ENT 2572

Total   18 hrs.   Total   17 hrs.

Summer School - Internship/Special Project - ENT 159(1-3)

A Technical Certificate may be earned at this point

Second Year

First Semester		Second Semester	
English Comp I	ENG 1113	Public Speaking	SPT 1113
*College Algebra	MAT 1313	Social/Behavioral Science	3
Humanities/Fine Arts	3	**App Tech Electives	6
**App Tech Elective	3		
Total 12-16 hrs.		Total 12 hrs.	

An Associate of Applied Science may be earned at this point

Interior Design is a program that prepares individuals to apply artistic principles and techniques to the professional planning, designing, equipping, and furnishing of residential and commercial interior spaces. The program includes instruction in compuuter applications, drafting,and graphic techniques in both residential and commercial environments.Upon successful completion of the curriculum, the graduate may earn a Technical Certificate or an Associate of Applied Science Degree (AAS) in Interior Design.

* ENT 1123-Computational Methods plus a Natural Lab Science may be substituted

**Approved Technical Electives: ENT 1154, ENT 2243, ENT 2713, ENT 2923

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.

Forest Technology

(Grenada Center)

First Year

First Semester

Micro Applications .... CPT 1323
   OR Micro Apps ...... BOT 1133
English
   Composition I ...... ENG 1113
App. Dendrology .... FOT 1714
Intro/Forestry .... FOT 1813
Forest Surveying ...... FOT 2124

   Total   17 hrs.

Second Semester

Forest
   Measurements I .... FOT 1114
Silviculture I .... FOT 2614
Legal Environ/Bus .... BAD 2413
   OR Prin/Accounting I..ACC2213
Humanities/Fine Arts 3
Botany .... BIO 1314
   OR App.Natural Science ... 4
   Total   18 hrs.

Second Year

First Semester

App/GIS/GPS Forest .. FOT 2214
Timber Harvesting .... FOT 2424
Public Speaking I .... SPT 1113
Social/Behavioral
   Science Elective..............3
**College Algebra ...... MAT 1313
   Total   17-21 hrs.

Second Semester

Work-Based Learn .... WBL 1913
Applied Soil
   Conservation .... AGT 1714
Special Prob/Fores.....FOT 2914
Intern/Specialization..FOT 2923
   Total   14 hrs.

An AAS Degree may be earned at this point.

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

**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.

Funeral Service Technology
(Ridgeland Campus)

First Year

First Semester

English Comp I..........ENG 1113
College Algebra .... MAT 1313
Mortuary Anatomy I .... FST 1113
Embalming I .... FST 1214
Funeral Directing .... FST 1313
*Computer Literacy 3
   Total   19 hrs.

Second Semester

Mortuary Anatomy II .... FST 1123
Embalming II .... FST 1224
Prin/Accounting I...... ACC 2213
Restor Art/Color Cos   FST 1523
Clinical I .... FST 1231
Admin Commun .... BAD 2813
   Total   17 hrs.

Second Year

First Semester

Funer Service Ethics ... FST 1413
Funeral Merch .... FST 2323
Sociology .... SOC 2113
   OR Psychology ...... PSY 1513
Microbiology .... FST 2623
Clinical II .... FST 1241
Survey/Chemistry ..... CHE 1114
   Total   17 hrs.

Second Semester

Hum/Fine Arts Elective 3
Psychol. Counsel/
   Funeral Service ..... FST 2713
Legal Environ/Bus .... BAD 2413
Pathology .... FST 2633
**Comprehensive Rev .. FST 2812
Public Speaking I .... SPT 1113
   Total   17 hrs.

An AAS Degree may be earned at this point.

Work Based Learning: Eligible students may enroll in WBL191(1-3).

*CSC 1113, CSC 1123, or BAD 2533
**Must be taken during the last semester of coursework.

The **Funeral Service Technology Degree Program at HCC** 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 heath.

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

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

The objectives of the program are the following:

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

National Board Examination pass rates, graduation rates, and employ-ment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's rates, go to Room 204C, Madison Hall, Ridgeland Campus, by email at tgarrett@holmescc.edu, or by telephone at 601-605-3327.

Admission Requirements below must be met before a student is considered for selection:
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 accepted to Holmes Community College.
3. The applicant must have:
    a. a minimum of ACT English sub-score of 18 or
    b. COMPASS English score of 65 or
    c. currently taking English Composition I or
    d. have completed English Composition I
          and
    a. ACT Math sub-score of 17 or
    b. COMPASS Math score of 25 or
    c. be currently taking Intermediate Algebra or
    d. have completed Intermediate Algebra.
4. Although college credit is not required for application to the program, applicants with any college credit must have a minimum cumulative GPA of 2.0 to be considered for selection.

Funeral Service Technology Continuancy & Graduation Policy

1. All Funeral Service Technology/FST courses, ACC 1213-Principles of Accounting I, the computer literacy course, and BAD 2413-Legal Environment of Business must be passed with a minimum of a C in order to complete the program and graduate.

2. FST 2812- Comprehensive Review must be taken in the last semester of coursework.

3. Students who have not completed an FST course for two consecutive semesters (full semesters of fall & spring) must retake all FST courses previously taken.

4. Students must make a final grade of C or higher on all FST courses attempted in a semester in order to progress to the next semester.

Heating, Ventilation, AC & Refrigeration Technology
Service & Installation Concentration
(Goodman Campus & Grenada Center)
First Year

First Semester		Second Semester	
Intro/HVACR	ACT 1003	Controls.	ACT 1214
Basic Compression	ACT 1124	HVACR I	ACT 2414
Electricity for HVACR .	ACT 1713	Heating Systems	ACT 2513
Brazing & Piping......	ACT 1133	Refrig/Retro/Reg	ACT 2433
Refrig Systems Comp ...	ACT 1313	HVACR II	ACT 2424
Total	16 hrs.	Total	18 hrs.

A Technical Certificate may be earned at this point.
Summer Semester

Comm Refrig............	ACT 2324	Heat Load & Air........	ACT 2624
Work Based Learning I.	WBL 1913		
	Total	11 hrs.	

An Advanced Technical Certificate may be earned at this point.
Second Year

First Semester

English Comp I	ENG 1113
*College Algebra	MAT 1313
Social/Behav Sci Elec	3
Public Speaking	SPT 1113
Humanities/Fine Arts	3
Total	15 - 19 hrs.

An AAS Degree may be earned at this point.

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

Heating, Ventilation, Air Conditioning, & Refrigeration Technology is a post secondary instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating, cooling, and refrigeration systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. and Air Conditioning Contractors of America (ACCA), Air-Conditioning Heating Refrigeration Institute (AHRI), and others. Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

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.

Industrial Maintenance Mechanics
(Ridgeland Campus)

First Year

First Semester		Second Semester	
IMM Core/Safety	IMM 1112	Electrical IMM II	IMM 1163
Intro/IMM	IMM 1214	Mechanical IMM II	IMM 1253
Electrical IMM I	IMM 1153	Motor Control Sys	IMM 1323
Mechanical IMM I	IMM 1243	Prog Logic Cont	IMM 2613
Hydraulics/Pneu	IMM 1313	Indus Weld/Metals	IMM 1733
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
*College Algebra	**MAT 1313	Solid State Motor Cont IMM 2423	
*English Comp I	ENG 1113	Equip Main/Trouble	IMM 2113
Power Tools App	IMM 1223	*Humanities/Fine Arts	3
Advanced PLC	IMM 2623	*Social/Behav Science	3
Micro Applications	BOT 1133	*Public Speaking	SPT 1113
Total	15 hrs.	**OR** *EnglishComp II	ENG 1123
		Total	15 hrs.

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 addtion to the technical courses.

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

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

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

Maintenance Technology
(Grenada Center)

First Year

First Semester		Second Semester	
Power Machinery I	MST 1114	Hydraul & Pneu	IMM 1313
Blueprint Reading	MST 1413	Adv. Blueprint Read	MST 1423
Ind Elec/Maint	IMM 1814	Adv.Ind Elec/Maint	IMM 1823
Manufacturing Skills	IMM 1933	Auto Man Controls	ROT 2413
Machine Tool Math.	MST 1313	Comm/Ind Wiring	IMM 1143
Total	17 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
English Comp I	ENG 1113	Public Speaking I	SPT 1113
**College Algebra	MAT 1313	Humanities/Fine Arts	3
Social/Behav Science	3	*Approved Electives	9
*Approved Electives	6	Principles/CAD	ENT 1313
Total	15/19 hrs.	Total	18 hrs.

An AAS Degree may be earned at this point.

Maintenance Technology program offers both a Technical certificate and an associate degree (AAS) 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 or hybird course offerings, allows a student seeking an associate degree to tailor courses to meet his/her specific career goals.

*Approved Electives:
EET 1114, EET 1123, ELT 1413, ELT 2613, ELT 2623, ENT 1113, ENT 1154, ENT 2263, ENT 2273, ENT 2323, IMM 1913, IMM 192(1-6), INT 1214, INT 2114, MST 1613, MFT 2913,
WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)
Any other technical or academic course approved by the advisor.

**MAT 1233 & a natural science with lab (7 hrs. total) OR BOT 1313 & a natural science with lab (7 hrs. total) may be substituted for College Algebra.
Assistance with math and/or reading will be available on a co-curricular basis to certificate-seeking students who lack entry-level skills in math and/or reading.

Occupational Therapy Assistant Technology
(Ridgeland Campus)

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

First Year

First Semester		Second Semester	
Found/Occ. Therapy ...	OTA 1113	Path/Physical Dis........	OTA 1223
Path/Psychiatric	OTA 1213	English Comp I	ENG 1113
**Medical Terminology	OTA 1121	Kinesiology	OTA 1314
Therapeutic Anatomy	OTA 1132	Path/Orthopedic	
Group Process...........	OTA 1513	Conditions	OTA 1243
*College Algebra	MAT 1313	Path/Developmental	
Occupational Therapy		Conditions	OTA 1233
Skills I	OTA 1423		
Total	18-22 hrs.	Total	16 hrs.

Summer Semester

Fieldwork IA	OTA 1913
Occupational Therapy Skills II.	OTA 1433
Healthcare Systems	OTA 2812
Therapeutic Media	OTA 1413
Public Speaking I	SPT 1113
Total	14 hrs.

Second Year

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

An AAS Degree may be earned at this point.

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

**May substitute a previous medical terminology course (example: BOT 1613 or 1623.)

The Holmes Community College Occupational Therapy Assistant Technology Program is designed to develop competent, ethical, and professional entry level Occupational Therapy Assistants to provide services for persons, organizations, and populations to promote health and participation through engagement in occupation. The academic and clinical opportunities provided by the program to the students are to achieve competency in written, oral and interpersonal communication, to demonstrate a thorough understanding of the OTR/COTA approach to client treatment, to implement effective treatment for clients throughout the life span, and to participate in the management of occupational therapy services.

The OTA program is five consecutive semesters designed to prepare the OTA student with entry level skills. A student must achieve a grade of 78 on current semester OTA courses before advancing to the next semester. Students are provided with Level I and II fieldwork experiences to facilitate the transition of learning from the classroom to the clinical setting. Students will be responsible for travel expenses during completion of fieldwork experiences. Students must complete all graduation and fieldwork requirements within 9 (nine) months following the completion of the didactic portion of the program. Graduates of the OTA program are awarded an Associate of Applied Science Degree.

Program Accreditation Status

The Holmes Community College Occupational Therapy Assistant Program is fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 662-AOTA, and its Web address is www.acoteonline.org.

Professional Certification

Graduates of the Occupational Therapy Assistant Program are awarded the Associate of Applied Science Degree. Graduates from this accredited program are eligible to sit for the National Certification Examination for the Occupational Therapy Assistant. This examination is administered by the National Board of Certification of Occupational Therapy (NBCOT). The National Board for Certification in Occupational Therapy has provided a direct link to access result data for Occupational Therapy Assistant programs - https://secure.nbcot.org/data/schoolstats.aspx. NBCOT is located at 12 South Summit Avenue, Suite 100, Gaithersburg, MD 20877-4150. NBCOT's telephone number is (301) 990-7979, and its Web address is www.nbcot.org.

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

The student will complete the prescribed set of courses for the Occupational Therapy Assistant Program as identified in the program course sequence and course descriptions. The student's cumulative quality point average must be at least a 2.0 to receive the AAS Degree.

OCCUPATIONAL THERAPY ASSISTANT TECHNOLOGY ADMISSION POLICY

1. A student planning to enter the Occupational Therapy Assistant Program at Holmes Community College must complete an HCC web-based Admissions Application and complete an OTA application packet.

2. Applicants must have a minimum composite score of 12 on the ACT if taken prior to October 1989 or a minimum composite score of 16 if taken on or after October 1989.

3. Applicants must have a minimum cumulative GPA of 2.0 to be considered for selection.

4. Completion of both Anatomy & Physiology I & II (BIO 1514/1524 or BIO 2514/2524) with a minimum grade of C in lab and lecture portion of the courses is a pre-requisite for applying to the program.

5. The applicant will be required to complete a minimum of 8 hours of volunteer work in health care or community-based occupational therapy settings. Additional hours are at the discretion of the student. However, additional volunteer hours would enhance the applicant's dedication and interest to the health care field.
   a. Volunteer hours must be documented on the forms provided in the application packet with appropriate signatures.
   b. Volunteer hours must be performed in at least two different occupational therapy settings.

6. The student will submit two reference forms completed by an employer, teacher, or other professional. The reference forms are provided in the application packet.

7. After acceptance in the program, OTA students must provide documentation of the following: complete physical exam, TB skin test record, initiation of Hepatitis B vaccination series or declination form, drug screen. Students must also pass a criminal background check. Students are responsible for fees associated with these requirements.

8. Acceptance into the Occupational Therapy Assistant Program at Holmes Community College, Ridgeland Campus, is selective and competitive based on a point system comprised of ACT Score, College Credit, College Degree(s), Interview Score and Essay Score.

The ACT score considered is the composite score. The College Credit for academic performance utilizes the grades earned for the following courses: Anatomy & Physiology I & II, English Composition I & II, General Psychology, Human Growth & Development, College Algebra, Public Speaking, and an academic computer course. Credit toward selection will also be awarded for college degrees earned from regionally-accredited colleges. The top applicants (based on the point system outlined above) will be required to complete an interview conducted by the admissions committee. The interview will assess:

a. Verbal and nonverbal communication skills
b. Knowledge of the field of Occupational Therapy
c. Knowledge of the role of the Occupational Therapy Assistant
d. Professional appearance

Following the interview, applicants will be required to complete an essay for analysis of grammar, spelling and college-level writing skills. The interview and essay scores will be used to finalize the selection process.

9. A felony conviction may impede one's placement for fieldwork and/or eligibility for certification and credentialing.

Paralegal Technology
(Ridgeland Campus)
First Year

First Semester		Second Semester	
Intro to Law	LET 1113	Legal Writing	LET 1713
Family Law	LET 1513	Wills & Estates	LET 1523
Contracts	LET 2343	Civil Litigation I	LET 2313
Law Office Manag	LET 2633	Civil Litigation II	LET 2333
Legal Research	LET 1213	Torts	LET 2323
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
*English Comp I	ENG 1113	*Public Speaking I	SPT 1113
*Humanities/Fine Arts Elec	3	*Social/Behav Sci Elec	3
Real Property I	LET 2453	*College Algebra	MAT 1313
CRJ Elective	3	**OR** Natural Sci w/Lab	4
Bankruptcy	LET 2523	Special Problems	LET 2913
OR Work-Based Lrn	WBL 1913	Real Property II	LET 2463
Total	15 hrs.	Total	15-16 hrs.

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 addtion 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.

Physical Therapist Assistant
(Grenada Center)
First Year

Spring (1st) Semester

*English Comp I........ ENG 1113
*A & P I .... BIO 2514
Fund/Concepts of PT .. PTA 1123
Kinesiology .... PTA 1314
Fund/Skills for PTA .....PTA 1213
Seminar I............... PTA 1912
    Total   19 hrs.

Summer (2nd) Semester

*Anat & Phys II .... BIO 2524
Seminar II .... PTA 1922

    Total   6 hrs.

Fall (3rd) Semester

*General Psychology .... PSY 1513
Therapeutic Modalities .... PTA 1223
Therapeutic Exercise & Rehab I ..... PTA 1324
Electro Therapy .... PTA 2234
PTA Practicum I........................ PTA 1131
*Public Speaking .... SPT 1113
    Total   18 hrs.

Second Year

Spring (4th) Semester

*Humanities/Fine Arts 3
Clinical Ed I .... PTA 2413
Medical Cond/Path......PTA 2513
Ther/Exer & Rehab II .. PTA 2334
Seminar III .... PTA 2912
    Total   15 hrs.

Fall (5th) Semester

Clinical Ed II .... PTA 2423
Clinical Ed III .... PTA 2433
Clinical Ed IV .... PTA 2443
Phy Therapy Seminar .. PTA 2523

    Total   12 hrs.

An AAS Degree may be earned at this point.

*This is a required course for completion of the AAS degree that will count toward class selection if a final grade of C or higher is submitted by the deadline for program application. This course is not a program pre-requisite. *Please note that only BIO 2514 and 2524 meet the A & P requirements for this program. If a student took A & P at another college, he/she must be sure that the courses will articulate to Holmes's BIO 2514 & 2524. Other A & P courses will not be accepted to count towards class selection or PTA graduation requirements.*

Please note, also, that BOT 1613-Medical Terminology I, BOT 1623-Medical Terminology II, MAT 1313-College Algebra, and ENG 1123-English Composition II will count toward class selection if a final grade of C or higher is submitted by the deadline for program application. The medical terminology classes, College Algebra, and English Composition II are not program pre-requisites and are not required to receive the AAS degree.

The **Physical Therapist Assistant (PTA)** program curriculum is a two-year program of study that prepares students to work within the practice of physical therapy under the supervision of a physical therapist. PTAs are employed in hospitals, clinics, rehabilitation centers, extended care facilities, home health agencies and other health care settings. Admission to the program at Holmes Community College is selective and competitive. Upon satisfactory completion of the program, students are awarded the Associate of Applied Science Degree. Graduates of an accredited program may be eligible to take the national physical therapy exam for PTAs, which is an essential part of the licensing process.

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

The PTA Program Accreditation Status

Holmes Community College is currently in the early development phase of seeking accreditation for a new Physical Therapist Assistant (PTA) education program. The PTA Program intends to come into compliance with accreditation criteria within two years or the length of the program, whichever is shorter. The HCC PTA Program adheres to the description of the professional and educational requirements as outlined in the standards set forth by the Commission on Accreditation for Physical Therapy Education (CAPTE).

Correspondence to CAPTE:

CAPTE
C/O Accreditation Department
American Physical Therapy Association (APTA)
1111 North Fairfax Street
Alexandria, Virginia 22314
Phone Number: 703-684-2782
Website: www.capteonline.org / accreditation@apta.org

PTA STUDENT CERTIFICATION AND LICENSURE

Graduates of the PTA Program are awarded the Associate of Applied Science Degree. Once the PTA Program is accredited, graduates will be eligible to sit for the national certification examination for the Physical Therapist Assistant which is administered by the Federation of State Boards of Physical Therapy (FSBPT).

FSBPT
124 West Street South, 3rd floor
Alexandria, VA 22314
Phone: 703-299-3100

After successful completion of the exam, the individual will be a licensed Physical Therapist Assistant (PTA). Most states require licensure in order to practice. The state of Mississippi does require a license to practice as a Physical Therapist Assistant. A new graduate may be permitted to work as a Physical Therapist Assistant with a limited/temporary permit from the Mississippi State Board of Physical Therapy. This permit is considered valid until the results of the first national examination after graduation are received. If the graduate passes the examination, a permanent license is granted. If the graduate does not pass, the limited/temporary permit to work as a PTA is revoked until the graduate receives a passing grade on the national licensure examination.

Requirements For The Associate of Applied Science Degree (AAS)

The student must complete the Physical Therapist Assistant Program with a minimum quality point average of 2.0 on the prescribed coursework to receive the AAS.

Physical Therapist Assistant Application & Admission

The Holmes Community College Physical Therapist Assistant program in Grenada will accept one class per year in the spring semester on a competitive, selective basis.

The applicant must first meet the same general admission requirements as those required for all applicants to Holmes Community College. Prior to actually applying for the Physical Therapist Assistant (PTA) program, a student must meet the following admissions requirements:

· Submit a completed application for admission to Holmes Community College.

· Have official verification of a minimum ACT score of 12 if taken before October 1989 or 16 if taken on or after October 1989 on file with the Office of Admissions & Records at Holmes Community College.

Once the student meets the above requirements, he/she should follow the instructions on the web for accessing and completing the PTA application. Requirements for applying to the PTA program that must be met by the posted deadline are the following:

· Complete the PTA application *(Available February 1 via the Holmes website for the next January class)*

· Provide official documentation of a high school diploma or a GED certificate to the Holmes Office of Admissions & Records.

· Provide official transcripts from all schools and/or colleges attended to the Holmes Office of Admissions & Records.

Please note that although college credit is not required for application to the program, applicants with any college credit must have a minimum cumulative grade point average of 2.0 to be considered for the program.

When a student successfully submits a PTA application prior to the posted deadline, he/she will be able to download information concerning additional requirements that must be met by the next deadline.

After the deadline for the submittal of additional requirements has passed, applicants with the strongest applications (as based on the standardized evaluation tool) will be scheduled for face-to-face interviews. Following the interviews, the class will be selected.

After notification of class acceptance, the student will be required to provide documentation of the following prior to the start of the program:

1. passage of a physical examination per Health Examination Report (form to be provided by instructor)*
2. current certification of CPR Healthcare Provider C*
3. passage of a healthcare criminal background check*
4. passage of a drug screening*
5. current and complete immunization record*
6. receipt and understanding of the minimum technical standards for PTA
7. receipt and understanding of the standards for program progression and graduation, attendance, etc. as detailed in the student handbook

*The student will be responsible for fees or costs associated with these requirements. Information concerning these requirements will be provided after class selection and/or during the mandatory orientation session. The student handbook will be provided during the mandatory orientation session.

Please note that because a criminal conviction may prohibit a student from participating in clinicals and/or taking the required national licensure exam after graduation to practice as a PTA, a felony conviction or disqualifying event on the background check arranged by the PTA staff will likely disqualify the applicant from gaining program entry.

Non-Student Complaints

Non-students should submit programmatic complaints in writing (handwritten/signed or electronically submitted/signed) to the PTA program director. If satisfactory resolution is not reached, the non-student complaint may be submitted to the Director of Career and Technical Programs, Grenada Center. The director may involve additional personnel or administration to reach resolution. Non-students who have issues regarding non-discrimination, compliance, and institutional policies and procedures will be encouraged to follow the processes outlined in the institutional district bulletin. A copy of the complaint will be maintained in the program director's office. Complaints that are submitted anonymously are not considered to be formal complaints and no formal action will be taken. However, these anonymous complaints will be kept in a file in the program director's office.

Precision Machining Technology
(Grenada Center)

First Year

First Semester		Second Semester	
Power Machinery I	MST 1114	Power Machinery II	MST 1124
Precision Layout	MST 1613	Hydraul & Pneu	IMM 1313
Blueprint Reading	MST 1413	Adv Blueprint Read	MST 1423
Machine Tool Math	MST 1313	*Approved Electives	6
Manufac Skills	IMM 1933		
Total	16 hrs.	Total	16 hrs.

A Technical Certificate may be earned at this point

Second Year

First Semester		Second Semester	
English Comp I	ENG 1113	Public Speaking I	SPT 1113
**College Algebra	MAT 1313	Humanities/Fine Arts Elec	3
CNC Operations I	MST 2714	Social/Behavioral Elec	3
Power Machinery III	MST 2134	Power Machinery IV	MST 2144
		CNC Operations II	MST 2724
Total	14/18 hrs.	Total	17 hrs.

An AAS Degree may be earned at this point.

Precision Machining Technology leading to a Technical Certificate or AAS, is a program that provides individuals with the skills to fabricate and/or repair metal products using a variety of metalworking equipment and processes. Students enrolled in our machining program are prepared to enter the work force as an entry-level machinist. This involves learning the skills and techniques needed to interpret blueprints, set up manual machines, perform basic and advanced machining operations, and make decisions to insure that work quality is maintained. Employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies and in a wide range of specialty machining job shops.

*Approved Electives: DDT 2273, EET 1114, 1123, ELT 1413, 2613, 2623, ENT 1114, 1154, 2323, 2263, IMM 1913, 192(1-6), INT 1214, 2114, MFT 2913, MST 291(1-3), WBL 191(1-3), 192(1-3). (WBL not to exceed 6 hours for graduation) Any other technical or academic course approved by the advisor

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

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

Surgical Technology
(Grenada Center & Ridgeland Campus)

Option One - 12 Month Program
First Year

First Semester

Fund/Surgical Tech … SUT 1113
Prin. of Surgical
   Techniques ………. SUT 1216
Surgical Anatomy …… SUT 1314
Surgical
   Microbiology ……… SUT 1413
English
   Composition I …… ENG 1113
   Total   19 hrs.

Second Semester

Basic & Related Surgical
   Procedures ………. SUT 1518
Specialized Surgical
   Procedures ………. SUT 1528
   Total   16 hrs.

Summer Term

Advanced Surgical Procedures …….. SUT 1538
Total   8 hrs.

A Technical Certificate may be earned at this point

Option Two - 24 Month Program
Second Year

First Semester

Public Speaking I ……. SPT 1113
Humanities/Fine Arts ………. 3
*College Algebra ……. MAT 1313
Human Anatomy &
   Physiology I ………. BIO 2514
**Approved Elective …………. 3
   Total   16 hrs.

Second Semester

Microbiology ………… BIO 2924
Social/Behavioral Science ….. 3
**Approved Electives ……….. 6
Human Anatomy &
   Physiology II ……… BIO 2524
   Total   17 hrs.

An AAS Degree may be earned at this point.

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

  **Approved Electives: BIO 1134, BIO 1144, BOT 1613, BOT 1623, CHE 1213 with CHE 1211,CPT 1113, EPY 2513, EPY 2523, EPY 2533, FCS 1253, HPR 1213, HPR 1223, HPR 2213, PSY 1513, SOC 2113, SOC 2143, SUT 1703

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

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

The Surgical Technology Program offers classroom and clinical experiences for the entry-level surgical technologist which includes courses in aseptic technique, operative procedures, patient care, anatomy and physiology, microbiology, pharmacology, medical terminology, medical/legal aspects, technological sciences (computer, electricity & robotics), and related general education to help the student fulfill his/her role as an important, knowledgeable member of the surgical team.

The goal of the Surgical Technology Program at Holmes College is to prepare competent entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Further, the Surgical Technology Department will provide students with the opportunity to develop skills and knowledge necessary to gain employment as a surgical technologist and become a contributing member of the healthcare team.

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

Successful completion of any semester of study must include 75% mastery of each subject in order to progress to the next semester. Some courses may require training at local clinical facilities. Graduation requirements include completion of the prescribed clock hours as mandated by the Mississippi Community College Board. The Surgical Technologist Program at Holmes Community College, Grenada, is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The address for the commission is as follows:

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350

The Surgical Technology Department provides surgical technologists to meet the needs of hospitals and other health facilities in the nine-county district of Holmes Community College as well as surrounding counties. The program provides education in the applied roles of all aspects of surgical technology so graduates are prepared to serve as a member of the surgical team to assist in delivering patient care and to assume appropriate responsibilities before, during and after surgery.

SURGICAL TECHNOLOGY ADMISSION POLICY

The Holmes Community College Surgical Technology program accepts one class per year in the fall semester on a competitive, selective basis.

The applicant must first meet the same general admission requirements as those required for all applicants to Holmes Community College. Prior to actually applying for the Surgical Technology program, a student must meet the following admissions requirements:

•   Submit a completed application for admission to Holmes Community College.
•   Be at least 18 years of age.
•   Have official verification of a minimum ACT score of 12 if taken before October 28, 1989, or 16 if taken after October 28, 1989, on file with the Office of Admissions & Records at Holmes Community College.

Once the student meets the above requirements, he/she should follow the instructions on the web for accessing and completing the Surgical Technology application. Requirements for applying to the Surgical Technology program that must be met by the posted deadline are the following:

•   Complete the Surgical Technology application.
•   Provide official documentation of a high school diploma or a GED certificate to the Holmes Office of Admissions & Records.
•   Provide official transcripts from all schools and /or colleges attended to the Holmes Office of Admissions & Records. Please note that although college credit is not required for application to the program, applicants with any college credit must have a minimum cumulative grade point average of 2.0 to be considered for the program.

When the deadline for Surgical Technology applications closes, an admissions committee will review test scores and records for all eligible applicants and screen the applicants utilizing a standardized evaluation form.

After notification of class acceptance, the student will be required to provide documentation of the following prior the start of the program:

1. passage of a physical examination per Health Examination Report (form to be provided by instructor)*
2. current certification of CPR Healthcare Provider C*
3. passage of a healthcare criminal background check*
4. passage of a drug screening*
5. current and complete immunization record*

* The student will be responsible for fees or costs associated with these requirements. Information concerning these requirements will be provided after class selection and/or during the mandatory orientation session.

CAREER EDUCATION

Career Education students acquire the knowledge and skills which will enable them to successfully enter and compete in the world of work. Specific occupational training is offered, having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

All career programs operate under program-specific technical standards. A Career Certificate is awarded upon successful completion of these programs.

CAREER EDUCATION PROGRAMS

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Cosmetology	X		
Welding & Cutting Technology	X	X	X
Practical Nursing	X	X	X

Cosmetology
(Goodman Campus)

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

Third Semester — Summer

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

A Career Certificate 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.

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

NOTE: The ratio of lab hours to lecture hours for Cosmetology is 3 to 1. This program requires a minimum of 850 minutes per semester hour. *In addition to meeting the admission requirements for Holmes Community College, students applying to the cosmetology program must meet the requirements for prior educational credit as established by the MS State Board of Cosmetology for the state licensure exam. In order for prior education (typically a diploma from a regionally-accredited high school or an official GED) to be verified, applicants must submit copies of their transcripts (high school and/or college) to the cosmetology program instructor by August 1. Only applicants whose education is accepted by the State Board of Cosmetology will be eligible to enter the program. Transcripts may be mailed to the Holmes CC Cosmetology Department, PO Box 409, Goodman, MS 39079.*

Practical Nursing

First Year

First Semester	Second Semester
Body Structure & Function .... PNV 1213	Adult Health Nursing & Clinical .. PNV 1682
Nursing Fund & Clinical ...... PNV 1444	IV Therapy & Pharmacology....... PNV 1524
Total 17 hrs.	Total 16 hrs.

Summer Term

Nursing Transition........................PNV 1914
Specialty Areas/Nursing.................PNV 1728
Total 12 hrs.

A Career Certificate may be earned at this point.

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

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

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

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

Practical Nursing
*Area Hospitals/Sites

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

PRACTICAL NURSING ADMISSION POLICY

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

1. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all schools/colleges previously attended.

2. Applicants must have a minimum composite score of 12 on the ACT if taken prior to October 1989 or a minimum composite score of 16 if taken in October 1989 or after with a minimum composite score of 12 on the ACT reading & math subtests.

3. Although college credit is not required for application to the program, applicants with any college credit must have a minimum cumulative GPA of 2.0 to be considered for selection.

4. After notification of acceptance, the student will be required to provide current certification of Healthcare Provider CPR and to pass a physical examination, a Healthcare Criminal Background Check, and a drug screening prior to entering the program..

The applications for the Practical Nursing Program should be available online at www.holmescc.edu on January15 for the next program year.

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

First Semester		Second Semester	
English Comp I	ENG 1113	English Comp II	ENG 1123
College Algebra	MAT 1313	*Nutrition	BIO 1613
*Human A & P I	BIO 2514	*Human A & P II	BIO 2524
*Medical Term I	BOT 1613	*Human Growth	EPY 2533
Improve/Study	LLS 1413	*Medical Term II	BOT 1623
Total	16 hrs.	Total	16 hrs.

Welding and Cutting Technology

First Semester		Second Semester	
Shielded Metal Arc Welding I	WLT 1115	Blueprint Reading Weld Sym & Metal	WLT 1232
Gas Metal Arc Welding (GMAW)	WLT 1124	Gas Tungsten Arc Welding (GTAW)	WLT 1135
Introduction/ Welding Safety	WLT 1173	Flux Cored Arc Welding (FCAW)	WLT 1143
Shielded Metal Arc Welding II	WLT 1225	Cutting Processes	WLT 1313
		Pipe Welding	WLT 1154
Total	17 hrs.	Total	17 hrs.

A Career Certificate 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.

PROGRAM DESCRIPTION: The **Welding and Cutting Technology** program prepares students for entry level employment in the field of welding and cutting.