MAKE OUR *Holmes* YOUR HOME

DISTRICT BULLETIN 2022-2023

Holmes
COMMUNITY COLLEGE

Please direct all correspondence concerning the following to the offices indicated:

ADMISSIONS
Director of Admissions and Records, Holmes Community College,
P.O. Box 398, Goodman, MS 39079
(662) 472-9023

DORMITORY ACCOMMODATIONS
(GOODMAN CAMPUS ONLY)
Director of Student Housing, Holmes Community College,
P.O. Box 369, Goodman, MS 39079
(662) 472-9001

FINANCIAL AID
Director of Financial Aid, Holmes Community College,
P.O. Box 216, Goodman, MS 39079
(662) 472-9027

GENERAL INFORMATION
HOLMES COMMUNITY COLLEGE

GOODMAN CAMPUS	GRENADA CAMPUS	RIDGELAND CAMPUS
1 Hill Street	1060 Avent Drive	412 W. Ridgeland Ave.
Goodman, MS 39079	Grenada, MS 38901	Ridgeland, MS 39157
(662) 472-2312	(662) 226-0830	(601) 856-5400

ATTALA CENTER	YAZOO CENTER
620 West Jefferson Street	637 East 15th Street
Kosciusko, MS 39090	Yazoo City, MS 39194
(662) 290-0808	(662) 472-9070

PROGRAMS

ACADEMIC	CAREER TECHNICAL
Goodman Campus – (662) 472-9165	Goodman Campus – (662) 472-9058
Grenada Campus – (662) 227-2354	Grenada Campus – (662) 227-2350
Ridgeland Campus – (601) 605-3348	Ridgeland Campus – (601) 605-3386

The information contained herein is official as of March 2022. The College reserves the right at any time to make changes deemed advisable in the regulations, fees, and/or other changes, curricula and course offerings.

If changes are made, they will be published by the Vice President for Academic Programs in the form of an official amendment to the bulletin. The amendments are available at http://www.holmescc.edu/about/bulletin.aspx.

Holmes Community College does not unlawfully discriminate on the basis of race, color, gender, sex, pregnancy, sexual orientation, gender identity or expression, religion, national origin, citizenship, age, disability, veteran status, or genetic information. Employees, students, applicants for admission or employment, or other participants in Holmes Community College programs or activities who believe they have been discriminated against are entitled to seek relief through the Compliance Officer (662) 472-9429.

Written inquiries may be emailed to: compliance@holmescc.edu or sent to:

Compliance Office
P.O. Box 369
Goodman, MS 39079

BULLETIN

HOLMES COMMUNITY COLLEGE

**One Hundred & Eleventh Session
Begins Monday, August 15, 2022**

No Place Like Holmes

Updated February 23, 2023
Includes Amendment VII

OFFICERS OF ADMINISTRATION

DISTRICT OFFICERS

President of Holmes Community College............................Dr. Jim Haffey
Executive Vice President..Sonny Sparks
Vice President for Academic Programs............................ Dr. Jenny Jones
Vice President for Career Technical Education.......... Dr. Amy Whittington
Vice President for Compliance & Institutional Research..Dr. Teresa Mackey
Vice President for eLearning ....Patricia S. Stewart
Vice President for Student Affairs......................................Dr. Lindy McCain
Vice President for Workforce Development .... Dr. Mike Blankenship
Dean of Academic Programs......................................Dr. Tonya Lawrence
Dean of Career Technical Education....................Dr. Thomas Luke Jones
Director of Admissions & Records ....Bethany Miller
Director of Adult Education/HSE Programs ....Earline Russell-Smith
Director of Business Services...Matt Surrell
Director of Communications
 & Associate Athletic Director for External Relations..............Steve Diffey
Coordinator of Dual Enrollment/Dual Credit ....Dees Britt
Director of Financial Aid ....Dr. Clate Holleman
Director of Health Science Programs ....Ginger Meriwether
Director of Human Resources ....Julia Brown
Director of Information Technology ....Steven Tiller
Director of Library Services ....James Thompson
Director of Marketing & Recruiting.............................. Dr. Bronwyn Martin
Director of Purchasing & Receiving....................................Rosemary Self

GOODMAN CAMPUS OFFICERS

Vice President for Goodman Campus/Athletic Director ....Andy Wood
Coordinator of Academic Programs ....Wendy Grace
Dean of Career Technical Education....................Dr. Thomas Luke Jones
Director of Student Housing ....Jason Kelly

GRENADA CAMPUS OFFICERS

Vice President for Grenada Campus ....Dr. Michelle Burney
Coordinator of Academic Programs ....Dr. Kathryn Cox
Director of Health Science Programs ....Ginger Meriwether

RIDGELAND CAMPUS OFFICERS

Vice President for Ridgeland Campus............................ Dr. Don Burnham
Dean of Academic Programs......................................Dr. Tonya Lawrence
Coordinator of Career Technical Education ....Allison DeWeese
Coordinator of Evening Programs ....Ryan Beggs

ATTALA CENTER OFFICERS

Director .... Mandy Burrell

BOARD OF TRUSTEES

ACCREDITATIONS AND MEMBERSHIPS

Mississippi State Department of Education
Southern Association of Colleges & Schools Commission on Colleges
Mississippi Association of Community & Junior Colleges
American Association of Community & Junior Colleges
Mississippi Association of Colleges
National Junior College Athletic Association (NJCAA)

Holmes Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees and certificates. Questions about the accreditation of Holmes Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

BOARDS OF SUPERVISORS

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District 2 – Billy Coffee
District 3 – Steven Goss
District 4 – Willie Perteet
District 5 – Tim Pinkard

CARROLL COUNTY
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District 2 – Joshua Hurst
District 3 – Edward Dill Tucker
District 4 – Claude Fluker, Sr.
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District 2 – David Berry, III
District 3 – Willie "Duce" Wright
District 4 – David Shipp
District 5 – Cobie Collins

GENERAL INFORMATION

HISTORY OF HCC

From its humble beginnings as Holmes County Agricultural High School, Holmes Community College has grown into one of the largest and best community colleges in the state of Mississippi serving over 6,000 students.

In 1922, after Holmes County Agricultural High School had been in operation for 11 years, the legislature made it legal for agricultural high schools to add two years of college work, and Holmes Junior College opened its doors in 1925 offering the first year of college to students in Holmes and the surrounding counties. During the 1928-29 school year, the second year of college work was added making Holmes Junior College eligible to award the Associate of Arts degree.

Financial support for Holmes Junior College has grown from the original county of Holmes to include eight others --- Attala, Carroll, Choctaw, Grenada, Madison, Montgomery, Webster and Yazoo. The state of Mississippi also serves as a major funding source for the College.

As the main campus grew and added needed programs, Holmes underwent an extensive study which showed the need to address the educational needs in the other counties in the Holmes district, especially the northern and southern ends. In 1985, Holmes began building facilities and offering classes at both Ridgeland and Grenada.

Holmes Junior College became Holmes Community College beginning with the 1989 school year after the Board of Trustees decided that having "community" in the name would more accurately reflect the comprehensive and multi-faceted mission of the modern two-year college. The State Board for Community and Junior Colleges (now the Mississippi Community College Board) approved the name change in December 1988.

The Attala Center in Kosciusko opened its doors in 1997 to meet the needs of the residents in Attala and surrounding counties.

Holmes Community College recognizes that emerging technologies are changing the methods of instructional delivery to include eLearning programs such as interactive classrooms, remote instruction, internet courses and other electronic-based teaching/learning activities. Holmes' primary means of delivering eLearning classes are through the use of the Mississippi Virtual Community College in both provided and hosted courses and through video conferencing.

The College offers programs district-wide that allow students to earn associate of arts degrees, certificates, and/or transferability to four-year institutions. At the same time, Holmes provides adult basic education, workforce training, and high school equivalency preparation and assessment.

HOLMES COMMUNITY COLLEGE CALENDAR

SUMMER SEMESTER 2022

May 30 ....Memorial Day Holiday
May 31 ....First Session and Full-Term Classes Begin
June 24 .... First Session Final Exams
July 4.. Fourth of July Holiday
July 5.. Second Session Classes Begin
July 21 & 27...Full Term Final Exams
July 29.. Second Session Final Exams

FALL SEMESTER 2022

August 15 ....First 8-Week and Full-Term Classes Begin
September 5.. Labor Day Holiday
October 7 & 10 .... Fall Break
October 6 ....First 8-Week Final Exams
October 11 ....Second 8-Week Classes Begin
October 15 ....Deadline to Apply for December Graduation
November 21-25...Thanksgiving Holidays
December 5-8...Second 8-Week and Full-Term Final Exams

SPRING SEMESTER 2023

January 9 ....First 8-Week and Full-Term Classes Begin
January 16 ....Martin Luther King, Jr. Holiday
March 2 ....First 8-Week Final Exams
March 6 ....Second 8-Week Classes Begin
March 13-17 ....Spring Break
March 15 .... Deadline to Apply for May Graduation
April 7.. Easter Holiday
May 1-4 ....Second 8-Week and Full-Term Final Exams

The College Calendar is available on the Holmes Community College website at www.holmescc.edu. The Academic Calendar is available from the website at http://www.holmescc.edu/general_info/calendars.aspx. Please note that any changes to the calendars are reflected on the website only.

HOLMES COMMUNITY COLLEGE VISION STATEMENT

Holmes Community College will be a leader in education by serving as a comprehensive, community-oriented institution delivering flexible, responsive programs of the highest quality.

HOLMES COMMUNITY COLLEGE MISSION STATEMENT

Holmes Community College, a comprehensive public institution located in Central Mississippi, provides innovative educational and cultural opportunities to its constituents through campus-based and distance education programs. The college seeks to prepare its students for university transfer, productive employment and lifelong learning by offering an Associate of Arts degree, Associate of Applied Science degree, technical certificates and career certificates as well as workforce training. Holmes, whose primary commitment is to excellence in all areas, offers affordable, equal access to higher education in an attractive, secure, multi-campus environment.

STRATEGIC INITIATIVES

I. Maintain an environment for continuous accessibility and improvement of the quality of education.

II. Continue to acquire and support appropriate emerging technologies for curricular, instructional and administrative processes.

III. Improve college personnel/student interactions to achieve a higher rate of student success.

IV. Expand and improve the college's infrastructure in support of student services, instructional programs, administrative processes and community services.

V. Improve the college's image by enhancing public relations through communication.

VI. Expand and improve educational partnerships with business/industry and appropriate agencies.

THE MULTIPLE-CAMPUS COLLEGE

The main emphasis in the organization and administration of the Holmes Community College District is that it is a single, institutional entity with three campus locations and additional outreach.

The relationships of personnel on each of the locations to college administrative staff are the same personnel-administrative relationships which would be found on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally, and exceptions can be made only when based on purely local factors.

There should always be close cooperation, articulation, and coordination between the campuses and centers. Individual differences which arise from differing student body characteristics, geographic locations, or purely local factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

The standards for the instructional program are the same at all locations. Course numbers and descriptions in the catalog, course outlines, textbooks, and supplementary materials apply district wide. Close departmental coordination among campuses is an essential goal that will ensure uniform quality of instruction.

GOODMAN CAMPUS

The original campus of Holmes Community College, established in 1925, is located in the center of the state at Goodman, Mississippi, in the eastern part of Holmes County. The campus is composed of one hundred ninety-acres with thirty-three principal buildings.

The district administrative offices for the college are located at the Goodman Campus. This campus offers academic courses for university transfer, technical programs, career programs, workforce programs and training.

The Goodman Campus also serves as the college's residential campus and has physical facilities for student activities including varsity sports and performing arts. The president's home is located on this campus.

GRENADA CAMPUS

The Grenada Campus is located on approximately 14 acres near picturesque Grenada Lake and is positioned on I-55 between Memphis, Tennessee and Jackson, Mississippi. The campus has been fully operational since 1985 and affords opportunities for academic and cultural enrichment and vocational expansion to meet the demands of the surrounding area.

The Grenada Campus offers technical programs, academic courses, and workforce training. The campus further serves as a meeting place for a variety of educational workshops, seminars, and conferences. The Grenada Campus houses the Corey Forum with a seating capacity of over five hundred.

Since 2008, the Grenada Campus has partnered with the University of Mississippi Division of Outreach to offer selected undergraduate and graduate degree programs onsite with plans for future expansion.

RIDGELAND CAMPUS

The Ridgeland Campus opened in 1985 and serves one of the fastest-growing areas in the state, Madison County. The campus is located approximately two miles north of the city of Jackson and a half mile north of the Natchez Trace Parkway and I-55. The campus is situated on 80 acres of land at the intersection of West Ridgeland and Sunnybrook Road.

The Ridgeland Campus offers instruction of academic courses for university transfer as well as career technical programs that lead to employment following graduation. This campus also houses the college's central office for Workforce Development programs and training, which improve the skills of existing employees, equip students with skills for a new career, and prepare students to enter the workforce.

ATTALA CENTER

The original site of the Attala Center opened in 1997 and relocated in 2014 to a modern education facility which is approximately 75,000 square feet. It is located at 620 West Jefferson Street - less than a mile from Kosciusko's historic downtown square.

The center offers academic courses for transfer, is home to several career and technical programs, and coordinates workforce programs to meet individual business' training needs in the area. The coordination of the College's Adult Basic Education and GED preparation classes are also housed at The Attala Center. The center further serves as a meeting place for a variety of workshops, seminars, and conferences.

eLEARNING (Distance Education)

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

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

HOLMES COMMUNITY COLLEGE LIBRARIES

The Holmes Community College Library District consists of G.H. McMorrough Library on the Goodman Campus, Jack L. Holmes Library on the Grenada Campus, and the Ernest J. Adcock Library on the Ridgeland Campus. The libraries provide a comprehensive and current collection of print and digital resources, which support departmental curriculum and student success. The combined collection consists of over 42,000 physical and over 600,000 digital resources on the Holmes Library Search Engine; including a wide array of databases, magazines, newspapers, media, and writing assistance links.

The collection can be accessed through the Library page on the college website or through the MyHolmes student portal, under the "Library" tab. The library staff is available to assist students with research, technical skills, and navigation of library resources. Library instruction for the individual or classroom, access to emerging technologies, and workshops are also offered by the staff.

ADMISSION REQUIREMENTS

Holmes Community College embraces the philosophy that the student be provided with opportunities to enhance their education by providing a variety of instructional opportunities. HCC ascribes to an "open admissions" policy consistent with all appertaining laws. **All requirements for admission to Holmes Community College must be met within the first one-fourth of the semester of initial enrollment. Failure to provide official documentation within that period will result in the student being charged a missing document fee equal to the amount of tuition and placed on admissions hold. Admission to the college is not the same as admission to a specific program with competitive enrollment. Prospective students who are applying to programs with competitive enrollment must apply to that program in addition to applying to the college.**

FULL-TIME STUDENTS

Students who enroll in 12 or more hours whether day, evening, online, or any combination thereof must meet the following admissions requirements to be fully admitted to the college.

1. A current, complete application for admission.
2. First-time freshmen must submit an official high school transcript from a regionally accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be submitted from the high school to the Admissions Office or delivered in a sealed school envelope. *Students who complete high school with an Occupational Diploma, a Certificate of Attendance, or the equivalent will not be admitted into the College.* Students who obtain the General Educational Development (GED), the High School Equivalency Test (HiSET), or the Test Assessing Secondary Completion (TASC) credential must have an official GED, HiSET, or TASC transcript sent to the college from an official testing center or GED state office.
3. Transfer students must submit an official transcript from any regionally accredited college attended or any documentation accepted for a First-Time Freshman.

It is **STRONGLY RECOMMENDED** that students submit all transcripts when enrolling initially at Holmes since some honors, scholarships, elections, and awards are based on cumulative grades rather than grades at Holmes alone.

PART-TIME STUDENTS

Students enrolled in less than 12 hours whether day, evening, online, or any combination thereof must meet the following admission requirements to be admitted as a part-time student.

1. A current, complete application for admission.
2. First-time freshmen must submit an official high school transcript from a regionally accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be submitted from the high school to the Admissions Office or delivered in a sealed school envelope. *Students who complete high school with an Occupational Diploma, a Certificate of Attendance, or the equivalent will not be admitted into the College.* Students who obtained the General Educational Development (GED), the High School Equivalency Test (HiSET), or the Test Assessing Secondary Completion (TASC) credential must have an official GED, HiSET, or TASC transcript sent to the college from an official testing center or GED state office.
3. Transfer students must submit an official transcript from any regionally accredited college attended or any documentation accepted for a First-Time Freshman.

Students who enter part-time and change later to full time must meet the admission requirements for full-time students during the first fourth of the semester in which they become full time.

It is **STRONGLY RECOMMENDED** that students submit all transcripts when enrolling initially at Holmes since some honors, scholarships, elections, and awards are based on cumulative grades rather than grades at Holmes alone.

TRANSFER STUDENTS

A transfer student is defined as one who has hours attempted on his/her permanent record at another institution. A transfer student must have an official transcript sent from any regionally accredited institution attended or submit any documentation accepted for a First-Time Freshman. A student who is on disciplinary probation or suspension at another institution must petition the respective campus Vice President for a special hearing and must meet the same academic achievement requirements as native students.

TRANSIENT SUMMER SCHOOL ADMISSION

Students who are enrolled in another institution of higher learning during a spring semester and plan to return to the same school in the fall should submit the following:

1. A current and complete application for admission.
2. An official transcript from the last regionally accredited college attended or a letter of good standing or transient letter signed by the college registrar.

FOREIGN-BORN STUDENTS

Holmes Community College does NOT provide INS documentation for student visas and does not provide any other INS documentation to students with other types of visas. Documentation of legal status must be provided prior to registration for students who are born outside of the United States and/or who graduated from a high school outside the United States. Official translations and evaluations of foreign transcripts by an approved agency are required for all foreign-born students at the student's expense. For a list of approved agencies, contact the Director of Admissions and Records, P.O. Box 398, Goodman, MS 39079. The translation and evaluation must be mailed directly to Holmes Community College from the approved evaluation service. **All requirements for admission to Holmes Community College shall be met within the first one-fourth of the semester of initial enrollment. Failure to provide official documentation within that period will result in the student being charged a missing document fee equal to the amount of tuition and placed on admissions hold.**

If an applicant has limited English proficiency, a qualified representative from Holmes Community College may assist the applicant in completing the necessary forms upon the request of the applicant. Information on limited English proficiency submitted voluntarily by the applicant for the purpose of receiving assistance in completing the necessary forms will not affect the applicant's admission to the College. Once accepted for admission into the College, services to the person of limited English proficiency may be provided based upon need pending the student's request.

PROBATIONARY ADMISSION

Transfer students must have a 1.75 or greater GPA on the last semester of attendance in order to be admitted in Good Standing. Transfer students who have below a 1.75 on the last semester may be admitted on Probation. A student who is on disciplinary probation or suspension from another institution must petition the respective campus Vice President for a special hearing and must meet the same academic achievement requirements as native students. For more details, see Academic Achievement.

Admission Requirements

Test Scores. As of the October 1989 National Test date, The American College Testing Program (ACT) began using their new Enhanced ACT. The minimum scores required for scholarships, course placements, etc., have been revised. ACT scores earned prior to October 28, 1989, shall be equated to Enhanced ACT scores using ACT guidelines. The following chart represents some of the most frequent uses of ACT scores and their new requirements.

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

The Dean's, President's and Board of Trustees' Scholarships will **not** be awarded on the basis of SAT scores. These scholarships require an ACT test score. A high school student may substitute an SAT score of 990 or higher for the ACT to qualify for Early Admission under the Advanced High School Student Program.

ADMISSION INTO SPECIFIC PROGRAMS

The ADN program and some Career Technical programs have competitive admission, and a limited number of students will be admitted into the program. These programs have additional admission requirements that must be met in order to be accepted by the program. Program admission requirements are IN ADDITION TO the college admission requirements stated previously.

Some Career Technical programs may enroll students who do not have a high school diploma or high school equivalency. These students may have to meet certain entrance requirements such as concurrent enrollment in a high school equivalency program, minimum and/or maximum age, minimum scores on specific assessments, etc. For information on specific programs to which this may apply, please contact the CTE Director or the CTE Counselor at Goodman, Grenada, or Ridgeland.

ACADEMIC ACHIEVEMENT

Students at Holmes Community College (HCC) are expected to achieve academic success. Each student must achieve a 1.75 or greater grade point average (GPA) for each semester of enrollment in order to stay in Good Academic Standing. Should a student in Good Academic Standing complete a semester in which his/her GPA is below a 1.75, the student is placed on Academic Probation. If his/her GPA for the next semester of enrollment is 1.75 or greater, the student is once again in Good Academic Standing. However, if his/her GPA for a second consecutive semester of enrollment is below 1.75, the student will be placed on Academic Suspension and will not be eligible to reenroll at HCC until a semester has passed or an Academic Standing appeal is granted to the student by the Director of Admissions and Records. Students' Admissions status and appeal are separate from those of Financial Aid and Housing. Upon returning to HCC, the student will be removed from Academic Suspension and placed on Academic Probation.

DUAL ENROLLMENT OF HIGH SCHOOL STUDENTS

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

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

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

ADMISSIONS REQUIREMENTS AND PROCEDURES
Academic Eligibility

A. Classified as a high school junior or senior.

B. Have a minimum 3.0 cumulative GPA on a 4.0 scale for high school work completed. (Prerequisites and co-requisites as stipulated in the Holmes bulletin will be followed.)

C. The student shall request that the high school principal send an official copy of his/her high school transcript to the Admissions and Records Office at Holmes Community College at least 10 days before the beginning of the enrollment period. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit.

D. The principal or counselor of the high school must submit an unconditional recommendation supporting the student's enrollment in the program. The unconditional recommendation should verify that the student is academically advanced and has the maturity and self-discipline required to benefit from this type of program. A home-schooled student must submit a parent's, legal guardian's, or custodian's written recommendation in the college's approved format.

Full credit will be granted but will be reserved until the student graduates from high school and submits a final high school transcript showing graduation or is admitted per admissions policy or as allowed by state law.

Special Condition Admission: Students may be considered for dual enrollment if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score and have the required grade point average and recommendations prescribed above.

Career Technical Education Eligibility

A. Have a minimum overall high school GPA of 2.0 on a 4.0 scale.

B. Must be classified as a sophomore or higher.

C. The student shall request that the high school principal send an official copy of his/her high school transcript to the Admissions and Records Office at Holmes Community College at least 10 days before the beginning of the enrollment period. A home-schooled student must submit a transcript prepared by a parent, guardian, or custodian with a signed, sworn affidavit.

D. Obtain an unconditional recommendation from school administrator/ counselor or CTE instructor.

Full credit will be granted but will be reserved until the student graduates from high school and submits a final high school transcript showing graduation or is admitted per admissions policy or as allowed by state law.

EARLY ADMISSION OF HIGH SCHOOL STUDENTS PROGRAM

The boards of trustees of the community and junior college districts have established an early admission program for advanced high school students who are no longer enrolled in high school. Applicants for Early Admission Program must meet all requirements listed in the Dual Enrollment Program and have a minimum ACT composite of twenty-six (26) or the equivalent SAT score. Students in the Early Admission program may NOT be currently enrolled in high school.

OTHER EARLY ADMISSIONS

Students who have completed one less unit than the state requirement may be admitted to Holmes without a high school diploma or GED. All other admission requirements must be met. Students who are admitted under this provision will **NOT** be eligible for Federal Financial Aid. However, there may be other grants and scholarships available to the student.

STUDENT TUITION AND TEXTBOOKS

The student is responsible for his/her own fees and purchasing textbooks.

STUDENT POLICIES AND REGULATIONS

The student is expected to become familiar with the college bulletin and to abide by all applicable rules.

ACADEMIC POLICIES AND REGULATIONS

ORIENTATION AND REGISTRATION

A first-time student or transfer student must complete the electronic orientation before registering for classes. Orientation will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Students may register via the internet or by attending a registration session at one of the Holmes Community College locations.

The following steps must be completed to be registered:

1. Go to the Holmes Community College website at www.holmescc.edu and click on "Enroll Now" to begin the process. Students will be prompted for information based on their registration status.

    A. Complete Admissions Application
    B. Complete Orientation
    C. Complete Advising Request Form

2. Follow the ACT placement guide below or take placement tests prior to scheduling your classes.

Course Recommendation	ACT English Sub-Score	ACCUPLACER Next Gen English Score
ENG 0114 – Beg. Eng. & Read	**N/A**	**N/A**
ENG 0124 – Int. Eng. & Read	**14 - 16**	**474 - 501**
ENG 1113 – Eng. Comp. I	**17 - 36**	**502 - 600**
Literatures	**23 - 36**	**550 - 600**

Course Recommendation	ACT Math Sub-Score	ACCUPLACER Next Gen Math Score
MAT 0124 – Begin Algebra	**N/A**	**N/A**
MAT 1233 – Inter. Algebra	**16 - 18**	**231 - 253**
MAT 1313 – College Algebra	**19 - 36**	**254 - 300**
MAT 1323 – Trigonometry	**21 - 36**	***263 - 300**
MAT 1613 or Higher	**23 - 36**	***276 - 300**

*ACCUPLACER Next Generation Advanced Algebra and Functions Test Only.

Students who test into two Pre-Core Studies courses are recommended to take LLS 1313 Orientation.

A student may challenge the ACT Placement by taking the English or Mathematics Placement Test to determine the courses to be taken. A grade of "C" must be earned in a previous level pre-core course in order to progress to the next level.

3. Students may request advising via the internet or by meeting with their advisor during a designated registration session. To be advised via the internet, complete the "Advising Request Form" through the "Enroll Now" process. After being advised, the student will receive suggested classes and an Alternate Pin.
4. Create class schedule in My Holmes portal upon receipt of the Alternate Pin Report from the advisor.
5. Have I.D. picture taken. Must provide a copy of student class schedule.
6. Pay fees with the Business Office.
7. Purchase textbooks.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his/her not being accepted as a student at Holmes Community College.

ADVISING

The College's process for advising supports every student's educational progression by providing direction and focus within the student's program of study. After the application process has been completed, each student is assigned an advisor consistent with the student's program of study. Through various methods such as face-to-face, e-mail, learning management system, etc., the advisor assists the student in the following areas:

1. Assist students in planning educational programs consistent with their abilities, interests, and educational achievements.
2. Inform students of educational options and requirements as well as college policies and procedures.
3. Access students' degree evaluations for correct advisement toward graduation (requirements for all degrees, diplomas, and certificates can be found by accessing the college bulletin), assist students in planning their semester schedules, and provide alternate pins so the students may web register.
4. Correspond with their student advisees several times during a semester to monitor and evaluate their progress.
5. Inform students concerning access to the resources of the institution that meet students' special needs.
6. Assist students in coordinating educational plans and career preparation.
7. Establish a relationship with advisees that will strengthen their bond to Holmes Community College and promote retention of students.

Each academic advisor utilizes the Advising Resource Manual, program pages in the HCC Bulletin, the Academic Articulation Agreement (Mississippi Articulation and Transfer Tool - MATT), the student's degree evaluation, and degree checklists to advise the student.

FACULTY ACCESSIBILITY

All faculty should be accessible to their students through various methods such as face-to-face, email, the learning management system, etc. A minimum of ten (10) hours per week is expected for full-time faculty.

GUIDANCE & COUNSELING

The Counseling Department seeks to provide academic, social, and personal counseling for all students by qualified counselors. The Counseling Department works closely with recruitment personnel to coordinate the various college recruitment efforts and to provide comprehensive educational and career counseling services for all students. It is the goal of the Counseling Department to promote graduation from Holmes Community College and subsequently facilitate transfer if desired by the student. A supply of senior college information is available from counselors to assist students in transferring.

ONLINE COUNSELING & ADVISING POLICY

Names of advisors are provided in My Holmes portal. Names, email addresses and telephone numbers are also located on the Holmes Community College website under the Faculty/Staff Directory. All students are assigned an advisor based on their campus and program of study. Students are also welcome to physically visit a counselor or their advisor at one of the Holmes' locations.

CLASSROOM POLICIES & REQUIREMENTS

1. Students are REQUIRED to make a reasonable and appropriate effort to succeed in a course. This includes the following:
   a. purchasing all required materials for the course such as textbooks, laboratory manuals, and tools
   b. attempting homework assignments and tests
   c. preparing for class
   d. participating in classroom discussions and activities.
   If students fail to abide by the above guidelines, the students may be administratively withdrawn from the course.
2. Students should silence and store any electronic devices when entering classes and school activities where usage could interrupt proceedings. Failure to do so may lead to disciplinary actions.
3. Students are required to attend class from beginning to end; late arrival or early departure may constitute an absence.
4. Students should be notified by instructors via Holmes email if class is cancelled. If an instructor fails to notify students and does not report for class, students are to wait until they are officially dismissed by appropriate Holmes personnel.
5. Students should not be called from class unless there is an emergency.

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

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

LEARNING MANAGEMENT PLATFORM

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

COURSE OFFERINGS

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

BASIC REQUIREMENTS FOR INTERNET-BASED COURSES

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

All distance education courses have the following basic requirements:

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

CREDIT AND GRADES

The Semester Hour. A semester credit hour is defined as a minimum student-teacher contact of 750 minutes for lecture and 1500 minutes for laboratory.

Grade Symbols. A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written/oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

A	Excellent	4	quality points per semester
B	Good	3	quality points per semester
C	Average	2	quality points per semester
D	Poor	1	quality points per semester
F	Unsatisfactory	0	quality points per semester
I	Incomplete	0	quality points per semester
AU	Audit	0	quality points per semester
W	Withdrew	0	quality points per semester

Each division must establish standards expressed in percentages (a numerical grading scale). The standards must be approved by either the Vice President for Academic Programs or the Vice President for Career Technical Education. A copy of each division's grading scale must be on file in the office of the Vice President for Academic Programs or the Vice President for Career Technical Education, and each student must be informed of these standards via the course syllabus.

I Grade. An incomplete grade may be assigned a student if, upon completion of a grading period, some _unavoidable_ circumstance has kept the student from meeting a requirement of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by unavoidable circumstance. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or tests in order to receive a grade in place of an "I". Work not completed within the allotted time frame results in a grade of "F" in place of an "I". The appropriate administrator will decide if extenuating circumstances involving a prolonged illness will allow the student extra time. Students are

expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a "0" on the final exam, and the final grade will be averaged. A student with a valid excuse (i.e. death in the family, hospitalization due to illness or accident, or other extenuating circumstances which would prohibit an individual from being present) will be given an "I" and have the opportunity to take a make-up exam.

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

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

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

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

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

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

TRANSFER CREDITS

Only credits transferred from an institute which is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (or an equivalent regional accrediting agency) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point average will be reproduced on the permanent record of Holmes Community College.

Transfer work is evaluated when an official transcript is received by the Holmes Community College Articulation Office. The College reserves the right to accept or disregard credits earned at another institution of higher learning. Articulated credit and credit by examination awarded by other institutions is not considered for transfer credit until official transcripts from each institution and/or official exam scores are provided so that Holmes can complete an evaluation.

To meet the graduation requirements for an associate degree, transfer students must have a grade point average of 2.00 ("C" average) on all hours applied to the degree. For the purposes of all computations, only transcripts from colleges accredited by SACSCOC (or an equivalent regional accrediting agency) will be used. Hours and quality points from colleges not accredited by SACSCOC (or an equivalent regional accrediting agency) will be disregarded since this credit will not apply toward the degree.

INSTITUTIONAL CREDIT

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

COURSE REPEATS

If two or more final grades are recorded for the same course, all grades (including Holmes and transfer work) received in that course (excluding W's) will be used in the computation of the grade point average. Repeated courses will be noted, and the respective grades will remain on the student's transcript (permanent record).

GRADE REPORTS

A report of the student's work is made at midterm for classes that meet longer than 30 days and at the end of the semester for all classes. Mid-term and final grades are available to the students through the student portal.

STUDENT LOAD

No student may take or receive credit for more than 21 hours in any one fall or spring semester or 18 hours in the summer without permission of the campus' Academic Dean or Career Technical Education Director. **Summer school is considered one semester.**

CREDIT FOR NON-CLASSROOM EXPERIENCES
(Includes AP, CLEP, Correspondence Courses, Military Service, and Prior Learning Assessment)

Holmes Community College (HCC) will accept credit earned through regionally accredited national examination programs (AP Credit and CLEP), Correspondence Courses, Military Service, and Prior Learning Assessment subject to the following requirements and limitations:

1. Credit is awarded only in subject matter areas that are offered by Holmes Community College.
2. Credit for non-classroom experiences will be evaluated using the same criteria as transfer work from other colleges. It requires the approval of the division chair and Vice President for Academic Programs or the campus CTE Director and the Vice President for CTE.
3. This credit cannot duplicate credit already awarded.
4. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is the same as for Transfer Credits. The student will not receive a letter grade or quality points and the credit will not be used to compute a student's quality point average.

ADVANCED PLACEMENT PROGRAM (AP)

Holmes Community College will award credit for Advanced Placement (AP) Examinations based on the American College of Education (ACE) recommendations for the applicable test and test date. Students should contact the Vice President for Academic Programs or visit the Holmes website for further information. This policy is subject to the following restrictions:

1. AP credit will be awarded only in subject matter areas that are offered by Holmes Community College.
2. A student must earn academic or technical credit from this institution before credit earned through AP Examination will be recorded on his permanent record.
3. The student will not receive a letter grade or quality points. AP credit will not be used to compute a student's quality point average.
4. A student should check with his or her senior college before relying on transfer credit from an AP score.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

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

CORRESPONDENCE COURSES

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities and colleges. Only "lecture" courses will be accepted - courses described in the HCC bulletin as having a laboratory or clinical will not be accepted. Prior to registration for a correspondence course for which a student wishes to receive HCC credit, the student must get the written approval of the Vice President for Academic Programs or the Vice President for Career Technical Education.

MILITARY SERVICE CREDIT

HCC will award credit for military experience toward a degree or certificate according to the American Council on Education recommendations. Students with military experience who wish to apply this credit toward a HCC degree or certificate should request an official evaluation by the Vice President for Academic Programs on the Goodman Campus prior to enrolling, if possible, and no later than the end of their first semester of attendance. This includes credit for Defense Activity for Non-Traditional Education Support (DANTES/DSST) tests. Credit is awarded only in areas offered within the current curriculum of the institution.

PRIOR LEARNING ASSESSMENT

Students may be awarded credit via Prior Learning Assessment (PLA) for Career Technical programs. The credit may be awarded based on CBE (Credit by Examination), current national or state industry-recognized credentials, course challenge examinations, etc. Credit is awarded only for programs currently offered at Holmes, and students must be enrolled in the program for the credit to be recorded on their transcripts. Students interested in PLA should contact the CTE Director on the Holmes campus they plan to attend. (Local fees may apply.)

CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

Freshman ....0-29 semester hours
Sophomore.....................................30 and above semester hours

EXAMINATIONS

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

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

ATTENDANCE REQUIREMENTS

Academic, Technical, and Career

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

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

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

WITHDRAWAL FROM COURSE(S) OR COLLEGE

Changes in Class Schedules during Registration

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

No-Show Policy
(Not subject to the Attendance Requirements)

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

Withdrawal from Course(s)

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

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

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

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

Administrative Withdrawal

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

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

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

eLearning Attendance and Withdrawal Policy

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

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

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

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

REINSTATEMENT ON CLASS PROBATION POLICY

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

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

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

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

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

Extenuating Circumstances and Required Documentation

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

APPEALS PROCEDURE FOR CLASS CUT-OUT

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

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

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

RE-ENTRY OF COURSE/COLLEGE WITHDRAWAL

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

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

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

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

STUDENTS CALLED TO ACTIVE DUTY - WITHDRAWAL/REFUND

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

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

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

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

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

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

HONESTY POLICY

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

a. plagiarized from any source (Holmes CC defines plagiarism as the act of submitting the work of another or others as if it were one's own. This includes both published and unpublished materials, both copyrighted and uncopyrighted works, written assignments composed by another or others contracted to perform such work, and materials obtained from the Internet. Proper credit must be given for any use of another's work, in keeping with the canons and ethics of scholarship.), or

b. cheated in any manner on tests, papers, reports, or any other assignments, or

c. turned in work as his/her own when, in fact, it was not his/her own work, or

d. improperly used technology, or

e. deliberately conveyed false or misleading information

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

NOTE! In all instances, meeting the requirements for graduation is the responsibility of the student.

Holmes Community College awards the following degrees and certificates: Associate of Arts Degree (AA), Associate of Applied Science Degree (AAS), Technical Certificate, Advanced Technical Certificate, Career Certificate, and Certificate of Graduation.

GENERAL EDUCATION CORE COURSE NUMBERS & TITLES

English

ENG 1113	English Composition I
ENG 1123	English Composition II

Fine Arts

ART 1113	Art Appreciation
ART 2713	Art History I
ART 2723	Art History II
MUS 1113	Music Appreciation
MUS 2123	Music Survey
SPT 2233	Theatre Appreciation

Humanities

ENG 2223, 2233	American Literature I & II
ENG 2323, 2333	British Literature I & II
ENG 2423, 2433	World Literature I & II
ENG 2523, 2533	African-American Literature I & II
HIS 1113, 1123	Western Civilization I & II
HIS 1163, 1173	World Civilizations I & II
HIS 1613	African-American History
HIS 2213, 2223	American (U.S.) History I & II
HUM 1113	Humanities I
MFL 1113, 1123	French I & II
MFL 1213, 1223	Spanish I & II
MFL 2113, 2123	French III & IV
MFL 2213, 2223	Spanish III & IV
PHI 1113, 1133	Old & New Testament Survey
PHI 1153	Jesus and the Gospels
PHI 2113	Introduction to Philosophy I
PHI 2143	Introduction to Ethics
PHI 2613	Introduction to World Religions
PHI 2713	Introduction to Logic

Natural Science with Lab

BIO 1114, 1124   Principles of Biology I & II
BIO 1134, 1144   General Biology I & II
BIO 2414, 2424   Zoology I & II
BIO 2514, 2524   Anatomy & Physiology I & II
BIO 2924   Microbiology
CHE 1114   Chemistry Survey
CHE 1213/1211   General Chemistry I & Lab
CHE 1214, 1224   General Chemistry I &II
CHE 1223/1221   General Chemistry II & Lab
CHE 2424, 2434   Organic Chemistry I & II
PHY 1114   Introduction to Astronomy
PHY 2244, 2254   Physical Science Survey I & II
PHY 2414, 2424   General Physics I & II
PHY 2514, 2524   General Physics I-A & II-A

Social/Behavioral Science

ECO 2113   Principles of Macroeconomics
ECO 2123   Principles of Microeconomics
EPY/PSY 2513   Child Psychology
EPY/PSY 2523   Adolescent Psychology
EPY/PSY 2533   Human Growth & Development
GEO 1113   World Regional Geography
PSC 1113   American National Government
PSC 1123   American State & Local Government
PSC 2113   Comparative Government
PSY 1513   General Psychology
SOC 2113   Introduction to Sociology
SOC 2133   Social Problems
SOC 2143   Marriage & Family
SOC 2213   Introduction to Anthropology
SWK 1113   Social Work: A Helping Profession

Public Speaking

SPT/COM 1113   Public Speaking I
SPT/COM 1123   Public Speaking II

ASSOCIATE OF ARTS DEGREE (AA) REQUIREMENTS

The Associate of Arts Degree (AA) is awarded to students who meet the following requirements. A student can earn a maximum of one AA Degree.

1. **General Education Core:**
    ENG 1113 & 1123 - English Composition I & II
    MAT 1313 - College Algebra or higher-level math
    SPT/COM 1113 - Public Speaking I
    Natural Sciences with Labs - Two courses - 6 to 8 hours
    Humanities - 6 hours
    Social/Behavioral Sciences - 6 hours
    Fine Arts - 3 hours
    Total General Education Core: 33 to 35 hours

2. **27 to 29 hours of Electives**

3. **Total Required: 62 semester hours**
    (No hours in Pre-Core, Technical, or Career Courses will apply toward the AA Degree)

4. **A *2.00 GPA on the required semester hours**.
    *To calculate the GPA, the highest grade which fulfills a requirement will be used.

5. **Residency Requirement:**
    In order to receive the Associate of Arts Degree, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core, Technical or Career courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

    ***All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.**

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)
REQUIREMENTS

This degree is awarded to Technical majors (including Associate Degree Nursing) and is not designed to transfer.

1. ***General Education Core:**
   (a) ENG 1113 - English Composition I
   (b) SPT/COM 1113 - Public Speaking I **OR** ENG 1123 - English Composition II **OR** Social/Behavioral Science (3 hours)
   (c) Humanities/Fine Arts (3 hours)
   (d) Social/Behavioral Science (3 hours)
   (e) **MAT 1313 - College Algebra **OR** Natural Science with Lab
   *This core represents the minimum general education requirements for the awarding of an AAS, not the general education requirements for all AAS programs. To see if this general education core is applicable to a particular program of study, please refer to the specific program page.
   **A natural science with lab course, plus a course in computational skills will substitute for some AAS programs that require College Algebra. (See program curriculum.) The computational skills course may be MAT 1233 - Intermediate Algebra or BOT 1313 - Applied Business Math or other program-specific computational skills course.
   Total General Education Core: 15 - 19 hours
2. **Complete the prescribed set of courses for a major** or have a substitute approved by a faculty advisor, campus career technical director, and CTE Vice President. Substitutions must have compatible course content and must be of equal or greater level of difficulty.
3. **Minimum of sixty (60) semester hours**
   (excluding pre-core and career hours)
4. **A ***2.00 GPA on the required semester hours**.
   ***To calculate the GPA, the highest grade which fulfills a requirement will be used.
5. **Residency Requirement:**
   In order to receive an Associate of Applied Science degree, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.
   Students in Career Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.
   ***All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.

CERTIFICATE OF GRADUATION REQUIREMENTS

This certificate is awarded to university transfer or technical majors who lack one or more requirements for the AA or AAS degree.

1. **General Education Core:**
   ENG 1113 & 1123 - English Composition I & II
2. **Sixty-Two semester hours**
   (No hours in Pre-Core or Career Courses will apply toward the Certificate of Graduation)
3. **A *2.00 GPA on the required semester hours**.
   *To calculate the GPA, the highest grade which fulfills a requirement will be used.
4. **Residency Requirement:**
   In order to receive a Certificate of Graduation, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

***All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.**

TECHNICAL CERTIFICATE REQUIREMENTS

This certificate is awarded to students who complete the prescribed coursework (minimum of 30 semester hours) for a Technical Program.

1. **Successfully complete the prescribed set of courses or approved substitute. (Career hours are excluded.)**
2. **Earn a *2.00 GPA on the prescribed set of courses**
   *To calculate the GPA, the highest grade which fulfills a requirement will be used.
3. **Residency Requirement:**
   In order to receive a Technical Certificate, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

Students in Career Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

*All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.

ADVANCED TECHNICAL CERTIFICATE REQUIREMENTS

This certificate is awarded to students who complete the prescribed coursework (minimum of 45 semester hours) for a Technical Program.

1. **Successfully complete the prescribed set of courses or approved substitutes. (Career hours are excluded.)**
2. **A *2.00 GPA on the required semester hours**.
   *To calculate the GPA, the highest grade which fulfills a requirement will be used.
3. **Residency Requirement:**
   In order to receive an Advanced Technical Certificate, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

Students in Career Technical programs that do not lead to state/ national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

*All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.

CAREER CERTIFICATE REQUIREMENTS

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

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

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

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

Residency Requirement: In order to receive a Career Certificate, 25% of the degree requirements must be earned through Holmes and must exclude Pre-Core courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

Students in Career Technical programs that do not lead to state/national examinations or industry-recognized credentials will take the MS-CPAS (Mississippi Career Planning and Assessment System) prior to graduation.

*All hours attempted during a student's entire academic history will be considered when determining federally-funded financial aid eligibility. All courses taken will remain on a student's transcript. When a student transfers to another institution, the policy of the receiving institution will determine the student's GPA.

GRADUATION

All candidates for graduation must apply for graduation online through the portal. The requests are sent to the Vice President for Academic Programs or the Vice President for Career Technical Education. December graduates must apply by the deadline in October, May graduates must apply by the deadline in March, and Summer graduates must apply by the deadline in July. Non-refundable graduation fees (noted elsewhere in this bulletin) will be charged to the students' accounts.

GRADE RECOGNITION AND HONORS

A. GRADE RECOGNITION

Academic and technical students with exemplary quality point averages are recognized at the end of the fall and spring semesters by being named to the President's or Dean's list. To be eligible for such recognition a student must be enrolled in at least twelve semester hours.

PRESIDENT'S LIST: Those students who have a quality point average of 3.7 to 4.0

DEAN'S LIST: Those students who have a grade point average of 3.4 to 3.69.

B. GRADUATION HONORS

Honors, high honors, and highest honors:

Graduating students may be eligible to receive special recognition based on their overall quality point averages. These honors will be:

1. Highest honors - for those students with a GPA of 4.0
2. High honors - for those students with GPA's of 3.7 to 3.99
3. Honors - for those students with GPA's of 3.4 to 3.69

REVERSE TRANSFER GRADUATION

Former students may transfer work back to Holmes Community College to complete degree requirements subject to the following:

1. Residency Requirements for all Degrees
2. Transfer Credit Guidelines

EARNING A SECOND DEGREE FROM HOLMES

Students may earn and receive certificates and associate degrees simultaneously. A student may earn a lifetime maximum of one AA Degree and may earn CTE Certificates and/or AAS Degrees awarded concurrently or subsequently as all degree requirements are fully met. Each award requires a separate request for graduation.

STUDENT RECORDS

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student enrolled in credit courses. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the Director of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants scholarships, and loans): name, date of birth, place of birth, address, dates of attendance, and major field of study. Transcripts are released only at the written request of the student.

STUDENT RIGHTS AND RESPONSIBILITIES

As a student, you have the right to:
- be treated fairly and with respect
- learn in an environment free of discrimination and harassment
- pursue your educational goals in a supportive and stimulating environment
- have access to counseling
- privacy concerning departmental records or documents that contain personal information
- have ready assessment procedures and progressive results.

As a student, you are expected to:
- treat other people with respect and fairness
- follow any reasonable direction from staff
- not engage in plagiarism, collusion or cheating in any assessment event or examination
- be punctual and regular in attendance
- submit assessment events by the due date or seek approval to extend the due date
- only use mobile devices in classrooms at the instructor's discretion
- return or renew library materials on time
- observe normal safety practices; e.g., wear approved clothing and protective equipment
- refrain from swearing
- refrain from using tobacco or electronic cigarettes
- behave in a responsible manner by not
  - littering
  - harassing fellow students or staff
  - damaging, stealing, modifying, or misusing property
  - being under the influence of alcohol or drugs
  - engaging in any other behavior which could offend, embarrass, or threaten others.

NOTIFICATION OF RIGHTS UNDER FERPA
FOR POST SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

    Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

    Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

    If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

    One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

    A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Holmes Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

    Family Policy Compliance Office
    U.S. Department of Education
    600 Independence Avenue, SW
    Washington, DC 20202-4605

I. Introduction

Holmes Community College is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity.

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

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

II. Definition of Sexual Harassment

The term "sexual harassment" as used in this policy refers to conduct on the basis of sex that falls within one or more of the following categories:

1. Quid Pro Quo Harassment occurs when an employee of the College conditions the provision of an aid, benefit, or service of the College upon an individual's participation in unwelcome sexual conduct.

2. Hostile Environment Harassment occurs when conduct on the basis of sex is sufficiently severe, pervasive, and objectively offensive, as determined by a reasonable person, that it effectively denies a person equal access to the College's programs or activities.

3. Sexual Violence refers to sexual assault, dating violence, domestic violence, or stalking. For purposes of this policy, these terms are defined as follows:

   a. *Sexual assault* refers to any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or

against the person's will where the victim is incapable of giving consent. This includes rape, sodomy, sexual assault with an object, nonconsensual fondling, incest, and statutory rape, as these terms are defined by the FBI Uniform Crime Reporting System.

Sexual conduct is considered to be against a person's will where that person has not given consent as defined by this policy. Sexual conduct is considered forcible where it occurs by means of physical force or coercion as defined by this policy.

b. *Domestic violence* refers to any felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under applicable domestic violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under applicable domestic or family violence laws.

c. *Dating violence* refers to physical violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

d. *Stalking* refers to engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Stalking violates this policy when it is undertaken, at least in part, for a sexual purpose.

Sexual harassment violates this policy where it occurs at any campus or facility operated by the College, or in connection with any program or activity of the College.

The procedures described herein apply only to conduct that meets the above definition. Nothing in this policy restricts the ability of the College to take disciplinary or other corrective action in response to any conduct of a sexual nature that violates any other College policy or rule.

III. Definition of Consent

Consent refers to words or actions that clearly show an active, knowing, and voluntary agreement to engage in a particular sexual activity. Consent is determined objectively. This means that an individual is deemed to have given consent when a reasonable person, under the particular

circumstances of the encounter, would understand the individual's words and/or actions as indicating the required agreement.

Consent may be withdrawn at any time by words and/or actions that clearly show the individual no longer wishes to participate. Silence and/or the absence of resistance by themselves are not consent. Consent to engage in sexual activity in the past by itself is not consent to future sexual activity. Consent to engage in sexual activity with one person is not consent to engage in sexual activity with another person.

1. Physical force or coercion: There is no consent when a person submits to sexual activity due to physical force or the threat of physical force. Likewise, there is no consent when a person intentionally uses coercion to cause another person to agree to sexual activity.

   Physical force refers to physical contact with any person, by means of one's own body or an object, for the purpose of causing bodily harm or injury, or of forcibly constraining movement. Coercion is threatening an adverse consequence that is sufficiently severe as to prevent a reasonable person from exercising free will in the decision whether to consent. Examples of coercion may include but are not limited to threatening self-harm if a person does not agree to sexual activity, threatening to "out" another person's sexual orientation, or threatening an adverse employment action. Coercion is not merely words of persuasion one might reasonably use to seek voluntary consent to sexual activity.

2. Incapacity or impairment: There is no consent if a person is mentally or physically incapacitated or impaired such that he or she cannot understand the fact, nature, or extent of the sexual situation. This includes impairment or incapacitation due to alcohol or drug consumption if it prevents the person from having such an understanding, as well as being asleep or unconscious. It also includes instances in which a person lacks the required understanding due to medical conditions, or cognitive or other disabilities.

   In some instances, a person may give what appears to be consent, despite being incapacitated. For example, a person may speak despite having "blacked out." In such cases, the objective standard for consent applies, meaning that a policy violation occurs unless a reasonable individual under the particular circumstances would have believed that the incapacitated person's actions signaled active, knowing, and voluntary agreement to sexual activity. Even if this objective standard is satisfied, if the other individual was actually aware of the person's incapacity, there is no consent.

3. Age: There is no consent for purposes of this policy where a person is too young to give effective consent under applicable law. Under Mississippi law, persons under fourteen cannot give effective consent to sexual activity with any older person, where the age difference is greater than twenty-four months. Persons between the ages of

fourteen and sixteen cannot give consent to sexual activity with any older person where the age difference is greater than thirty-six months.

IV. Reporting Sexual Harassment

The College strongly encourages anyone who has experienced or witnessed sexual harassment to report the incident through the procedures in this policy. Properly reporting the incident allows the College to take steps to ensure the safety of the complainant and others and to provide support services. Any person may submit a report against any other person for sexual misconduct on a HCC campus, in connection with any HCC program or activity, and/or involving a member of the College community.

1. Emergency Assistance

    If you are in immediate physical danger or need emergency medical care, CALL 911.

    Your safety is the first priority. The options for assistance listed below can provide a quick response, but they cannot provide the immediate physical presence necessary to assist you if you are in danger. If you believe you are in immediate physical danger or if you need immediate medical assistance, *call 911*. Police and/or an ambulance will be dispatched to assist you as necessary. College officials, if not alerted by your 911 call, can be alerted once you are safe.

2. Reporting to the College

    Whom should I contact?

    The College's Title IX Coordinator is responsible for overseeing compliance with Title IX and other laws that address sexual harassment. The Coordinator oversees investigations and disciplinary procedures in cases of sexual misconduct, as well supportive measures and assistance for those who report such misconduct. The simplest and most direct route to submit a formal report to the College is to contact the Title IX Coordinator, Dr. Teresa Mackey, who may be contacted by phone at (662) 472-9429 or email at compliance@holmescc.edu.

    As discussed below, to be considered, all written requests to the Title IX Coordinator must be submitted via email to the address listed in this policy.

    If a person does not wish to report directly to the Title IX Coordinator, he or she is encouraged to contact one of the following officials, who also can provide assistance:

Vice President for Goodman Campus	(662) 472-9024
Vice President for Grenada Campus	(662) 227-2304
Vice President for Ridgeland Campus	(601) 605-3301
Vice President for Academic Programs	(662) 472-9035
Vice President for Career Technical Education	(601) 605-3313
Vice President for eLearning	(662) 472-9162
Vice President for Student Affairs	(662) 472-9067
Vice President for Workforce Development	(601) 605-3315
Director of Human Resources	(662) 472-9011

3. Mandatory Reporting

All college employees are considered Mandatory Reporters for purposes of this policy unless specifically exempted herein, or specifically exempted via the procedure outlined below.

Mandatory Reporters are required to notify the Title IX Coordinator when they learn of sexual harassment against any student, employee, applicant for admission or employment, or guest or visitor on campus.

- *Reporting should be prompt.* A Mandatory Reporter should report an incident of sexual harassment to the Title IX Coordinator as soon as is practical under the circumstances.
- *Reporting is not discretionary.* The obligation to report sexual harassment is not discretionary. A Mandatory Reporter may not, for example, decide not to report alleged harassment because he or she believes it is not sufficiently serious, or because he or she does not believe it happened. These are decisions for the Title IX Coordinator and appropriate College officials to make.
- *Independent investigations are prohibited.* College employees, departments, organizations, and other units must not undertake their own independent investigations of sexual harassment in lieu of the procedures herein, or undertake any response that in the judgement of the Title IX Coordinator interferes with or conflicts with the response under this policy.
- *Tell the reporting person what will happen next.* A Mandatory Reporter should tell the person informing them of sexual harassment (1) that he or she will be informing the Title IX Coordinator of the incident; (2) why he or she is sharing this information—i.e., his or her obligation to inform those on campus in a position to respond; and (3) that the College will contact the person to provide additional information and support.
- *Do not share the information with others.* Once you have informed the Title IX Coordinator, your reporting duties are complete. You may not share the information with anyone else. If your supervisor or someone you report to expects to be notified of such reports, you may inform them that you have relayed a complaint to the Title IX Coordinator, and that they may contact the Coordinator directly with questions or concerns.

4. Confidential Options

The following list, including but not limited to, identifies external agencies of possible assistance:

Mississippi State Coalition Against Sexual Assault (MSCASA)	(888) 987-9011
Rape, Abuse and Incest National Network (RAINN)	(800) 656-4673
Catholic Charities Diocese of Jackson	(601) 326-3774
Jackson Rape Crisis Center Office	(601) 366-0750
or Crisis Line	(601) 982-7273
Bartee Family Health Clinic – Goodman	(662) 472-2970
Life Help Mental Health Center – Lexington	(662) 834-1709
or	(866) 453-6216
University Hospital – Lexington	(662) 834-0440
Angel Wings Outreach Center	(866) 847-5802
Baptist Medical Clinic – Madison	(601) 605-3858
St. Dominic Hospital – Jackson	(601) 200-2000
Three Oaks Behavioral	(601) 991-3080
Catherine Booth Center	(800) 898-0834
Family Health Clinic	(662) 226-0110
Life Help Mental Health	(662) 226-1112
University of Mississippi Medical Center – Grenada	(662) 227-7000

5. Reporting to Law Enforcement Agencies

The reporting procedures in this policy are not intended as a substitute for reporting sexual misconduct to law enforcement agencies. Sexual misconduct may involve violations of the law. Members of the College community always retain the right to report sexual misconduct to the police. However, reporting to law enforcement is never required under this policy.

In an emergency, Holmes Community College Campus Police and local police departments can be reached by calling 911. Non-emergency contact information for these agencies is as follows:

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

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

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

Attala Center
    Kosciusko Police Department   (662) 289-3131
    Attala County Sheriff's Department   (662) 289-5556

Yazoo Center
    Yazoo City Police Department   (662) 746-1131
    Yazoo County Sheriff's Department   (662) 746-5611

Reporting to the Campus Police will result in an initial notification to the Title IX Coordinator, as outlined below. Reporting to other law enforcement agencies will not trigger such notification unless and until that agency elects to share the information with College officials or until you make a report as outlined in this policy.

Making a report under this policy is independent of any criminal investigation or proceedings. Thus, you may report to the College, a law enforcement agency, or both. The College, in its discretion, may not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation or disciplinary proceedings. The College may take interim measures, if necessary, for the safety and security of the College community.

Individuals who bring reports of sexual misconduct to the College will be informed of their options for reporting to law enforcement agencies. If requested, the College will take reasonable steps to assist the individual in reporting to law enforcement.

V. Investigation and Adjudication

All investigations, hearings, and disciplinary proceedings concerning alleged sexual misconduct will be conducted in a prompt, fair, and impartial manner under the procedures outlined herein by individuals who have received appropriate training.

The Title IX Coordinator will oversee the investigation and adjudication process. All written requests to the Coordinator described herein must be submitted to the email address listed above in order to be considered.

1. <u>Initial Notification</u>

   The College's duty to respond begins when the Title IX Coordinator is notified of alleged sexual misconduct. Upon receiving such notification, the Title IX Coordinator will promptly contact the alleged victim, who is referred to herein as the "complainant." A person who has been reported to be the perpetrator of conduct that could constitute sexual misconduct is referred to as the "respondent." After

a formal complaint has been submitted, the complainant(s) and respondent(s) in a particular matter are referred to as the "parties."

Upon initial notification, the Coordinator will inform the complainant of the availability of supportive measures as described below, the ability to report to law enforcement, and the procedure for filing a formal complaint of sexual misconduct.

2. Supportive Measures

    Supportive measures are non-disciplinary services offered by the College as it deems appropriate to the complainant or respondent in order to restore or preserve equal access to the College's programs, activities, services, or benefits.

    The Title IX Coordinator will inform the complainant—and where a formal complaint has been filed, the respondent—of the availability of supportive measures, and will coordinate their implementation along with other College personnel as needed. If a party wishes to request specific supportive measures, it is his or her responsibility communicate that request to the Title IX Coordinator.

    Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, providing an escort or other security, mutual orders mandating no contact between individuals, changes in housing or work locations, leaves of absence, monitoring of certain areas, or other similar measures.

    Supportive measures are available whether or not a complainant elects to file a formal complaint, and may be implemented or maintained without regard to the outcome of a complaint. They are non-punitive in nature and must not unreasonably burden the other party. The College will endeavor to keep information concerning supportive measures as private as is reasonably possible, but may determine it is necessary to share this information with certain individuals in order to effectively implement needed assistance.

3. Formal Complaint

    A formal complaint is required before the College will initiate an investigation of sexual misconduct. A formal complaint is a document, which must be signed by or otherwise reflect the authorization of the complainant, that alleges sexual misconduct against a person and requests that the College investigate the matter. It may be submitted in person or via electronic means.

    If a complainant does not submit a formal complaint, the Title IX Coordinator may determine that the matter nonetheless warrants investigation under this policy. In such cases, the Title IX Coordinator will initiate and sign the formal complaint. In such cases, the alleged victim—not the Coordinator—is still considered the complainant, and will continue to receive any notifications required hereunder.

Alternatively, the Coordinator may determine that the matter warrants investigation under another College policy, and may refer the matter to appropriate personnel.

Where the College has received multiple complaints of sexual misconduct that allegedly involve one or more of the same parties and/or arise out of the same facts or circumstances, the Title IX Coordinator shall have discretion to consolidate these complaints for purposes of proceedings under this policy. Where consolidation occurs, the parties will be notified in writing.

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

4. <u>Written Notification of Parties</u>

Upon receipt of a formal complaint, the College will provide written notice to the accused party and the complainant. This notice will include a description of the allegations potentially constituting sexual misconduct, including the parties involved, the date, and the location, if these details are known. The written notice will inform the parties of the following:

- Respondents are presumed not responsible until proven otherwise, and a determination regarding responsibility is made at the conclusion of the investigation and adjudication process.
- Parties may have an advisor of their choice who may be, but is not required to be, an attorney. Where a party selects his or her own advisor, the party will bear any associated cost. Alternatively, if a party does not have an advisor, the College will provide one of its choosing at no charge upon written request.
- Parties will have an equal opportunity to inspect and review evidence.
- Supportive measures are available and may be requested by contacting the Title IX Coordinator.
- It is a violation of College policies to knowingly or recklessly make false statements or submit false information in connection with the investigation or adjudication process, and such conduct is subject to disciplinary action.

If in the course of an investigation, the College decides to investigate any separate and distinct allegation of sexual misconduct not included in the initial notice, it will provide written notice of the additional allegation(s) to the parties.

5. <u>Emergency Removal</u>

   In rare cases where the College has reason to believe a party to a sexual misconduct investigation poses an immediate threat to the physical health or safety of another individual, the College may remove that party from campus, or from any program, activity, or facility, on an emergency basis.

   Removal of a student will occur only where the appropriate officer of the College determines that the student poses an immediate threat to the physical health or safety of another person following an individualized safety and risk analysis. Where a student is removed by these means, he or she will receive notice and an opportunity to challenge the decision as promptly as is reasonably possible.

   Nothing in this policy restricts the ability of the College to place an employee on leave pending the outcome of an investigation of sexual misconduct or other issues.

6. <u>Investigation</u>

   The Title IX Coordinator or their designee will investigate the allegations raised in a formal complaint. The Coordinator will make reasonable good faith efforts to obtain relevant evidence, both potentially inculpatory and exculpatory.

   Notification of Parties

   Prior to any interview, meeting, or hearing with the complainant or respondent, the College will provide written notice of the date, time, location, participants, and purpose at least 24 hours in advance.

   Role of Investigators

   The Title IX Coordinator will select an appropriate person or persons to conduct the investigation. In exceptional cases, an external investigator may be used. In all cases, the investigator will have received proper training on issues relating sexual misconduct, College policies, relevant laws and regulations, proper investigation procedures and techniques, impartiality and avoiding conflicts of interest, and other relevant issues. The investigator may regularly consult with the Title IX Coordinator on the progress of the investigation and potential issues that require additional follow-up.

   Role of Advisors

   The parties may be accompanied to any interview, meeting, or hearing by the advisor of their choosing, who may be but is not required to be an attorney. While the College will make reasonable efforts to address procedural or other questions raised by advisors, the parties are expected to speak for themselves with respect to the substantive allegations. It shall be the responsibility of the party, not the College, to inform any advisor and secure their attendance at any such interview, meeting, or hearing.

Where a party does not have an advisor for the investigation stage of the process, the College will provide one at no charge upon written request to the Title IX Coordinator. It is the responsibility of the party to submit this request as early as possible. Except where appointed by the College under this policy, no College employee may serve as an advisor in any proceeding under this policy. For more information about advisors at live hearings, please see below.

Inspection of Evidence

The College will provide all parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is related to the allegations. This normally will occur via the investigative report process outlined herein. If a party wishes to review evidence prior to the dissemination of the report, or at any other point, he or she should make that request in writing to the Title IX Coordinator.

Confidential Materials

The College will not access, consider, disclose, or otherwise use in connection with an investigation a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do so.

Conflicts of Interest

If a party believes that an investigator, advisor, or other personnel involved in the investigation process has a conflict of interest or bias that would prevent him or her from serving fairly and impartially, he or she should promptly inform the Title IX Coordinator. If a party believes the Title IX Coordinator has such a conflict or bias, he or she should inform the Executive Vice President. The appropriate official will review the matter and take remedial action where appropriate, which may include assigning alternate personnel.

Acceptance of Responsibility

A respondent is presumed not responsible until proven otherwise by sufficient evidence. However, if a respondent wishes to accept responsibility for some or all of the allegations against them, he or she may do so at any point prior to the conclusion of the live hearing.

Where a respondent wishes to accept responsibility prior to a live hearing, he or she should communicate that fact to the Title IX Coordinator in writing. The Coordinator will inform all parties of the acceptance of responsibility and will issue a proposed set of sanctions and/or remedies.

If all parties agree in writing to waive a live hearing on the matter and accept the proposed sanctions and/or remedies, the matter will be

concluded and not subject to appeal. If all parties do not agree, the Coordinator will schedule a hearing before the adjudicator to determine the appropriate sanction and/or response, and to decide any remaining allegations or other issues.

Where a respondent wishes to accept responsibility after a live hearing has commenced, it is his or her responsibility to clearly state as much to the adjudicator. An adjudicator may consider a party's acceptance of responsibility as one factor in determining the appropriate sanctions and/or responses.

7. Investigative Report

At the conclusion of the investigation, the Title IX Coordinator will prepare an investigative report summarizing relevant policy provisions and potentially relevant evidence, including potential witness testimony and potential exhibits to be introduced at a hearing.

Scope of Recommendations

The report may make recommendations as to what testimony, exhibits, or other evidence are or are not relevant to a determination regarding responsibility, but the final authority for such determinations will rest with the adjudicator. The report will not take any position or make any recommendation as to the ultimate question of responsibility or non-responsibility.

Distribution of Preliminary Report

Not less than twenty-one calendar days prior to a hearing, the Title IX Coordinator will provide a preliminary copy of the investigative report to each party and their respective advisors, along with a copy of any relevant documents or exhibits. The parties will have ten calendar days to submit a written response noting any objections, proposed corrections, or proposed additions.

Final Report

The Coordinator will consider any written responses from the parties in preparing a final version of the investigative report, which will be provided to the parties, their advisors, and the adjudicator at least five calendar days prior to the hearing.

8. Dismissal and Referral Under Other Policies

Allegations of sexual misconduct will be investigated initially under the procedures outlined in this policy. In some cases, the evidence uncovered may indicate that dismissal of a complaint or allegation under this policy is appropriate. Where dismissal occurs, nothing in this policy prevents a matter from being referred for investigation, disciplinary action, or other remedial steps under any other College policy.

Mandatory Dismissal

If at any point prior to a determination on responsibility the Title IX Coordinator determines that a complaint or allegation, if proven, (i) would not meet the definition of sexual harassment set forth herein, (ii) did not occur on an HCC campus or otherwise in connection with a College program or activity; (iii) did not occur against a student, employee, or other person who at the time of the filing of the formal complaint was participating in or attempting to participate in a College program or activity; or (iv) did not occur against a person in the United States, the Title IX Coordinator will dismiss the complaint or allegation.

Mandatory dismissal means that no further investigation or adjudication proceedings will occur under this policy. Where a complaint or allegation is dismissed on this basis, and the dismissal is not reversed via appeal, this precludes any formal discipline or sanction under this policy for the covered conduct, unless additional information is subsequently revealed that the Title IX Coordinator determines could not have been reasonably known by the relevant party and would materially alter the nature or severity of the allegations.

Discretionary Dismissal

Where the Title IX Coordinator determines that specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to a complaint or allegation, the Coordinator may at his or her discretion dismiss the complaint or allegation. Discretionary dismissal does not preclude the filing of a future complaint on the same subject matter, which may be investigated where the Title IX Coordinator determines that specific circumstances preventing investigation have changed.

Voluntary Dismissal

If at any time prior to a determination on responsibility a complainant notifies the Title IX Coordinator in writing of his or her desire to withdraw the formal complaint or any allegation therein, the Coordinator may at his or her discretion dismiss the complaint or allegation.

The College will give careful consideration to a complainant's request to dismiss a formal complaint, but may determine that dismissal is inappropriate if it would impair the College's ability to ensure a safe and non-discriminatory environment. Factors considered in making this determination include, but are not limited to:

- The risk of the accused committing other acts of sexual misconduct, such as where other complaints have been made against the same person.

- The risk of sexual misconduct of a similar nature, such as where multiple assaults occurred at the same location or involving the same group.
- The use of physical violence and/or weapons.
- The involvement of multiple alleged perpetrators.
- Allegations of threats or retaliation by the accused against the complainant or others.
- The reporting party's age.
- The parties' rights and/or the College's obligations under the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy laws.

Referral Under Other Policies

Where the Title IX Coordinator determines that the dismissal under this policy is appropriate, he or she will determine whether the matter should be referred for further proceedings under any other College policy. Where the Coordinator determines that such proceedings may be warranted, the matter will be referred to the appropriate College personnel.

Notification of Dismissal

Where the Coordinator determines that dismissal under this section is warranted, he or she will promptly notify the parties in writing of the dismissal, the grounds for the decision, and the availability of and procedure for appeal.

Appeal of Dismissal

Where a party feels that a decision to dismiss has been made in error, he or she may appeal the dismissal under the procedures set forth in this policy.

9. Hearings

The determination of responsibility or non-responsibility for Title IX Sexual Harassment and other sexual misconduct matters will be made via a live hearing process.

Standard of Proof

The standard of proof for adjudicating any sexual misconduct charge is a preponderance of the evidence standard. In other words, the evidence must show that it is more likely than not that the alleged sexual misconduct occurred. Unless and until sufficient evidence is presented, the respondent is presumed not responsible.

Adjudicators

The determination of responsibility or non-responsibility is made by the adjudicator, which may be an individual or a panel of individuals selected by the College. The adjudicator will have received

appropriate training on College policies, procedures for fair and impartial decision-making, pertinent laws and regulations, and other relevant issues. An adjudicator shall not have served as an investigator, coordinator, advisor, or informal resolution facilitator in the matter.

Prior to the hearing, the parties will be notified of the identity of the adjudicator. If any party has reason to believe that an adjudicator has a conflict of interest or bias that would prevent him or her from deciding the matter fairly and impartially, he or she should communicate that belief to the Title IX Coordinator as early as possible, and in all events at least five days prior to any hearing.

In addition to the adjudicator, the Title IX Coordinator may be present at the hearing to advise as needed on matters of policy or procedure. The Coordinator may not serve as an adjudicator or make recommendations as to the ultimate finding of responsibility or non-responsibility.

Presentation of Evidence

All parties will be permitted to present relevant testimony and other evidence at the hearing. Each party's advisor will be permitted to ask any party or witness relevant questions and follow up questions. Parties may not directly question other parties or witnesses.

Before a party or witness answers a question, the adjudicator must determine whether the question is relevant, and signal to the party or witness that he or she should answer. Where the adjudicator determines that a question is not relevant, he or she should state briefly the basis for that determination.

Witnesses may be called by any party or by the adjudicator. The adjudicator shall have discretion to structure the order in which witness testimony and other evidence are presented, provided that all parties are afforded equal opportunity to present relevant evidence and question all witnesses.

Relevance of Evidence

Testimony and other evidence are relevant where the adjudicator determines that they pertain to the allegations under review and are reasonably likely to make some material fact more or less probable. Questions are relevant where the adjudicator determines that they are reasonably likely to elicit a response that meets the definition of relevant testimony.

Questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless offered to prove that someone other than the respondent committed the alleged conduct, or such questions or evidence concern specific incidents of the

complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Testimony

All parties and witnesses are expected to be present and to provide truthful and accurate testimony at any hearing under this policy. It is a violation of this policy to knowingly or recklessly make false statements or submit false information in connection with the investigation or adjudication process, and such conduct is subject to disciplinary action by the College.

A party or witness's failure to testify or submit to cross-examination means that no statement by that party or witness may be considered in reaching a determination of responsibility. The adjudicator may not base a determination of responsibility or non-responsibility solely on the fact that a party or witness refuses to testify or answer cross-examination questions, but may consider such refusal as one factor and/or consider the absence of sufficient evidence due to other statements being excluded from consideration.

Hearing Advisors

Each party may be accompanied to any interview, meeting, or hearing by the advisor of their choosing, who may be but is not required to be an attorney. While the College will make reasonable efforts to address procedural or other questions raised by advisors, the parties are expected to speak for themselves with respect to the substantive allegations. Because cross-examination questions at a live hearing may be asked only by an advisor, and not by the parties themselves, it is strongly recommended that each party secure the participation of an advisor at the hearing stage.

As noted above, where, if a party does not have an advisor, the College will appoint one at no cost upon written request. It is the responsibility of the party to submit a request for a hearing advisor as early as possible. If the request is submitted less than ten calendar days prior to a scheduled hearing date, the College cannot guarantee the availability of an advisor at the hearing. In all cases, it remains the responsibility of the party to inform the advisor and secure their attendance at any hearing or other meeting.

Remote Hearings

Hearings normally will occur in-person with the parties, advisors, and adjudicator in the same location. However, upon timely written request, the College will permit any party to participate remotely by means of videoconferencing or similar technology. In such cases, the arrangement of the videoconference must be such that all parties and the adjudicator can see and hear any party or witness while that party or witness is testifying.

Recording of Hearings

Hearings under this policy shall be recorded via audio or audiovisual means and maintained as part of the file. The recording shall be made available to the parties for inspection and review upon request. Unauthorized copying or recording of hearing proceedings is prohibited.

10. Determination as to Responsibility

Upon conclusion of the hearing, the adjudicator shall issue a written determination regarding responsibility or non-responsibility for the charges. This determination will include:

- A statement of the allegations considered.
- A description of the procedural steps taken from the receipt of the formal complaint through the determination on responsibility, including a description of the notifications to the parties, interviews and other methods of evidence gathering, and hearings.
- Findings of relevant fact.
- Conclusions applying relevant College policies to the facts.
- A statement of the result for each separate allegation, including any sanctions or other remedies, and the rationale for the same.
- A statement of the grounds and procedures for appeal.

The adjudicator will transmit this determination to the Title IX Coordinator, who will provide a copy to all parties simultaneously. The Title IX Coordinator also may communicate all or part of the determination to any College personnel deemed necessary to carry out any sanction or remedy, or to ensure the safety of the community.

11. Appeals

Any party may appeal from the final determination on responsibility or from the dismissal of any complaint or specific allegation under this policy.

Grounds for Appeal

Permissible grounds for appeal are: (1) a procedural error that likely affected the outcome of the matter; (2) new evidence that was not reasonably available at the time of the determination or dismissal that likely would affect the outcome of the matter; or (3) evidence of an impermissible conflict of interest or bias for or against complainants or respondents generally, or an individual complainant or respondent specifically, on the part of the Title IX Coordinator, investigator, or adjudicator.

Appellate Procedure

Either party may appeal by submitting a written notice to the Title IX Coordinator within seven calendar days of issuance of the written determination on responsibility or the notice of dismissal. Upon receipt

of a notice of appeal, the Coordinator will notify all parties in writing that an appeal has been filed.

The Coordinator will invite parties to submit written statements of their positions on appeal. The Coordinator shall have discretion to determine the order and length of statements and other procedural matters, provided that all affected parties will have equal opportunity to submit relevant information.

Appellate Adjudicators

The appellate adjudicator will have received appropriate training on College policies, procedures for fair and impartial decision-making, and relevant laws and regulations. Appellate adjudicators will not have participated in the hearing or other pre-appeal proceedings in any matter before them.

Appellate Decision

The appellate adjudicator will decide the appeal based on the hearing record, the parties' written statements on appeal, and applicable College policies. He or she may consult the Title IX Coordinator concerning policy or procedural matters or other College personnel as appropriate, but should not confer with parties, witnesses, investigators, or the hearing adjudicator.

The appellate adjudicator may (1) affirm the decision, sanction, or remedy in full or in part; (2) reverse any ruling and remand the matter for further proceedings; and/or (3) in cases where an appellate ruling leaves no material questions of fact, render a final decision as to responsibility, sanctions, or remedies.

The adjudicator will issue a written decision explaining the outcome of the appeal and the rationale. That decision will be transmitted to the Title IX Coordinator, who will provide a copy to all parties simultaneously. The decision of the appellate adjudicator is final and not subject to further appeal.

12. Timeframe

Absent extenuating circumstances, the College will strive to conduct a full investigation of a complaint of sexual misconduct and adjudicate the complaint within ninety calendar days of the filing of the formal complaint.

VI. Informal Resolution

In some instances, the parties may prefer to address sexual misconduct through informal means, such as mediation. Where appropriate, the College will make reasonable efforts to facilitate this process.

1. Requesting Informal Resolution

   Parties interested in informal resolution should communicate that request to the Title IX Coordinator. A request for mediation or other informal resolution may be made in writing by either party at any point after a formal complaint is filed and prior to a determination on responsibility.

2. Determination of Appropriateness

   If a party requests informal resolution and the Title IX Coordinator determines it is potentially appropriate, the Coordinator will provide all parties with written notice of the request, including a description of the allegations covered, an explanation that informal resolution is strictly voluntary and must be agreed to by all relevant parties, and an explanation of the relevant provisions of this section. Informal resolution will not proceed unless all relevant parties indicate their agreement in writing after receiving this notice.

   Informal resolution is not permitted where there is an allegation that a College employee engaged in sexual misconduct toward a student. The Coordinator shall retain discretion to deny any request for informal resolution or to terminate such proceedings at any point if he or she determines that they are no longer appropriate.

3. Informal Resolution Process

   The nature of an informal resolution process will vary depending on the circumstances and wishes of the parties. The process is strictly voluntary. No one, whether complainant, respondent, or third party, will be compelled to participate in any portion.

   Informal resolution efforts always will be supervised by a properly-trained College employee. The Title IX Coordinator will oversee the informal resolution process, and will be informed of the outcome, but neither the Title IX Coordinator nor any investigator or adjudicator involved in the matter will be present at any informal resolution meeting.

4. Record Keeping

   To facilitate candid exchange of information, statements made by participants in any informal resolution process are confidential and not admissible in any hearing or other disciplinary proceeding under this policy. The College will maintain records of the outcome of informal resolution proceedings, but will not maintain records of the specific contents of any such proceeding or statements made therein.

5. Effects of Informal Resolution

   Once an informal resolution process has begun, any party is free to withdraw at any time prior to the conclusion of the process, and should communicate that request to the Title IX Coordinator.

The process concludes when the Title IX Coordinator issues a written notice to the parties that a resolution has been reached, or alternatively that no resolution can be reached. Where no resolution can be reached or where any necessary party withdraws, the College will resume the formal complaint process.

Where a resolution is reached and agreed to in writing by the parties, this will preclude any formal discipline or sanction under this policy for the covered conduct, unless additional information is subsequently revealed that the Title IX Coordinator determines could not have been reasonably known by the relevant party and would materially alter the nature or severity of the allegations.

VII. Possible Sanctions

Sanctions for violations of this policy must be determined based on the facts of each individual case. The following possible sanctions are applicable to all College students and employees when a finding or a violation of the sexual harassment policy has been determined, or when frivolous or malicious charges have been brought. A first offense could be grounds for dismissal, and more than one sanction may be imposed for any single offense. Sanctions are distinct from non-punitive measures, such as orders barring contact or changes in housing or work assignments.

1. <u>Sanctions for Students</u>

    Sanctions for student respondents may include but are not limited to:

    - Warning, oral or written
    - Reprimand in writing
    - Probation
    - Loss of campus housing
    - Suspension
    - Expulsion

2. <u>Sanctions for Employees</u>

    Sanctions for employee respondents may include but are not limited to:

    - Written or oral warning
    - Formal reprimand placed in the respondent's permanent file
    - Suspension without pay
    - Dismissal

VIII. Resources and Information

Individuals seeking information or advice can expect to learn about resources available at the College and elsewhere that provide counseling and support. Individuals will be advised about the steps involved in

pursuing an informal resolution or filing a formal complaint. Individuals also have the right to file a criminal complaint.

IX. Intentionally False Reporting

While the College recognizes the rarity of intentionally false reports of sexual harassment, submitting a deliberately false report or providing false information in bad faith is prohibited under this policy and is grounds for disciplinary action. A report is made in bad faith when the person making it actually knew it was false or made it with reckless disregard for the truth. A report is not made in bad faith merely because an adjudicator finds an accused party not responsible.

Where a false report or statement has been made in bad faith, disciplinary action by the College against the person making it is not retaliation within the meaning of this policy. This exception applies solely to official disciplinary action by the College. It does not authorize retaliation of any kind by any individuals, department, or organization, even where bad faith is found.

X. Prohibition on Retaliation

Retaliation against individuals for reporting sexual misconduct, or for participating in any capacity in proceedings under this policy, is strictly prohibited. Retaliation should be reported immediately to the Title IX Coordinator, and is an independent basis for disciplinary action, regardless of the outcome of the underlying complaint.

For purposes of this policy, retaliation includes any intimidation, coercion, discrimination, threat, or other action against any individual that would deter a reasonable person from reporting, testifying, assisting, or cooperating with an investigation or proceeding. Constitutionally protected speech, without more, does not constitute retaliation under this policy. Sanctions imposed for making a deliberately false report or providing false information in bad faith in the course of an investigation or hearing do not constitute retaliation.

XI. Confidentiality

The College recognizes the right of parties to a Title IX proceeding to discuss the matter in good faith with individuals they believe may be able to provide pertinent information. However, the parties may not seek to intimidate, harass, or coerce any person into altering their testimony or presenting inaccurate information. Likewise, parties may not engage in any form of harassment or retaliation against any party, witness, or administrator involved in the Title IX process.

XII. Coordination with Law Enforcement Authorities

In the event that a formal complaint addresses behavior or actions that are under review by law-enforcement authorities, the Title IX Coordinator, in light of information from law-enforcement authorities may assess and/or postpone any portion of the investigation under the policy so that it does not compromise the criminal investigation. However, the College is under no obligation to await the conclusion of a law enforcement investigation and may proceed under this policy while such an investigation is pending.

XIII. Training

It is the College's policy to provide training to all personnel involved in the procedures described herein with sufficient training on pertinent laws, regulations, rules, techniques for effective and fair investigation and/or adjudication, techniques for avoiding bias, and other relevant issues as appropriate.

It is the College's policy to provide students and employees with training and education on the provisions of this policy and their duties under it. This includes but is not limited to a clear statement of the College's prohibition on sexual harassment, information on the definition of consent, and information on how to seek help if sexual harassment occurs.

XIV. Coordination with Other Policies

Where alleged conduct is subject to sanction both under this policy and another College policy or rule, the procedural requirements of this policy will apply. Where there is any procedural or other difference between the requirements of this policy and another applicable College policy, this policy will control. Nothing in this policy prevents imposition of any sanction or remedy for conduct of a sexual or discriminatory nature that does not meet the definition of sexual harassment herein. Nothing in this policy prevents the imposition of non-punitive measures to ensure the safety or productivity of any College employee or student.

Academic Policies and Regulations
STUDENT GRIEVANCE/COMPLAINT PROCEDURE

Any student who has a grievance or complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college should take the following steps:

Step 1. Discuss the problem immediately with the faculty member, staff member, or administrator involved since direct communication between the two parties involved will usually resolve the problem.

Step 2. If the student is not satisfied with the resolution after following Step #1, he/she may then contact the supervisor or administrator directly responsible for the personnel in #1 within three (3) school days. The supervisor or administrator directly responsible for the personnel will respond within seven (7) school days.

Step 3. If the student wishes to appeal the decision of the supervisor or administrator, he/she may then contact the supervisor or administrator directly responsible for the personnel in #2 within three (3) school days. The supervisor or administrator directly responsible for the personnel will respond within seven (7) school days.

Once the student has met with the appropriate administrator, his/her remaining recourse to resolve the issue is to initiate the Appeals Procedure below.

Appeals Procedure*:

1. If the student wishes to appeal the decision, he/she must submit a written appeal to the appropriate administrator within three (3) school days of the decision.
2. The student's appeal will be heard by an Appeals Committee comprised of three (3) HCC employees (administrators, professional staff and/or instructors). A written response will be given within seven (7) school days.
3. If the student is not satisfied with the decision of the Appeals Committee, he/she may then appeal in writing to the President. To initiate the process, the student must notify the President via email of his/her desire to appeal within three (3) school days of the Appeals Committee's decision.
4. No adverse action will be taken against a student for filing a grievance complaint and/or appeal.

   *Please note the following:
   - Any student who fails to follow the above steps may forfeit any further consideration for appeal.
   - The student may be suspended from activities during the appeals process.
   - The President's decision will be final.

For complaints violating State law, including laws related to fraud or false advertising, students may follow the State complaint process from the Mississippi Commission on College Accreditation (MCCA) at http://www.mississippi.edu/mcca/student_complaint_process.asp. The MCCA will not respond to the complaints until the student has exhausted all grievance procedures provided by the institution.

GRADE APPEAL

A student must initiate a grade appeal by the end of the next regular semester (fall or spring) after the grade is assigned. The final decision regarding the appeal will be made prior to the end of the regular semester following the appeal. Grades assigned to a student become final when the time limits of the appeal policy are met.

FEE APPEAL

A student must initiate a fee appeal by the end of the next regular semester (fall or spring) after the fee is assigned. The final decision regarding the appeal will be made prior to the end of the regular semester following the appeal. Fees assigned to a student become final when the time limits of the appeal policy are met.

PROGRAM-SPECIFIC HANDBOOKS

The college operates under various program-specific handbooks. These handbooks outline rules and procedures explicit to these programs. Students are expected to follow all rules in these program specific handbooks. These handbooks are not designed to supplant the college bulletin.

Additionally, the college's Career Technical programs operate under program-specific Technical Standards. These standards address the minimum skills students need for admission, progression and graduation in the program. These standards are not designed to supplant the college bulletin.

EXPENSES

In-State Students (Per Semester)

Commuter Student	Tuition	Fees #
Full-time: Fall & Spring	$1,350^	*$17 per hour
Part-time: Fall, Spring, & Summer	$125 per hour	*$17 per hour

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

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

Please note that any student taking over 21 hours over the course of any semester will be charged $125 per hour for every hour over the 21 hour limit.

Dormitory Student 5-Day Plan	Fall & Spring
Tuition/Fees	$1,605
Dormitory Charges	$ 800
Board (Meals)	$ 900
Total	**$3,305**

Out-of-State Full-Time Student Fee $1,350
Out-of-State Part-time Fee (per Semester Hour) $125

Other Fees (Non-Refundable)
Graduation Fee (Marching Students, May Ceremony Only, Non-Refundable) $60
Graduation Fee (Non-Marching Students, Diploma with Cover, Non-Refundable) $35
Graduation Fee (Non-Marching Students, Diploma only-No Cover) $15
Class No-Show Fee (Per Course, Non-Refundable) $10
Class Withdrawal Fee (Per Course, Non-Refundable) $10
Class Reinstatement Fee (Per Course, Non-Refundable) $10
Student ID Replacement (Non-Refundable) $25
Housing Application Fee (Non-Refundable) $50
Key Replacement Fee (Non-Refundable) $50
Online Classes per Credit Hour Fee (Non-Refundable) $10

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

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

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

Students are responsible for tuition cost for the time they are in the class. Please refer to the Tuition/Fee Adjustment Policy for the tuition adjustment rates.

An I.D. card is issued to each student as a step in his/her registration procedure. This card serves the student in many ways and should be in his/her possession at all times.

The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Business Office, Security Office, Campus Bookstore, Student Elections and events.

SENIOR CITIZEN PLAN

Under a plan adopted by the Board of Trustees, persons sixty-five years old or older or retired persons over sixty-two years old may enroll for any class taught by the college as space permits without paying any fee except for equipment and books necessary.

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

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

TUITION/FEE ADJUSTMENT POLICY

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

ADJUSTMENT RATES

16-Week Terms (112 Days)

1 - 7 Days   90 percent

15-Week Terms (105 Days)

1 - 7 Days   90 percent

13-Week Terms (91 Days)

1 - 6 Days   90 percent

12-Week Terms (84 Days)

1 - 6 Days   90 percent

10-Week Terms (70 Days)

1 - 5 Days   90 percent

8-Week Terms (56 Days)

1 - 4 Days   90 percent

6-Week Terms (42 Days)

1 - 3 Days   90 percent

4-Week Terms (28 Days)

1 - 2 Days   90 percent

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

STUDENT SERVICES

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a collaborative program between the U.S. Department of Education and Holmes Community College. The goal of SSS is to increase the retention and graduation rates of its students and facilitate their transfer process to 4-year institutions. SSS serves 200 students on the Goodman campus and is committed to providing a supportive environment where participants will receive academic, personal, financial, transfer, and career counseling.

To receive assistance students must be a U.S. citizen or permanent resident, enrolled at the Goodman Campus of HCC in a diploma or degree-seeking program, and meet at least ONE of the following criteria: Be a first-generation college student (neither parent with whom you reside has a four-year degree; Have documented financial need (determined by federal guidelines); and/or Have a documented disability. All services are free to students. Those who are interested should complete an application. SSS is located in the lower level of McDaniel Hall on the Goodman Campus.

DISABILITY SUPPORT SERVICES

Holmes Community College through the Office of Disability Support Services (DSS) provides reasonable accommodations for students with disabilities. DSS verifies eligibility for accommodations and works with eligible students to develop and coordinate plans to provide those accommodations. DSS is committed to ensuring equal access to a quality education for qualified students with disabilities through the provision of reasonable academic accommodations and auxiliary aids which support the College standards and academic integrity.

The Office of Disability Support Services is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability. DSS is a non-fee generating program designed to meet the unique needs of HCC students with disabilities. Reasonable accommodations are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

DSS staff may be contacted at (662) 472-9088.

HEALTH SERVICE

Holmes Community College does not employ health personnel. Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices and hospitals. In an emergency situation, students may be taken to a doctor or hospital via ambulance. Expenses for all medical treatment and transport are the responsibility of each individual student.

STUDENT CENTER, CAFETERIA, AND BOOKSTORE

<u>Student Center</u>
(Goodman Campus)

Sunday	**4:00 p.m. – 11:45 p.m.**
Monday – Thursday	**7:30 a.m. – 11:45 p.m.**
Friday	**7:30 a.m. – 4:00 p.m.**

The Lorance Student Center serves HCC students who are currently enrolled. There is a large area where indoor recreation of various kinds may be enjoyed. This building contains the bookstore and canteen where books, supplies, food, drinks, and various other items may be purchased. The HCC Student Services Offices are also located in the Lorance Student Center. This includes HCC Housing and HCC Student Activities Offices. HCC Parking Decals and HCC IDs are available in the student center.

<u>Cafeteria</u>
(Goodman Campus)
Monday through Thursday

Breakfast	**7:00 a.m. – 8:15 a.m.**
Lunch	**11:00 a.m. – 1:00 p.m.**
Supper	**5:00 p.m. – 6:45 p.m.**

On Friday, lunch will be served until 1:00 p.m. at which time the cafeteria will close.

Participants in sanctioned school events will be served on weekends. Students living in college housing are required to purchase meals as part of college expenses. Your HCC ID card must be scanned at each meal. This card is not transferable to anyone. Students may choose to have their lunch or dinner meal in the student center instead of the cafeteria between the hours of 11:00 a.m. and 3:00 p.m. and/or 5:00 p.m. and 6:45 p.m.

Student Services
Campus Bookstore
(Goodman, Grenada, and Ridgeland)

Holmes Community College has bookstores at Goodman, Grenada, and Ridgeland. The Bookstores are managed by Follett and are housed in the Lorance Student Center on the Goodman Campus, the Jack L. Holmes Library at the Grenada Campus, and the Joe A. Adams Student Union on the Ridgeland Campus. Book vouchers will be honored at all three campus bookstores. All three campus bookstores welcome online students and will assist with textbook orders. The Goodman bookstore offers mailboxes for those students who live on campus.

For your convenience, you can now use your financial aid online to purchase your textbooks from the Holmes Bookstores.

Goodman Campus Bookstore
Lorance Student Center, Goodman Campus

Monday – Thursday   8:00 a.m. – 3:30 pm.
Friday   8:00 a.m. – 12:00 p.m.
   Extended hours the first 2 weeks in the semester.
Email: goodmanbookstore@holmescc.edu
Phone: (662) 472-9045
Fax: (662) 472-2359

Grenada Campus Bookstore
Jack L. Holmes Library, Grenada Campus

Monday – Thursday   8:00 a.m. – 3:30 p.m.
Friday   8:00 a.m. – 12:00 p.m.
   Extended hours the first 2 weeks in the semester.
Email: grenadabookstore@holmescc.edu
Phone: (662) 226-0609
Fax: (662) 226-5575

Ridgeland Campus Bookstore
Joe A. Adams Student Center, Ridgeland Campus

Monday – Thursday   8:00 a.m. – 4:00 p.m.
Friday   8:00 a.m. – 12:00 p.m.
   Extended hours the first 2 weeks in the semester.
Email: ridgelandbookstore@holmescc.edu
Phone: (601) 605-3362
Fax: (601) 605-6307

PUBLIC SAFETY & CAMPUS POLICE

Public Safety Personnel provide protection to faculty, staff, students and other authorized individuals. They also protect college property and grounds. In case of emergency, you may call **601-940-0089 (Goodman)**, **662-809-6845 (Grenada)**, or **601-605-3333 (Ridgeland).**

Public Safety Personnel on each campus are managed by a Chief of Police who reports to the appropriate administrator. The Ridgeland Campus Chief of Police coordinates with other campus chiefs to ensure compliance requirements are adhered to and state and federal reporting requirements are met.

Police authority is authorized by Miss. Code 1972 Ann. § 37-29-275.

VEHICLES ON CAMPUS

To operate a vehicle on campus, students must register their vehicles to receive a decal and display. Faculty and staff are also required to obtain and display decals.

Students must park in designated areas. Failure to do so will result in fines. Continuous abuse of the regulations may result in withdrawal of student's privilege to operate a vehicle on campus.

Parking and Traffic Regulations for Students

1. Vehicles must be registered and equipped with a current year parking decal.
2. The parking decal is to be displayed on the back left window.
3. Vehicles are not to exceed 20 miles per hour anywhere on campus.
4. The volume of all vehicle radios must be kept low at all times.
5. The student will have sole responsibility for any vehicle registered in his/her name regardless of who may be driving it.
6. Reckless driving may result in removal of the vehicle from campus.
7. Dorm students must park in areas designated as student parking areas at their particular dorm and walk to class. (Grenada Dorm students may park in parking area in front of cafeteria.) Students may not park in any area designated for faculty, staff, or visitors. Cars are to be parked only in a designated parking space properly marked by painted lines.

Student vehicles parked in the prohibited areas on campus will receive a ticket. The first parking violation is **$20.00**; the second violation is **$30.00**; the third and each succeeding violation is **$50.00**. A handicapped parking violation begins at **$50**; the second is **$100**, and the third and each succeeding violation is **$200.** A handicapped person must be an occupant for the vehicle to park in a HC zone. Students who violate traffic regulations will be fined **$30.00** for the first violation, **$40.00** for the second violation, and **$60.00** for the third violation. Students who consistently violate parking and traffic regulations will give up their right to have a vehicle on campus. In addition to Campus Police, Dormitory Supervisors and other school officials are authorized to write tickets. A parking or traffic ticket may be appealed following the HCC Discipline and Appeal Procedure, provided it is done within one week of the date on the ticket.

STUDENT CONDUCT

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and have regard for college property.

Guides for routine campus and dormitory life are provided for students through announcements, student meetings, bulletins, and student handbooks. Through action by the Administration a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

NON-ACADEMIC DISCIPLINE

The following guidelines will assist you in understanding the various levels of non-academic discipline at HCC. Non-academic discipline of the students at Holmes Community College is administered through the office of the Campus Vice President or Director. These individuals are referred to elsewhere in this bulletin as the Chief Student Services' Officer (CSSO).

· A verbal warning may be issued by the CSSO or other school official, including instructors, and will be filed in the student's disciplinary record.
· A student may be fined or removed from the dormitory or from the campus (except to attend classes).
· Serious disciplinary problems can result in dismissal from school.

Discipline may first occur at any level listed above and may include a combination of a fine and other sanctions. Fines will be paid in the HCC Business Office. A student who accumulates over $100 in fines may be removed from the dorm. However, if the first fine is over $100 the next fine received will result in dorm removal. Traffic fines are not included in this total. FINES ARE CUMULATIVE FROM THE FIRST ENROLLMENT AT HCC THROUGH THE LAST.

Removal from participation in school activities and loss of performance scholarship may occur when a student is removed from the dorm or campus for disciplinary or academic reasons. Students may also be suspended from all activities during an appeals process. Serious violations of HCC policy relative to the health and safety of the HCC Community will result in immediate removal from the dorm, campus, or school. Health and safety violations are the most serious offenses against the college community.

Examples of Fines
(This list is not all-inclusive.)

Alcohol Infractions	Up to $200.00
Disturbing the Peace (loud radio, etc.)	$25 to $100
Public Profanity (verbal, written, printed or implied)	$25 to $100
Unauthorized Guest	$25 to $200
Disorderly Conduct or Fighting	$25 to $200

1. Orderly conduct is expected on campus at all times; disorderly conduct may result in loss of campus privileges.
2. Students are required to have their HCC ID on their person at all times when on campus. Students are to present their ID cards upon the request of any official of the college at any time. Improper use of ID card by the owner or another individual may result in a fine.
3. Destruction or loss of property will be paid for by those responsible. Willful or malicious damage on campus is considered more serious than accidental damage.
4. Tobacco and electronic cigarette usage is not permitted.
5. The use of alcohol, possession of alcohol, or being under the influence of alcohol is absolutely prohibited. No alcoholic beverage containers, empty or full, can be kept anywhere on campus. Offenders can be fined as much as $200 and can be removed from the dormitory and/or dismissed from school if the incident involves additional charges. Commuting students may have their access to the campus limited in lieu of dormitory removal.
6. Use of illegal drugs, possession of illegal drugs or drug paraphernalia, or being under the influence of illegal drugs is absolutely prohibited. Offenders will be dismissed from school.
   A copy of the HCC Drug and Alcohol Policy is available in any counselor's office. This policy includes the standards of conduct expected by the college; the legal sanctions imposed by local, state, and federal law; health risks; and the programs available for help.
7. Students who have been convicted of possession, sale, or the manufacture of illegal drugs will not be permitted to live in the dormitory and will have their access to the campus limited.
8. Any student charged with a local, state, or federal crime may be suspended from school or have other sanctions imposed on him/her until the charges are cleared.
9. Any student convicted of a local, state, or federal crime may be dismissed from school.
10. Fireworks on campus may result in dismissal from the dormitory, limited access to the campus, or more serious disciplinary action.
11. Weapons on campus will result in a fine and/or dismissal from the dormitory, limited access to the campus, or more serious disciplinary action. No person or persons will be permitted to possess a firearm or firearms on HCC property or at any event sponsored or sanctioned by the College. The only exception to the above shall be sworn law enforcement officers certified by the Bureau of Law Enforcement Officers Standards and Training, and those persons authorized by the college.
12. The volume of all televisions or radios (including car radios), etc., must be kept low at all times. Failure to do so will result in equipment being removed from campus and a fine.

13. Possession of keys by students to any HCC lock is prohibited. The only exception is a dormitory key for which a deposit has been paid. Offenders may be dismissed from school.
14. Indecent dress or language (including written or oral) is prohibited on campus.
15. Any person or persons on the campus for the purpose of soliciting must have prior approval of the chief student services officer.
16. No student cars are to be washed on campus without permission.
17. Cell phones should be turned off when entering classes and school activities where phone calls would interrupt school proceedings. When cell phones become a problem in an academic setting, the issue becomes a disciplinary matter.
18. Students that fraudulently misrepresent facts may be fined up to $100.00 and may be removed from class or school.
19. Theft on campus may result in dismissal from the dormitory, limited access to the campus, or more serious disciplinary action.
20. Any student under disciplinary action may have to forfeit the right to participate in any school related activity. Also, they may not be eligible to run for any elected position nor be selected for any honor or award.
21. The unauthorized buying and selling of goods and services on campus is prohibited.

Non-Academic Discipline and Appeal Procedure

Non-academic discipline of the students at Holmes Community College is administered through the office of the Campus Vice President or Director. These individuals are referred to elsewhere in the bulletin as the Chief Student Services' Officer (CSSO). Minor infractions of discipline and conduct are handled as they occur by the faculty and staff directly in charge at the point of infraction. Any discipline imposed in this manner may be appealed by the student to the CSSO on campus. More serious disciplinary problems among students are handled directly by the CSSO. Disciplinary hearings are of private, confidential nature and are closed to the public.

Discipline Procedure
Disciplinary action will proceed as follows:
1) The CSSO shall notify the student of the charges.
2) The CSSO may temporarily suspend a student until such time as the charges brought against them may be heard. The suspension would occur when it is apparent that the student's presence would affect the well-being of the student body, the faculty, or the college property.
3) The student has the right to discuss any evidence pertinent to the charges with the CSSO.
4) The CSSO, after gathering all information, will make a final ruling.
5) The CSSO will notify the student, in writing, of the charges and discipline to be levied.

Student Services
Appeal Procedure*

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

*Please note the following:

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

STUDENT ACTIVITIES

The Coordinator of Student Activities on each campus is directly responsible for the supervision of student activities at the various locations of HCC. The coordinators report to the Chief Student Services Officer on each campus.

SGA Constitution

Preamble:

We, the students of Holmes Community College, realizing that true harmony among ourselves, the Student Body Organization, and the faculty is essential to formal education, desiring to make an earnest effort to secure the greatest good for the majority, believing that this may be best accomplished by the consolidation of our efforts in a student body organization, do ordain and establish the Constitution for the Student Body of Holmes Community College on this the seventh day of May in the Year of our Lord, 1954.

Revised 1963, 1969, 1972, 1984, 1988, 1989, 1998, 2004, 2007, 2010, 2022

Article I: Adoption and Amendment

Section I. This Constitution became effective immediately upon its adoption by a majority vote of the students of Holmes Community College.

Section II. It may be amended as deemed necessary upon ratification by a majority vote of the student body and the approval of the Administration and the Board of Trustees of Holmes Community College.

Article II:

Section I. The organization of students is called the Student Body Organization of Holmes Community College.

Section II. Membership shall be limited to full-time students of Holmes Community College as defined by the current bulletin of Holmes Community College.

Section III. The officers of the Student Body Organization will be known as the Student Council or the Student Government Association.

Section IV. This organization shall meet at least once each month and at any other time deemed necessary and called by the council president and/or the sponsor.

Section V. When called to order, the council will operate under Robert's Rules of Order.

Section VI. Each member of the council shall have one vote; in case of a tie the president shall have the power to vote.

Section VII. Three (3) unexcused absences per year from any member will result in dismissal from the Student Government Association. All members must be excused by the sponsor and the president prior to a meeting, except in case of an illness which can be handled after the meeting.

Section VIII. Any action taken by the council must be submitted to the Chief Executive Officer of each Campus/Center and the President of Holmes Community College for approval.

Section IX. Functions of Student Government are to:
   A. assist with student activities on campus;
   B. assist with various campus activities in cooperation with the college staff;
   C. assist college staff in drawing up student rules and regulations; and
   D. serve in the capacity of liaison between the college staff and the student body.

Section X. Any student government member who is placed on disciplinary probation or convicted of a crime, excluding traffic violations, while serving, will be required to resign from the position.

Section XI. A sponsor shall be selected by the college staff to help coordinate student affairs, give such assistance as needed, and attend all meetings.

Section XII. Vacancies in student government will be filled by appointment by the SGA with approval of the sponsor.

Article III: General Election Rules

Section I. Qualifying candidates must complete an electronic application.

Section II. The election committee consists of the Chief Executive Officers and sponsors from each campus who will verify eligibility of the candidates and election results.

Section III. Voting shall be by an electronic anonymous ballot.

Section IV. Candidates must meet full-time status as defined by the current bulletin.

Section V. Candidates will be notified via their student email regarding election results excluding tallied numbers.

Section VI. Any student who receives the majority of the vote on the primary ballot will be considered elected. In the event of a tie or no majority winner, the top candidates will be placed on a runoff ballot.

Section VII. In the event of a runoff, the candidate with the most votes will be declared the winner. In the event of a tie in the runoff, the candidate with the most votes with the combination of the first ballot and the runoff ballot will be declared the winner.

Section VIII. Students on disciplinary probation or those serving probation for a crime, excluding traffic violations, at the time of selection are not eligible to hold positions.

Section IX. Students must have a 2.0 overall GPA to run for and hold a position at HCC unless otherwise specified. The student must maintain a 2.0 overall GPA and full-time status as defined by the current bulletin to continue serving in the position.

Section X. Students are limited to running for, or holding, a specific position one time unless otherwise specified.

Section XI. Wherever the phrase "full-time student" occurs, it is understood this means on the campus where you are assigned.

Article IV: Elections

Section I. Student Body Officers to be elected on the Goodman, Grenada, and Ridgeland Campuses during the fall semester are President, Vice President and Secretary/Treasurer.

1. Qualifications are to:
    a. be a full-time student;
    b. have at least a 2.5 overall GPA for any previous work; and
    c. maintain at least a 2.5 GPA semester average.
2. Voter eligibility is limited to council representatives.

Section II. Council Representatives are not elected positions.

1. Council Representatives will be composed of freshmen and sophomore students who would like to participate on a voluntary basis.
2. Qualifications are to:
    a. be a full-time student;
    b. have at least a 2.0 overall GPA for any previous coursework; and
    c. maintain at least a 2.0 GPA semester average.

Section III. Homecoming Court (Open to female students only) elections will be held at least two weeks prior to homecoming.

There shall be four women elected from the sophomore class on the Goodman Campus. A candidate receiving the majority of votes on the primary ballot will be named Queen. In the event of a tie or no majority winner, the top four candidates will be placed in a runoff ballot. The candidate with the most votes will be named Queen. The second highest number of votes will be named Student Body Maid and the remaining two candidates will be named Sophomore Maid.

There shall be two women elected from the freshman class of the Goodman, Ridgeland and Grenada Campuses. The two candidates receiving the most votes will be named Freshman Maid.

There shall be three women elected from the sophomore class on the Ridgeland and Grenada Campuses. A candidate receiving the majority of votes on the primary ballot will be named Student Body Maid. In the event of a tie or no majority winner, the top three candidates will be placed in a runoff ballot. The candidate with the most votes will be named Student Body Maid. The remaining two candidates will be named Sophomore Maid.

A. The Homecoming Queen (Goodman Campus only)
1. Qualifications are to:
    a. be a full-time student;
    b. have a sophomore class standing as defined by the current bulletin;
    c. have at least a 2.0 overall GPA for any previous work;
    d. have never held a Homecoming Queen position.
2. Voter eligibility is limited to full-time Goodman students.

B. Student Body Maid
   1. Qualifications are to:
      a. be a full-time student;
      b. have a sophomore class standing as defined by the current bulletin;
      c. have at least a 2.0 overall GPA for any previous work;
      d. have never held a Student Body Maid Position before.
   2. Voter eligibility is limited to full-time students.
C. Freshman Maids
   1. Qualifications are to:
      a. be a full-time student;
      b. have a freshman class standing as defined by the current bulletin;
      c. have at least a 2.0 overall GPA for any previous work.
   2. Voter eligibility is limited to full-time students.
D. Sophomore Maids
   1. Qualifications are to:
      a. be a full-time student;
      b. have a sophomore class standing as defined by the current bulletin;
      c. have at least a 2.0 overall GPA for any previous work.
   2. Voter eligibility is limited to full-time students.
E. Queen, Student Body Maid, and Class Maid escorts shall be chosen by the Student Activities Coordinators on each campus when needed.

Section IV. HCC Beauty Review (Open to female students only)
A. Qualifications are to:
   1. be a full-time student;
   2. complete an electronic application;
   3. attend rehearsal for the pageant;
   4. have at least a 2.0 overall GPA on any previous work.
B. Off-campus judges will choose the HCC Most Beautiful and four beauties during the pageant.
C. The pageant will be held the spring semester.

Section V. The HCC Who's Who election will be held in the spring semester to select Mr. and Miss HCC (Goodman, Ridgeland and Grenada campuses) and eight campus favorites. In the event of a tie for Mr./Miss HCC, a runoff will determine the winner.
A. Mr. and Miss HCC (Goodman and Ridgeland and Grenada Campus)
   1. Be a qualified Hall of Fame candidate.
   2. Voter eligibility is limited to full-time students.
   3. The male and female with the most votes will be named Mr. and Miss HCC.
B. Campus Favorites
   1. Qualifications are to:
      a. be a full-time student;
      b. have at least a 2.0 overall GPA;
      c. have no discipline record.
   2. Voter eligibility is limited to full-time students.

STUDENT CONTESTS

Students either named or elected to positions whereby they represent the student body in an honorary capacity, such as homecoming court member, SGA officer, Beauty, Who's Who member, and Hall of Fame member, etc., must conform to all scheduled activities of that group, such as photography sessions, organizational meetings, and related activities, etc. Failure to meet the necessary requirements may result in the loss of the office or position being occupied by the student and also the loss of recognition of the student in *Horizons, The Growl*, or through press releases sent by the Public Information Office.

The College Who's Who contest is sponsored each year by the SGA and is completed by the third week of January. Mr. and Miss HCC are elected on the Goodman, Ridgeland and Grenada campuses and must be representative of the college's best as to scholarship, character, participation in co-curricular activities and attitude.

CAMPUS RECREATION & INTRAMURAL SPORTS
(Goodman Campus Only)

The Campus Recreation & Intramural Sports program at Holmes Community College is designed to provide students, faculty, staff, and their spouses the opportunity to participate in a variety of enjoyable competitive sports. Holmes Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. The college is in compliance with Title IV of the 1964 Civil Rights Act, Title IX of the 1972
Education Amendments Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. The activities selected are determined on the basis of their contribution to the development of the whole individual – physically, socially, emotionally, and intellectually. Another purpose of the recreation and intramural program is to make participation in sports and physical activities a meaningful part of total education, thus providing individuals with opportunities to develop skills that can be utilized for lifelong fitness. The implementation of a wide variety of activities allows participation for different ability and interest levels – "Something for Everyone". The program provides competition in a spirit fostered by fair play and sportsmanship among all participants. A major objective of the Campus Recreation & Intramural Sports program is to provide enjoyable activities in a safe environment to enhance social interaction and develop a sense of community within the college. Intramurals are voluntary in nature (i.e. the student has a choice of activities) and every student is given an equal opportunity to participate – regardless of physical ability. Current students, faculty, and staff with a valid Holmes Community College I.D. are eligible to participate in the Campus Recreation and Intramural Sports program. Faculty is encouraged to participate in intramural activities and make "out-of-

classroom" connections with students. Recreation and Intramural activities include team competition leagues, individual sports, team sports, and other special events. In addition, the HCC Fitness Center is open to all current students with a HCC ID.

STUDENT HOUSING
(Goodman Campus Only)

Holmes Community College abides by the regulations outlined in the Americans with Disabilities Act of 1990 (ADA). The Director of Student Housing has been designated to receive and investigate complaints and carry out responsibilities in conformity with the fore-stated acts and their amendments.

There are seven dormitories on campus providing space for 300 male students and 264 female students. To be eligible for campus housing, students must be enrolled in a minimum of 15 semester hours and must maintain a minimum 1.75 GPA. Students who drop to 12-14 semester hours during the semester will be placed on housing probation, and students who drop to below 12 hours during the semester will be dismissed from the dormitory. Students who fall below a 1.75 GPA for a completed semester will be placed on housing probation for the next semester. Students must then earn a minimum 1.75 GPA for the probationary semester in order to remain in the dormitory.

Dormitory rooms are generally filled before the end of summer. Two students are assigned to each room; however, three students per room will be assigned on a temporary basis when the need arises. Rooms which have been reserved will be held until 2:00 p.m. the afternoon prior to the beginning of classes.

Check In To check in, students should report to the Student Housing Office in the Lorance Student Center to pick up their room key and dorm ID on the dates and times determined by the college. Students are then required to complete and turn in the Key/Damage Deposit Policy Form to the Director of Student Housing. If a student does not turn in this form, he or she may be liable for damages to the room that existed before they moved in. This is a pre-damage inventory sheet for the student to report damages for which he or she is not responsible. Failure to turn this form in will forfeit the student's right to challenge any decision made by the Director of Student Housing to charge the student for damages not reported.

Check Out To check out, a student is required to move out all belongings, clean room thoroughly, have an on-duty Dormitory Security Officer complete a dormitory withdrawal form, and turn the key and ID to that particular individual or take the form with key and ID to the Student Housing Office after the officer checks the room and signs the required form.

Lost Keys The Director of Student Housing should be contacted immediately when a room key has been lost. See the Director of Student Housing for replacement of key. The student will be charged $50 for a new key. If a student returns a broken key to the Director of Student Housing, a new one will be issued to him or her at no additional cost. For those students using HCC ID cards as keys, the charge will be $25 to replace a lost one.

College Property Students are responsible for college property. Any damages in a student's room will be charged to the occupants of that room unless those students completed and turned in a Key/Damage Deposit Policy form reporting that the damage existed in the room before they moved in. Common area (lounges, restrooms, vending, laundry, hallway, or suites) damages may be assessed to the students living in that area unless the party responsible can be identified.

Residence Hall Hours All residence halls open at 2:00 p.m. on Sunday afternoon and close at 2:00 p.m. on Friday afternoon. At the end of a semester or the beginning of a holiday, students are expected to vacate dormitory rooms as soon as their classes and/or exams are completed. Residence halls are closed on weekends except to out of state athletes on scholarship. Quiet hours shall begin at 12:00 a.m. and continue until 8:00 a.m. the next day. Reasonable quietness is expected at all times. During this period, students should be able to study in their rooms without loud noise or disturbances. Loud stereos, televisions, yelling, etc. will not be tolerated.

Weekend Stay Generally, only out-of-state or out-of-district athletes are granted permission to stay on weekends. Other than this group, the only other students who may stay on weekends with permission are those who are involved in a school activity (athletic competition, choir, band, cheerleading, etc.).

Room Inspection Residence hall rooms are subject to inspections by appropriate college officials. During the room inspections, the rooms will be checked for room damages and unsanitary conditions. Students may be subject to a $25 fine for failing room inspection.

Students are responsible for cleaning their rooms, bathrooms, and common areas (common areas only include the hallways in Attala Hall suites). Safety checks may be made from time to time as well.

Residence Hall Furnishings and Care Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish linens, and toilet items, including tissue, and is accountable for the care of the room and its furnishing. Students are not allowed to move any furniture or equipment from their rooms supplied by the college. Missing furniture or other items from rooms provided by the college or damage to them will result in a

$25 fine or higher plus the cost of the items to the occupants of that room. Rooms are to be kept clean and in order at all times. Garbage is to be swept up in rooms and/or hallways and thrown into the trash cans or garbage shoots provided. Trash should be put into garbage bags first if possible before disposal for sanitary reasons. Students are responsible for their individual rooms, including furniture and everything else in the rooms furnished by the college. The room's occupants will pay for any damages found in a room. All dormitory rooms will be checked for damages to the mattresses, beds, floors, walls, windows, ceilings, doors, furniture, lights, bathroom, etc. All residents will pay for damages to common areas outside of dormitory rooms from housing deposits. Residence hall rooms remain the responsibility of the student until they have completed a dormitory check-out form and turned in their key and ID card to the on-duty Dormitory Security Officer or Director of Student Housing.

Sales and Solicitations are prohibited in the residence halls.

Personal Property The College is not responsible for loss or damage of any and all personal items or valuables irrespective of cause. Students should consider purchasing renter's insurance or insuring these items are covered by the parents' homeowner's policy.

Visitors during School Hours Same-sex visiting by students is allowed until 12:00 a.m. Between the hours of 12:00 a.m. and 6:00 a.m., no visiting in dormitory rooms is allowed, meaning that dormitory residents must be in their own rooms. Visitors after school hours must leave by 12:00 a.m. when all lobbies close. Immediate family members, with permission, may assist students in moving in or out of the residence halls. **Male students are not allowed in any female dormitories. No females are allowed in any male dorm lobby at any time.**

Dismissal from Dormitory A student may be dismissed from a dormitory for academic or disciplinary reasons that may include cutting below twelve (12) hours in a class schedule, failing to have a 1.75 GPA for two semesters, pulling a fire alarm, etc. The consequences for such actions are dismissal and removal from the dormitory with loss of all dormitory privileges. When this occurs, a student is not allowed in any residence hall on campus as a visitor or otherwise. That student must leave the campus after his/her last class each day and must not be found on campus after 4:00 p.m. Students found in violation of this rule will face trespassing charges on school grounds and possible dismissal from school at the discretion of the Vice President of the Goodman Campus.

Internet and Cable Wireless internet and cable will be provided in all dorm rooms.

Search of a Student's Room Holmes Community College is firmly committed to the principles of complete respect for the constitutional and human rights of all students. At the same time, as has been confirmed in many court cases, the institution has the authority to enforce reasonable Rules of Conduct and to search housing facilities as needed and at times without notice to provide for a safe and healthy environment. It is the policy of Holmes Community College that police searches of a student's room may not be conducted unless reasonable suspicion exists that violations of college regulations or state or federal law are occurring or have occurred.

Closure for Breaks Several times during the year it will be necessary to close all residence halls completely. They are Thanksgiving break, Christmas break, and spring break.

Dormitory Regulations

1. Occupants of dormitory rooms are responsible for everything in the room and the room itself. Total damages to halls and areas not considered a part of a room will be assessed and charged to occupants of the dormitory. First offense will result in a warning or possible dismissal from the dormitory and payment of damages. Second offense will result in dismissal from dormitory and payment of damages.
2. The following are not allowed in dormitories or rooms: gambling, weight lifting equipment, pets, candles, incense, carpet, bicycles, motorcycles, or weapons (guns, knives, bow and arrow, etc.). Sound equipment (amps, speakers, etc.) is not allowed in dormitory rooms.
3. With limited exceptions, every electrical appliance must have a ground. Outlet adaptation for multiple uses of electrical outlets may not be used. (If you have any questions, please check with dorm supervisor.)
4. Students may bring irons, radios, televisions, coffeepots, and refrigerators (not to exceed 4.0 cubic feet or 4.5 amps). The only cooking appliance allowed in your room is a microwave oven.
5. Pictures, wall hangings, or additional furniture cannot be placed in a room without express written consent from the Director of Student Housing. Any damages resulting from this practice will be assessed to the students. HCC reserves the right to require removal of anything posted in a room. Obscene pictures will not be allowed.
6. Failure to keep your room clean will result in a fine after one warning. No trash is to be swept into halls; it must be picked up in your room.
7. Men are not allowed in the women's dormitories. Persons violating this regulation may be fined up to $200 and may lose housing privileges.
8. Women are not allowed in the men's dormitories. Persons violating this regulation may be fined up to $200 and may lose housing privileges.
9. Male students are not allowed in the parking area behind Yazoo Hall.

10. No sexual activity is allowed in the residence halls.
11. No horseplay (running, playing ball, etc.) is allowed at any time in the dormitories, including the hallways.
12. Students are not allowed at the windows or doors of dormitories of the opposite sex.
13. After dark the blinds in all dormitory rooms must be closed.
14. Lobby furniture found in rooms will result in a fine.
15. There will be a $25.00 fine for unauthorized moves of persons or furniture from or between dormitory rooms. The second unauthorized move will result in dismissal from the dormitory. (Room change may be permitted only after being processed through the office of the Director of Student Housing.)
16. In the absence of a fire, pulling a fire alarm will result in removal from the dormitory or from school.
17. Tobacco and electronic cigarette usage is not permitted.
18. Use of alcohol, possession of alcohol, or being under the influence of alcohol is absolutely prohibited. No alcoholic beverage bottles, empty or full, can be kept anywhere on campus. First offenders are generally fined $200 and may be removed from the dormitory or dismissed from school if the incident involves additional charges. Commuting students may have their access to the campus limited in lieu of dormitory removal.

Any student violating the rules and regulations is subject to being suspended from college. There will be a mandatory dormitory meeting after school begins where you will be given specific rules and regulations pertaining to your dormitory.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes on every campus and at other locations in the district.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, workshops, short courses, and other activities designed to meet particular needs.

FINANCIAL AID

Holmes Community College offers a comprehensive program of financial aid to assist students in obtaining a college education. Federal, state and institutional aid programs are available to eligible students including Federal Pell Grant; Supplemental Educational Opportunity Grant (SEOG); Federal and Institutional Work-Study; Direct Federal Student Loans; Achievement, Performance, Athletic and Development Foundation Scholarships.

APPLICATION

Holmes Community College accepts the Free Application for Federal Student Aid (FAFSA) for all types of Title IV Financial Aid and most other aid.

DEADLINES

Holmes accepts and processes applications throughout the academic year; however, students are encouraged to apply early, prior to fall semester. Applications received by June 1 will be given priority consideration within funding limits.

FEDERAL TITLE IV STUDENT AID POLICIES

Students must meet all admission requirements and currently be enrolled at Holmes; in addition, students must also:

- Be a U.S. citizen or eligible non-citizen.
- Have a high school and/or college transcript on file in Admissions and Records.
- Register with selective service if required to do so.
- Have financial need as evidenced on the   Student Aid Report (SAR).
- Meet satisfactory academic progress (SAP) standards toward a degree or certificate.
- Be otherwise eligible for aid, and not be in default on a student loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended, at any institution.
- Complete the verification process, if necessary.
- Students who have earned a Bachelor's Degree are NO LONGER eligible for Pell Grant and SEOG, loan eligibility may also be limited.
- Understand that financial assistance received should be used for educational purposes.

The Financial Aid Office may review, revise, reduce and/or cancel an award at any time. Changes in financial, marital, or academic status affect eligibility. Misuse of federal funds may lead to suspension of eligibility. Please contact the financial aid office for answers to eligibility questions.

Financial Aid

Financial aid funds are disbursed each semester. Funds are credited to a student's business account, all charges are withheld and the balance of the award is paid to the student. The Business Office handles all processes for student refunds.

Withdrawing from school or dropping hours may cause the student to repay a prorated amount of any financial aid disbursed to them before the withdrawal or drop. If the refund has not been made to the student, such refunds will be canceled since aid is paid only for enrollment The Financial Aid Office uses the last date of attendance to calculate refunds and disbursements. The percentage of grant/loan funds used to pay institutional charges will be calculated on the number of calendar days the student is enrolled before a total withdrawal occurs. Meaning, if you withdraw from school, you may owe Holmes Community College money.

The application for and receipt of financial assistance is confidential Information will be released only to the student unless the student provides written consent otherwise. However, the college must release to the U.S. Department of Education, state agencies, and institutional committees any information requested and deemed pertinent to eligibility.

PAYMENT & DISBURSEMENT INFORMATION

Institutional Scholarships, State Aid, and Private Aid are generally awarded within the first four weeks of the semester and paid to student accounts during the Title IV disbursement period. Students who withdraw prior to the sixth week may lose scholarships, State Aid, and Private Aid. All student work study will be paid monthly except for April/May, August/September and November/December, which are combined months. All Federal Title IV Aid, excluding work-study will be paid in accordance with federal regulation each semester as determined by the Financial Aid Office. Students who withdraw or drop below full-time status will have their grants and loans adjusted and/or removed accordingly. A student who withdraws prior to this time is responsible for all charges owed to the College if applicable.

For additional information and explanation please contact the Financial Aid Office on your campus.

Financial Aid
SATISFACTORY ACADEMIC PROGRESS POLICY
(Not the same as Academic Standards for Admissions)

Students must meet Satisfactory Academic Progress (SAP) standards. Guidelines, based on federal regulations, have been established to evaluate cumulative GPA and total number of hours attempted. Financial Aid eligibility is determined based on entire academic history, not just Holmes academic history. Acceptance for admission does not necessarily indicate that financial aid Satisfactory Academic Progress (SAP) guidelines have been met for eligibility.

SAP is measured once 6 hours are attempted and is calculated at the end of every semester. SAP standards are calculated on the percentage of hours attempted and passed, cumulative GPA, and maximum time to complete a degree or certificate. Explanations of SAP standards follow and apply to all Title IV federal financial aid programs, including Federal Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Work-Study, and the Direct Loan Program, as well as VA Benefit eligibility.

Grade Point Average (GPA) and Completion Rate are calculated on a student's entire academic history. The completion rate formula is earned hours divided by attempted hours. Academic history is reviewed for all students applying for financial aid, regardless of whether financial aid was received during past enrollment. This includes all transfer hours, withdrawal hours, incomplete hours, repeated hours and pre-core hours. Earned and attempted hours include all Holmes and transfer hours in which the student has been enrolled.

Completion Rate and GPA Eligibility Requirements

If you have attempted total hours within this range   0 - 30
Your Cumulative GPA should be at least   1.75
Your Completion Rate Percentage should be at least 50%

If you have attempted total hours within this range   31 - 48
Your Cumulative GPA should be at least   1.75
Your Completion Rate Percentage should be at least 67%

If you have attempted total hours within this range   49 and above
Your Cumulative GPA should be at least   2.0
Your Completion Rate Percentage should be at least 67%

Financial Aid
Maximum Time Frame for Eligibility

In order to comply with federal guidelines, Holmes Community College must place students on financial aid suspension when they have attempted 150% or more of the hours required to complete their respective degree, generally 93 hours. Students who are over the maximum time frame must file an appeal and explain any extenuating circumstances. Once a student earns an associate degree from Holmes, they are not eligible to participate in federal financial aid programs without an appeal.

SAP Review and Notification

SAP progress is reviewed at the end of each semester to determine grade point average (GPA), completion rate and maximum time frame standards. Students who fail to meet SAP standards will be notified via student email and their status will be updated in the My Holmes portal. Students failing to meet the GPA and completion rate standards the first time are placed on probation. Students over the maximum time frame standard for the first time are placed on suspension. Students must be familiar with SAP and monitor their progress.

Financial Aid Probation

Students are placed on Probation if their completion rate or cumulative GPA is below the minimum standard or an appeal has been approved. All students on appeal must earn a 2.0 semester GPA for all hours attempted and must not withdraw, fail or take incomplete grades during the appeal term. If a student fails to meet cumulative SAP standards, but meets the minimum appeal standards the student may retain financial aid eligibility under a continued appeal/probation status.

Financial Aid Suspension

Students are placed on Suspension if their completion rate and cumulative GPA remain below the minimum standards after the appeal/probation semester, failing to complete the academic requirements for courses taken during the probationary term approved by appeal, and reaching the 150% maximum time frame for completion of a degree or certificate.

Appeal Process

     Students will be notified via student email accounts if an appeal is necessary. In addition, a financial aid requirement will be visible in the My Holmes portal. Appeal requests must be submitted in writing to the financial aid office via the My Holmes portal. Students must sign into the My Holmes portal, click the Financial Aid icon and select the link for "verify my FAFSA." The student will then be able to request a SAP appeal. The form is electronic and must be signed. Students should provide evidence of extenuating circumstances leading to the appeal, as well as the unofficial academic transcript and degree evaluation. Both the unofficial academic transcript and degree evaluation are available in My Holmes under Academics. Appeals are reviewed and considered on a case-by-case basis. Only extenuating circumstances and/or improved academic records will be considered. Students are notified via text message and/or email of appeal decisions. Students whose appeals are approved will be placed on financial aid probation and will be given an academic plan. This plan is designed to enable the student to complete their degree with the time frame to meet SAP. If an appeal is denied, the denial takes precedence over any previous award notification and the student becomes responsible for all charges and fees. Students should file appeals prior to registering and/or attending any classes to avoid being financially responsible out of pocket.

TYPES OF FINANCIAL AID

     Grants – "gift aid" made available to students based on financial need and are not repaid. Students must complete the Free Application for Federal Student Aid (FAFSA), which is used to determine need.

     Loans – aid made available to students based on financial need and are repaid to the lender upon leaving school and/or graduating. Students must complete the FAFSA which is used to determine need.

     Employment – aid made available to students and may or may not be based on financial need. Employment aid is not repaid and students must complete the FAFSA and currently be enrolled in classes.

     Scholarships – aid made available to students for academic achievement and/or other talents. This aid is not repaid.

Financial Aid
FEDERAL TITLE IV AID PROGRAMS
(Must complete the FAFSA)

Federal Pell Grant – makes funds available to eligible undergraduate students attending an approved post-secondary institution. Students should receive a SAR (Student Aid Report), which explains eligibility and may need corrections. The Pell Grant is an entitlement grant, provided based on enrollment in an approved degree or certificate program. The amount of the award is based on eligibility, enrollment status, and the cost of attendance.

Federal Supplemental Educational Opportunity Grant (FSEOG) – is a program for students who show great need. Unlike Pell Grant, SEOG is not an entitlement grant. Schools have a limited amount of funds and can award no more after those funds are used. Only undergraduate students are eligible and generally, must be enrolled at least half-time. Students must be eligible for the Pell Grant and have a zero EFC in order to receive SEOG funds. A financial aid administrator assesses financial need and awards SEOG in accordance with that need.

Federal College Work-Study Program: Students must qualify for this program as determined by FAFSA. The primary purpose of this program is to provide jobs for students who have financial need and who want to earn a part of their educational expenses. Work-study is paid monthly by the Business Office. If your offer of financial assistance includes employment under the provision of the College Work-Study Program, it must be understood that the amount shown for this category is the amount of money you may earn during the academic year as a result of work performed and the hours necessary to perform such work. Additional paperwork is required for eligibility.

Federal Direct Student Loan Program – offers subsidized and unsubsidized educational loans to qualified students. Students must maintain a minimum 6 hours enrollment. These loans are low-interest made to a student by the federal government. Origination fees are deducted from loan funds in accordance with federal regulations. The federal government will pay interest on subsidized loans during enrollment, while students pay interest on unsubsidized loans during enrollment. Student loans must be repaid. Students enter repayment after a grace period upon completing enrollment either through graduation or otherwise stopping enrollment. Information regarding student loans is available at https://studentloans.gov. Students must complete electronic entrance counseling, a master promissory note, and exit counseling to participate in the federal student loan program.

STATE FUNDED AND PRIVATE AID PROGRAMS

Mississippi Resident Tuition Assistance Grant (MTAG) Program – requires annual application and is available to undergraduate students who are current legal residents of Mississippi for at least one year immediately preceding application for the MTAG; pursuing first certificate, associate, or bachelor's degree; be receiving less than a full Federal Pell Grant; and have a cumulative high school grade point average of 2.5 on a 4.0 scale, if an entering freshman, and a minimum ACT of 15. (EXCEPTION: Students enrolled in a program leading to a certificate are only required to meet the admission criteria for their specific program of study.) Students must be accepted on a full-time basis at an eligible institution, maintain progress toward a degree with a minimum cumulative GPA of 2.5 on a 4.0 scale, not currently be in default on a federal or state loan or owe a refund on a federal or state grant, and meet other criteria as set by the eligible institution.

Award Amount: Up to $500 annually for based on funding and eligibility.
Application Deadline: September 15
Other: The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

Mississippi Eminent Scholars Grant (MESG) Program – requires annual application and is available to "first-time-in-college" students and renewal applicants only. Students must be a current legal resident of Mississippi for one year immediately preceding application for the MESG and be recognized as a semifinalist or finalist by the National Merit or National Achievement Scholarship Programs and have a minimum cumulative high school grade point average of 3.5 on a 4.0 scale; OR have a minimum score 29 on the ACT or its equivalent of 1280 on the SAT and have a minimum of cumulative grade point average of 3.5 on a 4.0 scale. Also, be accepted on a full-time basis at an eligible institution, maintain progress toward a degree with a minimum cumulative GPA of 3.5 on a 4.0 scale, not currently be in default on a federal or state loan or owe a refund on a federal or state grant, and meet other criteria as set by the eligible institution.

Award Amount: Up to $2,500 annually, not to exceed the cost of tuition and mandatory fees, based on funding and eligibility.
Application Deadline: September 15
Other: The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

Higher Education Legislative Plan for Needy Students (HELP) – requires annual application and is available to "first-time-in-college" students and renewal applicants only. Students must be a current legal resident of Mississippi for one year immediately preceding application for the HELP. Also have a high school cumulative GPA of 2.5 on a 4.0 scale, a minimum of 20 on the ACT, completed a specific high school curriculum, demonstrate need, be accepted and enrolled full time at an approved postsecondary institution in Mississippi and pursuing first certificate, associate's, or bachelor's degree.

> **Award Amount:** Up to tuition and required fees based on funding and eligibility.
> **Application Deadline:** March 31
> **Other:** the student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

Sumners Grant: Student must be a resident of Attala, Carroll, Choctaw, Montgomery, or Webster Counties in Mississippi, who desires and can benefit from a higher education. All applicants must have resided for 12 continuous months in one of the five Sumners counties prior to enrollment. All applicants must be enrolled in a course that generates credit hours. The award for a full-time student will not exceed the cost of attendance when combined with all other types of aid received by the student, excluding loans. Students must maintain a cumulative 2.5 GPA on all hours and all official transcripts must be on file in Admissions and Records. Independent students who have not established a residence in one of the Sumners counties may not establish eligibility by the address of parents who reside in one of the eligible counties.

Advantage Student Loan Program – provides low interest student loans to students who are no longer eligible for Title IV Direct Loans or need additional funds. Application is made through the Kentucky Higher Education Student Loan Corporation. For information regarding this loan program, students and/or parents should visit www.kheaa.com. Student loans must be repaid, but there is a deferred repayment option as long as students are enrolled.

VETERANS EDUCATION BENEFITS

Students who plan to attend under any type Veterans Education Assistance Program should contact the VA Official on the campus they are attending. In order to be eligible for VA Education Benefits, a student must adhere to policies established by the Veterans Administration, Holmes, and the State Approving Agency. All necessary forms and instructions for applying for VA Education Benefits can be found on the Holmes Website and in the student portal.

A statement of the Standards of Progress and Attendance that applies to all veterans under Chapter 1606, 1607, 30, 31. 32, 33, 34, and 35 of Title 38 is published in the bulletin under the direction of the Office of the Vice President of Academic Programs. The student receiving VA Education Benefits will follow the Policy on Satisfactory Academic Progress for Federally Funded Financial Aid in both Qualitative Measure and Measurable Progress Requirements. This statement of revised Standards of Progress and Attendance was approved by the State Approving Agency effective Summer, 2012. The statement is in compliance with VA Regulation 14253 (D).

Students receiving VA Education Benefits are admitted on the same basis as other students. Published calendars, policies, and regulations apply to these students on the same basis as other students. Also, based on VA rules and regulations, students will receive VA Education Benefits only for courses which apply towards a degree program or the necessary remediation.

Records of Students Receiving VA Education Benefits

The office of Financial Aid maintains a file on all Holmes students who receive Veteran's Education Benefits. The files contain all Enrollment Certifications and forms submitted by Holmes in regard to the students' school attendance, and all of these forms are submitted to the appropriate RPO by the Office of Financial Aid. Each campus has staff personnel to assist students who receive VA Education Benefits. When the student graduates or terminates school attendance, the file is kept for a period of three years in the Office of Financial Aid as required by VA. The student may inspect his/her file at any time. The files are also open to inspection by official representatives of the Veteran's Administration and the State Approving Agency.

Financial Aid
Satisfactory Academic Progress Policy for Students
Receiving VA Education Benefits

The student receiving VA Education Benefits will follow the Title IV Financial Aid Satisfactory Academic Progress Policy both in Hours Earned and Grade Point Average Requirements. If the student has made a change to, or from, a Career Technical program, consideration will be given to discount those hours and the completion rate percentage of courses which do not apply toward graduation in the new major/degree program. Hours earned and grade point average required to remain eligible are the same as previously stated for all Federal Title IV eligibility.

VA Probation and Suspension

Satisfactory Academic Progress (SAP) is not measured until a student has attempted at least 6 hours, and it is calculated at the end of every semester. Those who fail to meet these requirements will be placed on VA Probation for one semester, will be sent a warning email, and will continue to receive benefits for the Probation Semester. If the student fails to meet the SAP Policy after the Probation Semester, the student will be placed on VA Suspension, will be sent an email notification, and will not be recertified to receive VA Education Benefits until the deficiencies have been corrected.

Appeal Process

If the VA student has his/her Title IV Financial Aid Suspension Appeal approved during the semester that the student is also on VA Suspension, the student will be placed on VA Probation for the length of the Financial Aid Appeal.

INSTITUTIONAL AID

The Institutional Work-Study Program gives students a chance to earn part of their college expenses and receive valuable work experience, possibly in their field of study. The actual number of hours a student works is determined by financial need and the student must complete the FAFSA. In order to qualify, students must have been accepted on at least a half-time basis and demonstrate the ability to maintain satisfactory academic progress toward a degree or certificate. The student must be a citizen or permanent resident of the United States.

Financial Aid
SCHOLARSHIPS

Scholarships are given to students who meet certain criteria based on academic merit and/or athletic and performance talent. Specific eligibility requirements are listed under each scholarship category. Scholarships are awarded for fall and spring semesters.

Achievement Scholarships
ACT Scholarships
Board of Trustees Scholarships
President's Scholarships
Dean's Scholarships

Valedictorian and Salutatorian Scholarships
SkillsUSA Scholarship
Holmes Plus Scholarship

Requirements for ACT Scholarships

1. Students must meet all admission requirements.
2. Students must qualify for in-state tuition.
3. Students are strongly encouraged to complete the FAFSA application.
4. Students must have official ACT scores on file in the Office of Admissions & Records prior to the semester the award will be made.
5. The scholarship will not cover the matriculation fee or the student activities fee.
6. Students must maintain a minimum of 15 hours per semester (12 hours for approved programs) and maintain a minimum cumulative GPA of 3.0.
7. If the student withdraws or drops below the required semester hours and/or GPA requirement, the scholarship will be voided for the following semester, excluding summer terms.
8. Transfer students must have a minimum cumulative GPA of 3.0 on all college work and meet all of the other requirements for achievement scholarships.
9. The scholarship will be for a maximum of 5 semesters at Holmes.

Board of Trustees' Scholarship: This scholarship covers the cost of tuition, room and board. The recipient must have an enhanced ACT composite of 28 or higher.

President's Scholarship: This scholarship covers the equivalency of one-half the cost of tuition, room, & board. The recipient must have an enhanced ACT composite of 24 - 27.

Dean's Scholarship: This scholarship covers the equivalency of the cost of tuition. The recipient must have an enhanced ACT composite of 20 - 23.

Valedictorian and Salutatorian Scholarships: Valedictorians and Salutatorians from Mississippi High Schools are eligible for a one-time $200/$100.00 award respectively, provided they have Enhanced ACT composite scores of at least 20 and are enrolled as full-time students.

SkillsUSA Scholarships: Scholarships may be awarded to 1st place district and/or state SkillsUSA contest winners in specific Career Technical areas of individual competition or in team competition that is discipline-specific. These scholarships are valid for Holmes Career Technical programs that participate in SkillsUSA on their campus. Recipients must enter the Holmes CTE program within 15 months of their high school graduation date. Recipients who maintain a 2.5 cumulative quality point average may receive the award for four consecutive semesters. Current Holmes CTE students who win 1st place in district and/or state SkillsUSA individual competition may receive the scholarship for the remaining required semesters of program enrollment, including summer semester for certain programs, for a maximum of three consecutive semesters if they maintain a 2.5 cumulative quality point average. The award, equal to the amount of full tuition per semester, may be applied to tuition, room and board, or any other expenses incurred by a full-time student. Students eligible for the SkillsUSA scholarship are also eligible for other scholarships, such as athletics, music, drama, valedictorian/salutatorian awards, etc. up to but not exceeding the published cost of attending HCC. The deadline for submitting applications is May 1.

Holmes Plus Scholarship: Students who are accepted into the Holmes Plus Program show an aptitude for Science and Mathematics as evidenced by a composite ACT score of 24 or better and an ACT math sub-score of 23 or better. Selection for the scholarship is by committee and students must maintain Holmes Plus criteria and follow the Holmes Plus curriculum. This scholarship is only offered on the Goodman campus. The Holmes Plus Scholarship will cover the remaining charges for tuition, housing, and meals once all other scholarships and aid have been applied. In addition, Holmes Plus students may receive a book stipend which is determined semester-by-semester on a case-by-case basis.

Financial Aid
Athletic Scholarships
Baseball Scholarships
Basketball - Men & Women Scholarships
Football Scholarships
Soccer - Men & Women's Scholarships
Softball Scholarships
Tennis Scholarships

Athletic Scholarships are awarded in accordance with the rules and regulations of the Mississippi Association of Community Colleges Conference (MACCC). A limited number of out-of-state scholarships are available. All athletic scholarship amounts are determined by the Athletic Department. Applicants should contact the coach(es) of the sport in which they are interested.

Performance Scholarships
Band Scholarships
Cheerleader Scholarships
Choir Scholarships
Connection Scholarships
Drama Scholarships

Requirements for Performance Scholarships

1. Students must meet all admission requirements.
2. Students are strongly encouraged to complete the FAFSA application.
3. The scholarship will not cover the matriculation fee or the student activities fee.
4. Students must maintain a minimum of 15 hours per semester and a minimum cumulative GPA of 2.0.
5. If the student withdraws or drops below the required semester hours and/or GPA requirement, the scholarship will be voided for the following semester, excluding summer terms.
6. If the student is dismissed from the performance activity, the scholarship may be voided and the tuition will be charged for the current semester.
7. Transfer students must have a minimum cumulative GPA of 2.0 and meet all of the other requirements for performance scholarships.
8. The scholarship will not exceed the published cost of attending Holmes as a Mississippi resident.
9. The scholarship will be for a maximum of 93 attempted hours on all college work or 6 semesters at Holmes, whichever occurs first.

Band (Instrumental) Scholarships are available to musically talented students who desire to participate in the Holmes CC Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates. (Marching, Concert, Pep, Jazz, HCC Dancers, Ensemble, Auxiliaries).

Cheerleader Scholarships are available to cheerleaders and mascots each semester and are awarded on a semester basis. Cheerleaders and mascots are chosen by a panel of judges with selection based on performance at tryouts held in the spring. Applications are available from the cheerleader sponsor.

Choir Scholarships are available to students who are musically talented and desire to participate in the Holmes CC Choral Program. Auditions are required and awards are based on the performance of the student and on the particular choral activities in which the student participates (Holmes Chorale or The Holmes Connection!)

Drama Scholarships are available to students who desire to participate in theatrical productions. Auditions are required.

Financial Aid
HCC Development Foundation Scholarships
Endowed Scholarships
Alumni & Friends Career Technical Scholarship
West Bailey Memorial Scholarship
Bain & Corey Scholarship
Belk Family Scholarship
Johnny and Elizabeth Belk Scholarship
BellSouth Endowed Scholarship
Bondurant Family Scholarship
Ben Branch Memorial Scholarship
Frank B. Branch Memorial Scholarship
Lennie Barnett Branch Memorial Scholarship
Dr. Paul B. Brumby Memorial Scholarship
Bill Bunch Memorial Scholarship
Doris S. and John W. Campbell, Sr. Memorial Scholarship
Francine Chandler Childhood Education Scholarship
F.C. & Annie P. Dailey Memorial Nursing Scholarship
Thomas Vernon Donald, Jr. Scholarship
Burnis T. & Clytice Robertson Gardner Scholarship
Bobby Garrett Memorial Scholarship
Eli P. Garrett Scholarship
Gibson Family Scholarship
Dr. L.C. Henson Scholarship
Kay Hodges Scholarship
Charles B. Holder Scholarship
Holmes EMS Scholarship
Bobby Eugene and Joann Robertson Killebrew Scholarship
Patricia Liles Memorial Scholarship
Margaret "Betty" Gause Lutz Memorial Scholarship
Mr. & Mrs. M.C. McDaniel Scholarship
D.P. "Pat" McGowan Scholarship
Millennial Teaching Fellowship
The Mississippi Organization for Associate Degree Nursing Scholarship
(M-OADN)
Jan and Chuck Putnam Scholarship
Providence Cooperative Farm Scholarship
James M. Robertson, Jr. Memorial Scholarship
Gayden Schrock Memorial Scholarship
Ronald "Ronnie" K. Thomas Memorial Scholarship
TIC (The Industrial Company) Welding Scholarship
Lottie Ruth Vint, R.N. & William A. Vint, M.D. Scholarship

Alumni and Friends Career Technical Scholarship: This scholarship was established by an anonymous donor to assist full-time career technical students attending the Goodman campus of Holmes Community College. In order to be considered, applicants must be recommended by the Career Technical Director of the Goodman campus, possess and maintain a 2.5 GPA, and have demonstrated financial need. Applicants pursuing an Associate of Applied Science Degree will be given preference. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

West Bailey Memorial Scholarship: This scholarship was established by West's family to honor his life as well as his time at Holmes as a varsity baseball player (1995-97). After Holmes, West graduated from his beloved Mississippi State University to become a successful coach, educator, and principal. A Military Veteran, West adored his children Brooks, Etta, and Maddux Bailey. The Scholarship Committee will select the recipient(s) based on a review of applicants' need and achievement.

Bain & Corey Scholarship: This scholarship was established by the families of Clayton Bain and Lyle Corey of Grenada. The purpose of the scholarship is to encourage the development of a student of any age to be better prepared to contribute not only to his/her growth, but, also, to the growth of the community. It is a tuition scholarship for a student attending the Grenada Campus as a full-time student. Students receiving other scholarships or financial assistance, excluding M-TAG and student loans, will not be eligible. The scholarship committee will select recipients based on commitment to learning, financial need, character and community spirit. The recipient must maintain a 2.5 grade point average to retain the scholarship.

Belk Family Scholarship: This is given by Mrs. Dewitte Belk and the late Mr. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk was a graduate of Holmes Community College and former president of the Alumni Association. Applicants must be from Attala County, with first consideration given to graduates of Ethel High School. The recipient will be selected on the basis of financial need, academic potential, and leadership ability.

Johnny and Elizabeth Belk Scholarship: This scholarship was established by longtime friends of Holmes Community College, Johnny and Elizabeth Belk. The purpose is to support students from Attala County, with first consideration given to graduates of Ethel High School. Recipients will be selected on the basis of financial need, academic potential, and leadership ability.

BellSouth Endowed Scholarship: This scholarship was established by BellSouth Telecommunications, Inc. to assist deserving young men and women pursuing a degree in education or business at Holmes Community College. The Scholarship Committee will select the recipient(s) based on a review of applicants' need and achievement.

Bondurant Family Scholarship: This scholarship was established by Sid and Aida Bondurant. The purpose of this scholarship is to assist a full-time student that demonstrates a financial need. Applicants must be from Grenada, Yalobusha, or Calhoun Counties.

Ben Branch Memorial Scholarship: This scholarship was started by the Dr. Frank Branch family in memory of their son, Ben Branch. The recipient must attend the Goodman Campus, have a minimum 18 ACT score, and express a financial need. The student must be majoring in business or science and maintain a 3.0 GPA. The Scholarship Committee will select the recipient based on the stated criteria.

Frank B. Branch Memorial Scholarship: This scholarship is given in honor of the late Frank B. Branch, former President of Holmes Community College. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Community College Scholarship Committee by his/her high school counselor.

Lennie Barnett Branch Memorial Scholarship: This endowment was established by alumni Dixie and Frankin Branch in memory of his mother, Lennie Branch. Mrs. Branch taught English, Spanish, and French; later severing as registrar for 30 years. She was the wife of the fifth president, Frank B. Branch. Recipients of the scholarship must major in English or Modern Foreign Language and maintain a 3.0 grade-point-average.

Dr. Paul B. Brumby Memorial Scholarship: This scholarship was established at Holmes Community College in honor of the late Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. This scholarship is awarded each year to the student recommended by the nursing faculty in the Holmes Community College Associate Degree Nursing Program at Grenada; also, a scholarship will be awarded each year by the Scholarship Committee of the Holmes Community College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program at the Goodman campus. The awarding of this scholarship is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.

Bill Bunch Memorial Scholarship: The family of Bill Bunch established this scholarship in his memory because of his love and dedication to the community college system. The intent of this scholarship is to aid a full-time student with a financial need in any field of study.

Financial Aid

Doris S. and John W. Campbell, Sr. Memorial Scholarship: This scholarship will be awarded at the beginning of each school year to a freshman from Yazoo, Madison, or Hinds County who plans to continue his/her education at Holmes Community College, Ridgeland Campus. The selection of the recipient of the award will be based on scholastic ability (18 or above on the ACT), leadership, integrity, and need. The recipient must maintain a 3.0 grade point average to retain the scholarship.

Francine Chandler Childhood Education Scholarship (FCCES): This scholarship was established by Danny Chandler, a native of Columbus, Mississippi, in memory of this sister, Francine Chandler. The scholarship will be awarded to a student majoring in Child Development who is an in-state resident with at least a 2.0 grade-point-average.

F.C. & Annie P. Dailey Memorial Nursing Scholarship: This Scholarship is given in honor of the late Mr. and Mrs. F.C. and Annie P. Dailey, a life-long resident of Grenada County. The award will be made to a nursing student attending the Grenada Campus and who is a resident of Grenada County. The scholarship committee will select the recipient on the basis of scholarship ability, leadership, character and financial need. The recipient must maintain a 3.0 grade point average.

Thomas Vernon Donald, Jr. Scholarship: This scholarship was established by Jo Betty Rozier in memory of her brother who was killed at Normandy in 1944 while serving as a Lieutenant in the Army. While a student at HCC he was president of the student body, a member of the band, on the debate team, wrote for the Growl, and business manager for the Cornerstone (yearbook). The recipient will be selected based on the basis of academic potential and leadership ability.

Burnis T. and Clytice Robertson Gardner Scholarship: This endowment is established by Burnis T. and Clytice Robertson Gardner for the purpose of providing scholarships for needy students at Holmes Community College. The number and amount of the scholarship to be awarded shall be determined by the judgment of the HCC Foundation Scholarship Committee and shall be used to pay for tuition, books and supplies. This scholarship shall be awarded to a needy student with a minimum 2.5 GPA.

Bobby Garrett Memorial Scholarship: The family of Bobby Garrett established this scholarship in his memory for the use of tuition, books, or supplies. Bobby was a life-long resident of Attala County and alumnus of the College. The recipient will be enrolled within the Holmes district and must maintain a 3.0 grade-point-average. The legacy of this family's support of the College lives on through their establishment of this scholarship.

Eli P. Garrett Scholarship: The Eli P. Garrett Scholarship is a vocal music scholarship started by the estate of the late Santa Adams. This scholarship is awarded to a vocal music major or minor. The recipient will be chosen by audition. Selection will be based on musicianship and performance skill. A minimum cumulative GPA of 3.0 is required to continue the scholarship. This scholarship may be held concurrently with other scholarships.

Gibson Family Scholarship: The Hugh Gibson family members are long-time residents of Webster County and avid supporters of Holmes Community College. The legacy of the Gibson family's dedication to the college lives on through their generosity as evident by the establishment of this scholarship. This scholarship requires the recipient to be a resident of Webster or Choctaw County and a high school graduate with a 3.0 grade-point-average.

Dr. L. C. Henson Scholarship: This scholarship was established by the family and friends of retired physician, Dr. L. C. Henson, to commemorate his lifetime contributions to the citizens of Montgomery County and his commitment to promote the development and education of individuals in his community. The award will be made each year to a two-year resident of Montgomery County enrolled as a full-time student at any Holmes Community College campus location. Applicants must have and maintain a 2.5 GPA and have demonstrated financial need in order to be considered. The Scholarship Committee will select the annual recipient based on the stated criteria.

Kay Hodges Scholarship: This scholarship was established at Holmes Community College by the Hodges Family. Mrs. Hodges was the wife of Mr. Robert Hodges who was employed by Holmes Community College from 1967 to his retirement in 1984. This award will be presented to an entering freshman who is a resident of Madison County. He or she must be a high school graduate with an overall high school grade point average of at least 2.5. To be eligible a student must be enrolled as a two-year business major or a related field. This student must be recommended to the Holmes Community College Scholarship Committee by his/her high school counselor or principal.

Charles B. Holder Scholarship: This scholarship was established by Anel Corporation and its employees in honor of Mr. Holder. The recipient should be majoring in Industrial Maintenance, Industrial Engineering, Industrial Technology, Welding, or a related pathway. Full-time status and a 2.5 grade-point-average must be maintained.

Holmes EMS Scholarship: This scholarship was established by Ridgeland Campus EMS instructor, Mark Galtelli. The recipient must have minimum ACT score of 18 and be enrolled during the second semester of the EMS Paramedic Program on the Ridgeland Campus.

Bobby Eugene and Joann Robertson Killebrew Scholarship: This scholarship was initiated by Karan Killebrew Clark and Eric Clark honoring the late Bobby Eugene and JoAnn Robertson Killebrew. The Killebrews lived in Durant until 1976, and thereafter in Forest. They were tireless supporters of education in Mississippi in both the public schools and in higher education. The recipient must maintain a 3.0 grade-point-average, and preference for the award shall be given students from Holmes County with second preference given to students from within the Holmes district.

Patricia Liles Memorial Scholarship: This scholarship was established by The Friends of Patricia Liles. It will be awarded to a student enrolled in Grenada area schools and scheduled to enroll in the Licensed Practical Nursing program at Holmes Community College in Grenada. The recipient of this scholarship will receive $500.00 for the school year in which it is awarded.

Margaret "Betty" Gause Lutz Memorial Scholarship: The Margaret "Betty" Gause Lutz Memorial Scholarship was established by Mr. and Mrs. William J. Lutz in memory of his mother. Betty Gause Lutz graduated from MSCW during World War II with a degree in Chemistry and immediately went to work as a chemist at a DuPont munitions factory. Later she earned a Master's degree at Mississippi College and taught science at Canton High School for many years. The recipients must be graduates of Canton High School, enrolled in 15 hours in a STEM program on the Ridgeland or Goodman Campuses, have a minimum ACT score of 16, and maintain a Holmes GPA of 2.25.

Mr. and Mrs. M.C. McDaniel Scholarship: The Mr. and Mrs. M.C. McDaniel Scholarship was established at Holmes Community College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Community College from 1928 to 1940. This award, in the amount of $400.00, is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Community College during his/her two years at the institution.

D. P. "Pat" McGowan Scholarship: The D. P. "Pat" McGowan Scholarship was established by Frank and Marilyn McGowan Meigs in memory of her father. Mr. McGowan attended Holmes Junior College and was a 1942 graduate. He was a member of the Board of Trustees of Holmes Community College for 48 years and served as President for 25-years. The recipient should have a financial need and be enrolled full time in an academic or career technical program housed in the D.P. "Pat" McGowan Workforce Training Center on the Ridgeland Campus. Preference will be given to students from Yazoo County.

Millennial Teaching Fellowship: This scholarship was started by Dr. Jim Hatten and his friends and is awarded to students of Holmes Community College. The students must have a 2.0 GPA, must be majoring in education, and studying to be teachers of science or mathematics in Mississippi.

The Mississippi Organization for Associate Degree Nursing Scholarship (M-OADN): The recipient shall be a full-time Associate Degree Nursing student in good standing and a member of the student organization. The scholarship shall be awarded to a needy student with a 2.0 minimum GPA based on financial need.

Jan and Chuck Putnam Scholarship: This scholarship was established by the Putnams, who are both avid supporters and alumni of the college. The recipient must be a full-time student from Webster County and maintain a 2.5 grade-point-average.

Providence Cooperative Farm Scholarship: This scholarship was established by the Delta Foundation and is to be awarded annually to student/s that are residents of Mississippi with preference given to those from Holmes County.

James M. Robertson Memorial Scholarship: This scholarship was established by Mr. Robertson's trust for students enrolled in the Physical Therapist Assistant Program at the Grenada Campus. He was a veteran banking executive from Grenada for over 45 years and a dedicated supporter of the college. Recipients must have a financial need and must maintain at least a 3.0 grade-point-average.

Gayden Schrock Memorial Scholarship: Holmes Community College has established the Gayden Schrock Memorial Scholarship from proceeds of his estate. Mr. Schrock was a long-time resident of Attala County and the Schrock Community. A scholarship will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Community College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity, and need. The Holmes Community College Scholarship Committee will choose the recipient from applicants applying for the scholarship with letters of recommendations from high school counselors or principles. The recipient must maintain a 3.0 grade point average.

Ronald "Ronnie" K. Thomas Memorial Scholarship: This scholarship was established by George and Carolyn Thomas in memory of their son and shall be awarded to a student enrolled in a Career Technical program on the Goodman Campus.

TIC (The Industrial Company) Welding Scholarship: This scholarship was established by The Industrial Company to help a freshman who will be entering the welding program at Holmes Community College.

Lottie Ruth Vint, R.N. & William A. Vint, M.D. Scholarship: This scholarship is intended for residents of Grenada County who are enrolled in the Associate Degree Nursing Program at the Grenada Campus. Recipients must be nontraditional students, have a financial need, and preference is given to students demonstrating an intention to practice nursing within the State of Mississippi for at least two years immediately following graduation.

Financial Aid
Patronage Scholarships
Advanced Distributor Products (ADP) Scholarship
James Baggett Scholarship
Ryan James and Gail Muse Beggs Scholarship
The Class of 1963 Scholarship
John C. Downey Scholarship
The Pricilla Fletcher EMS Scholarship
Carl Johnson Memorial Scholarship
Sarah Kimbrough-Hart Scholarship
Colby Kyle Electrical Lineman Memorial Scholarship
Dale Lewis Memorial Scholarship
The McCrory Holmes Milestone Scholarship
The Paul and McCrea Shelton Scholarship
The Maryann Miller Endowment Trust Scholarship
The Redeemer's Scholarship
Renasant Bank Completion Scholarship
William Brian Risher Memorial Scholarship
Rosie L. Small-Gregory Memorial Scholarship
The Trustees Scholarship Fund
W & M Thomas STEM Scholarship

Advanced Distributor Products (ADP) Scholarship: The scholarship is designed to assist the community's youth in attending post-secondary education. To be eligible the applicant must be a biological or adopted child of an ADP employee, a Mississippi resident, enrolled full-time at Holmes immediately following high school graduation. The recipient must maintain a 2.5 grade point average and complete 40 hours of community service. Additional requirements may be obtained at the ADP Human Resources office.

James Baggett Scholarship: This scholarship was established by James Baggett a former surgical technology student at Holmes Community College on the Ridgeland campus. The recipient must be a surgical technology student on the Ridgeland campus with a financial need and academic potential.

Ryan James and Gail Muse Beggs Scholarship: This scholarship was established by Ryan James and Gail Muse Beggs. The recipient must be enrolled on the Goodman Campus, have a cumulative grade-point-average of 2.5 or higher (college or high school) and not qualify for full Pell Grant.

The Class of 1963 Scholarship: The class of 1963 established this scholarship in honor of the fond memories and lifetime friendships made while attending Holmes. The scholarship recipient must be a U.S. citizen, a Mississippi resident, an entering freshman on the Goodman Campus, score a minimum 20 on the ACT or 940 on the SAT, deserving financially, exhibit high moral standards, and maintain a GPA of 3.0.

John C. Downey Scholarship: The Parker-Hannifin Corporation of Madison, MS has established a scholarship in honor of Mr. John C. Downey who was a valuable and honored member of that corporation for many years. The scholarship recipient must be a resident of Madison County, plans to attend Holmes Community College for two years and will be concentrating in one of the following fields: (a) CAD Drafting and Design, (b) Robotics, (c) Machining, CNC, Tool & Die, Maintenance, (d) Electronics, (e) Data Processing, and (f) Business. The scholarship recipient will be selected by the Holmes Community College Scholarship Committee on the basis of financial need, academic potential, and leadership ability. The recipient must maintain a 3.0 GPA.

The Pricilla Fletcher EMS Scholarship: This scholarship was established to benefit students from Holmes County or the surrounding area. The recipient must be enrolled in the Emergency Medical Technician Program and have a minimum 2.0 grade-point-average.

Carl Johnson Memorial Scholarship: This scholarship was established by the family of Mr. Carl Johnson. Mr. Johnson was a Forest technology instructor at the Grenada Campus for 12 years. The scholarship will be awarded based on financial need and academic performance to a sophomore enrolled in the Forest Technology Program at the Grenada Campus.

Sarah Kimbrough-Hart Scholarship: This scholarship was established by the family of Mrs. Sarah Kimbrough-Hart. Mrs. Kimbrough-Hart was a humanitarian and philanthropist of Holmes County who was committed to enhancing the quality of life for all. The scholarship will be awarded based on financial need and academic performance to a single mother enrolled in the Practical Nursing Program's second semester.

Colby Kyle Electrical Lineman Memorial Scholarship: This scholarship was established in memory of Colby Kyle, who was a transmission journeyman lineman, by his wife Jennifer. The recipient must be enrolled in the electrical lineman program and demonstrate a financial need.

Dale Lewis Memorial Scholarship: Mr. Lewis was an alumnus and employee of Holmes Community College for over 30 years. His love and support for the college continues due to his passion for education. The recipient of this scholarship should be a full-time student on the Goodman Campus with a financial need.

The McCrory Holmes Milestone Scholarship: This scholarship was established by Lily Fran McCrory for students who are graduates of Central Holmes Christian School with a minimum cumulative 3.5 grade-point-average. The recipients must be full-time sophomore students.

The Paul and McCrea Shelton Scholarship: This scholarship was established by long-time supporters Paul and McCrea Shelton to be awarded to employees and students. One $500 gift will be awarded each December to an employee from either the Goodman or Ridgeland Campus and two $300 scholarships will be awarded each fall and spring semester to students; one student from the Ridgeland Campus and one student from the Goodman Campus.

The Maryann Miller Endowment Trust Scholarship: This scholarship was established by the estate of Maryann Miller. It was the donor's desire that the recipient attend the Goodman campus, preferably be enrolled in a career/technical program, and preferably be a single parent. Students must be full-time and maintain a 2.0 grade-point-average.

The Redeemer's Scholarship: This scholarship was established by Jackie McKinney to aid African American residents of Vaiden, MS who have a financial need. The recipients will be one associate's degree (AA) seeking male and one associate's degree seeking female. If there is not a qualified (AA) male, the funds will not be disbursed. Recipients must be full-time and maintain a 2.0 grade-point-average.

Renasant Bank Completion Scholarship: Renasant Bank established this scholarship to benefit students 21 years old or older and residents of Attala, Montgomery, Grenada, Holmes, and Madison Counties. Recipients must be in their last year of coursework for completing their degree or certificate and must have and maintain a GPA of 2.50 or higher.

William Brian Risher Memorial Scholarship: This scholarship was established by Mr. and Mrs. Dan Stokes in memory of their son-in-law, Brian Risher. In remembrance of his love and passion for history along with his dedication to his students not only to improve their knowledge, but also to instill in them the importance of good citizenship and a Christian lifestyle, the scholarship will be awarded to a student with this chosen program of study. The recipient must be a sophomore, with a minimum ACT score of 18, and maintain at least a 3.2 grade-point-average.

Rosie L. Small-Gregory Memorial Scholarship: This scholarship was established by the children of Rosie in her memory and to honor her dedication to the nursing profession. The recipient is to be an African American student from Montgomery County, MS in the practical nursing program at any Holmes CC campus.

The Trustees Scholarship Fund: This fund was established by Robert J. Bailey Holmes Community College Board of Trustee member from Yazoo County. The purpose of this scholarship is to provide support for full time students demonstrating high academic achievement.

W & M Thomas STEM Scholarship: This scholarship was established by the Thomas family in honor of Mr. Wardell Sr. and Mrs. Mary C. Thomas. Mr. & Mrs. Thomas were Attala County natives who were committed to family, community and Christ. Their philosophy that life is nothing more than a collection of outcomes to your choices fostered their belief that education is the path to a better future. The scholarship recipient must be a STEM major in the Student Support Services program. The recipient must be of African American, Native American or Latina/o decent. The scholarship will be awarded to a graduate from a high school in Attala, Holmes, Leake, Choctaw or Madison counties. Applicants are required to submit a 250 word or less essay on how their major will enable them to help their community/or surrounding areas.

NOTE: The recipients of all scholarships will be selected by the Holmes Community College Scholarship Committee from applications received from students. Unless otherwise indicated, the deadline for submitting applications is May 1. Applications are available in the student portal.

CLUBS AND ORGANIZATIONS

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are encouraged to participate in their area of interest.

Ambassadors (Goodman, Grenada, Ridgeland).

The Holmes Ambassadors is a recruitment team which serves as HCC representatives to help recruit future students and promote other services and activities of the college. Membership is by a selection committee.

Associate Degree Student Nurses Association (Grenada, Ridgeland).

This is a student nurse organization open to students enrolled in the HCC Associate Degree Nursing Program. Purposes of the organization are to encourage professionalism in nursing students by attending a state convention, community service, and serves as an avenue for interaction with other nursing students and campus organizations. Nursing students are encouraged to join and participate in this organization and become involved at the local, state and national level of SNA and MOSA.

Association of Legal Students (Ridgeland).

The Holmes Association of Legal Students is a club designed to develop an interest in and encourage students to pursue careers in the legal field.

Band (Goodman).

Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), HCC Dancers, Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

Baptist Student Union - BSU (Goodman).

The Baptist Student Union is an organization recognized on more than 1,100 campuses in the U.S. and in several foreign countries. Its purpose is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. All students are welcome.

Cheerleaders (Goodman).

The purpose of the cheerleaders is to promote school spirit and interest in athletics. Tryouts for cheerleaders and mascots are held in late spring. Scholarships are available for these positions.

Coachmen Singers (Goodman).

"The Coachmen" is a select, advanced traveling and recruiting choral ensemble that performs a variety of repertoire throughout the Holmes district. Participation is by audition and membership in Concert Chorale is required.

Concert Chorale (Goodman).

Chorale is open to any student who loves to sing or wants to learn more about singing. Chorale performs on campus and by invitation in the Holmes district. Music in the ensemble is a balance of standard choral works and new music. No prior knowledge of music is required, but is a plus. Scholarships are available by audition.

Creative Arts Club (Ridgeland).

The Creative Arts Club provides students interested in writing, art, music, and drama an opportunity to meet, discuss interests, and share works in progress. Opportunities are provided for students to hear professionals in these fields. Students are encouraged to submit works to the Mississippi Community College Creative Writing Association Competition and to attend the annual workshop. Field trips are also encouraged.

Criminal Justice Society (Ridgeland).

The purpose of the Criminal Justice Society is to further the educational and professional achievements of the students enrolled in the Criminal Justice Program. The Criminal Justice Society will further the educational and professional achievements of the students by creating an atmosphere of professional dimensions, partnering with the school, department head, and faculty in providing general education and knowledge of the criminal justice system and the procedures; and by exposing students to the daily operations of a professional organization.

Dazzlers (Goodman).

The Holmes Community College Dazzler Dance Team is a performance squad that promotes school involvement, support, and showmanship. The squad members act as ambassadors of goodwill and entertainment at various school and community functions. Scholarships are available.

Delta Psi Omega (Goodman).

Delta Psi Omega is the national drama fraternity in community colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

Engineering Technology Club (Goodman).

The purpose of the club is to promote good Engineering Technology public relations through participation in professional organizations, student activities, and field trips. Membership is open to all Engineering Technology majors on the Goodman Campus.

Future Educators of America (Goodman).

The FEA is for students who plan to teach, Information regarding requirements for certification, scholarship opportunities, and employment is shared with members. Any student who is pursuing a degree in any teaching profession can join the club.

Focus Factor (Ridgeland).

The purpose of Focus Factor is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. Open to all students and employees.

Holmes CC Modeling Board (Goodman, Grenada, Ridgeland).

The Holmes CC Modeling Board is a club organization that uses a student talent pool for internal and external marketing purposes for Holmes CC. This group will educate, encourage and enhance students who want to be a part of public relations, marketing and journalism fields. Auditions held biannually at the beginning of Fall and Spring semesters.

Holmes Connection! (Goodman)

This group is a select vocal/dance ensemble that operates with a full lighting and sound crew. Connection! is highly visible throughout the district and performs many concerts a year. Auditions are required for membership and for scholarships. Membership in Concert Chorale is required.

Holmes Gaming Club (Ridgeland).

This organization provides interactive experiential learning and entertainment for students enrolled at the college. The club incorporates video, board, and card games for student entertainment. HGC participates in fundraising activities for field trips and marketing materials.

Holmes Gaming Experience (Goodman).

The mission of Holmes Gaming Experience (HGE) is to provide a structured outlet for students to meet and spend their free time challenging one another over several non-physical modes of game play. The HGE will strive to provide a healthy, competitive, and respectful atmosphere for students.

Clubs and Organizations

Holmes History Club (Goodman).

Our mission as the Holmes History Club, is to operate and function as an extracurricular club for students to gain historical knowledge through guest speakers and field excursions virtually or in person to various historical locations and museums and provide volunteer historical preservation opportunities and participate in community service projects to benefit the college and community.

Holmes Plus (Goodman).

This organization is for students who are recipients of the Holmes Plus scholarship which is characterized by a rigorous science and mathematics curriculum. Its purpose is to enhance both the academic and leadership qualities of each scholar by inspiring them to use their talents, opportunities, and abilities not only in current college events but also in future college community efforts.

Holme-Towne Players (Goodman).

This club is organized to let students participate in acting, publicity, and backstage work. It is known for its fine quality of production and is open to all students.

M.O.S.A.I.C. (Goodman).

(Multicultural Organization for Students who Achieve, Inspire others and Challenge themselves) Club was formed in 2008. Its mission is to develop leadership skills, and to help students grow academically, socially and culturally. Members will have ample opportunity to develop their community service portfolios for senior college. You must be accepted into Student Support Services, a federal TRiO program, to be a member of M.O.S.A.I.C.

Natural Science Club (Ridgeland).

The mission of the Natural Science Club is to provide community involvement, knowledge, and a social gathering for those individuals interested in the areas of science through activities, events, and field trips.

Phi Beta Lambda (Ridgeland).

Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students enrolled in one or more business subjects, including business law, accounting, economics, statistics, and Business Technology Programs.

Phi Theta Kappa (Goodman, Grenada, Ridgeland).

Phi Theta Kappa is the international scholastic honor society for community colleges. Its purpose is to recognize intellectual achievement, and to promote scholarship, service, leadership, and fellowship among community college students. PTK Membership Requirements are as follows:

- Have completed at least 12 hours of courses at Holmes Community College leading to a degree or certificate. Grades and credits for courses completed at other institutions will not be considered when determining membership eligibility.
- Have no remedial classes count towards their 12 hours of courses leading to an associate degree or certificate.
- Have achieved a cumulative grade-point average of at least 3.50 (on 4.00 scale) at Holmes Community College, indicating academic excellence.
- Be enrolled in at least three semester hours during the semester in which the member is inducted.

Invitations may be extended during Fall, Spring, or Summer semesters through various methods of communication, including school email and US email.

Reformed University Fellowship-RUF (Goodman).

RUF is a ministry dedicated to the cultivation of a Christ-centered community on the campus of Holmes Community College. We want to help fellow Christians know more of God's grace by being rooted in His Word. Weekly Bible study and Ultimate Frisbee are our outreach.

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

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

Social Science Forum (Ridgeland).

The Social Science Forum is open to all students at the Ridgeland Campus regardless of major. Its purpose is to provide students the opportunity to become involved in community and service work and to become more politically aware. Students participate in voter registration drives, food drives, clothing drives, and other community service projects.

Student Government Association (Goodman, Grenada, Ridgeland).

Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

Student Occupational Therapy Association (Ridgeland).

The mission of SOTA is to promote the development of the Occupational Therapy Assistant student and to advance the awareness of occupational therapy.

Student Practical Nursing Organization-SPNO (Goodman, Grenada, Ridgeland).

The purpose of the club is to promote practical nursing as a dynamic, viable career and to encourage leadership, scholarship, and community service among its members. Membership is open to all practical nursing students of Holmes Community College.

Surgical Technology Club (Grenada).

The purpose of the Surgical Technology Club is to promote student involvement in surgical technology and to enhance its members' knowledge in this field, as well as encourage their participation, nationally and statewide, in the Association of Surgical Technologists. The club is active in promoting continuing education of previous students and professionals. Membership is open to students currently enrolled in the Surgical Technology Program at HCC.

Voices of Praise Gospel Choir (Goodman).

The purpose of the Voices of Praise Gospel Choir is to provide an outlet for organized praise and worship for students living on campus in Goodman. It is our goal to increase student awareness of the Word of God through weekly Bible studies, and bi-monthly performances of song and dance in the Chapel on the Hill. Additionally, we will minister in Word and song at many community and church events.

Wesley Fellowship (Grenada).

The Wesley Foundation is a campus ministry of The United Methodist Church and is open to all students regardless of their religious backgrounds.

PUBLICATIONS

Holmes Community College fully supports, encourages, and provides financial and material resources needed to publish official school publications. The college's administration fully supports, within the restraints imposed by budgetary considerations, activities by students and instructors to make publications viable and relevant parts of the college's three campuses.

Censorship is not imposed upon publications nor are there in place guidelines specifying what will and will not be printed in school publications. The college administration supports the efforts of the student publication staffs to be creative, original, and actively pursue goals of being representative of and speaking for the student body.

The GROWL, official student newspaper of HCC, is published monthly during the fall and spring semesters. The student paper is designed to inform the Holmes Community College campuses and their nine-county district about HCC activities. Also, the paper serves as a workshop or practical laboratory for students interested in news writing, editing, typography and advertising. A student may earn one hour credit working on *The GROWL*.

To help defray publication expenses, all students are required to subscribe to *The Growl*. These costs are included in registration fee.

Horizons is primarily a pictorial yearbook of Holmes Community College which captures the activities of its student, faculty, administration and staff. The yearbook is produced by students who earn one hour of credit for their work.

Any student interested in working with the yearbook staff is encouraged to participate. Students who have worked on a high school yearbook as well as inexperienced students can participate in an enjoyable activity by joining the *Horizons* staff.

Reflections, published once each year, includes the best creative work submitted by HCC students. Work appearing in *Reflections* is judged by the members of HCC English Department and a panel of students of the *Reflections* staff. Manuscripts are invited from students in all departments.

PATHWAYS

ACADEMIC EDUCATION

Holmes Community College offers academic courses that are representative of those required for the most frequently chosen programs of study. Students need to make informed decisions about their education when choosing an **Academic Pathway**.

Students can obtain additional information about **Academic Pathways** in the "Academic or Career Technical Pathway" located on the Academics/Career Technical page in My Holmes portal. Also in this section students can use "Mississippi Articulation & Transfer Tool" (MATT), a tool that shows which courses will transfer from Holmes for each academic program of study taught at Mississippi's eight public universities.

The following Academic Pathways for Holmes Community College will help students:

- Plan to transfer to a four-year university
- Know the area(s) of study they want to pursue
- Choose a college major when undecided

Academic Pathways:

- Arts/ Humanities/Language
- Business
- Education
- General College Studies
- Health Sciences
- Kinesiology
- Public Safety/Social & Behavioral Science
- STEM (Science, Technology. Engineering, & Mathematics)

ACADEMIC PATHWAYS

Arts/Humanities/Language Pathway	**Art/Music Pathway**
	Architecture
	Art
	Entertainment Industry Studies
	Music
	Humanities Pathway
	History
	Philosophy or Religious Studies
	Language Pathway
	Communications/Journalism/Mass Communications
	English
	Liberal Arts
	Spanish
Business Pathway	Accounting
	Agribusiness
	Aviation Management
	Business Administration
	Economics
	Finance
	Management
	Marketing
Education Pathway	Child Development/Child Care & Family Education
	Elementary/Special Education
	Secondary Education Pathway
	Biology/Science
	Chemistry/Physical Science
	English
	Mathematics
	Music – Instrument
	Music – Piano
	Music – Voice
	Physical Education/Kinesiology
	Physics
	Social Studies

Academic Pathways

General College Pathway	General College Studies
	Biological Science
	Pre-Allied Health
	Dentistry Pathway
	Pre-Dental
	Pre-Dental Hygiene
	Health-Related Pathway
	Health Informatics & Information Management
	Health Sciences
	Pre-Medical Laboratory Science
	Pre-Occupational Therapy
Health Sciences Pathway	Pre-Physical Therapy
	Pre-Physician Associate/Assistant Studies
	Pre-Radiologic Sciences
	Pre-Speech Pathology/ Communicative Sciences
	Medicine Pathway
	Pre-Medical
	Pre-Nursing
	Pharmacy Pathway
	Pre-Pharmacy
	Veterinary Pathway
	Pre-Veterinary
	Pre-Veterinary Medical Technology
	Exercise Science/Kinesiology
Kinesiology Pathway	Pre-Athletic Training
	Sport Management/Administration

Academic Pathways

Public Safety/Social & Behavioral Science Pathway	Public Safety Pathway		
	Criminal Justice		
	Forensic Science		
	Pre-Law/Legal Studies		
	Social & Behavioral Science Pathway		
	Psychology		
	Social Work/Sociology		
STEM Science, Technology, Engineering, & Mathematics Pathway	Engineering Pathway		
	Chemical/Biological/Petroleum		
	Civil/Mechanical/Aerospace		
	Electrical/Computer/Software		
	Science, Technology, & Mathematics Pathway		
	Agricultural Sciences		
	Agronomy		
	Chemistry		
	Computer Science		
	Forestry		
	Mathematics		
	Wildlife, Fisheries, & Aquaculture		

Academic Pathways
Arts/Humanities/Language Pathway

For the students who desire to ponder the world around them, the **Arts/Humanities/Language** pathway offers several options to foster creative expression of ideas and strengthen critical/analytical thinking skills. Within this pathway, students will also develop a personal sense of empathy, a crucial skill needed to successfully serve others in the workforce and community. Regardless of which pathway a student follows, there is a diverse array of career opportunities available to satisfy different interests and foster talents.

In the <u>Art/Music</u> pathway, a student chooses a focus in one of the following areas: Visual Arts, Music, or Entertainment Industries where he/she would foster creativity. A Visual Arts emphasis could lead to careers in animation, illustration, art education, studio art, digital art, art director/curator, and design. An emphasis in Music would enable a student to pursue a career in music education and performance for instrumentals and/or voice. Studying Entertainment Industries often advances to careers in audio/visual technology, audio engineering, recording production, songwriting, music business management and performance.

Students pursuing further study in the <u>Humanities</u> pathway would choose an emphasis in either History or Political Science to broaden their viewpoints of different cultures, civilizations, and political systems from their foundations to today. Suitable careers for students who pursue the Humanities pathway include history/government teaching, law, research, anthropology, geography, archiving, library work, and politics.

A focus on the <u>Language</u> pathway, whether through literary study; foreign language fluency; or public communication, can establish a solid background for students preparing to go into careers such as language teaching, sales, marketing, public relations, editing, publishing, news reporting, mass communication, communicative disorders, linguistics, and translating. Similar to the Humanities pathway, a Language pathway can also lead to careers in law, research, library work, and politics.

Arts/Humanities/Language Pathway
Art/Music Pathway
Architecture
Art
Entertainment Industry Studies
Music
Humanities Pathway
History
Philosophy or Religious Studies
Language Pathway
Communications/Journalism/Mass Communications
English
Liberal Arts
Spanish

Arts/Humanities/Language Pathway
Art/Music Pathway
Architecture

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Drawing I	ART 1313	Drawing II	ART 1323
Art History I	ART 2713	Art History II	ART 2723
General Physics I	PHY 2414	General Physics II	PHY 2424
Trigonometry	MAT 1323	*Social/Behavioral Science	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Painting I	ART 2513	Painting II	ART 2523
Design I	ART 1433	Design II	ART 1443
3-D Design	ART 1453	Public Speaking I	SPT/COM 1113
*History Elective	3	*History Elective	3
Business Calculus I	MAT 1513	*Social/Behavioral Science	3
OR Calculus I	MAT 1613		
Total	15 hrs.	Total	15 hrs.

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

Students who plan to attend Mississippi State University to complete the Bachelor of Science in Architecture will need to be in direct communication with the School of Architecture's Admissions Advisor to discuss coursework listed above.

Some courses are listed to fulfill the requirements for graduating with an Associate of Arts degree.

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

Academic Pathways
Arts/Humanities/Language Pathway
Art/Music Pathway
Art

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
Drawing I	ART 1313	Drawing II	ART 1323
Art History I	ART 2713	Art History II	ART 2723
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
Natural Science w/Lab	4	Natural Science w/Lab	4

Total   16 hrs.   Total   16 hrs.

Second Year

First Semester   Second Semester

Painting I	ART 2513	Painting II	ART 2523
Design I	ART 1433	Design II	ART 1443
3-D Design	ART 1453	Literature Elective	3
*History Elective	3	*History Elective	3
*Social/Behavioral Science	3	*Social/Behavioral Science	3

Total   15 hrs.   Total   15 hrs.

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

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

Arts/Humanities/Language Pathway
Art/Music Pathway
Entertainment Industry Studies

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	General Psychology	PSY 1513
Basic Comp Skills/Music	MUS 1413	Princ of Accounting I	ACC 2213
Fundamentals of Music	MUS 1133	Computer Recording I	MUS 2413
Class Piano I	MUA 1511	Class Piano II	MUA 1521
Social/Behavioral Science	3	Natural Science w/Lab	4
Total	16 hrs.	Total	17 hrs.

Second Year

First Semester   Second Semester

Computer Recording II	MUS 2423	Public Speaking I	SPT/COM 1113
Legal Environ/Business	BAD 2413	Music Survey	MUS 2123
American History I	HIS 2213	American History II	HIS 2223
Audio Engineering I	MUS 2443	Audio Engineering II	MUS 2453
Natural Science w/Lab	4	Literature Elective	3
Total	16 hrs.	Total	15 hrs.

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

Participation in an Ensemble each semester is strongly encouraged.

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

Arts/Humanities/Language Pathway
Art/Music Pathway
Music

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Social/Behavioral Science	3
*Fundamentals of Music	MUS 1133	*Music Theory I	MUS 1214
*Class Piano I	MUA 1511	*Class Piano II	MUA 1521
Recital Class I	MUS 1911	Recital Class II	MUS 1921
**Music Elective	3	Music Survey	MUS 2123
*Major Instrument I	2	*Major Instrument II	2
Ensemble I	1	Ensemble II	1
Total	17 hrs.	Total	18 hrs.

Second Year

First Semester   Second Semester

Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
OR World Civilization I	HIS 1163	OR World Civilization II	HIS 1173
*Music Theory II	MUS 1224	Public Speaking I	SPT/COM 1113
*Class Piano III	MUA 2511	*Class Piano IV	MUA 2521
Recital Class III	MUS 2911	Recital Class IV	MUS 2921
*Major Instrument III	2	*Major Instrument IV	2
Ensemble III	1	Ensemble IV	1
Natural Science w/Lab	4	Natural Science w/Lab	4
		General Psychology	PSY 1513
Total	16 hrs.	Total	18 hrs.

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

Participation in Choir or Band is required each semester.

*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all.

**Choose from the following Music Electives:
MUS 1413 - Basic Computer Skills for Musicians
MUS 2443 - Audio Engineering I

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

Academic Pathways
Arts/Humanities/Language Pathway
Humanities Pathway
History

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Fine Arts Elective	3
**World Civilizations I	HIS 1163	**World Civilizations II	HIS 1173
Social/Behavioral Science	3	Social/Behavioral Science	3
***Foreign Language	3	***Foreign Language	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Public Speaking I	SPT/COM 1113	*Intro to Philosophy I	PHI 2113
*American History I	HIS 2213	*American History II	HIS 2223
*Literature Elective	3	*Literature Elective	3
***Foreign Language	3	***Foreign Language	3
****Natural Science w/Lab	4	****Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

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

**HIS 1113 & HIS 1123 may be accepted in place of HIS 1163 & HIS 1173 for a B. S. Degree.

***9 or 12 hours of one Foreign Language are required for the B. A. degree. For a B. S. degree consult the chosen transfer college to determine appropriate courses.

****The student may consider the benefit of taking one biological science and one physical science.

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

Academic Pathways
Arts/Humanities/Language Pathway
Humanities Pathway
Philosophy or Religious Studies

First Year

First Semester

Second Semester

English Composition I	ENG 1113		English Composition II	ENG 1123
College Algebra	MAT 1313		*Intro to World Religions	PHI 2613
*History Elective	3		*History Elective	3
**Foreign Language	3		**Foreign Language	3
Social/Behavioral Science	3		*Elective	3
Total	15 hrs.		Total	15 hrs.

Second Year

First Semester

Second Semester

Social/Behavioral Science	3		Public Speaking I	SPT/COM 1113
*Philosophy or Religion Elective	3		*Philosophy or Religion Elective	3
*Literature Elective	3		Fine Arts Elective	3
**Foreign Language	3		**Foreign Language	3
Natural Science w/Lab	4		Natural Science w/Lab	4
Total	16 hrs.		Total	16 hrs.

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

**Select one foreign language.

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

Arts/Humanities/Language Pathway
Language Pathway
Communications/Journalism/Mass Communications

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
**Fine Arts Elective	3	General Psychology	PSY 1513
History Elective	3	History Elective	3
**Foreign Language (Continuous)	3	**Foreign Language (Continuous)	3
*Elective	1 to 3	*Elective	1 to 3
Total	16-18 hrs.	Total	16-18 hrs.

Second Year

First Semester		Second Semester	
Intro to Sociology	SOC 2113	Intro to Philosophy I	PHI 2113
American National Gov't	PSC 1113	**Foreign Language (Continuous)	3
Natural Science w/Lab	4	Natural Science w/Lab	4
**Literature Elective	3	*Elective	3
Interpersonal Communication	SPT/COM 2173	*Elective	3
Total	16 hrs.	Total	16 hrs.

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

*It is strongly recommended that a student who chooses this major enrolls in a College Publications course (options below), whether it be Newspaper or Yearbook. This offers a practical application of skills learned.
Suggested Courses:
JOU 1111, 1121, 2111, 2121 College Publications I, II, III, IV Yearbook (*Horizons*) or Newspaper (*The Growl*)
JOU 1112, 1122, 2112, 2122 College Publications I, II, III, IV Newspaper (*Growl and Grid*)
JOU 1313 News Writing and Reporting I
JOU 1323 News Writing and Reporting II

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

Academic Pathways
Arts/Humanities/Language Pathway
Language Pathway
English

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
Spanish I	MFL 1213	Spanish II	MFL 1223
Fine Arts Elective	3	Literature Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester   Second Semester

Spanish III	MFL 2213	General Psychology	PSY 1513
Natural Science w/Lab	4	Natural Science w/Lab	4
*Social/Behavioral Science	3	*Elective	3
Literature Elective	3	*Elective	3
Literature Elective	3	Literature Elective	3
Total	16 hrs.	Total	16 hrs.

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

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

Arts/Humanities/Language Pathway
Language Pathway
Liberal Arts

First Year

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

Second Year

First Semester		Second Semester	
Intro to Philosophy I	PHI 2113	Social/Behavioral Science	3
Literature Elective	3	Literature Elective	3
Foreign Language	3	Foreign Language	3
History Elective	3	History Elective	3
*Natural Science w/Lab	4	Elective	3
Total	16 hrs.	Total	15 hrs.

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

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

Academic Pathways
Arts/Humanities/Language Pathway
Language Pathway
Spanish

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
Spanish I	MFL 1213	Spanish II	MFL 1223
Fine Arts Elective	3	Social/Behavioral Science	3
*History Elective (Continuous)	3	*History Elective (Continuous)	3

Total   15 hrs.   Total   15 hrs.

Second Year

First Semester   Second Semester

Spanish III	MFL 2213	Spanish IV	MFL 2233
Social/Behavioral Science	3	Intro to Philosophy I	PHI 2113
Natural Science w/Lab	4	Natural Science w/Lab	4
Literature Elective	3	Literature Elective	3
Elective	3	Elective	3

Total   16 hrs.   Total   16 hrs.

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

*Choose from the following History Electives:
HIS 1113 & HIS 1123
HIS 1163 & HIS 1173

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

Business Pathway

Students preparing for a career in **Business**-related fields have many potential job opportunities. Possible careers include jobs as an Accountant or Auditor. Job responsibilities for these occupations include preparing and examining financial records as well as ensuring taxes are paid accurately and on time. Other potential careers in this area include jobs in Management or Marketing. Managers of a business are primarily responsible for planning and directing operations of a business. Individuals involved in Marketing occupations are involved with advertising, promotions, and public relations of a business. According to the Occupational Outlook Handbook, jobs within these occupations are expected to grow faster than the national average for all other occupations in the United States over the next 10 years.

Business Pathway
Accounting
Agribusiness
Aviation Management
Business Administration
Economics
Finance
Management
Marketing

Academic Pathways
Business Pathway
Accounting

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	General Psychology	PSY 1513
**Fine Arts Elective	3	Public Speaking I	SPT/COM 1113
*Business Elective	3	*Business Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Princ of Macroeconomics	ECO 2113	Princ of Microeconomics	ECO 2123
Legal Environ/Business	BAD 2413	Business Statistics	BAD 2323
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
Business Calculus I	MAT 1513	Literature Elective	3
Natural Science w/Lab	4	Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

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

*Choose from the following Business Electives:
BAD 1113 - Introduction to Business
BAD 1121 - Business Seminar I
BAD 2213 - Introduction to Marketing
BAD 2513 - Introduction to Management
BAD 2533 - Computer Applications in Business & Industry
BAD 2813 - Business Communications
BAD 2853 - Business Ethics

**ART 1113, MUS 1113, or SPT 2233

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

Academic Pathways
Business Pathway
Agribusiness

First Year

First Semester   Second Semester

English Composition I   ENG 1113   English Composition II ENG 1123
College Algebra   MAT 1313   Comp Appl in Bus/Ind   BAD 2533
**Fine Arts Elective   3   Public Speaking I SPT/COM 1113
*Humanities Elective   3   American National Gov't PSC 1113
Natural Science w/Lab   4   Natural Science w/Lab   4

Total   16 hrs.   Total   16 hrs.

Second Year

First Semester   Second Semester

Princ of Macroeconomics ECO 2113   Princ of Microeconomics ECO 2123
Legal Environ/Business BAD 2413   Business Statistics   BAD 2323
Princ of Accounting I   ACC 2213   Princ of Accounting II   ACC 2223
Animal Science   AGR 1214   Plant Science   AGR 1313
Business Calculus I   MAT 1513   *Humanities Elective   3

Total   16 hrs.   Total   15 hrs.

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

**ART 1113, MUS 1113, or SPT 2233

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

Academic Pathways
Business Pathway
Aviation Management

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Psychology	PSY 1513	Public Speaking I	SPT/COM 1113
Fine Arts Elective	3	Computer Applications	ICSC 1123
History Elective (Continuous)	3	History Elective (Continuous)	3

Total	15 hrs.	Total	15 hrs.

Second Year

First Semester   Second Semester

Princ of Macroeconomics	ECO 2113	Princ of Microeconomics	ECO 2123
Princ of Accounting I	ACC 2213	Business Statistics	BAD 2323
General Physics I	PHY 2414	General Physics II	PHY 2424
Literature Elective	3	Literature Elective	3
Business Calculus I	MAT 1513	Elective	3
OR Calculus I	MAT 1613		

Total	16 hrs.	Total	16 hrs.

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

Flight Operations majors have specialized aviation courses that are only taught at Delta State University. Therefore, students are advised to transfer to Delta State after the Freshmen year. However, if you desire to receive an Associate of Arts degree in Aviation Management, the courses listed under **Second Year** are recommended.

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

Academic Pathways
Business Pathway
Business Administration

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	General Psychology	PSY 1513
**Fine Arts Elective	3	Public Speaking I	SPT/COM 1113
*Business Elective	3	*Business Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3

Total	15 hrs.	Total	15 hrs.

Second Year

First Semester   Second Semester

Princ of Macroeconomics	ECO 2113	Princ of Microeconomics	ECO 2123
Legal Environ/Business	BAD 2413	Business Statistics	BAD 2323
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
Business Calculus I	MAT 1513	Literature Elective	3
Natural Science w/Lab	4	Natural Science w/Lab	4

Total	16 hrs.	Total	16 hrs.

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

*Choose from the following Business Electives:
BAD 1113 - Introduction to Business
BAD 1121 - Business Seminar I
BAD 2213 - Introduction to Marketing
BAD 2513 - Introduction to Management
BAD 2533 - Computer Applications in Business & Industry
BAD 2813 - Business Communications
BAD 2853 - Business Ethics

**ART 1113, MUS 1113, or SPT 2233

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

Academic Pathways
Business Pathway
Economics

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	General Psychology	PSY 1513
***Fine Arts Elective	3	Public Speaking I	SPT/COM 1113
**Business Elective	3	**Business Elective	3
*History Elective (Continuous)	3	*History Elective (Continuous)	3

Total	15 hrs.	Total	15 hrs.

Second Year

First Semester   Second Semester

Princ of Macroeconomics	ECO 2113	Princ of Microeconomics	ECO 2123
Legal Environ/Business	BAD 2413	Business Statistics	BAD 2323
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
*Business Calculus I	MAT 1513	Literature Elective	3
Natural Science w/Lab	4	Natural Science w/Lab	4

Total	16 hrs.	Total	16 hrs.

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

**Choose from the following Business Electives:
BAD 1113 - Introduction to Business
BAD 1121 - Business Seminar I
BAD 2213 - Introduction to Marketing
BAD 2513 - Introduction to Management
BAD 2533 - Computer Applications in Business & Industry
BAD 2813 - Business Communications
BAD 2853 - Business Ethics

***ART 1113, MUS 1113, or SPT 2233

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

Academic Pathways
Business Pathway
Finance

First Year

First Semester   Second Semester

English Composition I   ENG 1113   English Composition II ENG 1123
College Algebra   MAT 1313   General Psychology   PSY 1513
**Fine Arts Elective   3   Public Speaking I SPT/COM 1113
*Business Elective   3   *Business Elective   3
History Elective (Continuous)   3   History Elective (Continuous) 3

Total   15 hrs.   Total   15 hrs.

Second Year

First Semester   Second Semester

Princ of Macroeconomics ECO 2113   Princ of Microeconomics ECO 2123
Legal Environ/Business   BAD 2413   Business Statistics   BAD 2323
Princ of Accounting I   ACC 2213   Princ of Accounting II ACC 2223
Business Calculus I   MAT 1513   Literature Elective   3
Natural Science w/Lab   4   Natural Science w/Lab   4

Total   16 hrs.   Total   16 hrs.

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

*Choose from the following Business Electives:
BAD 1113 - Introduction to Business
BAD 1121 - Business Seminar I
BAD 2213 - Introduction to Marketing
BAD 2513 - Introduction to Management
BAD 2533 - Computer Applications in Business & Industry
BAD 2813 - Business Communications
BAD 2853 - Business Ethics

**ART 1113, MUS 1113, or SPT 2233

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

Academic Pathways
Business Pathway
Management

First Year

First Semester   Second Semester

English Composition I   ENG 1113   English Composition II ENG 1123
College Algebra   MAT 1313   General Psychology   PSY 1513
**Fine Arts Elective   3   Public Speaking I SPT/COM 1113
*Business Elective   3   *Business Elective   3
History Elective (Continuous) 3   History Elective (Continuous) 3

Total   15 hrs.   Total   15 hrs.

Second Year

First Semester   Second Semester

Princ of Macroeconomics ECO 2113   Princ of Microeconomics ECO 2123
Legal Environ/Business   BAD 2413   Business Statistics   BAD 2323
Princ of Accounting I   ACC 2213   Princ of Accounting II ACC 2223
Business Calculus I   MAT 1513   Literature Elective   3
Natural Science w/Lab   4   Natural Science w/Lab   4

Total   16 hrs.   Total   16 hrs.

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

*Choose from the following Business Electives:
BAD 1113 - Introduction to Business
BAD 1121 - Business Seminar I
BAD 2213 - Introduction to Marketing
BAD 2513 - Introduction to Management
BAD 2533 - Computer Applications in Business & Industry
BAD 2813 - Business Communications
BAD 2853 - Business Ethics

**ART 1113, MUS 1113, or SPT 2233

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

Academic Pathways
Business Pathway
Marketing

First Year

First Semester   Second Semester

English Composition I   ENG 1113   English Composition II ENG 1123
College Algebra   MAT 1313   General Psychology   PSY 1513
Introduction to Marketing BAD 2213   Public Speaking I SPT/COM 1113
History Elective (Continuous)   3   History Elective (Continuous)   3
**Fine Arts Elective   3   *Business Elective   3

Total   15 hrs.   Total   15 hrs.

Second Year

First Semester   Second Semester

Princ of Macroeconomics   ECO 2113   Princ of Microeconomics ECO 2123
Legal Environ/Business   BAD 2413   Business Statistics   BAD 2323
Princ of Accounting I   ACC 2213   Princ of Accounting II   ACC 2223
Business Calculus I   MAT 1513   Literature Elective   3
Natural Science w/Lab   4   Natural Science w/Lab   4

Total   16 hrs.   Total   16 hrs.

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

*Choose from the following Business Electives:
BAD 1113 - Introduction to Business
BAD 1121 - Business Seminar I
BAD 2513 - Introduction to Management
BAD 2533 - Computer Applications in Business & Industry
BAD 2813 - Business Communications
BAD 2853 - Business Ethics

**ART 1113, MUS 1113, or SPT 2233

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

Education Pathway

Did you ever grow up thinking that you wanted to be just like that favorite teacher, coach, or principal? If so, then the **Education** pathway may be for you. For those considering a career in teaching, there are some excellent benefits such as: variety in a work day, life-long learning, making a difference in the lives of young people, working all over the world, and you will have way more than just a JOB. The Education pathway includes occupations that lead or assist in the delivery of instructional materials or lessons in classrooms, from preschool until high school. Regardless of the chosen path, the Education pathway will prepare the individual to be knowledgeable in his/her subject, inspire trust and confidence, motivate learners, as well as understand his/her students' educational and emotional needs. This field has many potential job opportunities. Possible careers include elementary teacher, secondary education teacher in many different subject areas, athletic coach, adult education instructor, preschool teacher, child care worker, and day care administrator. Even if some interested in working with children do not wish to work in a traditional classroom, there are other paths within this pathway to explore those options.

Education Pathway
Child Development/Child Care & Family Education
Elementary/Special Education
Secondary Education Pathway
Biology/Science
Chemistry/Physical Science
English
Mathematics
Music – Instrument
Music – Piano
Music – Voice
Physical Education/Kinesiology
Physics
Social Studies

Child Development/Child Care & Family Education

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
General Psychology	PSY 1513	Intro to Sociology	SOC 2113
*General Biology I	BIO 1134	*General Biology II	BIO 1144
*History Elective	3	*Humanities Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
*Marriage & Family	SOC 2143	*Computer Science Elective	3
*Physical Science Survey I	PHY 2244	*Physical Science Survey II	PHY 2254
*Literature Elective	3	*Elective	3
**Fine Arts Elective	3	*Elective	3
*Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

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

**ART 1113, MUS 1113, or SPT 2233

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

Elementary/Special Education

To be admitted into a teacher education program that leads to a baccalaureate degree, students will either have to pass the Praxis Core Academic Skills for Educators (CORE) – (formerly Praxis I) examination prior to transferring (if required) OR have scored at least a 21 composite ACT equivalent (consult chosen transfer college for specifics).

**Endorsement Areas: For Mississippi K-6 Licensure in Elementary Education, the Mississippi Department of Education requires that candidates have completed at least 18 hours, in each of two endorsement areas, with no grade lower than a "C". In addition, some IHL universities also offer Elementary Education programs, K-6 with 2 add-on endorsements. In these programs, candidates earn an additional three (3) hours, or twenty-one (21) hours in each of the two endorsement areas, with no grade lower than a "C". These programs prepare the students for Mississippi K-6 licensure, with add-on licenses for grades 7-12 in the two endorsement areas. English, General Science, Math, and Social Studies are endorsement areas accepted by all eight (8) IHL universities. Consult with your chosen transfer college to determine acceptable transfer courses for your endorsement areas.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
World Regional Geography	GEO 1113	Real Number System	MAT 1723
History Elective (Continuous)	3	History Elective (Continuous)	3
Physical Science w/Lab	4	*American National Gov't	PSC 1113
		OR Intro to Sociology	SOC 2113
Total	16 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Geo, Measure, & Prob	MAT 1733	****Found/Education	EDU 1613
Biological Science w/Lab	4	***Fine Arts Elective	3
*Literature Elective (Continuous)	3	*Literature Elective (Continuous)	3
**Elective	3	**Elective	3
**Elective	3	**Elective	3
Total	16 hrs.	Total	15 hrs.

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

***ART 1113, MUS 1113, or SPT 2233

****Foundations of Education requires 30 hours of observation hours in a school setting set up by the instructor of the course. Some districts will require you to have a background check at an additional cost.

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

Academic Pathways
Education Pathway
Secondary Education Pathway
Biology/Science

To be admitted into a teacher education program that leads to a baccalaureate degree, students will either have to pass the Praxis Core Academic Skills for Educators (CORE) – (formerly Praxis I) examination prior to transferring (if required) OR have scored at least a 21 composite ACT equivalent (consult chosen transfer college for specifics).

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
General Biology I	BIO 1134	General Biology II	BIO 1144
		Public Speaking I	SPT/COM 1113
Total	***14 Hours	Total	17 hrs.

Second Year

First Semester   Second Semester

General Physics I	PHY 2414	Microbiology	BIO 2924
General Psychology	PSY 1513	*Social/Behavioral Science	3
Pers & Comm Health	HPR 1213	**Fine Arts Elective	3
*History Elective	3	*Elective	3
*Literature Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

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

**ART 1113 or MUS 1113

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

Academic Pathways
Education Pathway
Secondary Education Pathway
Chemistry/Physical Science

To be admitted into a teacher education program that leads to a baccalaureate degree, students will either have to pass the Praxis Core Academic Skills for Educators (CORE) – (formerly Praxis I) examination prior to transferring (if required) OR have scored at least a 21 composite ACT equivalent (consult chosen transfer college for specifics).

First Year

First Semester			Second Semester		
English Composition I	ENG 1113		English Composition II	ENG 1123	
Trigonometry	MAT 1323		Public Speaking I	SPT/COM 1113	
General Chemistry I	CHE 1214		General Chemistry II	CHE 1224	
Calculus I	MAT 1613		Fine Arts Elective		3
*Elective		3	*Elective		3
Total		16 hrs.	Total		16 hrs.

Second Year

First Semester			Second Semester		
Organic Chemistry I	CHE 2424		Organic Chemistry II	CHE 2434	
General Physics I	PHY 2414		General Physics II	PHY 2424	
Social/Behavioral Science		3	Social/Behavioral Science		3
Literature Elective		3	History Elective		3
*Elective		3			
Total		17 hrs.	Total		**14 hrs.

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

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

Academic Pathways
Education Pathway
Secondary Education Pathway
English

To be admitted into a teacher education program that leads to a baccalaureate degree, students will either have to pass the Praxis Core Academic Skills for Educators (CORE) – (formerly Praxis I) examination prior to transferring (if required) OR have scored at least a 21 composite ACT equivalent (consult chosen transfer college for specifics).

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
General Psychology	PSY 1513	*Social/Behavioral Science	3
Fine Arts Elective	3	*Literature Elective	3
*Elective	3	*Elective	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Biological Science w/Lab	4	Physical Science w/Lab	4
History Elective	3	History Elective	3
*Literature Elective	3	*Literature Elective	3
*Literature Elective	3	*Elective	3
*Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

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

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

Academic Pathways
Education Pathway
Secondary Education Pathway
Mathematics

To be admitted into a teacher education program that leads to a baccalaureate degree, students will either have to pass the Praxis Core Academic Skills for Educators (CORE) – (formerly Praxis I) examination prior to transferring (if required) OR have scored at least a 21 composite ACT equivalent (consult chosen transfer college for specifics).

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
*Trigonometry	MAT 1323	*Calculus II	MAT 1623
*Calculus I	MAT 1613	Computer Program I	CSC 1613
**Natural Science w/Lab	4	**Natural Science w/Lab	4
***History or Literature Elective	3	***History or Literature Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Calculus III	MAT 2613	Calculus IV	MAT 2623
General Psychology	PSY 1513	Intro to Sociology	SOC 2113
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
***Intro to Linear Algebra	MAT 2113	Differential Equations	MAT 2913
Public Speaking I	SPT/COM 1113	***Fine Arts Elective	3
Total	16 hrs.	Total	16 hrs.

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

*Students are strongly advised to take MAT 1323 Trigonometry prior to enrolling in the calculus sequence or prior to enrolling in MAT 1623 Calculus II.

BIO 1134 & BIO 1144 **or CHE 1214 & CHE 1224

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

Academic Pathways
Education Pathway
Secondary Education Pathway
Music — Instrument Majors

To be admitted into a teacher education program that leads to a baccalaureate degree, students will either have to pass the Praxis Core Academic Skills for Educators (CORE) – (formerly Praxis I) examination prior to transferring (if required) OR have scored at least a 21 composite ACT equivalent (consult chosen transfer college for specifics).

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Music Survey	MUS 2123
General Psychology	PSY 1513	Social/Behavioral Science	3
*Fundamentals of Music	MUS 1133	*Music Theory I	MUS 1214
*Class Piano I	MUA 1511	*Class Piano II	MUA 1521
Band I	MUO 1111	Band II	MUO 1121
Recital Class I	MUS 1911	Recital Class II	MUS 1921
*Major Instrument I	2	*Major Instrument II	2
Total	17 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
OR World Civilization I	HIS 1163	OR World Civilization II	HIS 1173
*Music Theory II	MUS 1224	Public Speaking I	SPT/COM 1113
Natural Science w/Lab	4	Natural Science w/Lab	4
*Class Piano III	MUA 2511	*Class Piano IV	MUA 2521
Band III	MUO 2111	Band IV	MUO 2121
Recital Class III	MUS 2911	Recital Class IV	MUS 2921
*Major Instrument III	2	*Major Instrument IV	2
Total	16 hrs.	Total	15 hrs.

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

Participation in Band is required each semester.

*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all three.

Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.

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

Academic Pathways
Education Pathway
Secondary Education Pathway
Music — Piano Majors

To be admitted into a teacher education program that leads to a baccalaureate degree, students will either have to pass the Praxis Core Academic Skills for Educators (CORE) – (formerly Praxis I) examination prior to transferring (if required) OR have scored at least a 21 composite ACT equivalent (consult chosen transfer college for specifics).

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Music Survey	MUS 2123
General Psychology	PSY 1513	Social/Behavioral Science	3
*Fundamentals of Music	MUS 1133	*Music Theory I	MUS 1214
*Piano/Music Ed Maj I	MUA 1572	*Piano/Music Ed Maj II	MUA 1582
Class Piano I	MUA 1511	Class Piano II	MUA 1521
Choir I	MUO 1211	Choir II	MUO 1221
Recital Class I	MUS 1911	Recital Class II	MUS 1921
Total	17 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
OR World Civilization I	HIS 1163	OR World Civilization II	HIS 1173
*Music Theory II	MUS 1224	Public Speaking I	SPT/COM 1113
Natural Science w/Lab	4	Natural Science w/Lab	4
*Piano/Music Ed Maj III	MUA 2572	*Piano/Music Ed Maj IV	MUA 2582
Class Piano III	MUA 2511	Class Piano IV	MUA 2521
Choir III	MUO 2211	Choir IV	MUO 2221
Recital Class III	MUS 2911	Recital Class IV	MUS 2921
Total	16 hrs.	Total	15 hrs.

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

Participation in Choir is required each semester.

*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all three.

Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.

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

Education Pathway

Secondary Education Pathway

Music — Voice Majors

To be admitted into a teacher education program that leads to a baccalaureate degree, students will either have to pass the Praxis Core Academic Skills for Educators (CORE) – (formerly Praxis I) examination prior to transferring (if required) OR have scored at least a 21 composite ACT equivalent (consult chosen transfer college for specifics).

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Music Survey	MUS 2123
General Psychology	PSY 1513	Social/Behavioral Science	3
*Fundamentals of Music	MUS 1133	*Music Theory I	MUS 1214
*Voice/Music Ed Maj I	MUA 1772	*Voice/Music Ed Maj II	MUA 1782
*Class Piano I	MUA 1511	*Class Piano II	MUA 1521
Choir I	MUO 1211	Choir II	MUO 1221
Recital Class I	MUS 1911	Recital Class II	MUS 1921
Total	17 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Western Civilization I	HIS 1113	Western Civilization II	HIS 1123
OR World Civilization I	HIS 1163	OR World Civilization II	HIS 1173
*Music Theory II	MUS 1224	Public Speaking I	SPT/COM 1113
Natural Science w/Lab	4	Natural Science w/Lab	4
*Voice/Music Ed Maj III	MUA 2772	*Voice/Music Ed Maj IV	MUA 2782
*Class Piano III	MUA 2511	*Class Piano IV	MUA 2521
Choir III	MUO 2211	Choir IV	MUO 2221
Recital Class III	MUS 2911	Recital Class IV	MUS 2921
Total	16 hrs.	Total	15 hrs.

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

Participation in Choir is required each semester.

*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all.

Acceptance into an education program is necessary before students can enroll in required junior or senior level education courses.

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

Education Pathway
Secondary Education Pathway

Physical Education/Kinesiology
(Teaching/Coaching)

To be admitted into a teacher education program that leads to a baccalaureate degree, students will either have to pass the Praxis Core Academic Skills for Educators (CORE) – (formerly Praxis I) examination prior to transferring (if required) OR have scored at least a 21 composite ACT equivalent (consult chosen transfer college for specifics).

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
Per & Comm Health	HPR 1213	Kin, Health, PE, & Rec	HPR 1313
General Psychology	PSY 1513	**Elective	3
*History Elective	3	*History Elective	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
General Biology I	BIO 1134	Anatomy & Physiology I	BIO 2514
Intro to Sociology	SOC 2113	*Fine Arts Elective	3
First Aid & CPR	HPR 2213	*Literature Elective	3
**Elective	3	**Elective	3
**Elective	3	**Elective	3
Total	16 hrs.	Total	16 hrs.

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

**It is strongly suggested that students seeking a Physical Education (P. E.) Licensure prepare themselves to teach in one additional discipline. The Mississippi Department of Education requires 21 semester hours of prefix-specific courses with a grade of "C" or better. Some of the common supplemental endorsement areas are English, Communication, Social Studies, Mathematics, and General Science.

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

Education Pathway
Secondary Education Pathway

Physics

To be admitted into a teacher education program that leads to a baccalaureate degree, students will either have to pass the Praxis Core Academic Skills for Educators (CORE) – (formerly Praxis I) examination prior to transferring (if required) OR have scored at least a 21 composite ACT equivalent (consult chosen transfer college for specifics).

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Calculus I	MAT 1613	Calculus II	MAT 1623
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
*Elective	3	Public Speaking I	SPT/COM 1113
Fine Arts Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
General Psychology	PSY 1513	Social/Behavioral Science	3
Literature Elective	3	History Elective	3
*Elective	3	*Elective	3
*Elective	3	*Elective	3
Total	16 hrs.	Total	16 hrs.

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

Some students may need to take MAT 1313 College Algebra and MAT 1323 Trigonometry (if placement score requires) prior to enrolling in MAT 1613 Calculus I. These students are advised to take these courses in the summer before their freshmen year in order to complete the Calculus sequence before transferring.

*Choose from the following Electives: MAT 2613-Calculus III, MAT 2623-Calculus IV, PHY 1114-Astronomy, MAT 2113-Introduction to Linear Algebra, EGR 2413- Engineering Mechanics I, Biology Elective for Majors, History Elective.

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

Academic Pathways
Education Pathway
Secondary Education Pathway
Social Studies

To be admitted into a teacher education program that leads to a baccalaureate degree, students will either have to pass the Praxis Core Academic Skills for Educators (CORE) – (formerly Praxis I) examination prior to transferring (if required) OR have scored at least a 21 composite ACT equivalent (consult chosen transfer college for specifics).

First Year

First Semester			Second Semester		
English Composition I	ENG 1113		English Composition II	ENG 1123	
College Algebra	MAT 1313		Public Speaking I	SPT/COM 1113	
Intro to Sociology	SOC 2113		General Psychology	PSY 1513	
*World Civilizations I	HIS 1163		*World Civilizations II	HIS 1173	
OR *Western Civilization I	HIS 1113		OR *Western Civilization II	HIS 1123	
World Regional Geography	GEO 1113		Fine Arts Elective	3	
Total	15 hrs.		Total	15 hrs.	

Second Year

First Semester			Second Semester		
American History I	HIS 2213		American History II	HIS 2223	
American National Gov't	PSC 1113		Princ of Macroeconomics	ECO 2113	
Intro to Philosophy I	PHI 2113		Elective	3	
Physical Science w/Lab	4		Biological Science w/Lab	4	
*Literature Elective	3		*Literature Elective	3	
Total	16 hrs.		Total	16 hrs.	

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

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

General College Pathway

As a high school or college student, you may still be discovering a lot about who you are and what you want to do for the rest of your life. So, what you originally thought was right for you may not be what you do long-term. In fact, it is normal for college students to change their majors several times during their college years. However, with that said, it is recommended that you select a program of study by the second semester of your freshman year. Doing so will give you a guide of the courses that you need to take to transfer to a university in a particular major.

The Academic Pathway, **General College Studies**, is a pathway that you could choose if you are undecided about your program of study. Following this program will allow graduation with an Associate of Arts degree. A student may select another program of study at any time during his/her enrollment at Holmes.

General College Pathway
General College Studies

Academic Pathways
General College Pathway
General College Studies

First Year

First Semester			Second Semester	
English Composition I	ENG 1113		English Composition II	ENG 1123
College Algebra	MAT 1313		Public Speaking I	SPT/COM 1113
History Elective		3	History Elective	3
Fine Arts Elective		3	PSY/EPY Elective	3
Elective		3	Elective	3
Total		15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Natural Science w/Lab	4	Natural Science w/Lab	4
Social/Behavioral Science	3	Social/Behavioral Science	3
Literature Elective	3	Literature Elective	3
Humanities Elective	3	Humanities Elective	3
Elective	3	Elective	3
Total	16 hrs.	Total	16 hrs.

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

This curriculum is designed for those students who have not decided upon a major at a transfer institution. Following this program will allow graduation with an Associate of Arts degree or a student may select another program of study at any time during his/her enrollment at Holmes.

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

Academic Pathways
Health Sciences Pathway

The **Health Sciences** Pathway is considered a venue to present knowledge and tools the students can use to apply for acceptance into health care professional school and to aid in the management of quality health care careers. These fields of study will allow students Pathways into nursing, pre-medical, pre-dental, pre-pharmacy, therapeutic health fields, public agencies, or health administration.

Health Sciences Pathway
Biological Science
Pre-Allied Health
Dentistry Pathway
Pre-Dental
Pre-Dental Hygiene
Health-Related Pathway
Health Informatics & Information Management
Health Sciences
Pre-Medical Laboratory Science
Pre-Occupational Therapy
Pre-Physical Therapy
Pre-Physician Associate/Assistant Studies
Pre-Radiologic Sciences
Pre-Speech Pathology/Communicative Sciences
Medicine Pathway
Pre-Medical
Pre-Nursing
Pharmacy Pathway
Pre-Pharmacy
Veterinary Pathway
Pre-Veterinary
Pre-Veterinary Medical Technology

Academic Pathways
Health Sciences Pathway
Biological Science

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Biology I	BIO 1134	General Biology II	BIO 1144
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
History Elective (Continuous)	3	History Elective (Continuous)	3

Total	17 hrs.	Total	17 hrs.

Second Year

First Semester   Second Semester

Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
Public Speaking I	SPT/COM 1113	***Fine Arts Elective	3
Literature Elective	3	Literature Elective	3
**Social/Behavioral Science	3	**Social/Behavioral Science	3
Calculus I	MAT 1613		

Total	16 hrs.	Total	****13 hrs.

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

**Choose from the following Social/Behavioral Science Electives:
ECO 2113 - Principles of Macroeconomics
ECO 2123 - Principles of Microeconomics
PSC 1113 - American National Government
PSC 2113 - Comparative Government
PSY 1513 - General Psychology
SOC 2113 - Introduction to Sociology
SOC 2213 - Introduction to Anthropology

***ART 1113, MUS 1113, or SPT 2233

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

Health Sciences Pathway
Pre-Allied Health

This curriculum is designed for those students who do not have a minimum ACT Composite score of 16 but are interested in pursuing a nursing or allied health program. This curriculum stresses Natural Sciences with labs and will provide a good academic base. However, it does not lead directly to a four-year degree in Allied Health. The curriculum below leads to an Associate of Arts Degree.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
Orientation	LLS 1313	Med Term for Health Prof	BIO 1813
Fine Arts Elective	3	Nutrition	BIO 1613
History Elective	3	History Elective	3
Total	15 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
General Biology I	BIO 1134	Anatomy & Physiology I	BIO 2514
Enhancement of Study	LLS 1413	First Aid & CPR	HPR 2213
Computer Applications I	CSC 1123	General Psychology	PSY 1513
Human Growth & Dev	EPY/PSY 2533	Social/Behavioral Science	3
Literature Elective	3	Humanities Elective	3
Total	16 hrs.	Total	16 hrs.

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

Applications to nursing programs require:
1. BSN: ACT Composite score of 21 or higher
2. ADN: ACT Composite score of 18 or higher, ACT Math score of 17 or 3-hour College Algebra or higher, and an ACT Reading score of 18.
3. LPN: ACT Composite score of 16 or higher

Following this program will allow graduation with an Associate of Arts degree or a student may select another program of study at any time during his/her enrollment at Holmes.

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

Academic Pathways
Health Sciences Pathway
Dentistry Pathway
Pre-Dental

Dental Schools may require a baccalaureate degree for admission but no prescribed course of study is stipulated. The curriculum below is a suggested guide which leads to an Associate of Arts Degree, but it does not lead to a four-year degree in dentistry. Students should consult their chosen transfer university to select a four-year degree. Additionally, UMMC is the sole Mississippi provider for a professional degree in dentistry.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
General Biology I	BIO 1134	General Biology II	BIO 1144
Fine Arts Elective	3	Public Speaking I	SPT/COM 1113
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
General Psychology	PSY 1513	Statistics	MAT 2323
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
General Physics I	PHY 2414	General Physics II	PHY 2424
Humanities Elective	3	Humanities Elective	3
		Social/Behavioral Science	3
Total	*14 hrs.	Total	17 hrs.

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

Students should consult The University of Mississippi Medical Center's bulletin to determine courses considered end point before attempting online classes.

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

Academic Pathways
Health Sciences Pathway
Dentistry Pathway
Pre-Dental Hygiene

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year. The curriculum below leads to an Associate of Arts Degree.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	General Psychology	PSY 1513
Public Speaking I	SPT/COM 1113	Med Term for Health Prof	BIO 1813
General Biology I	BIO 1134	Nutrition	BIO 1613
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Intro to Sociology	SOC 2113	Microbiology	BIO 2924
Humanities Elective	3	Humanities Elective	3
Fine Arts Elective	3	Child Psychology	EPY/PSY 2513
Elective	3	OR Adol Psychology	EPY/PSY 2523
		OR Hum Grwth/Dev	EPY/PSY 2533
Total	16 hrs.	Total	*14 hrs.

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

Students must have a minimum of 57 transferable hours with a minimum 2.5 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred. Students must also complete 8 hours of observation of a licensed or registered dental hygienist in a clinical environment.

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

Academic Pathways
Health Sciences Pathway
Health-Related Pathway

Health Informatics & Information Management

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
Introduction to Business	BAD 1113	Business Statistics	BAD 2323
Fine Arts Elective	3	Comp App in Bus & Ind	BAD 2533
*Natural Science w/Lab	4	*Natural Science w/Lab	4
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
Computer Concepts	CSC 1113	Bus Communications	BAD 2813
Social/Behavioral Science	3	Social/Behavioral Science	3
Humanities Elective	3	Humanities Elective	3
Total	16 hrs.	Total	16 hrs.

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

*Choose from the following Natural Science Electives:
BIO 1134 General Biology I
BIO 1813 Medical Terminology for Health Professions
CHE 1114 Chemistry Survey
CHE 1214 General Chemistry I
PHY 1114 Introduction to Astronomy
PHY 2244 Physical Science Survey I
PHY 2254 Physical Science Survey II

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

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

Academic Pathways
Health Sciences Pathway
Health-Related Pathway
Health Sciences

First Year

First Semester   Second Semester

English Composition I   ENG 1113   English Composition II ENG 1123
College Algebra   MAT 1313   Trigonometry   MAT 1323
Princ of Macroeconomics   ECO 2113   Public Speaking I SPT/COM 1113
General Biology I   BIO 1134   Med Term for Health Prof BIO 1813
General Chemistry I   CHE 1214   General Chemistry II   CHE 1224

Total   17 hrs.   Total   16 hrs.

Second Year

First Semester   Second Semester

Anatomy & Physiology I   BIO 2514   Anatomy & Physiology II BIO 2524
*Natural Science w/Lab   4   Microbiology   BIO 2924
**Social/Behavioral Science   3   **Social/Behavioral Science   3
Humanities Elective   3   Humanities Elective   3
                                       Fine Arts Elective   3

Total   ***14 hrs.   Total   17 hrs.

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

*Natural Sciences Electives: BIO 1144, BIO 2414, PHY 2244, PHY 2254, PHY 2414

**Students planning to apply to Health-Related Programs (i.e., OTA, PTA, PN, Massage Therapy, or Surgical Technology) should review the admission requirements and application process for that specific program. These Health-Related Programs recommend taking PSY 1513 General Psychology and PSY/EPY 2533 Human Growth and Development for the Social/Behavioral Science electives.

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

Academic Pathways
Health Sciences Pathway
Health-Related Pathway
Pre-Medical Laboratory Science

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. Students must have a minimum of 60 transferable hours with a minimum 2.5 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred. The curriculum below leads to an Associate of Arts Degree.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
General Biology I	BIO 1134	General Biology II	BIO 1144
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
		Elective	1
Total	*14 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Trigonometry	MAT 1323	Microbiology	BIO 2924
Organic Chemistry I	CHE 2424	Fine Arts Elective	3
Social/Behavioral Science	3	Social/Behavioral Science	3
Humanities Elective	3	Humanities Elective	3
Total	17 hrs.	Total	17 hrs.

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

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

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

Health Sciences Pathway

Health-Related Pathway

Pre-Occupational Therapy

     This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students should consult the most recent UMMC Bulletin when planning their schedule. Students applying for the Doctorate of Occupational Therapy must have a bachelor's degree with a minimum average of 3.0 on a 4.0 scale for the prerequisite courses; each pre-requisite course must be completed with a grade of "C" or better. The student must provide evidence of 24 hours of observation under an occupational therapist or an occupational therapy assistant in at least three occupational therapy clinical departments or practices within the two calendar years preceding the application deadline.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Psychology	PSY 1513	Med Term for Health Prof	BIO 1813
General Biology I	BIO 1134	General Biology II	BIO 1144
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Public Speaking I	SPT/COM 1113	Statistics	MAT 2323
General Physics I	PHY 2414	Human Growth & Dev	EPY/PSY 2533
Humanities Elective	3	Humanities Elective	3
		Fine Arts Elective	3
Total	*14 hrs.	Total	16 hrs.

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

All programs at the University Medical Center have a limited class size with competitive admissions.

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

Academic Pathways
Health Sciences Pathway
Health-Related Pathway
Pre-Physical Therapy

This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students must have a minimum 3.0 GPA on a 4.0 scale. A minimum grade of C is required on each course accepted for transfer. The curriculum below leads to an Associate of Arts Degree.

Students applying for the Doctor of Physical Therapy must have a bachelor's degree and evidence of 40 hours of observation in at least two physical therapy clinical departments or practices. Students must also take the GRE before applying to the program. Students must also complete an autobiographical essay and a resume to apply to the program.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Biology I	BIO 1134	General Biology II	BIO 1144
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Total	*14 hrs.	Total	*14 hrs.

Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
General Physics I	PHY 2414	General Physics II	PHY 2424
Public Speaking I	SPT/COM 1113	Fine Arts Elective	3
Social/Behavioral Science	3	Social/Behavioral Science	3
Humanities Elective	3	Humanities Elective	3
Total	17 hrs.	Total	17 hrs.

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

All programs at the University Medical Center have a limited class size with competitive admissions.

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

Academic Pathways
Health Sciences Pathway
Health-Related Pathway
Pre-Physician Associate/Assistant Studies

This curriculum is designed to meet the admission requirements of the Department of Physician Assistant Studies at Mississippi College and the Master of Physician Assistant Studies Program at Mississippi State University-Meridian. Students must have a minimum 3.0 cumulative GPA as well as a 3.0 science GPA on a 4.0 scale for both programs. In addition, a minimum grade of C is required on each pre-requisite course accepted for transfer, and each pre-requisite course must be taken within 10 years of matriculation at the University or College. Mississippi College will not accept online or hybrid courses for pre-requisite courses (except for statistics). The curriculum below leads to an Associate of Arts Degree.

Students applying for either program must have a bachelor's degree, take the GRE, and have evidence of clinical experience. At least 80 hours of healthcare experience and 20 hours of shadowing experience with a medical doctor or physician assistant are required for the Master of Physician Assistant studies Program at Mississippi State University-Meridian. For this program, students must also complete CPR Certification (American Heart Association) or higher.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Biology I	BIO 1134	Microbiology	BIO 2924
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
College Algebra	MAT 1313	Fine Arts Elective	3
Total	*14 hrs.	Total	*14 hrs.

Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Public Speaking I	SPT/COM 1113	Statistics	MAT 2323
General Psychology	PSY 1513	Intro to Sociology	SOC 2113
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
Humanities Elective	3	Humanities Elective	3
Total	17 hrs.	Total	17 hrs.

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

Both programs at Mississippi College and Mississippi State University-Meridian have a limited class size with competitive admissions.

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

179

Academic Pathways
Health Sciences Pathway
Health-Related Pathway
Pre-Radiologic Sciences

This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students must have a minimum of 60 hours of transfer credit with a minimum 2.0 GPA on a 4.0 scale. A minimum grade of C is required on each course accepted for transfer. The curriculum below leads to an Associate of Arts Degree.

See the University of Mississippi Medical Center website for additional requirements for admission to the B.S. Degree Program of Radiologic Sciences.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Biology I	BIO 1134	Computer Applications I	CSC 1123
Public Speaking I	SPT/COM 1113	Med Term for Health Prof	BIO 1813
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
General Physics I	PHY 2414	First Aid & CPR	HPR 2213
Social/Behavioral Elective	3	Social/Behavioral Elective	3
Humanities Elective	3	Humanities Elective	3
Fine Arts Elective	3		
Total	17 hrs.	Total	*13 hrs.

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

All programs at the University Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

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

Academic Pathways
Health Sciences Pathway
Health-Related Pathway
Pre-Speech Pathology/Communicative Sciences

First Year

First Semester   Second Semester

English Composition I   ENG 1113   English Composition II ENG 1123
College Algebra   MAT 1313   Statistics   MAT 2323
General Biology I   BIO 1134   General Biology II   BIO 1144
General Psychology   PSY 1513   Public Speaking I   SPTCOM 1113
*Foreign Language (Continuous) 3   *Foreign Language (Continuous) 3

Total   16 hrs.   Total   16 hrs.

Second Year

First Semester   Second Semester

Anatomy & Physiology I   BIO 2514   Anatomy & Physiology II BIO 2524
Introduction to Sociology SOC 2113   **Natural Science w/Lab   4
History Elective (Continuous)   3   History Elective (Continuous)   3
Literature Elective   3   Humanities Elective   3
*Foreign Language (Continuous)   3   Fine Arts Elective   3

Total   16 hrs.   Total   17 hrs.

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

*Foreign Language: 6 – 12 hours are required for B.A.

**Natural Science Electives: CHE 1214, PHY 2244, PHY 2254, PHY 2414

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

Academic Pathways
Health Sciences Pathway
Medicine Pathway
Pre-Medical

Medical schools may require a baccalaureate degree for admission but no prescribed course of study is stipulated. The curriculum below is a suggested guide which leads to an Associate of Arts Degree, but it does not lead to a four-year degree in medicine. Students should consult their chosen transfer university to select a four-year degree. Additionally, UMMC is the sole Mississippi provider for a professional degree in medicine.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Biology I	BIO 1134	General Biology II	BIO 1144
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Fine Arts Elective	3	Public Speaking I	SPT/COM 1113
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
General Physics I	PHY 2414	General Physics II	PHY 2424
Social/Behavioral Science	3	Social/Behavioral Science	3
Humanities Elective	3	Humanities Elective	3
Total	*14 hrs.	Total	*14 hrs.

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

Students should consult The University of Mississippi Medical Center's bulletin to determine courses considered end point before attempting online classes.

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

Academic Pathways
Health Sciences Pathway
Medicine Pathway
Pre-Nursing (B.S.)

The curriculum below is a suggested guide for meeting possible prerequisites for admission into a Bachelor of Science degree in Nursing program. Students should consult their chosen transfer university. The curriculum below leads to an Associate of Arts Degree.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
General Psychology	PSY 1513	Human Growth & Dev	EPY/PSY 2533
General Biology I	BIO 1134	Microbiology	BIO 2924
General Chemistry I	CHE 1214	Nutrition	BIO 1613
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Computer Applications I	CSC 1123	Business Statistics	BAD 2323
OR Comp App/Bus	BAD 2533	OR Statistics	MAT 2323
Intro to Sociology	SOC 2113	Marriage & Family	SOC 2143
Fine Arts Elective	3	Literature Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	16 hrs.	Total	16 hrs.

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

An ACT Composite Score of 16 or higher is required for this program of study.

Students must complete all admission requirements before transferring. All Schools of Nursing in the state of Mississippi have limited class sizes with competitive admission requirements. Students should start the application process early in their sophomore year.

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

183

Academic Pathways
Health Sciences Pathway
Pharmacy Pathway
Pre-Pharmacy

The curriculum below is a suggested guide for meeting possible prerequisites for admission into the Doctor of Pharmacy degree offered at the University of Mississippi. The curriculum below leads to an Associate of Arts Degree.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
General Biology I	BIO 1134	General Biology II	BIO 1144
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Calculus I	MAT 1613	Princ of Microeconomics	ECO 2123
Fine Arts Elective	3	Social/Behavioral Science	3
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
Public Speaking I	SPT/COM 1113	Statistics	MAT 2323
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Humanities Elective	3	Humanities Elective	3
General Physics I	PHY 2414	Social/Behavioral Science	3
OR General Physics I-A	PHY 2514		
Total	18 hrs.	Total	17 hrs.

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

Some students may need to take MAT 1313 College Algebra and MAT 1323 Trigonometry (if placement score requires) prior to enrolling in MAT 1613 Calculus I. These students are advised to take these courses in the summer before their freshmen year in order to complete the Calculus sequence before transferring.

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

Academic Pathways
Health Sciences Pathway
Veterinary Pathway
Pre-Veterinary

The curriculum below is a suggested guide for meeting possible prerequisites for admission into the Doctor of Veterinary Medicine degree offered at Mississippi State University. The curriculum below leads to an Associate of Arts Degree.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Biology I	BIO 1134	General Biology II	BIO 1144
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Princ of Macroeconomics	ECO 2113	Social/Behavioral Science	3
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Public Speaking I	SPT/COM 1113	Microbiology	BIO 2924
Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
General Physics I	PHY 2414	General Physics II	PHY 2424
Statistics	MAT 2323	Fine Arts Elective	3
Humanities Elective	3	Humanities Elective	3
Total	17 hrs.	Total	18 hrs.

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

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

Academic Pathways
Health Sciences Pathway
Veterinary Pathway
Pre-Veterinary Medical Technology

     The curriculum below is a suggested guide for meeting possible prerequisites for admission into the Veterinary Medical Technology program at Mississippi State University. The curriculum below leads to an Associate of Arts Degree.

First Year

First Semester   Second Semester

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Biology I	BIO 1134	General Biology II	BIO 1144
Fine Arts Elective	3	Med Term for Health Prof	BIO 1813
Social/Behavioral Science	3	Social/Behavioral Science	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester   Second Semester

First Semester		Second Semester	
Statistics	MAT 2323	Microbiology	BIO 2924
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Public Speaking I	SPT/COM 1113	Humanities Elective	3
Animal Science	AGR 1214	*Elective	3
Humanities Elective	3		
Total	17 hrs.	Total	**14 hrs.

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

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

Kinesiology Pathway

Kinesiology is the study of human movement as it applies to physical education, exercise science, and sport. Was physical education or anatomy and physiology one of your favorite classes? Were you a high school athlete or did you play sports growing up? Are you interested in fitness, physical activity, and sport? Are you considering a career in a human movement field such as physical education teacher, exercise science specialist, personal trainer, or sport administrator? If you answered yes to any of the above questions, then the Kinesiology Pathway is for you!

The growing and expanding field of kinesiology has created a diversity of career opportunities. Careers have expanded from the traditional teaching and coaching to encompass many other careers that include fitness, health, and therapy-related opportunities, as well as those in sport management and sport media.

Some specific career opportunities include:

Physical Education Teacher	Recreation Manager
Coaching	Athletic Administration
Personal Trainer	Sports Marketing
Strength and Conditioning Coach	Sports Facility Manager
Fitness Center Manager	Sports Information Director
Athletic Trainer	Sports Broadcasting
Physical Therapy	Web Development/Social Media
Exercise Physiologist	Sport Psychology

The list of career opportunities in the field of kinesiology can go on and on, and is only limited by your imagination!

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

Academic Pathways
Kinesiology Pathway
Exercise Science/Kinesiology

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I	SPT/COM 1113
*General Biology I	BIO 1134	*General Biology II	BIO 1144
Pers & Comm Health	HPR 1213	General Chemistry I	CHE 1214
General Psychology	PSY 1513		

Total	16 hrs.	Total	***14 hrs.

Second Year

First Semester   Second Semester

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

Total	16 hrs.	Total	16 hrs.

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

**ART 1113, MUS 1113, or SPT 2233

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

Academic Pathways
Kinesiology Pathway
Pre-Athletic Training

    The curriculum below is a suggested guide for meeting possible prerequisites for admission into the Master of Science in Athletic Training (MSAT) program. The program requires a baccalaureate degree for admission but no prescribed course of study is stipulated. Students should consult their chosen transfer university. The curriculum below leads to an Associate of Arts Degree.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Trigonometry	MAT 1323
General Psychology	PSY 1513	Public Speaking I	SPT/COM 1113
General Biology I	BIO 1134	General Biology II	BIO 1144
General Chemistry I	CHE 1214	Nutrition	BIO 1613
Total	17 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Anatomy& Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
General Physics I	PHY 2414	Prev&Care Ath Injuries	HPR 2723
First Aid & CPR	HPR 2213	*Social/Behavioral Science	3
*History Elective	3	*Fine Arts Elective	3
		*Humanities Elective	3
Total	**14 hrs.	Total	16 hrs.

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

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

Academic Pathways
Kinesiology Pathway
Sport Management/Administration

First Year

First Semester   Second Semester

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

Total   15 hrs.   Total   15 hrs.

Second Year

First Semester   Second Semester

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

Total   16 hrs.   Total   16 hrs.

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

** ART 1113, MUS 1113, SPT 2233

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

Public Safety/Social & Behavioral Science Pathway

Students choosing the **Public Safety** pathway will learn the essential components of the criminal justice system to include law enforcement, courts, corrections and the juvenile justice system. Students will be offered extensive practical and professional knowledge that expounds upon crime, criminals, the criminal justice system and society's ability to control crime and delinquency. Careers in this pathway include: Law Enforcement Officers, State Troopers, Correctional Officers, Parole/Probation Officers, Forensic Science Technicians, Game/Fish Wardens, Crime Scene Investigators, Federal Agents.

Students choosing the **Social and Behavioral Science** pathway will gain a core understanding of human behavior and relationships, social and cultural practices throughout the world, and the complexities of human development. Careers in this pathway include: Psychologists/Counselors/Therapists, Social Workers, Sociologists, Researchers, Educators, and many more.

Public Safety/ Social & Behavioral Science Pathway
Public Safety Pathway
Criminal Justice
Forensic Science
Pre-Law/Legal Studies
Social & Behavioral Science Pathway
Psychology
Social Work/Sociology

Academic Pathways
Public Safety/Social & Behavioral Science Pathway
Public Safety Pathway
Criminal Justice

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	General Psychology	PSY 1513
Intro to Criminal Justice	CRJ 1313	Police Admin & Org	CRJ 1323
Natural Science w/Lab	4	Natural Science w/Lab	4
History Elective (Continuous)	3	History Elective (Continuous)	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester   Second Semester

American National Gov't	PSC 1113	Public Speaking I	SPT/COM 1113
Intro to Corrections	CRJ 1363	**Juvenile Justice	CRJ 2513
*Social/Behavioral Science	3	*Social/Behavioral Science	3
Literature Elective	3	Literature Elective	3
Fine Arts Elective	3	**CRJ Elective	3
Total	15 hrs.	Total	15 hrs.

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

*Social/Behavioral Science Electives:
ECO 2113 - Principles of Macroeconomics
ECO 2123 - Principles of Microeconomics
GEO 1113 - World Regional Geography
SOC 2113 - Introduction to Sociology

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

Academic Pathways
Public Safety/Social & Behavioral Science Pathway
Public Safety Pathway
Forensic Science
(Criminal Justice Emphasis)

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
Trigonometry	MAT 1323	Calculus I	MAT 1613
*General Biology I	BIO 1134	*General Biology II	BIO 1144
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Public Speaking	SPT/COM 1113	*CRJ Elective	3
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester   Second Semester

Intro to Sociology	SOC 2113	American National Gov't	PSC 1113
General Physics I	PHY 2414	General Physics II	PHY 2424
OR Gen Physics I-A	PHY 2514	OR Gen Physics II-A	PHY 2524
*Organic Chemistry I	CHE 2424	**Fine Arts Elective	3
History Elective (Continuous)	3	History Elective (Continuous)	3
Literature Elective	3	Literature Elective	3
Total	17 hrs.	Total	16 hrs.

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

**ART 1113, MUS 1113, or SPT 2233

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

Public Safety/Social & Behavioral Science Pathway
Public Safety Pathway
Pre-Law/Legal Studies

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

First Year

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

Second Year

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

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

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

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

Public Safety/Social & Behavioral Science Pathway
Social & Behavioral Science Pathway

Psychology

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Intro to Sociology	SOC 2113
General Psychology	PSY 1513	*Principles of Biology I	BIO 1114
**Computer Science Elective	3	OR *General Biology I	BIO 1134
*Foreign Language	3	*Foreign Language	3
		***Social/Behavioral Science	3
Total	15 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Public Speaking I	SPT/COM 1113	***Social/Behavioral Science	3
*Physical Science Survey I	PHY 2244	***Social/Behavioral Science	3
Literature Elective	3	Literature Elective	3
History Elective	3	History Elective	3
*Foreign Language OR *Elective	3	****Fine Arts Elective	3
Total	16 hrs.	Total	15 hrs.

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

**Computer Science Elective Options:
CSC 1113 – Computer Concepts
CSC 1123 – Computer Applications I

***Suggested Social/Behavioral Science Elective Options:
GEO 1113 – World Regional Geography
PHI 2113 – Introduction to Philosophy I
PSY/EPY 2513 – Child Psychology
PSY/EPY 2523 – Adolescent Psychology
PSY/EPY 2533 – Human Growth and Development
SOC 2133 – Social Problems
SOC 2143 – Marriage and Family

**** Fine Arts Elective Options:
ART 1113 – Art Appreciation
MUS 1113 – Music Appreciation
SPT 2233 – Theatre Appreciation

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

Public Safety/Social & Behavioral Science Pathway
Social & Behavioral Science Pathway

Social Work/Sociology

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123	
College Algebra	MAT 1313	General Psychology	PSY 1513	
Intro to Sociology	SOC 2113	Social Problems	SOC 2133	
****Fine Arts Elective	3	***Social/Behavioral Science	3	
**Computer Science Elective	3	***Social/Behavioral Science	3	
Total	15 hrs.	Total	15 hrs.	

Second Year

First Semester   Second Semester

Public Speaking I SPT/COM 1113	***Social/Behavioral Science	3
*Natural Science w/Lab	4	*Natural Science w/Lab	4
Literature Elective	3	Literature Elective	3
History Elective	3	History Elective	3
*Foreign Language	3	*Foreign Language	3
Total	16 hrs.	Total	16 hrs.

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

**Computer Science Elective Options:
CSC 1113 Computer Concepts
CSC 1123 Computer Applications I

***Suggested Social/Behavioral Science Elective Options:
ECO 2113 Principles of Macroeconomics
ECO 2123 Principles of Microeconomics
HPR 1213 Personal and Community Health (recommended for Social Work
    Program of Study)
PHI 2113 Introduction to Philosophy I
PSC 1113 American National Government (recommended for Social Work
    Program of Study)
PSY/EPY 2533 Human Growth and Development
SOC 2143 Marriage and Family
SWK 1113 Social Work: A Helping Profession (recommended for Social Work
    Program of Study)

****Fine Arts Elective Options:
ART 1113 Art Appreciation
MUS 1113 Music Appreciation
SPT 2233 Theatre Appreciation

   For Social Work Program of Study: Mississippi State University and the University of Mississippi recommend taking MAT 2323 Statistics.

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

STEM Pathway
Science, Technology, Engineering, & Mathematics

STEM stands for **Science, Technology, Engineering** and **Mathematics.** The **STEM** Pathway addresses the national need for more people to pursue future careers in science, technology, engineering and mathematics by providing opportunities to learn **STEM** theory and raising awareness of the high demands for **STEM** graduates in a wide variety of disciplines. These include: Physical sciences, Biological sciences, Mathematical sciences, Computer and Information sciences, Geosciences, Engineering, and Technology areas (such as engineering technology, information technology, biotechnology, etc.).

Science, Technology, Engineering, & Mathematics (STEM) Pathway
Engineering Pathway
Chemical/Biological/Petroleum
Civil/Mechanical/Aerospace
Electrical/Computer/Software
Science, Technology, & Mathematics Pathway
Agricultural Sciences
Agronomy
Chemistry
Computer Science
Forestry
Mathematics
Wildlife, Fisheries, & Aquaculture

Science, Technology, Engineering, & Mathematics (STEM) Pathway
Engineering Pathway
Chemical/Biological/Petroleum Engineering

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
*Calculus I	MAT 1613	*Calculus II	MAT 1623
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Fine Arts Elective	3	Public Speaking I	SPT/COM 1113
**Humanities Elective	3	Social/Behavioral Science	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Calculus III	MAT 2613	Calculus IV	MAT 2623
Engineer Mechanics I	EGR 2413	Differential Equations	MAT 2913
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
Organic Chemistry	CHE 2424	Social/Behavioral Science	3
***Elective	3/4	***Elective	3/4
**Humanities Elective	3		
Total	20/21 hrs.	Total	16/17 hrs.

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

*Students are strongly advised to take MAT 1323 Trigonometry prior to enrolling in the calculus sequence or prior to enrolling in MAT 1623 Calculus II.

***Suggested Elective Courses:
BIO 1134 - General Biology I
CHE 2434 - Organic Chemistry II
EGR 2433 - Engineering Mechanics II
MAT 2113 - Introduction to Linear Algebra

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

Academic Pathways
Science, Technology, Engineering, & Mathematics (STEM) Pathway
Engineering Pathway
Civil/Mechanical/Aerospace Engineering

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
*Calculus I	MAT 1613	*Calculus II	MAT 1623
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Fine Arts Electives	3	Public Speaking I	SPT/COM 1113
**Humanities Elective	3	**Humanities Elective	3
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester		Second Semester	
Calculus III	MAT 2613	Calculus IV	MAT 2623
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
Engineer Mechanics I	EGR 2413	Engineer Mechanics II	EGR 2433
***Elective	3	Differential Equations	MAT 2913
Social/Behavioral Science	3	Social/Behavioral Science	3
Total	16 hrs.	Total	16 hrs.

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

*Students are strongly advised to take MAT 1323 Trigonometry prior to enrolling in the calculus sequence or prior to enrolling in MAT 1623 Calculus II.

***Suggested Elective Courses:
GRA 1143 - Graphic Communications
MAT 2113 - Introduction to Linear Algebra

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

Science, Technology, Engineering, & Mathematics (STEM) Pathway
Engineering Pathway

Electrical/Computer/Software Engineering

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
*Calculus I	MAT 1613	*Calculus II	MAT 1623
Computer Program I	CSC 1613	Computer Program II	CSC 2623
General Chemistry I	CHE 1214	Public Speaking I	SPT/COM 1113
Fine Arts Elective	3	**Humanities Elective	3
Total	16 hrs.	Total	15 hrs.

Second Year

First Semester		Second Semester	
Calculus III	MAT 2613	Calculus IV	MAT 2623
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
Engineer Mechanics I	EGR 2413	Differential Equations	MAT 2913
Social/Behavioral Science	3	Social/Behavioral Science	3
***Elective	3/4	**Humanities Elective	3
Total	16/17 hrs.	Total	16 hrs.

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

*Students are strongly advised to take MAT 1323 Trigonometry prior to enrolling in the calculus sequence or prior to enrolling in MAT 1623 Calculus II.

***Suggested Elective Courses:
CHE 1224 - General Chemistry II
EGR 2433 - Engineering Mechanics II
MAT 2113 - Introduction to Linear Algebra

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

Science, Technology, Engineering, & Mathematics (STEM) Pathway
Science, Technology, and Mathematics Pathway
Agricultural Sciences

First Year

First Semester   Second Semester

English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	Public Speaking I SPT/COM 1113	
General Biology I	BIO 1134	General Biology II	BIO 1144
Plant Science	AGR 1313	*Mathematics Elective	3
Fine Arts Elective	3	***Humanities Elective	3

Total   16 hrs.   Total   16 hrs.

Second Year

First Semester   Second Semester

General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
Animal Science	AGR 1214	Princ of Ag Economics	AGR 2713
Princ of Macroeconomics	ECO 2113	Social/Behavioral Science	3
OR Princ of Microeconomics	ECO 2123	**Elective	3
***Humanities Elective	3		

Total   17 hrs.   Total   16 hrs.

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

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

**Choose Elective based on concentration.

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

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

Academic Pathways
Science, Technology, Engineering, & Mathematics (STEM) Pathway
Science, Technology, and Mathematics Pathway
Agronomy
(Soil Science, Crop Management, Turf Management)

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
Trigonometry	MAT 1323	*Fine Arts Elective	3
General Biology I	BIO 1134	General Biology II	BIO 1144
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Spanish I	MFL 1213	Spanish II	MFL 1223
Total	17 hrs.	Total	17 hrs.

Second Year

First Semester		Second Semester	
Organic Chemistry I	CHE 2424	Microbiology	BIO 2924
General Physics I	PHY 2414	Public Speaking I	SPT/COM 1113
Princ of Accounting I	ACC 2213	Princ of Accounting II	ACC 2223
Princ of Macroeconomics	ECO 2113	Princ of Microeconomics	ECO 2123
Plant Science	AGR 1313	**Elective	3
Total	17 hrs.	Total	16 hrs.

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

*ART 1113, MUS 1113, or SPT 2233

**Choose Elective based on concentration:
   Soil Science: MAT 1613 Calculus I
   Crop Management: MAT 1613 Calculus I or MAT/BAD 2323 Statistics/
      Business Statistics
   Turf Management: HPR 2213 First Aid & CPR, MAT/BAD 2323 Statistics/
      Business Statistics, or SPT 2173 Interpersonal Communication

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

Science, Technology, Engineering, & Mathematics (STEM) Pathway
Science, Technology, and Mathematics Pathway
Chemistry

First Year

First Semester   **Second Semester**

English Composition I	ENG 1113	English Composition II	ENG 1123
Trigonometry	MAT 1323	Public Speaking I	SPT/COM 1113
Calculus I	MAT 1613	Calculus II	MAT 1623
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
*Social/Behavioral Science	3	General Psychology	PSY 1513
Total	16 hrs.	Total	16 hrs.

Second Year

First Semester   **Second Semester**

Organic Chemistry I	CHE 2424	Organic Chemistry II	CHE 2434
General Physics I-A	PHY 2514	General Physics II-A	PHY 2524
*Fine Arts Elective	3	*Literature Elective	3
*Elective	3	*Elective	3
*History Elective	3		
Total	17 hrs.	Total	**14 hrs.

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

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

Science, Technology, Engineering, & Mathematics (STEM) Pathway
Science, Technology, and Mathematics Pathway

Computer Science

First Year

First Semester			Second Semester	
English Composition I	ENG 1113		English Composition II	ENG 1123
*Calculus I	MAT 1613		Calculus II	MAT 1623
Public Speaking I	SPT/COM 1113		General Chemistry I	CHE 1214
General Biology I	BIO 1134		Computer Program I	CSC 1613
**History Elective	3		**History Elective	3
Total	16 hrs.		Total	16 hrs.

Second Year

First Semester			Second Semester	
Calculus III	MAT 2613		Intro to Linear Algebra	MAT 2113
General Physics I-A	PHY 2514		General Physics II-A	PHY 2524
Computer Program II	CSC 2623		***Fine Arts Elective	3
**Social/Behavioral Science	3		**Social/Behavioral Science	3
**Literature Elective	3		**Literature Elective	3
Total	16 hrs.		Total	16 hrs.

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

*Students are strongly advised to take MAT 1323 Trigonometry prior to enrolling in the calculus sequence.

**The student must consult the catalog of his/her chosen university concerning the number of hours in each area and the sequence to follow.
   **Social/Behavioral Science Electives:
   ECO 2113, ECO 2123, GEO 1113, PSC 1113, PSY 1513, SOC 2113
   **Literature Electives:
   ENG 2223, ENG 2233, ENG 2323, ENG 2333
   **History Electives:
   HIS 1113, HIS 1123, HIS 1163, HIS 1173, HIS 2213, HIS 2223

***ART 1113, MUS 1113, or SPT 2233

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

Science, Technology, Engineering, & Mathematics (STEM) Pathway

Science, Technology, and Mathematics Pathway

Forestry

First Year

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

Second Year

First Semester		Second Semester	
Business Calculus I	MAT 1513	Statistics	MAT 2323
General Physics I	PHY 2414	Basic Soils	AGR 2314
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
Princ of Macroeconomics	ECO 2113	Princ of Microeconomics	ECO 2123
Princ of Accounting I	ACC 2213	**Elective	3
Total	17 hrs.	Total	17 hrs.

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

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

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

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

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

Science, Technology, Engineering, & Mathematics (STEM) Pathway
Science, Technology, and Mathematics Pathway

Mathematics
(Non-Education Major)

First Year

First Semester   Second Semester

English Composition I   ENG 1113   English Composition II ENG 1123
*Trigonometry   MAT 1323   *Calculus II   MAT 1623
*Calculus I   MAT 1613   Computer Program I   CSC 1613
***History or Literature Elective   3   ***History or Literature Elective   3
**Natural Science w/Lab   4   **Natural Science w/Lab   4

Total   16 hrs.   Total   16 hrs.

Second Year

First Semester   Second Semester

General Psychology   PSY 1513   Intro to Sociology   SOC 2113
Calculus III   MAT 2613   Calculus IV   MAT 2623
***Intro to Linear Algebra MAT 2113   ***Differential Equations MAT 2913
General Physics I-A   PHY 2514   General Physics II-A   PHY 2524
Public Speaking I   SPT/COM 1113   ***Fine Arts Elective   3

Total   16 hrs.   Total   16 hrs.

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

*Students are strongly advised to take MAT 1323 Trigonometry prior to enrolling in the calculus sequence or prior to enrolling in MAT 1623 Calculus II.

BIO 1134 & 1144 **or CHE 1214 & 1224

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

Science, Technology, Engineering, & Mathematics (STEM) Pathway
Science, Technology, and Mathematics Pathway
Wildlife, Fisheries, and Aquaculture

First Year

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

Second Year

First Semester		Second Semester	
Business Calculus I	MAT 1513	Statistics	MAT 2323
Introduction to Ethics	PHI 2143	Basic Soils	AGR 2314
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
General Physics I	PHY 2414	**Social/Behavioral Science	3
Princ of Macroeconomics	ECO 2113	***Elective	3
OR Princ of Microeconomics	ECO 2123		
Total	17 hrs.	Total	17 hrs.

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

**PSY 1513 or SOC 2113

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

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

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

CAREER TECHNICAL EDUCATION

TECHNICAL EDUCATION

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.

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.

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.

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 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.

CAREER TECHNICAL PATHWAYS

Health Science Programs Pathway
Associate Degree Nursing Program
Emergency Medical Sciences/Basic Program
Emergency Medical Sciences/Advanced EMT and Paramedic Program
Emergency Medical Sciences/Critical Care Program
Health Care Assistant Program
Massage Therapy Program
Occupational Therapy Assistant Technology Program
Physical Therapist Assistant Program
Practical Nursing Program
Surgical Technology Program
Industrial Studies Pathway
Automotive Technology
Collision Repair Technology
Engineering Technology:
Architectural Engineering Technology
Construction Technology
Drafting & Design Technology
Industrial Engineering Management Technology
Industrial Technology
Interior Design Technology
Heating/Vent/AC/Refrigeration Technology
Industrial Mechanics and Maintenance Technology:
Electro-Mechanical Technology
Industrial Maintenance Technology
Precision Machining Technology
Welding & Cutting Technology
Professional Studies Pathway
Business Technology:
Accounting Technology
Administrative Office Technology
Billing & Coding Technology
Business Management Technology
Medical Office Technology
Conservation Law Enforcement Technology
Cosmetology
Criminal Justice Administration Technology
Culinary Arts Technology
Forest Technology
Information Systems Technology:
Computer Networking Technology
Computer Programming
Paralegal Technology:
Legal Assistant Technology
Legal Management Technology

Health Science Programs Pathway

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

Health Science Programs Pathway
Associate Degree Nursing Program
Emergency Medical Sciences/Basic Program
Emergency Medical Sciences/Advanced EMT and Paramedic Program
Emergency Medical Sciences/Critical Care Program
Health Care Assistant Program
Massage Therapy Program
Occupational Therapy Assistant Technology Program
Physical Therapist Assistant Program
Practical Nursing Program
Surgical Technology Program

Career Technical Pathways
Health Science Programs Pathway
Associate Degree Nursing Program

Generic Day Track

The student must complete and pass with a C or higher the following courses as prerequisites for admission into the ADNP at Holmes Community College - Total 15 hours: BIO 2514 - A & P I, BIO 2524 - A & P II, BIO 2924 - Microbiology, BIO 1613 or FCS 1253 – Nutrition.

First Year

First Semester   Second Semester

Nursing I	NUR 1119	Nursing II		NUR 1229
English Composition I	ENG 1113	Human Growth & Dev	EPY/PSY 2533	
General Psychology	PSY 1513			
Total	15 hrs.	Total		*12 hrs.

Second Year

First Semester   Second Semester

Nursing III	NUR 2119	Nursing IV	NUR 2239
Humanities/Fine Arts Elective	3	Manage/Nursing Care	NUR 2243
Total	*12 hrs.	Total	*12 hrs.

Total Hours for Generic Program - 66

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Chair and the Director of Health Science Programs. Without this approval, the student may not be allowed to progress. Once students are enrolled in a class in the program, they are required to take all remaining coursework with Holmes Community College <u>unless written permission is granted by the Chair of the Associate Degree Nursing Program.</u>

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

Career Technical Pathways
Generic Evening/Weekend Track

The student must complete and pass with a C or higher the following courses as prerequisites for admission into the ADNP at Holmes Community College - Total 15 hours: BIO 2514 - A & P I, BIO 2524 - A & P II, BIO 2924 - Microbiology, BIO 1613 or FCS 1253 - Nutrition

First Year

First Semester (Spring)		Second Semester (Fall)	
Nursing I	NUR 1119	Nursing II	NUR 1229
English Composition I	ENG 1113	Human Growth & Dev	EPY/PSY 2533
General Psychology	PSY 1513		
Total	15 hrs.	Total	*12 hrs.

Second Year

First Semester (Spring)		Second Semester (Fall)	
Nursing III	NU 2119	Nursing IV	NUR 2239
Humanities/Fine Arts Elective	3	Manage/Nursing Care	NUR 2243
Total	*12 hrs.	Total	*12 hrs.

Total Hours for Generic Program - 66

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Chair and the Director of Health Science Programs. Without this approval, the student may not be allowed to progress. Once students are enrolled in a class in the program, they are required to take all remaining coursework with Holmes Community College unless written permission is granted by the Chair of the Associate Degree Nursing Program.

Graduation with an Associate of Applied Science Degree from the AD Nursing program qualifies the graduate to apply to the Mississippi (or other state) Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). That board of nursing will process the application. Applicants are subjected to the **State of Mississippi** (or other state) **Law and Rules and Regulations: Regulating the Practice of Nursing in Mississippi. The ADN Program also provides for Advanced Placement of LPN's in this program.**

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

Career Technical Pathways
Associate Degree Program Options
(Accelerated Program for LPN/Paramedic)

Individuals who have completed an accredited practical nursing program or an accredited paramedic program and hold the practical nursing license or a paramedic license or certification may be eligible to enter the Accelerated Program for LPNs and Paramedics. LPNs must have 500 hours or 6 months of medical-surgical experience. Individuals who have completed an accredited paramedic program and hold a valid current unencumbered professional license or certification may be eligible to enter the Accelerated program for LPN/paramedic. Paramedics must have at least one year of field experience verified by letter from employer. Upon completion of this program, the student is qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Option One - 12 Month Program

The student must complete and pass with a C or higher in the following courses as prerequisites for admission into the ADNP at Holmes Community College - Total 15 hours: BIO 2514 - A & P I, BIO 2524 - A & P II, BIO2924 - Microbiology, BIO 1613 or FCS 1253 - Nutrition, and a passing grade in the following courses as prerequisites for admission into the ADNP at Holmes Community College - Total 9 hours: ENG 1113 - English Composition I, PSY 1513 - General Psychology, and PSY/EPY 2533 - Human Growth & Development.

Summer Term

Nursing Trans I	NUR 1316	Nursing Trans II	NUR 1326
Total	6 hrs.	Total	6 hrs.

First Year

First Semester		Second Semester	
Nursing III	NUR 2119	Nursing IV	NUR 2239
Humanities/Fine Arts Elective	3	Manage/Nursing Care	NUR 2243
Total	*12 hrs.	Total	*12 hrs.

Total Program - 66 hours**
**LPNs/Paramedics are given 6 hours credit toward graduation for their prior LPN/Paramedic training.

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

Career Technical Pathways
Associate Degree Program Options
(Accelerated Program for LPN/Paramedic)

Individuals who have completed an accredited practical nursing program or an accredited paramedic program and hold the practical nursing license or a paramedic license or certificate may be eligible to enter the Accelerated Program for LPNs and Paramedics. LPNs must have 500 hours or 6 months of medical-surgical experience. Individuals who have completed an accredited paramedic program and hold a valid current unencumbered professional license or certification may be eligible to enter the Accelerated program for LPN/paramedic. Paramedics must have a at least one year of field experience verified by letter from employer. Upon completion of this program, the student is qualified to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Option Two - Four Semester Program

The student must complete and pass with a C or higher the following courses as prerequisites for admission into the ADNP at Holmes Community College - Total 15 hours: BIO 2514 - A & P I, BIO 2524 - A & P II, BIO2924 - Microbiology, BIO 1613 or FSC 1253 – Nutrition.

First Year

First Semester (Fall)		Second Semester (Spring)	
Nursing Theory I	NUR 1116	Nursing Theory II	NUR 1226
English Composition I	ENG 1113	Human Growth & Dev	EPY/PSY 2533
General Psychology	PSY 1513		
Total	*12 hrs.	Total	*9 hrs.

Second Year

First Semester (Fall)		Second Semester (Spring)	
Nursing III	NUR 2119	Nursing IV	NUR 2239
Humanities/Fine Arts Elective	3	Manage/Nursing Care	NUR 2243
Total	*12 hrs.	Total	*12 hrs.

Total Program - 66 hours**
**LPNs/Paramedics are given 6 hours credit toward graduation for their prior LPN/Paramedic training.

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

ASSOCIATE DEGREE NURSING MISSION STATEMENT

The purpose of the Holmes Community College Associate Degree Nursing Program is two-fold:

1. To prepare registered nurse generalists who have attained competency. Competency is identified as a performance standard, which includes knowledge, abilities, and understanding that goes beyond specific tasks and is guided by commitment to ethical and scientific principles of nursing practice.
2. To provide equal access to higher education for traditional and non-traditional students while promoting excellence in all areas of nursing.

ASSOCIATE DEGREE NURSING ADMISSION POLICY

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

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

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

A student must have an ACT composite score of 15 if taken before October, 1989, or 18 if taken in October, 1989, or after. In order to apply to the Associate Degree Nursing program, the student must have a 2.0 overall grade point average.

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

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

Weighted Scale ADN Admission Policy

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

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

Notification of acceptance in the nursing program must come from the Associate Degree Nursing Program - not the Admissions Office.

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

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

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

Those applicants with the highest scores will be accepted.

The very nature of the profession of nursing requires that one be able to master the theoretical as well as the clinical components of the curriculum. In view of the fact that individuals providing nursing care may adversely affect the maintenance and quality of human life, the nursing faculty have established a progression policy. The progression policy is in each nursing syllabus and the nursing student handbook. A summary of the progression policy is as follows:

Students must successfully complete all required components as designated in each nursing course. The student may refer to each syllabus for details. Attendance at clinical is mandatory for progression.

Students must make a "B" or better in all required nursing courses and a "C" or better in all required science courses and nutrition. Nursing students must maintain an overall 2.0 GPA or above on all non-science, non-nursing courses to remain in the prescribed curriculum. A student making a "C" or below in one nursing course is automatically excluded from the Associate Degree Nursing Program and must apply for readmission to the Holmes Community College Associate Degree Nursing Program if he/she wishes to return.

Application - The application process is on-line through the Holmes Community College web site. Applications for the generic track for the fall and accelerated program for the LPN/Paramedic summer semesters are available on January 15. Applications for the spring semester track are available August 1. Applications are available for a limited time, usually thirty to forty-five days.

Prior Enrollment in Nursing Courses/ Readmission Limitations - Any student who has been previously enrolled in any nursing program must contact the Office of the Holmes Community College Associate Degree Nursing Program. Any student who has been withdrawn from, voluntarily withdrew from, or was unsuccessful in any nursing course has one opportunity for readmission. Any student with two (2) withdrawals or failures from any nursing course is not eligible for readmission.

LPN/Paramedic Readmissions - If an LPN/Paramedic in Option I or Option II is not successful in a nursing course, then he/she must apply for readmission to the program as a generic student.

Completion of the Program - Any student who failed a nursing course or who withdrew from a nursing course or was withdrawn from the nursing program may apply for readmission. The student must complete the course of study within 1 ½ times the length of the program as set forth through regulations by the Mississippi Institutions of Higher Learning.

Career Technical Pathways
Associate Degree Nursing Grading Scale

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 59

Career Technical Pathways
Health Science Programs Pathway
Emergency Medical Sciences
EMT, Advanced EMT, and Paramedic Program

Emergency Medical Technician (EMT)

Emergency Medical Technician	EMS 1117
OR	
Emergency Medical Technician I	EMS 1163
& Emergency Medical Technician II	EMS 1174

Successful completion of the EMT course(s) qualifies a student to take the National Registry of Emergency Medical Technicians Exam and become state certified.

Advanced EMT

Prehospital Fundamental Concepts	EMS 1222
Prehospital Operations and Incident Management	EMS 1231
Prehospital Pharmacology	EMS 1262
Prehospital Respiratory Management	EMS 1362
Prehospital Medical Management	EMS 1373
Prehospital Trauma Management	EMS 1384
Prehospital Practicum I	EMS 1533
Total	17 hrs.

A Technical Certificate may be earned for Advanced EMT at this point.

Paramedic Program – Option 1

First Year

First Semester

Anatomy and Physiology II	BIO 2524
Prehospital Fundamental Concepts	EMS 1222
Prehospital Operations and Incident Management	EMS 1231
Prehospital Pharmacology	EMS 1262
Prehospital Respiratory Management	EMS 1362
Prehospital Medical Management	EMS 1373
Prehospital Trauma Management	EMS 1384
Prehospital Practicum I	EMS 1533
Total	21 hrs.

Career Technical Pathways

Second Semester

Prehospital Paramedic Pharmacology	EMS 1543
Prehospital Paramedic Respiratory Management	EMS 1552
Prehospital Paramedic Cardiology Management	EMS 2764
Prehospital Paramedic Medical Management	EMS 2773
Prehospital Practicum II	EMS 2784
Total	16 hrs.

Third Semester

Prehospital Paramedic Maternal, Child, and Special Patient Populations	EMS 2863
Prehospital Practicum III	EMS 2873
Prehospital Paramedic Care Capstone	EMS 2883
Prehospital Paramedic Practicum Capstone	EMS 2893
Total	**12 hrs.

Total **49 hrs.**

A Technical Certificate may be earned for Paramedic – Option 1 at this point.

After successful completion of all First Semester coursework for Paramedic – Option 1, students are eligible to sit for the Advanced EMT National Registry Exam.

Second Year

First Semester

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

Total for Paramedic Program – Option 1 **64/65 hrs.**

An AAS Degree may be earned for Paramedic – Option 1 at this point.

Career Technical Pathways
Paramedic Program – Option 2

Students must provide proof of a current, unencumbered Advanced EMT National Registry Certification to enter at Option 2. This will account for the 17 hours normally required in the Advanced EMT portion of the curriculum and facilitate the bridge to Paramedic – Option 2.

First Year

First Semester

Anatomy and Physiology II	BIO 2524
*Paramedic Bridge	EMS 1593

Total	**7 hrs.

*Prior to beginning Second Semester of the Paramedic Program – Option 2, a student must successfully complete Paramedic Bridge EMS 1593 with a C or better and have full verification of a current, unencumbered Advanced EMT National Registry Certification to progress.

Second Semester

Prehospital Paramedic Pharmacology	EMS 1543
Prehospital Paramedic Respiratory Management	EMS 1552
Prehospital Paramedic Cardiology Management	EMS 2764
Prehospital Paramedic Medical Management	EMS 2773
Prehospital Practicum II	EMS 2784

Total	16 hrs.

Third Semester

Prehospital Paramedic Maternal, Child, and Special Patient Populations	EMS 2863
Prehospital Practicum III	EMS 2873
Prehospital Paramedic Care Capstone	EMS 2883
Prehospital Paramedic Practicum Capstone	EMS 2893

Total	**12 hrs.

Total	**35 hrs.**

**A Technical Certificate may be earned for Paramedic – Option 2
at this point.**

First Semester

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

Total for Paramedic Program – Option 2   **50/51 hrs.**

**An AAS Degree may be earned for Paramedic – Option 2
at this point.**

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

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

PROGRAM DESCRIPTION:

Emergency Medical Technician

Emergency Medical Technician is a one-semester instructional course that prepares the individual to provide basic emergency medical care and transportation for critical and emergency patients who access the emergency medical system. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight, trained in airway management, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation or contagious diseases. Students who complete the program are eligible to take the National Registry of Emergency Medical Technician Cognitive and Psychomotor Exams and become state certified.

Advanced Emergency Medical Technician

This course is designed to prepare the student to function competently as an Advanced Emergency Medical Technician as described in the National EMS Scope of Practice Model. The primary focus of EMS providers at this level takes the skill and knowledge set of the EMT and adds new skills and treatment modalities for critical and emergent patients who access the emergency medical system. The Advanced Emergency Medical Technician functions as part of a comprehensive EMS system and functions under medical oversight to provide emergency care at a higher level than EMT level providers but less than that provided by a Paramedic level provider.

A student must successfully complete the EMS course sequence listed before eligibility to test NREMT AEMT exam is granted.

Paramedic

The paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The paramedic is a link from the scene into the health-care system. Paramedics possess the knowledge, skills, and attitudes consistent with the expectations of the public and the profession. Paramedics recognize that they are an essential component of the continuum of care and serve as links among health resources.

Paramedics strive to maintain high quality, reasonable cost health care by delivering patients directly to appropriate facilities. As an advocate for patients, paramedics seek to be proactive in affecting long-term health care by working in conjunction with other provider agencies, networks, and organizations. The emerging roles and responsibilities of the paramedic include public education, health promotion, and participation in injury and illness prevention programs. As the scope of service continues to expand, the paramedic will function as a facilitator of access to care, as well as an initial treatment provider. Paramedics are responsible and accountable to medical direction, the public, and their peers. Paramedics recognize the importance of research and actively participate in the design, development, evaluation, and publication of research. Paramedics seek to take part in life-long professional development and peer evaluation, and they assume an active role in professional and community organizations.

The paramedic training program is a postsecondary program drawing its students from individuals who already possess a valid EMT national certification. 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. This training program is sanctioned by the Mississippi State Board of Health.

Committee on Accreditation of Educational Programs
for the Emergency Medical Services Professions
8301 Lakeview Parkway
Suite 111-312
Rowlett, TX 75088
214-703-8445

Commission on Accreditation
of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
727-210-2350

Emergency Medical Technician (EMT)
Admission Requirements

1. Must meet HCC admissions requirements.
2. Must be at least 18 years old or be a Dual Enrollment student.**
3. Must be a high school graduate or GED equivalent or be a dual enrollment student.
4. Must possess a valid American Heart Association BLS certification (students can become certified during the course).
5. Must be physically fit per a physical exam performed by a physician, nurse practitioner or physician assistant.
6. Must pass a background check from Mississippi State Department of Health as required by Mississippi Law (student will be responsible for the fee for the background check).
7. Must pass a drug test.
8. Must have negative TB test.
9. Must document proof of or obtain vaccinations to meet program requirements

**MUST BE 18 YEARS OF AGE TO TAKE THE NATIONAL REGISTRY EXAM.

Career Technical Pathways
Emergency Medical Sciences
Advanced EMT
Admission Requirements

1. Must meet HCC admissions requirements.
2. Must have a current National Registry EMT certification in good standing.
3. Must have or be able to obtain a current Mississippi EMT certification
4. Must be physically fit per physical exam performed by a physician, nurse practitioner or physician assistant.
5. Must pass a background check from Mississippi State Department of Health as required by Mississippi Law (student will be responsible for the fee for the background check).
6. Must pass a drug test.
7. Must have a negative TB test.
8. Must document proof of or obtain vaccinations to meet program requirements.

Emergency Medical Sciences
Paramedic
Admission Requirements

1. Must meet HCC admissions requirements.
2. Must have a current National Registry EMT or AEMT certification in good standing.
3. Must have or be able to obtain a current Mississippi EMT or AEMT certification.
4. Must have completed 4 of the required 8 semester hours of Anatomy and Physiology with lab from an accredited post-secondary school with a grade of C or better prior to enrollment; A&P II is in the curriculum for any students who have completed only A&P I prior to enrollment; A&P I and II must each be completed with a grade of C or better.
5. Students enrolling in Option 2 of the Paramedic Program must successfully complete EMS 1593 Paramedic Bridge with a grade of C or better to enter the second semester of the paramedic program.
6. Must be physically fit per physical exam performed by a physician, nurse practitioner or physician assistant.
7. Must pass a background check from Mississippi State Department of Health as required by Mississippi Law (student will be responsible for the fee for the background check).
8. Must pass a drug test.
9. Must have a negative TB test.
10. Must document proof of or obtain vaccinations to meet program requirements.

Health Science Programs Pathway
Emergency Medical Sciences
Critical Care Paramedic Program

Critical Care Paramedic Program
Admission Requirements

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
Anatomy & Physiology I	BIO 2514
Anatomy & Physiology II	BIO 2524
English Composition I	ENG 1113
English Composition II, Speech, or Social/Behavioral Science	3
Humanities or Fine Arts	3
Social/Behavioral Science	3
Total Hours	62 Hours

A certificate or AAS degree may be awarded after completion of 20 hours in the critical care curriculum.

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

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.

Career Technical Pathways
Health Science Programs Pathway
Health Care Assistant Program

Semester One

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

A Career Certificate may be earned at this point.

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

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

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

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

**Health Care Assistant Program
Admission Policy**

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

Health Science Programs Pathway
Massage Therapy Program

First Year

Spring Semester

CPR and First Aid   MGT 1111
Intro to Massage Therapy MGT 1214
Massage Therapy I   MGT 1224
Massage Therapy I Lab MGT 1233
Massage Ther. Clin. Lab I MGT 1281
Pathology & Med Term   MGT 1343
Massage Therapy A&P I MGT 2514

Total   20 hrs.

Summer Term

Massage Therapy II   MGT 1244
Specialized Modalities I   MGT 1272

Total   6 hrs.

Fall Semester

Massage Therapy II Lab   MGT 1253
Massage Ther. Clin. Lab II MGT 1263
Kinesiology   MGT 1333
Board Preparation   MGT 1612
Massage Therapy III   MGT 2223
Specialized Modalities II MGT 2272
Massage Therapy A&P II MGT 2524

Total   20 hrs.

A Technical Certificate may be earned at this point.

Second Year

Spring Semester

English Composition I   ENG 1113
English Composition II   ENG 1123
  OR Public Speaking I SPT/COM 1113
  OR Social/Behavioral Science   3
College Algebra   MAT 1313
  OR Natural Science w/Lab   4
Humanities/Fine Arts   3
Social/Behavioral Science   3

Total   15-16 hrs.

An AAS Degree may be earned at this point.

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

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

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

Massage Therapy Program
Admission Policy

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

1. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all schools/colleges previously attended.
2. Although college credit is not required for application to the program, applicants with any college credit must have a minimum cumulative GPA of a 2.0 to be considered for selection.
3. The applicant must be 18 years of age or older prior to program begin date.
4. 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.
5. After notification of acceptance, the student will be required to pass a physical examination, a Healthcare Criminal Background Check, and a drug screening prior to beginning the program.

Career Technical Pathways
Health Science Programs Pathway
Occupational Therapy Assistant Technology Program

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

First Year

First Semester		Second Semester	
*College Algebra	MAT 1313	English Composition I	ENG 1113
Found/Occ.Therapy	OTA 1113	Path/Physical Disability	OTA 1223
**Medical Terminology	OTA 1121	Pathology of Developmental	
Therapeutic Anatomy	OTA 1132	Conditions	OTA 1233
Path/Psychiatric Cond.	OTA 1213	Pathology of Orthopedic	
Occupational Therapy		Conditions	OTA 1243
Skills I	OTA 1423	Kinesiology	OTA 1314
Group Process	OTA 1513	Healthcare Systems	OTA 2812
Total	18 - 22 hrs.	Total	18 hrs.

Summer Semester

Public Speaking I	SPT/COM 1113
Fieldwork IA	OTA 1913
Occupational Therapy Skills II	OTA 1433
Therapeutic Media	OTA 1413
Total	12 hrs.

Second Year

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

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

Career Technical Pathways

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 Technology 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) 652- AOTA, and its Web address is www.acoteonline.org.

Professional Certification

Graduates of the Occupational Therapy Assistant Technology 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 One Bank Street, Gaithersburg, MD 20878. 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)
Occupational Therapy Assistant Technology Program

The student will complete the prescribed set of courses for the Occupational Therapy Assistant Technology 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 Program
Admissions Policy

1. A student planning to enter the Occupational Therapy Assistant Technology 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 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 Technology 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 I, 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.

Health Science Programs Pathway
Physical Therapist Assistant Program

First Year

Spring (1st) Semester		Summer (2nd) Semester	
*English Composition I	ENG 1113	*Anatomy & Physiology II	BIO 2524
*Anatomy & Physiology I	BIO 2514	Seminar II	PTA 1922
Fund/Concepts of PT	PTA 1123		
Fund/Skills for PTA	PTA 1213		
Kinesiology	PTA 1314		
Seminar I	PTA 1912		
Total	19 hrs.	Total	6 hrs.

Fall (3rd) Semester

*General Psychology	PSY 1513
*Public Speaking I	SPT/COM 1113
PTA Practicum I	PTA 1131
Therapeutic Modalities	PTA 1223
Ther/Exer & Rehab I	PTA 1324
Electrotherapy	PTA 2234
Total	18 hrs.

Second Year

Spring (4th) Semester		Fall (5th) Semester	
Ther/Exer & Rehab II	PTA 2334	Clinical Education II	PTA 2423
Clinical Education I	PTA 2413	Clinical Education III	PTA 2433
Medical Cond/ Rel Path	PTA 2513	Clinical Education IV	PTA 2443
Seminar III	PTA 2912	Phys Therapy Seminar	PTA 2523
*Humanities/Fine Arts	3		
Total	15 hrs.	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 prerequisite. 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' BIO 2514 & 2524. Other A & P courses will not be accepted to count towards class selection or PTA graduation requirements.

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

Career Technical Pathways

Please note 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

The Physical Therapist Assistant Program at Holmes Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; web site: http://www.capteonline.org.

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
Email: accreditation@apta.org

Career Technical Pathways
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.

239

- 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 Health Science Programs. 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.

Career Technical Pathways
Health Science Programs Pathway
Practical Nursing Program
Full Time Day Track
Fall Start

First Year

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

Summer Term

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

A Career Certificate may be earned at this point.

Practical Nursing Program
Full Time Day Track
Spring Start

Spring Semester		Summer Semester	
Body Structure and Function	PNV 1213	IV Therapy & Pharmacology	PNV 1524
Nursing Fundamentals and Clinical	PNV 1444	Specialty Areas in Nursing	PNV 1728
Total	17 hrs.	Total	12 hrs.

Fall Semester

Adult Health Nursing Concepts & Clinical	PNV 1682	
Nursing Transition	PNV 1914	
Total	16 hrs.	

A Career Certificate may be earned at this point.

Career Technical Pathways

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, advanced practice registered nurse (APRN), licensed physician, or dentist.

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

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

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

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

Practical Nursing Program
Hybrid Option

First Year

First Semester		Second Semester	
Body Structure and Function	PNV 1213	Nursing Fundamentals and Clinical	PNV 1444
Total	3 hrs.	Total	14 hrs.
Third Semester		Fourth Semester	
IV Therapy & Pharmacology	PNV 1524	Adult Health Nursing Concepts & Clinical	PNV 1682
Total	4 hrs.	Total	12 hrs.
Fifth Semester			
Specialty Areas in Nursing	PNV 1728		
Nursing Transition	PNV 1914		
Total	12 hrs.		

A Career Certificate may be earned at this point.

Career Technical Pathways
Practical Nursing Program
Evening and Weekend Track

First Year

First Semester		Second Semester	
Body Structure and Function	PNV 1213	Nursing Fundamentals and Clinical	PNV 1444
Total	3 hrs.	Total	14 hrs.

Third Semester		Fourth Semester	
IV Therapy & Pharmacology	PNV 1524	Alterations in Adult Health Concepts & Clinical	PNV 1676
Medical Surgical Nursing Concepts & Clinical	PNV 1666		
Total	10 hrs.	Total	6 hrs.

Fifth Semester	
Specialty Areas in Nursing	PNV 1728
Nursing Transition	PNV 1914
Total	12 hrs.

A Career Certificate may be earned at this point.

Practical Nursing Program
Full Time Day Track, Hybrid Option, and Evening and Weekend Track

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

Career Technical Pathways
Practical Nursing Program
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 for the Full Time Day Track and the Evening and Weekend Track 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. Applicants for the Hybrid Option must have a minimum composite score of 15 on the ACT if taken prior to October 1989 or a minimum composite score of 18 if taken in October 1989 or after with a minimum composite score of 12 on the ACT reading & math subtests.
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.
5. 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.

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 *asterisk) which offer points in the Practical Nursing selection process if completed with a grade of B or higher.

First Semester		Second Semester	
English Composition I	ENG 1113	Smart Start Pathway	SSP 1002
College Algebra	MAT 1313	*Nutrition	BIO 1613
*Anatomy & Physiology I	BIO 2514	*Anatomy & Physiology II	BIO 2524
Enhancement of Study	LLS 1413	*Human Growth & Dev	EPY/PSY 2533
*Medical Terminology I	BOT 1613	*Medical Terminology II	BOT 1623
Total	16 hrs.	Total	15 hrs.

Career Technical Pathways
Health Science Programs Pathway
Surgical Technology Program

The student must complete and pass the first year courses as prerequisites for admission into the Surgical Technology Program at Holmes Community College.

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	*College Algebra	MAT 1313
Anatomy & Physiology I	BIO 2514	Anatomy & Physiology II	BIO 2524
Humanities/Fine Arts	3	Social/Behavioral Science	3
**Approved Electives	6	**Approved Electives	5
Total	16 hrs.	Total	15 hrs.

Second Year

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

Third Semester

Advanced Surgical Procedures		SUT 1539
	Total	9 hrs.

An AAS Degree may be earned at this point.

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

**Approved Electives: BIO 1134, BIO 1144, BIO 1613, BIO 1813, BIO 2924, BOT 1613, BOT 1623, CHE 1214, EPY 2513, EPY 2523, EPY 2533/PSY 2533, HPR 1213, HPR 1223, HPR 2213, MUS 1113, PSY 1513, SOC 2113, SOC 2143, SSP 1002, SUT 1703, or Work-Based Learning.

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

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

Career Technical Pathways

Surgical Technology Program 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.

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 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
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
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.

Career Technical Pathways
Surgical Technology Program
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 at time of program start date.
- Have official verification of a minimum composite score of 12 on the ACT if taken prior to October 28, 1989, or a minimum composite score of 16 on the ACT if taken after October 28, 1989, with a minimum of 12 on subscores for both math and reading. ACT scores must be 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 Program 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 Program 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.

Industrial Studies Pathway

The **Industrial Studies Pathway** includes a variety of programs for anyone interested in Automotive Technology, Collision Repair, Engineering Technology, HVAC Technology, Industrial Maintenance, Maintenance Tech, Precision Machining or Welding Technology. With options for a Technical Certificate, Advanced Technical Certificate, or Associate of Applied Science degree, these programs allow flexibility for those looking to enter the workforce quickly. Industrial Studies Pathway programs can lead to a very successful career in a short period of time.

Industrial Studies Pathway
Automotive Technology
Collision Repair Technology
Engineering Technology:
Architectural Engineering Technology
Construction Technology
Drafting & Design Technology
Industrial Engineering Management Technology
Industrial Technology
Interior Design Technology
Heating/Vent/AC/Refrigeration Technology
Industrial Mechanics and Maintenance Technology
Electro-Mechanical Technology
Industrial Maintenance Technology
Precision Machining Technology
Welding & Cutting Technology

Career Technical Pathways
Industrial Studies Pathway
Automotive Technology

First Year

First Semester		Second Semester	
Basic Electrical Systems	ATT 1124	Adv. Electrical Systems	ATT 1134
Brakes	ATT 1214	Engine Repair	ATT 1715
Engine Performance I	ATT 1424	Engine Performance II	ATT 2434
Safety & Employ Skills	ATT 1811	Special Problems/Auto	ATT 2914
Smart Start Pathway	SSP 1002		
Total	15 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Manual Drive Trains	ATT 1313	English Composition I	ENG 1113
Auto Trans/Transaxles	ATT 2324	English Composition II	ENG 1123
Steering & Suspension	ATT 2334	OR Public Speaking I	SPT/COM 1113
Engine Performance III	ATT 2444	OR Social/Behavioral Science	3
		College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15-16 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

   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 (Engine Repair, Electrical & Electronic Systems, Engine Performance, Brakes, Steering & Suspension Systems, Manual Drive Trains & Axles, Automatic Transmissions &Transaxles, 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.

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

Career Technical Pathways
Industrial Studies Pathway
Collision Repair Technology

First Year

First Semester		Second Semester	
Struc & Repair I	ABT 1146	Struc & Repair II	ABT 1153
Non-Struc & Repair I	ABT 1223	Non-Struc & Repair II	ABT 1236
Refinishing I	ABT 1313	Refinishing II	ABT 1323
Mechan & Component I	ABT 1443	Mechan & Component II	ABT 1453
Smart Start Pathway	SSP 1002		
Total	17 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Struc & Repair III	ABT 2163	English Composition I	ENG 1113
Non-Struc & Repair III	ABT 2243	English Composition II	ENG 1123
Refinishing III	ABT 2336	OR Public Speaking I	SPT/COM 1113
*Approved Technical Elective	3	OR Social/Behavioral Science	3
		College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15-16 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

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

*Approved Technical Electives: ENT 1154, ATT 1124, ACT 1003, IMM 1113, WLT 1173, WBL 1913, or as approved by advisor.

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

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

Industrial Studies Pathway

Engineering Technology

Architectural Engineering Technology

First Year

First Semester		Second Semester	
Graphic Communications	ENT 1113	Elementary Surveying	ENT 1413
Computational Methods	ENT 1123	Architectural Design I	ENT 1613
Spreadsheet App	ENT 1183	Structural Drafting	ENT 2233
Materials	ENT 1213	BIM/Parametric Model	ENT 2353
Principles of CAD	ENT 1313	Architectural Design II	ENT 2623
Cost Estimating	ENT 2243	Architectural Rendering	ENT 2643
Total	18 hrs.	Total	18 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
*English Composition I	ENG 1113	*English Composition II	ENG 1123
Blue Print Reading	ENT 1533	OR *Public Speaking I	SPT/COM 1113
Smart Start Pathway	SSP 1002	OR *Social/Behavioral Science	3
**Approved Technical Electives	4	*College Algebra	MAT 1313
		OR *Natural Science w/Lab	4
		*Humanities/Fine Arts	3
		*Social/Behavioral Science	3
Total	***12 hrs.	Total	***12/13 hrs.

An Advanced Technical Certificate may be earned at this point.

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

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 Certificate, 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

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

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

Career Technical Pathways
Industrial Studies Pathway
Engineering Technology
Construction Technology

First Year

First Semester		Second Semester	
Graphic Communications	ENT 1113	Spreadsheet App	ENT 1183
Computational Methods	ENT 1123	Architectural Design I	ENT 1613
Materials	ENT 1213	Civil Drafting	ENT 2153
Build Codes & Const Doc	ENT 1243	Grading & Drainage	ENT 2463
Principles CAD	ENT 1313	Architectural Design II	ENT 2623
Elementary Surveying	ENT 1413	Smart Start Pathway	SSP 1002
Total	18 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point

Second Year

First Semester		Second Semester	
*English Composition I	ENG 1113	*English Composition II	ENG 1123
*College Algebra	MAT 1313	OR*Public Speaking I	SPT/COM 1113
OR *Natural Science w/Lab	4	OR*Social/Behavioral Science	3
Cost Estimating	ENT 2243	*Humanities/Fine Arts	3
Architectural Rendering	ENT 2643	*Social/Behavioral Science	3
		**Approved Technical Elective	4
Total	***12/13 hrs.	Total	***13 hrs.

An Advanced Technical Certificate may be earned at this point.

***An AAS Degree may be earned at this point
for successful completion of these academic courses
in addition 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 Certificate, 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)

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

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

Career Technical Pathways
Industrial Studies Pathway
Engineering Technology
Drafting & Design Technology

First Year

First Semester		Second Semester	
Engineering Graphics	DDT 1163	Mechanical Design I	DDT 1173
Const Standards/Materials	DDT 1213	CAD II	DDT 1323
CAD I	DDT 1313	Architectural Design I	DDT 1613
Smart Start Pathway	SSP 1002	*Approved Technical Electives	6
*Approved Technical Electives	4		
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Civil Planning and Design	DDT 2153	English Composition I	ENG 1113
Structural Detailing I	DDT 2213	English Composition II	ENG 1123
3D Modeling	DDT 2373	OR Public Speaking I	SPT/COM 1113
*Approved Technical Electives	6	OR Social/Behavioral Science	3
		College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15/16 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

The **Drafting & Design Technology** program of study is designed to provide specialized occupational instruction in all phases of drafting technology in order to prepare students for positions in the drafting field. A combination of class work and laboratory experience is stressed. Instruction includes computer aided design, architectural design, civil planning, 3-D modeling, and manufacturing.

Upon successful completion of this curriculum, the graduate will earn a Technical Certificate, an Advanced 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).

*Approved Technical Electives: BOT 1113, 1133, DDT 1143, 1153, 1413, 1513, 1523, 1713, 1813, 2233, 2243, 2253, 2263, 2273, 2353, 2363, 2523, 2623, 2713, 2813, 2823, 291(1-3), ENT 1154, 1183, 1223, 1413, 2243, 2613, IMM 1313, 1373, 2613, WBL 191(1-3), & WBL 192(1-3), or electives approved by advisor.

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

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

Career Technical Pathways
Industrial Studies Pathway
Engineering Technology
Industrial Engineering Management Technology

First Year

First Semester		Second Semester	
Graphic Communications	ENT 1113	Fund/Management	ENT 1173
Computational Methods	ENT 1123	Spreadsheet App	ENT 1183
Intro/Indus Engineering	ENT 1163	Design/Manufacturing	ENT 1823
Materials	ENT 1213	Quality Assurance	ENT 2263
Principles of CAD	ENT 1313	Facilities Planning	ENT 2273
Manufacturing Process	ENT 1833	Smart Start Pathway	SSP 1002
Total	18 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
*English Composition I	ENG 1113	*English Composition II	ENG 1123
*College Algebra	MAT 1313	OR *Public Speaking I	SPT/COM 1113
OR Natural Sciene w/Lab	4	OR *Social/Behavioral Science	3
Basic Industrial Safety	ENT 1154	*Humanities/Fine Arts	3
Cost Estimating	ENT 2243	*Social/Behavioral Science	3
		**Approved Technical Elective	4
Total	***13/14 hrs.	Total	***13 hrs.

An Advanced Technical Certificate may be earned at this point.

***An AAS Degree may be earned at this point
for successful completion of these academic courses
in addition 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)

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

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

Career Technical Pathways
Industrial Studies Pathway
Engineering Technology
Industrial Technology

First Year

First Semester		Second Semester	
Graphic Communications	ENT 1113	Basic Industrial Safety	ENT 1154
Industrial Power Tools	ENT 1223	Forging and Welding	ENT 2323
Principals of CAD	ENT 1313	Advanced CAD	ENT 2343
Blueprint Reading	ENT 1533	Comp Numerical Contrl	ENT 2363
Basic Electric/Electron	ENT 1814	Prin/Manufact Manage	ENT 2443
		Program Logic	ENT 2613
Total	16 hrs.	Total	19 hrs.

A Technical Certificate may be earned at this point

Second Year

First Semester		Second Semester	
Spreadsheet App	ENT 1183	English Composition I	ENG 1113
Cost Estimating	ENT 2243	English Composition II	ENG 1123
Smart Start Pathway	SSP 1002	OR Public Speaking I	SPT/COM 1113
*Approved Technical Electives	6	OR Social/Behavioral Science	3
		College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts	3
		Social/Behavioral Science	3
Total	**14 hrs.	Total	15/16 hrs.

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

The **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 2523, ENT 2723, ENT 291(1-3), Work Based Learning

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

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

Career Technical Pathways
Industrial Studies Pathway
Engineering Technology
Interior Design Technology

First Year

First Semester		Second Semester	
Graphic Communications	ENT 1113	Intermediate CAD	ENT 1323
Principles of CAD	ENT 1313	Advanced CAD	ENT 2343
Principles of Design	ENT 1513	Intermediate Design	ENT 2523
Visual Commun/Design	ENT 2513	Adv. Visual Lit/Design	ENT 2563
Design Materials & Install	ENT 2533	Portfolio Development	ENT 2572
Visual Literacy in Design	ENT 2543	Architectural Rendering	ENT 2643
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 Composition I	ENG 1113	*English Composition II	ENG 1123
*College Algebra	MAT 1313	OR *Public Speaking I	SPT/COM 1113
Or *Natural Science w/Lab	4	OR *Social/Behavioral Science	3
*Humanities/Fine Arts	3	**Approved Technical Electives	7
*Social/Behavioral Science	3		
Smart Start Pathway	SSP 1002		
Total	***14-15 hrs.	Total	***10 hrs.

An Advanced Technical Certificate may be earned at this point.

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

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 computer 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.

**Approved Technical Electives: ENT 1154, ENT 1183, 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.

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

Career Technical Pathways
Industrial Studies Pathway
Heating, Ventilation, AC & Refrigeration Technology
Service & Installation Concentration

First Year

First Semester		Second Semester	
Intro/HVACR	ACT 1003	Controls	ACT 1214
Basic Compression	ACT 1124	HVACR I	ACT 2414
Brazing and Piping	ACT 1133	HVACR II	ACT 2424
Refrig Systems Comp	ACT 1313	Refrig/Retro/Reg	ACT 2433
Electricity for HVACR	ACT 1713	Heating Systems	ACT 2513
Smart Start Pathway	SSP 1002		
Total	18 hrs.	Total	18 hrs.

A Technical Certificate may be earned at this point.

Summer Semester

Commercial Refrig	ACT 2323	Heat Load Air	ACT 2623
Work-Based Learning I	WBL 1913		
	Total		9 hrs.

An Advanced Technical Certificate may be earned at this point.

Second Year

First Semester

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

An AAS Degree may be earned at this point.

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.

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

Career Technical Pathways
Industrial Studies Pathway
Industrial Mechanics and Maintenance Technology
Electro-Mechanical Technology

First Year

First Semester		Second Semester	
CAD I	DDT/ENT 1313	Fluid Power	IMM 1473
IMM Core & Safety	IMM 1113	Industrial Electricity II	IMM 1823
Indus. Control Systems	IMM 1483	Manufacturing Skills	IMM 1933
Industrial Electricity I	IMM 1813	Smart Start Pathway	SSP 1002
*Approved Technical Elective	3	*Approved Technical Electives	6
Total	15 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Equip Main/Trouble	IMM 2113	English Composition I	ENG 1113
Power Tools, Mach, & Mat	IMM 2123	English Composition II	ENG 1123
Electronic Motion Control	IMM 2433	OR Public Speaking I	SPT/COM1113
PLC Multi-Platform	IMM 2513	OR Social/Behavioral Science	3
*Approved Technical Elective	3	College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15-16 hrs.

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

   Electro-Mechanical Technology is a technical program designed to prepare students for entry-level employment as multi-skilled industrial maintenance technicians. Electro-mechanical technicians are responsible for assembling, installing, and maintaining/repairing electrical, mechanical, and automated equipment used in 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 machining, fundamentals of industrial electricity, CAD, fluid power, industrial controls, and PLC programming.

*Approved Technical Electives: IMM 1243, IMM 1253, IMM 1373, IMM 1733, IMM 1913, IMM 2613, IMM 2623, WBL 1913, or other technical or academic elective approved by advisor.

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

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

Career Technical Pathways
Industrial Studies Pathway
Industrial Mechanics and Maintenance Technology
Industrial Maintenance Technology

First Year

First Semester		Second Semester	
Indus Maint Core & Safety	IMM 1113	Mechanical IMM II	IMM 1253
Intro to Indust Maint	IMM 1213	Robotic Controls & App	IMM 1373
Mechanical IMM I	IMM 1243	Fluid Power	IMM 1473
Industrial Control Sys	IMM 1483	Adv. Electricity/IMM	IMM 1823
Indus. Electricity/IMM	IMM 1813	Smart Start Pathway	SSP 1002
		*Approved Technical Elective	3
Total	15 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Special Project in IMM	IMM 1913	English Composition I	ENG 1113
Electronic Motion Ctrl	IMM 2433	English Composition II	ENG 1123
Program Logic Control	IMM 2613	OR Public Speaking I	SPT/COM1113
Advanced PLC	IMM 2623	OR Social/Behavioral Science	3
*Approved Technical Elective	3	College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/FineArts	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15-16 hrs.

An Advanced Technical Certificate may be earned at this point

An AAS Degree may be earned at this point.

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

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

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

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

Career Technical Pathways
Industrial Studies Pathway
Precision Machining Technology

First Year

First Semester		Second Semester	
Manufacturing Skills	IMM 1933	Prin/Hydraulics & Pneu	IMM 1313
Power Machinery I	MST 1114	Power Machinery II	MST 1124
Machine Tool Math	MST 1313	Adv Blueprint Read	MST 1423
Blueprint Reading	MST 1413	Smart Start Pathway	SSP 1002
Precision Layout	MST 1613	*Approved Electives	4
Total	16 hrs.	Total	16 hrs.

A Technical Certificate may be earned at this point

Second Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
College Algebra	MAT 1313	OR Public Speaking I	SPT/COM 1113
OR Natural Science w/Lab	4	OR Social/Behavioral Science	3
Power Machinery III	MST 2134	Humanities/Fine Arts	3
CNC Operations I	MST 2714	Social/Behavioral Science	3
		Power Machinery IV	MST 2144
		CNC Operations II	MST 2724
Total	**14-15 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). Any other technical or academic course approved by the advisor.

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

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

Career Technical Pathways
Industrial Studies Pathway
Welding and Cutting Technology

First Year

First Semester		Second Semester	
Shielded Metal Arc Welding I (SMAW)	WLT 1115	Gas Metal Arc Welding (GMAW)	WLT 1124
Introduction to Welding and Safety	WLT 1173	Gas Tungsten Arc Welding (GTAW)	WLT 1135
Shielded Metal Arc Welding II	WLT 1225	Flux Cored Arc Welding (FCAW)	WLT 1143
Cutting Processes	WLT 1313	Blueprint Reading, Welding Symbols, & Metallurgy	WLT 1232
Work-Based Learning I	WBL 1911	Smart Start Pathway	SSP 1002
Total	17 hrs.	Total	16 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Pipe Welding	WLT 1154	English Composition I	ENG 1113
Advanced Pipe Welding	WLT 1252	English Composition II	ENG 1123
*Approved Electives	9	OR Public Speaking I	SPT/COM1113
		OR Social/Behavioral Science	3
		College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15-16 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

The **Welding and Cutting Technology** program prepares students for entry level employment in the field of welding and cutting. Students will develop skills in the use of arc welders, oxyacetylene torches, and plasma cutting machines. Gas tungsten arc welding techniques are taught on both ferrous and nonferrous materials. Classroom instruction is provided in blueprint, welding, welding theory, and welding machines.

*Approved Electives: WLT 1162, WLT 1912, WLT 192(1-6), WLT 2812, WLT 2913, or any other technical or academic course approved by advisor.

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

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

Professional Studies Pathway

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

Professional Studies Pathway
Business Technology:
Accounting Technology
Administrative Office Technology
Billing & Coding Technology
Business Management Technology
Medical Office Technology
Conservation Law Enforcement Technology
Cosmetology
Criminal Justice Administration Technology
Culinary Arts Technology
Forest Technology
Information Systems Technology:
Computer Networking Technology
Computer Programming
Paralegal Technology
Legal Assistant Technology
Legal Management Technology

Career Technical Pathways
Professional Studies Pathway
Business Technology
Accounting Technology

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.

First Year

First Semester		Second Semester	
Microsoft Word I	BOT 1233	Business Accounting	BOT 1433
Intro to Microsoft Office	BOT 1273	Microsoft Excel I	BOT 1823
Applied Business Math	BOT 1313	Career Readiness	BOT 2183
Intro to Business Mgmt	BOT 1453	QuickBooks	BOT 2433
Commun. Essentials	BOT 1763	Prin. of Bus. Finance	BOT 2623
		Smart Start Pathway	SSP 1002
Total	15 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Adv. Business Accounting	BOT 1443	English Composition I	ENG 1113
Microsoft Excel II	BOT 1853	English Composition II	ENG 1123
Income Tax Accounting	BOT 2423	OR Public Speaking I	SPT/COM1113
Payroll Accounting	BOT 2463	OR Social/Behavioral Science	3
Cost Accounting	BOT 2473	College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15/16 hrs.

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

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

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

Career Technical Pathways
Professional Studies Pathway
Business Technology
Administrative Office Technology

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

First Year

First Semester		Second Semester	
Microsoft Word I	BOT 1233	Business Accounting	BOT 1433
Intro to Microsoft Office	BOT 1273	Social Media Mgmt	BOT 1493
Applied Business Math	BOT 1313	Microsoft Excel I	BOT 1823
Intro to Business Mgmt	BOT 1453	Career Readiness	BOT 2183
Commun. Essentials	BOT 1763	Human Resource Mgmt	BOT 2233
		Smart Start Pathway	SSP 1002
Total	15 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Microsoft Word II	BOT 1243	English Composition I	ENG 1113
Records Management	BOT 1413	English Composition II	ENG 1123
Microsoft Excel II	BOT 1853	OR Public Speaking I	SPT/COM1113
Microsoft Access	BOT 2333	OR Social/Behavioral Science	3
QuickBooks	BOT 2433	College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15/16 hrs.

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

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

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

Career Technical Pathways
Professional Studies Pathway
Business Technology
Billing & Coding Technology

Billing & Coding Technology is designed to prepare students to work in in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop proficiency in coding certification competencies in preparation to sit for a national exam, such as Certified Coding Associate (CCA), Certified Coding Specialist (CCS) or Certified Professional Coder (CPC).

First Year

First Semester		Second Semester	
Microsoft Word I	BOT 1233	Business Accounting	BOT 1433
Intro to Microsoft Office	BOT 1273	Medical Terminology II	BOT 1623
Applied Business Math	BOT 1313	Med Machine Trans I	BOT 2523
Medical Terminology I	BOT 1613	Med Office Concepts	BOT 2743
Commun. Essentials	BOT 1763	Elec Health Records	BOT 2763
		Smart Start Pathway	SSP 1002
Total	15 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Microsoft Excel I	BOT 1823	English Composition I	ENG 1113
CPT Coding	BOT 2643	English Composition II	ENG 1123
ICD Coding	BOT 2653	OR Public Speaking I	SPT/COM1113
Advanced Coding	BOT 2663	OR Social/Behavioral Science	3
Med Insurance Billing	BOT 2673	College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15/16 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

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

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

Career Technical Pathways
Professional Studies Pathway
Business Technology
Business Management Technology

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.

First Year

First Semester		Second Semester	
Microsoft Word I	BOT 1233	Business Accounting	BOT 1433
Intro to Microsoft Office	BOT 1273	Intro to Marketing	BOT 1473
Applied Business Math	BOT 1313	Social Media Mgmt	BOT 1493
Intro to Business Mgmt	BOT 1453	Career Readiness	BOT 2183
Commun. Essentials	BOT 1763	Human Resource Mgmt	BOT 2233
		Smart Start Pathway	SSP 1002
Total	15 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Microsoft Word II	BOT 1243	English Composition I	ENG 1113
Microsoft Excel I	BOT 1823	English Composition I	ENG 1123
QuickBooks	BOT 2433	OR Public Speaking I	SPT/COM1113
Entrepre Problem Solving	BOT 2613	OR Social/Behavioral Science	3
BOT Externship/Seminar	BOT 2923	College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15/16 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

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

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

Career Technical Pathways
Professional Studies Pathway
Business Technology
Medical Office Technology

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.

First Year

First Semester		Second Semester	
Microsoft Word I	BOT 1233	Business Accounting	BOT 1433
Intro to Microsoft Office	BOT 1273	Medical Terminology II	BOT 1623
Applied Business Math	BOT 1313	Med Machine Trans I	BOT 2523
Medical Terminology I	BOT 1613	Medical Office Concept	BOT 2743
Commun. Essentials	BOT 1763	Elec Health Records	BOT 2763
		Smart Start Pathway	SSP 1002
Total	15 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Microsoft Excel I	BOT 1823	English Composition I	ENG 1113
Career Readiness	BOT 2183	English Composition I	ENG 1123
QuickBooks	BOT 2433	OR Public Speaking I	SPT/COM1113
CPT Coding	BOT 2643	OR Social/Behavioral Science	3
ICD Coding	BOT 2653	College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15/16 hrs.

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

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

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

Career Technical Pathways
Professional Studies Pathway
Conservation Law Enforcement Technology

First Year

First Semester   Second Semester

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

Second Year

First Semester   Second Semester

Survey/Micro Apps	CPT 1323	Applied Soil	
English Composition II	ENG 1123	Conservation	AGT 1714
OR Public Speaking I	SPT/COM 1113	Criminal Investigation	CRJ 2333
OR Social/Behavioral Science	3	Juvenile Justice	CRJ 2513
Apps GIS/GPS Forestry	FOT 2214	Timber Harvesting	FOT 2424
Intern for Specialization	FOT 2923	OR Forest Measure	FOT 1114
OR Work-Based Learning I	WBL 1913	Humanities/Fine Arts	3
Smart Start Pathway	SSP 1002		
Total	15 hrs.	Total	17 hrs.

An AAS Degree may be earned at this point.

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

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

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

Career Technical Pathways
Professional Studies Pathway
Cosmetology

First Year

First Semester		Second Semester	
Cosmetology Orientation	COV 1123	Cosmetology Science II	COV 1255
Cosmetology Science I	COV 1245	Hair Care II	COV 1436
Hair Care I	COV 1426	Nail Care II	COV 1532
Nail Care I	COV 1522	Skin Care II	COV 1632
Skin Care I	COV 1622	Salon Business I	COV 1722
		Smart Start Pathway	SSP 1002
Total	18 hrs.	Total	19 hrs.

Summer Term

Third Semester

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

A Career Certificate may be earned at this point.

The **Cosmetology** program prepares individuals with the theory and skills to care for hair, nails, and skin with emphasis on hygiene, sanitation, customer relations, and salon management. Satisfactory completion of the courses qualifies students for the Mississippi State Board of Cosmetology certification examination. The Cosmetology curriculum is designed to comply with the standards of the Mississippi State Board of Cosmetology and the requirement for 1500 contact hours for students. Students are required to receive 230 hours of theory (a minimum of six hours per week throughout the entire period of instruction, conducted in a separate classroom by a licensed instructor), 1200 hours of supervised skill preparation and clinic work, and 70 hours assigned at the instructor's discretion as needs of individual students dictate. Successful completion of the program entitles students to a Cosmetology Certificate and qualifies them for licensing examinations as cosmetologists, estheticians, manicurists, conducted by the Mississippi State Board of Cosmetology.

Students applying to the cosmetology program must have a minimum of a 14 on the ACT or appropriate ACCUPLACER test scores. In addition, 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 Office of Admissions 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.

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

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

Career Technical Pathways
Professional Studies Pathway
Criminal Justice Administration Technology
First Year

First Semester		Second Semester	
Intro/Criminal Justice	CRJ 1313	Police Admin/Organiz	CRJ 1323
Intro/Corrections	CRJ 1363	Police Operations	CRJ 2313
Criminology	CRJ 1383	Criminal Investigation	CRJ 2333
Criminal Law	CRJ 2323	*Approved Elective	6
*Approved Elective	3		
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Intro/Homeland Security	CRJ 1373	English Composition I	ENG 1113
OR Found Home Sec & Ter	CJT 2743	English Composition II	ENG 1123
Survey of Criminalistics	CRJ 2393	OR Public Speaking I	SPT/COM1113
Admin of Criminal Procedure	CRJ 2413	OR Social/Behavioral Science	3
OR Criminal Procedures	CJT 2813	College Algebra	MAT 1313
Juvenile Justice	CRJ 2513	OR Natural Science w/Lab	4
*Approved Elective	3	Humanities/Fine Arts Elective	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15-16 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

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 Technical Electives: CRJ 1343, CRJ 1353, CRJ 2713, CRJ 2723, CRJ 2733, LET 1123, LET 2313, LET 2333, LET 2383, LET 2653, MFL 2513, PSC 1113, SSP 1002, WBL 1913, or WBL 1923, or any other technical or academic course approved by advisor.

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

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

Career Technical Pathways
Professional Studies Pathway
Culinary Arts Technology

First Year

First Semester		Second Semester	
Culinary Principles I	CUT 1114	Culinary Principles II	CUT 1124
Intro. to Culinary Arts	CUT 1153	Principles of Baking	CUT 1135
Sanitation and Safety	CUT 1213	Garde Manger	CUT 1513
Menu Planning & Facilities	CUT 2223	Smart Start Pathway	SSP 1002
*Approved Technical Elective	3	*Approved Technical Elective	3
Total	16 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
American Region. Cuisine	CUT 2314	English Composition I	ENG 1113
International Cuisine	CUT 2424	English Composition I	ENG 1123
*Approved Technical Electives	7	OR Public Speaking I	SPT/COM1113
		OR Social/Behavioral Science	3
		College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15-16 hrs.

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

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

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

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

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

Career Technical Pathways
Professional Studies Pathway
Forest Technology

First Year

First Semester   Second Semester

Survey/Micro Apps	CPT 1323	Legal Environ/Bus	BAD 2413
OR Intro to Microsoft Office	BOT 1273	OR Princ of Accounting I	ACC 2213
English Composition I	ENG 1113	Forest Measurements I	FOT 1114
Applied Dendrology	FOT 1714	Silviculture I	FOT 2614
Introduction to Forestry	FOT 1813	Humanities/Fine Arts	3
Forest Surveying	FOT 2124	App Natural Science w/Lab	4

Total	17 hrs.	Total	18 hrs.

Second Year

First Semester   Second Semester

English Composition II	ENG 1123	Applied Soil	
OR Public Speaking I	SPT/COM 1113	Conservation	AGT 1714
OR Social/Behavioral Science	3	Special Problem	
College Algebra	MAT 1313	in Forest Technology	FOT 2914
OR Natural Science w/Lab	4	Special Problem	
Social/Behavioral Science	3	in Conservation Law	FOT 2944
Apps GIS/GPS Forestry	FOT 2214	Smart Start Pathway	SSP 1002
Timber Harvesting	FOT 2424	Work-Based Learning I	WBL 1913

Total	17-18 hrs.	Total	17 hrs.

An AAS Degree may be earned at this point.

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.

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

Career Technical Pathways
Professional Studies Pathway
Information Systems Technology
Computer Networking Technology

First Year

First Semester			Second Semester	
Fundamentals of Data Communications	IST 1134		Principles of Information Security	IST 1143
Essentials of Information Systems Technology	IST 1183		Database & SQL Concepts	IST 1163
Client Installation and Configuration	IST 1213		Practical Applications in Information Technology	IST 1193
Network Admin/Windows	IST 1244		Network Components	IST 1223
Visual Basic Programming	IST 1314		Network Administration Using Linux	IST 1254
			Smart Start Pathway	SSP 1002
Total	18 hrs.		Total	18 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester			Second Semester	
Network Planning & Design	IST 2224		English Composition I	ENG 1113
Network Implementation	IST 2234		English Composition II	ENG 1123
Special Problem in Information Systems	IST 2921		OR Public Speaking I SPT/COM 1113 OR Social/Behavioral Science	3
*Approved Electives	6		College Algebra	MAT 1313
			OR Natural Science w/Lab	4
			Humanities/Fine Arts	3
			Social/Behavioral Science	3
Total	15 hrs.		Total	15-16 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

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

*Approved Electives: IST 1314, IST 1433, IST 1723, IST 2374, IST 2464, Work-Based Learning, or other technical or academic elective approved by instructor/advisor.

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

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

Career Technical Pathways
Professional Studies Pathway
Information Systems Technology
Computer Programming – Apple/Swift Coding Academy

First Year

First Semester		Second Semester	
Fundamentals of Data Communications	IST 1134	Principles of Information Security	IST 1143
Essentials of IST	IST 1183	Database & SQL Concepts	IST 1163
Program. Princ. w/Swift	IST 1283	Practical App. in IST	IST 1193
Web Development Using HTML & CSS	IST 1433	Mobile App Development	IST 2454
*Approved Elective	3	Smart Start Pathway	SSP 1002
		**Programming Elective	3
Total	16 hrs.	Total	18 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
***Principles of Mobile App Development	IST 1454	English Composition I	ENG 1113
Script Programming	IST 2324	English Composition II	ENG 1123
**Programming Elective	4	OR Public Speaking I	SPT/COM1113
*Approved Elective	3	OR Social/Behavioral Science	3
		College Algebra	MAT 1313
		OR Natural Science w/Lab	4
		Humanities/Fine Arts	3
		Social/Behavioral Science	3
Total	15 hrs.	Total	15-16 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

The Computer Programming – Apple/Swift Coding Academy is a program which offers training in the design of coding and testing of business applications, network management, and computer system operations. Opportunities for students with expertise in coding include industries such as health care, manufacturing, telecommunications, and computer consulting. An Associate of Applied Science degree is earned upon completion of the curriculum. Successful completion of the first year entitles a student to a Technical Certificate in Coding. Students enrolling in the Computer Programming – Apple/Swift Coding Academy program must meet the general admission requirements of HCC.

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

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

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

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

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

Career Technical Pathways
Professional Studies Pathway
Paralegal Technology
Legal Assistant Technology

First Year

First Semester		Second Semester	
Microsoft Word	BOT 1233	Wills and Estates	LET 1523
Introduction to Law	LET 1123	Civil Litigation I	LET 2313
Legal Research	LET 1213	Torts	LET 2323
Family Law	LET 1513	Contracts & Bus. Law	LET 2373
Real Property I	LET 2453	*Approved Electives	3
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Legal Writing	LET 1713	English Composition I	ENG 1113
Civil Litigation II	LET 2333	English Composition II	ENG 1123
Law Office Management	LET 2653	OR Public Speaking I	SPT/COM 1113
Special Problems in Paralegal		OR Social/Behavioral Science	3
Technology	LET 2913	College Algebra	MAT 1313
Smart Start Pathway	SSP 1002	OR Natural Science w/Lab	4
Work-Based Learning I	WBL 1913	Humanities/Fine Arts	3
		Social/Behavioral Science	3
Total	17 hrs.	Total	15-16 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

Paralegal Technology-Legal Assistant 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.

*Approved Electives: BOT 1273, CRJ 2323, LET 2383, LET 2463, LET 2523, Work-Based Learning, or any other technical or academic course approved by advisor.

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

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

Career Technical Pathways
Professional Studies Pathway
Paralegal Technology
Legal Management Technology

First Year

First Semester		Second Semester	
Intro to Business Mgmt	BOT 1453	Human Resource Mgmt	BOT 2233
Introduction to Law	LET 1123	Wills and Estates	LET 1523
Legal Research	LET 1213	Civil Litigation I	LET 2313
Family Law	LET 1513	Torts	LET 2323
Real Property I	LET 2453	Contracts & Bus. Law	LET 2373
Total	15 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Legal Writing	LET 1713	English Composition I	ENG 1113
Civil Litigation II	LET 2333	English Composition II	ENG 1123
Law Office Management	LET 2653	OR Public Speaking I	SPT/COM 1113
Special Problems in Paralegal		OR Social/Behavioral Science	3
Technology	LET 2913	College Algebra	MAT 1313
Smart Start Pathway	SSP 1002	OR Natural Science w/Lab	4
*Approved Elective	3	Humanities/Fine Arts	3
		Social/Behavioral Science	3
Total	17 hrs.	Total	15-16 hrs.

An Advanced Technical Certificate may be earned at this point.

An AAS Degree may be earned at this point.

Paralegal Technology-Legal Management Technology is designed to prepare a person for entry-level employment as a law office manager assistant or 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.

*Approved Electives: BOT 1233, BOT 1273, CRJ 2323, LET 2383, LET 2463, LET 2523, Work-Based Learning, or any other technical or academic course approved by advisor.

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

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

ACADEMIC COURSE DESCRIPTIONS

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

ACCOUNTING

ACC 2213 – Principles of Accounting I (Prerequisite: MAT 0124 or higher or placement score for MAT 1233 or higher).
Study of the fundamentals and application of financial accounting principles that relate to business. The topics to be covered include the accounting cycle and the accounting systems for service and merchandising businesses. Three hours lecture. Three hours credit.

ACC 2223 – Principles of Accounting II (Prerequisite: ACC 2213).
A continuation of ACC 2213. The topics to be covered include corporate accounting concepts, managerial accounting concepts and internal business decision making. Three hours lecture. Three hours credit.

AGRICULTURE

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

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

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

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

ARMY

AMR 111(2-3) – Foundations of Officership Lecture and Lab.
Introduction to the personal challenges and competencies which are critical for effective leadership in the Armed Forces. Students will examine the role of leadership, officership, and the Army profession as well as develop life skills such as goal settings, time management, physical fitness, and stress management. The focus is on developing basic knowledge and comprehension of Army leadership dimensions. Includes a leadership lab and recommended physical training. Two to three hours lecture. One hour laboratory. Two to three hours credit.

AMR 112(2-3) – Basic Leadership Lecture and Lab.
Fundamental leadership and training techniques with exposure to setting direction, map reading, problem-solving, presenting briefs and using effective writing skills. Students will explore dimensions of leadership attributes and core leader competencies in the context of practical, hands-on, and interactive exercises. Considerable attention is also placed on improving physical fitness. Includes a leadership lab and physical training. Two to three hours lecture. One hour laboratory. Two to three hours credit.

AMR 2113 – Individual Leadership Studies Lecture and Lab.
Developing effective military leadership skills: problem analysis, decision making, planning and organizing, delegation and control, and interpersonal conflict resolution. Includes a leadership lab and physical training. Two hours lecture. Two hours laboratory. Three hours credit.

AMR 2123 – Leadership and Teamwork.
An application of leadership skills with an emphasis on: beliefs, values, ethics, counseling techniques, map reading, land navigation, basic first aid, and group interaction. Includes a leadership lab and physical training. Two hours lecture. Two hours laboratory. Three hours credit.

ART

ART 1113 – Art Appreciation.
A course designed to provide an understanding and appreciation of the visual arts. Three hours lecture. Three hours credit.

ART 1313 – Drawing I.
An introduction to the basic principles and materials of drawing. Emphasis will be on observational drawing and black and white media. Six studio hours. Three hours credit.

ART 1323 – Drawing II.
Continuation of skills from Drawing I with an introduction to color and further study of composition. Six studio hours. Three hours credit.

ART 1433 – Design I.
Introduction to the fundamentals of two-dimensional design with emphasis in black and white media. Six studio hours. Three hours credit.

ART 1443 – Design II.
Continuation of Design I with emphasis in color theory. Six studio hours. Three hours credit.

ART 1453 – Three Dimensional Design.
To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media. Six studio hours. Three hours credit.

ART 1913 – Art for Elementary Teachers.
Development of essential concepts of children's art education in compliance with the ***National Standards for Arts Education***. Three hours lecture. Three hours credit.

ART 2513 – Painting I.
An introduction to painting compositions and techniques. Six studio hours. Three hours credit.

ART 2523 – Painting II.
A further study in the compositions, techniques, and concepts in Painting I. Six studio hours. Three hours credit.

ART 2613 – Ceramics I.
This course is directed toward an introduction to different aspects and materials of ceramic design. Instruction covers forming and shaping by hand and by mechanical means, various kiln operations, understanding the nature of clay and glazes and an appreciation of functional and non-functional forms. Six studio hours. Three hours credit.

ART 2713 – Art History I.
Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. Three hours lecture. Three hours credit.

ART 2723 – Art History II.
Survey course of historical background of art forms from Renaissance to present with special emphasis on contemporary expressions. Three hours lecture. Three hours credit.

BIOLOGY

BIO 1114 – Principles of Biology I.
A combined lecture and laboratory course for non-science majors that provides an introduction to the basic principles of modern biology and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell biology, and genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Two hours laboratory. Four hours credit.

BIO 1124 – Principles of Biology II.
A combined lecture and laboratory course for non-science majors that emphasizes the survey of the diversity of life, ecology, evolution, and an overview of organ systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Two hours laboratory. Four hours credit.

BIO 1134 – General Biology I (Prerequisite: MAT 0124 or higher or placement score for MAT 1233 or higher).
A combined lecture and laboratory course for science majors that covers the major themes of biology, the scientific method, chemistry relevant to biological systems, cell processes including photosynthesis and cellular respiration, cell division, genetics, and molecular genetics. Three hours lecture. Two hours laboratory. Four hours credit.

BIO 1144 – General Biology II (Prerequisite: BIO 1134).
A combined lecture and laboratory course for science majors that reinforces themes and concepts introduced in BIO 1134 General Biology I, while emphasizing the diversity of life. Topics covered include evolution, classification, ecology, detailed consideration of major groups of organisms, viruses, and the study of animals and plants including their anatomy and physiology. Three hours lecture. Two hours laboratory. Four hours credit.

BIO 1613 – Nutrition (Prerequisite: MAT 0124 or higher or placement score for MAT 1233 or higher).
A lecture course covering the nutrients for normal growth and reducing risks of major chronic diseases, and applied to the selection of food for ingestion, the process of digestion, assimilation, absorption, and their applications for healthcare providers. Three hours lecture. Three hours credit.

BIO 1813 – Medical Terminology for Health Professions.
This course is an introduction to medical language used in health professions. Emphasis is placed on learning medical root words, prefixes, and suffixes and applying them to the human body systems in written and verbal communication. Three hours lecture. Three hours credit.

BIO 2414 – Zoology I (Prerequisite: MAT 0124 or higher or placement score for MAT 1233 or higher).
A combined lecture and laboratory course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture class. Three hours lecture. Two hours laboratory. Four hours credit.

BIO 2424 – Zoology II (Prerequisite: BIO 2414).
A combined lecture and laboratory course that includes in-depth studies of vertebrate taxonomy and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Two hours laboratory. Four hours credit.

BIO 2514 – Anatomy and Physiology I (Prerequisite: ACT Composite of 18 or BIO 1134).
A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Two hours laboratory. Four hours credit.

BIO 2524 – Anatomy and Physiology II (Prerequisite: BIO 2514).
A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Two hours laboratory. Four hours credit.

BIO 2924 – Microbiology (Prerequisite: BIO 1134 or higher).
A combined lecture and laboratory course providing a comprehensive study of microbial agents to include taxonomy, metabolism, physiology and genetics, concepts of pathogenesis and immunity. Labs in this course provide experiments that reinforce principles introduced in the lecture to include fundamental laboratory techniques in lab safety, microscopy, culturing and identification of microbes, and effectiveness of antimicrobial agents. Three lectures. Two hours laboratory. Four hours credit.

BUSINESS ADMINISTRATION

BAD 1113 – Introduction to Business.
This course is designed to introduce students to the basic concepts of business. Main topics include current business and economic environment, entrepreneurship, marketing, management, financial management, and business careers. Three hours lecture. Three hours credit.

BAD 1121 – Business Seminar I.
This course is designed to coordinate the various business-related student activities to the local level. It promotes leadership and professionalism in civic and social functions which include student participation and guest speakers. One hour lecture. One hour credit.

BAD 2213 – Introduction to Marketing.
This course is an introduction to the principles of marketing. Topics include history of marketing, the marketing process and the four P's. Three hours lecture. Three hours credit.

BAD 2323 – Business Statistics. (Prerequisite: MAT 1313 or appropriate placement score for MAT 1613).
Introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three hours lecture. Three hours credit.

BAD 2413 – The Legal Environment of Business.
An introduction to interrelationships of law and society, jurisprudence and business. Topics include an introduction to law, law of contracts, agency, and employment. Three hours lecture. Three hours credit.

BAD 2513 – Introduction to Management. (This is considered an upper-level course at some universities and may not transfer).
This course is a study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three hours lecture. Three hours credit.

BAD 2523 – Personal Financial Management.
This course deals with an individual's optimal management of personal income and expenditures over a lifetime to best meet the needs of his/her financial objectives. The course focuses on the areas of budgeting, insurance, borrowing and credit purchases, home ownership, investment, taxes, and family financial planning. Three hours lecture. Three hours credit.

BAD 2533 – Computer Applications in Business & Industry (Prerequisite: Keyboarding Skills).
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Three hours lecture. Three hours credit.

BAD 2813 – Business Communications (Prerequisite: ENG 1113).
This course develops written and oral communication skills for future professionals among multicultural audiences with emphasis on principles of writing business messages, generating reports and presentations, and preparing communications for employment. Three hours lecture. Three hours credit.

BAD 2853 – Business Ethics.
An exploration of the ethical problems faced in business theory and practice through which the student will recognize and analyze ethical dilemmas and implement ethical decisions within the context of today's business environment. Three hours lecture. Three hours credit.

BUSINESS & OFFICE ADMINISTRATION

BOA 1413 – Keyboarding.
This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Three hours lecture. Three hours credit.

BOA 2533 – Word Processing.
This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Three hours lecture. Three hours credit.

CHEMISTRY

CHE 1114 – Chemistry Survey.
A combined lecture and laboratory basic chemistry course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Two hours laboratory. Four hours credit.

CHE 1211 – General Chemistry Laboratory I (Pre/Co-requisite: CHE 1213).
A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1213-General Chemistry I (Lecture). Must be taken concurrently in phase with the lecture sequence or after the lecture has been completed. Three hours laboratory. One hour credit.

CHE 1213 – General Chemistry I (Co-requisite: MAT 1313 or appropriate placement in a higher level math course).
A lecture course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Three hours lecture. Three hours credit.

CHE 1214 – General Chemistry I (Co-requisite: MAT 1313 or appropriate placement in a higher level math course).
A combined lecture and laboratory course that covers the fundamental principles of chemistry and their application. Chemical nomenclature, chemical reactions, stoichiometry, atomic structure, bonding theories, energy, periodic properties, and gas laws are among the topics discussed in depth. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Three hours laboratory. Four hours credit.

CHE 1221 – General Chemistry Laboratory II (Prerequisite: CHE 1211 & 1213. Pre/Co-requisite: CHE 1223).
A laboratory course that contains experiments and exercises that reinforce the principles introduced in CHE 1223-General Chemistry II (Lecture). Must be taken with the lecture sequence or after finishing the lecture sequence. Three hours laboratory. One hour credit.

CHE 1223 – General Chemistry II (Prerequisite: CHE 1213).
A lecture course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Three hours lecture. Three hours credit.

CHE 1224 – General Chemistry II (Prerequisite: CHE 1214 or CHE 1213 & CHE 1211).
A combined lecture and laboratory course that covers solutions, kinetics, equilibria, thermodynamics, acid-base chemistry, and electrochemistry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Three hours laboratory. Four hours credit.

CHE 2424 – Organic Chemistry I (Prerequisite: CHE 1224 or CHE 1223).
A combined lecture and laboratory course that covers carbon chemistry, bonding structure and behavior, aliphatic compounds, stereochemistry, reaction mechanisms, and an introduction to spectroscopic methods. Labs associated with this course provide students with techniques to characterize, identify, purify, and synthesize organic compounds. Three hours lecture. Three hours laboratory. Four hours credit.

CHE 2434 – Organic Chemistry II (Prerequisite: CHE 2424).
A combined lecture and laboratory course that covers spectroscopy, aromatic compounds, carbonyl compounds, and other complex compounds with emphasis on reactions and their mechanisms. Labs associated with this course use organic techniques to characterize, identify, purify, and/or synthesize organic compounds, including aromatics and complex compounds. Three hours lecture. Three hours laboratory. Four hours credit.

COMMUNICATIONS

COM/SPT 1113 – Public Speaking I (Co-requisite: ENG 1113 or appropriate placement score for ENG 1113).
Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture. Three hours credit.

COM/SPT 1123 – Public Speaking II (Prerequisite: COM/SPT 1113).
A continuation in the study of public speaking with an emphasis on research, organization and delivery techniques. Three hours lecture. Three hours credit.

COM/SPT 2173 – Interpersonal Communication (Prerequisite: COM/SPT 1113).
Theory and Analysis of dyadic relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power. Three hours lecture. Three hours credit.

COMPUTER SCIENCE

CSC 1113 – Computer Concepts.
This is an introductory digital competency course which includes concepts, terminology, operating systems, electronic communications, security risks, digital ethics, and applications. Concepts are demonstrated and supplemented by hands-on computer use. Three hours lecture. One hour laboratory. Three hours credit.

CSC 1123 – Computer Applications I. (Prerequisite: Keyboarding Skills & MAT 0124 or higher or placement score for MAT 1233 or higher).
This course is designed to teach computer applications to include: word processing, electronic spreadsheet, database management, presentation design, and electronic communications. Two hours lecture. Two hours laboratory. Three hours credit.

CSC 1613 – Computer Programming I (Prerequisite: MAT 1313 or higher or placement score for MAT 1323 or higher).
Introduction to problem-solving methods and algorithm development; designing, debugging, branching, looping, scope rules, functions, input/output manipulation (to include text files), simple arrays, and a variety of applications in an object-oriented programming language. Course has lecture with integrated lab components. Three hours credit.

CSC 2623 – Computer Programming II (Prerequisite: CSC 1613).
This course is a continuation of the object-oriented language from CSC 1613. This includes advanced program development, algorithm analysis, string processing, recursion, internal search/sort methods, simple data structures, debugging, and testing of large programs. Course has lecture with integrated lab components. Three hours credit.

COOPERATIVE EDUCATION

Cooperative Education offers supervised work experience in a job setting related to the student's field of study. Four semesters of Cooperative Education are offered with 1 semester hour credit available each Fall and Spring term. Credit will be awarded based on 15-19 hours worked per week = 1 hour credit. A maximum of 4 hours of COE credits may be applied toward graduation requirements.

COE 1011 – Cooperative Education Work Experience I.
First supervised work experience performed in a job setting related to the student's major field of study. One hour credit.

COE 1021 – Cooperative Education Work Experience II.
Second supervised work experience performed in a job setting related to the student's major field of study. One hour credit.

COE 1031 – Cooperative Education Work Experience III.
Third supervised work experience performed in a job setting related to the student's major field of study. One hour credit.

COE 1041 – Cooperative Education Work Experience IV.
Fourth supervised work experience performed in a job setting related to the student's major field of study. One hour credit.

CRIMINAL JUSTICE

CRJ 1313 – Introduction to Criminal Justice.
History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three hours lecture. Three hours credit.

CRJ 1323 – Police Administration and Organization.
Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three hours lecture. Three hours credit.

CRJ 1343 – Police and Community Relations.
An overview of current issues between police and community. Role and influence of officer in community relations, crime prevention and conflict resolution. Three hours lecture. Three hours credit.

CRJ 1353 – Practicum in Criminal Justice (Prerequisite: CRJ 1313).
Practicum in an approved criminal justice agency under supervision of the agency concerned and college instructor. Written evaluation required of agency. Three hours credit.

CRJ 1363 – Introduction to Corrections.
An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system. Three hours lecture. Three hours credit.

CRJ 1373 – Introduction to Homeland Security.
The issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international. Three hours lecture. Three hours credit.

CRJ 1383 – Criminology.
The study of criminal behavior to include theories, statistics, and trends of criminal behavior. Three hours lecture. Three hours credit.

CRJ 2213 – Traffic Law.
An examination of the role of law enforcement in coping with traffic problems. Emphasis is placed on the history, development, and enforcement of statutes pertaining to motor vehicles. Three hours lecture. Three hours credit.

CRJ 2313 – Police Operations.
A study of the operation of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division. Three hours lecture. Three hours credit.

CRJ 2323 – Criminal Law.
A study of the basic elements of substantive criminal law including defenses to criminal liability. Three hours lecture. Three hours credit.

CRJ 2333 – Criminal Investigation.
A study of principles of investigation; proper collection, documentation, and preservation of evidence. Three hours lecture. Three hours credit.

CRJ 2393/4 – Survey of Criminalistics.
The study and application of scientific evidence collection through various projects. Three to four hours lecture. Three to four hours credit.

CRJ 2413 – Administration of Criminal Procedure.
A study of the legal concepts of criminal procedure. Three hours lecture. Three hours credit.

CRJ 2513 – Juvenile Justice.
Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three hours lecture. Three hours credit.

CRJ 2713 – Foundations of Terrorism.
The study of terrorism in the modern world. Three hours lecture. Three hours credit.

CRJ 2723 – Intelligence Analysis and Security Management.
This course is designed to develop an understanding of how intelligence assists in maintaining national security, the laws, guidelines, executive directives and oversight relating to intelligence as well as the methodologies used in the intelligence community. Three hours lecture. Three hours credit.

CRJ 2733 – Transportation and Border Security.
This course provides a student with an analysis of issues that concern the protection of the borders of the United States and U. S. policies regarding the safety of the U.S. Transportation System. Three hours lecture. Three hours credit.

ECONOMICS

ECO 2113 – Principles of Macroeconomics. (Prerequisite: MAT 0124 or placement test score of MAT 1233 or higher).
The study of a nation's economy to include the following topics: supply and demand, production possibilities, monetary and fiscal policies, factors of production, GDP/business cycles and economic growth, and circular flow of market economies. Three hours lecture. Three hours credit.

ECO 2123 – Principles of Microeconomics. (Prerequisite: MAT 0124 or placement test score of MAT 1233 or higher).
The study of firms, industries and consumers to include the following topics: supply and demand, elasticity of demand and supply, consumer choice theory, production and cost theory and market structure. Three hours lecture. Three hours credit.

EDUCATION

EDU 011(1-3) – Praxis Core Academic Skills for Educators.
Review of basic skills in reading, writing, and mathematics required on the PRAXIS Core Academic Skills for Educators examination. Includes completion of practice examinations. One to three hours lecture. One to three hours institutional credit. (Not designed to transfer.)

EDU 1613 – Foundations in Education (Prerequisite: ENG 0124).
Survey of the history and philosophies of American education with special emphasis on current issues and problems in education. Includes a minimum of 30 hours field experience. Three hours lecture. Three hours credit.

EDUCATIONAL PSYCHOLOGY

EPY/PSY 2513 – Child Psychology.
A study of various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial and cognitive development. Three hours lecture. Three hours credit.

EPY/PSY 2523 – Adolescent Psychology.
A study of various aspects of human growth and development during adolescence. Topics include biological, psychosocial and cognitive development. Three hours lecture. Three hours credit.

EPY/PSY 2533 – Human Growth and Development.
A study of various aspects of human growth and development from conception through death. Topics include biological, psychosocial and cognitive development. Three hours lecture. Three hours credit.

ENGINEERING

EGR 1113 – Introduction to Engineering.
This course provides students with an introduction to engineering as a profession. Students will be familiarized with the various career pathways in engineering as well as planning for success in their chosen field. Three hours lecture. Three hours credit.

EGR 2413 – Engineering Mechanics I: Statics (Pre/Co-requisite: PHY 2514).
A lecture course covering the equilibrium of point objects and extended objects in two and three dimensions using vector algebra. Also discussed are distributed forces, structures, friction, and moments of inertia in two and three dimensions. Three hours lecture. Three hours credit.

EGR 2433 – Engineering Mechanics II: Dynamics (Prerequisite: EGR 2413).
A lecture course that covers kinematics of particles and rigid bodies, kinetics of particles and rigid bodies using force-mass acceleration, energy, and momentum methods. Three hours lecture. Three hours credit.

ENGLISH

ENG 0114 – Beginning English and Reading.
This integrated course is designed to develop basic writing skills and reading strategies. Institutional credit only. Four hours lecture. Four hours credit. (Not designed to transfer.)

ENG 0124 – Intermediate English and Reading (Prerequisite: ENG 0114 with C or appropriate placement score).
This integrated course is designed to advance students to college-level writing skills and reading strategies. Institutional credit only. Four hours lecture. Four hours credit. (Not designed to transfer).

ENG 1033 – Technical English (Prerequisite: ENG 0114 with C or appropriate placement score).
This course is designed specifically for Career Tech students who are pursuing the A.A.S. degree. In this course, students will focus on appropriate writing for business and industry and will produce technical documents, which may include resumes, letters, emails, memos/reports, proposals, multimedia presentations, and other related documents. Three hours lecture. Three hours credit. (Not designed to transfer).

ENG 1113 – English Composition I (Prerequisite: ENG 0124 or ENG 1033 with C or appropriate placement score).
This course prepares the student to think critically and compose texts for academic and professional rhetorical situations. Three hours lecture. Three hours credit.

ENG 1123 – English Composition II (Prerequisite: ENG 1113).
This course is a continuation of English Composition I with emphasis on research, argumentation, and composition. Readings, essays, and a research paper are required. Three hours lecture. Three hours credit.

ENG 2133 – Creative Writing I (Prerequisite: ENG 1113).
ENG 2133 involves reading and writing poetry, short fiction, and/or other genres. Three hours lecture. Three hours credit.

ENG 2143 – Creative Writing II (Prerequisite: ENG 2133).
ENG 2143 involves reading and writing poetry, short fiction, and/or other genres. Three hours lecture. Three hours credit.

ENG 2223 – American Literature I (Prerequisite: ENG 1113 or appropriate placement score).
ENG 2223 surveys representative prose and poetry of the United States from its beginnings to the Civil War. Three hours lecture. Three hours credit.

ENG 2233 – American Literature II (Prerequisite: ENG 1113 or appropriate placement score).
ENG 2233 surveys representative prose and poetry of the United States from the Civil War to the present. Three hours lecture. Three hours credit.

ENG 2323 – British Literature I (Prerequisite: ENG 1113 or appropriate placement score).
This course surveys British literature from the Anglo-Saxon Period through the Restoration and Eighteenth Century. Three hours lecture. Three hours credit.

ENG 2333 – British Literature II (Prerequisite: ENG 1113 or appropriate placement score).
This course surveys British literature from the Romantic Period to the present. Three hours lecture. Three hours credit.

ENG 2423 – World Literature I (Prerequisite: ENG 1113 or appropriate placement score).
This course surveys texts representative of global, historical, and cultural diversity from the ancient world through the early modern world. Three hours lecture. Three hours credit.

ENG 2433 – World Literature II (Prerequisite: ENG 1113 or appropriate placement score).
This course surveys texts representative of global, historical, and cultural diversity from the Enlightenment Period to the present. Three hours lecture. Three hours credit.

ENG 2523 – African-American Literature I (Prerequisite: ENG 1113 or appropriate placement score).
ENG 2523 surveys literature of major African American writers from its beginnings to the Harlem Renaissance. Three hours lecture. Three hours credit.

ENG 2533 – African-American Literature II (African-American Literature I is not a prerequisite for this course. Prerequisite: ENG 1113 or appropriate placement score).
ENG 2533 surveys African American literature from the Harlem Renaissance to the present. Three hours lecture. Three hours credit.

ENG 281(1-2) – Writing Center Peer Tutoring (Prerequisite: ENG 1123).
This course introduces students to writing center history, theory, and practices; preparing them to work in writing centers as peer tutors. One to two hours lecture. One to two hours credit.

FAMILY AND CONSUMER SCIENCE

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

GEOGRAPHY

GEO 1113 – World Regional Geography.
A regional survey of the basic geographic features and major new developments of the nations of the world. Three hours lecture. Three hours credit.

GRAPHICS AND DRAWING

GRA 1143 – Graphic Communication I.
Instrumental drawing, geometric construction, orthographic projection, and descriptive geometry. Includes computer aided design (CAD) in 2-dimensional and 3-dimensional construction. Two hours lecture. Two hours laboratory. Three hours credit.

HEALTH, PHYSICAL EDUCATION AND RECREATION

HPR 111(1-2), 112(1-2), 211(1-2), 212(1-2) – General PE Activities I, II, III, IV.
This course is designed to give students a current concept of physical education and recreation by developing body skills while engaging in various anaerobic and aerobic activities. Students and student athletes may receive credit towards graduation for up to four credit hours within the General PE Activities and the Fitness & Conditioning Training series. Two to four sessions. One to two hours credit.

HPR 1131, 1141, 2131, 2141 – Varsity Sports I, II, III, IV.
Participation in a varsity sport team. Open by invitation of instructor. Students and student athletes may receive credit towards graduation for up to four credit hours within the Varsity Sports, Team Sports, and Individual & Dual Sports series. Four practice sessions. One hour credit.

HPR 1213 – Personal and Community Health.
This course covers the application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three hours lecture. Three hours credit.

HPR 1313 – Introduction to Kinesiology, Health, Physical Education and Recreation.
This course covers an introduction to the various fields of study within kinesiology/health, physical education, and recreation. Discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three hours lecture. Three hours credit.

HPR 151(1-2), 152(1-2), 251(1-2), 252(1-2) – Team Sports I, II, III, IV.
This course covers the rules, techniques, participation, and equipment used in various team sports. Students and student athletes may receive credit towards graduation for up to four credit hours within the Varsity Sports, Team Sports, and Individual & Dual Sports series. Two to four sessions. One to two hours credit.

HPR 153(1-2), 154(1-2), 253(1-2), 254(1-2) – Individual and Dual Sports I, II, III, IV.
This course covers the rules, techniques, participation, and equipment used in tennis, archery, marksmanship, or martial arts. Students and student athletes may receive credit towards graduation for up to four credit hours within the Varsity Sports, Team Sports, and Individual & Dual Sports series. Two to four sessions. One to two hours credit.

HPR 155(1-2), 156(1-2), 255(1-2), 256(1-2) – Fitness and Conditioning Training I, II, III, IV.
This course covers instruction and practice of basic principles of fitness and conditioning through a variety of exercises and activities. Credit for this activity will be given to varsity sport teams and varsity support groups. Students and student athletes may receive credit towards graduation for up to four credit hours within the General PE Activities and the Fitness & Conditioning Training series. Two to four practice sessions. One to two hours credit.

HPR 1613 – Physical Education in the Elementary School.
This is a study of the growth and development of children including their interests and tendencies as it relates to elementary physical education. Educational and physical education philosophy and objectives are stressed, as well as methods of teaching. Emphasis is placed on creating developmentally appropriate physical education for elementary students. Theory and laboratory. Three hours lecture. Three hours credit.

HPR 2213 – First Aid and CPR.
This course covers instruction and practice in methods prescribed in the American Red Cross or American Heart Association standard and advanced courses. A non-refundable fee to cover the cost of the Certification Card is charged for this class. Three hours lecture. Three hours credit.

HPR 2222 – Lifeguarding and Water Safety.
This is the American Red Cross Lifeguard Training with emphasis toward certifying lifeguards. This course is designed to teach lifeguard candidates the skills and knowledge needed to prevent and respond to aquatic emergencies. Swimming prerequisite required. Two hours lecture. Two hours credit.

HPR 2232 – Water Safety Instructor.
This is the American Red Cross Water Safety Instructor course with emphasis towards certifying water safety instructors. Techniques of aquatic instruction, including community water safety and progression swimming are covered. Swimming prerequisite required. Two hours lecture. Two hours credit.

HPR 2323 – Recreation Leadership.
This course covers the planning and leadership techniques for conducting organized park and recreation programs for all ages. Three hours lecture. Three hours credit.

HPR 242(2-3) – Football Theory.
This course covers and explores the theories, practices, tactics and strategies involved in coaching football. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two to three hours lecture. Two to three hours credit.

HPR 243(2-3) – Basketball Theory.
This course covers and explores the theories, practices, tactics and strategies involved in coaching basketball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two to three hours lecture. Two to three hours credit.

HPR 244(2-3) – Soccer Theory.
This course covers and explores the theories, practices, tactics and strategies involved in coaching soccer. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two to three hours lecture. Two to three hours credit.

HPR 245(2-3) – Baseball Theory.
This course covers and explores the theories, practices, tactics and strategies involved in coaching baseball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two to three hours lecture. Two to three hours credit.

HPR 249(2-3) – Softball Theory.
This course covers and explores the theories, practices, tactics and strategies involved in coaching softball. Emphasis will be placed upon the objectives, rules, regulations, and policies of competitive athletics, as well as on individual skills, team tactics, organization and management practices. Two to three hours lecture. Two to three hours credit.

HPR 2723 – Prevention & Care of Athletic Injuries.
This course covers the theory and practice for the prospective athletic trainer or coach in the prevention and care of athletic injuries. Three hours lecture. Three hours credit.

HPR 2733 – Introduction to Athletic Training.
This course covers the introduction to the profession, including but not limited to procedural aspects of the athletic training room operations, role delineations, preparation and competencies with 50 observational/ experience hours under a BOC certified athletic trainer. This course is recommended for Athletic Training majors. Three hours lecture. Three hours credit.

HISTORY

HIS 1113 – Western Civilization I.
This is a general survey of Western Civilization from ancient times to mid-seventeenth century. Three hours lecture. Three hours credit.

HIS 1123 – Western Civilization II.
This is a general survey of Western Civilization since the seventeenth century. Three hours lecture. Three hours credit.

HIS 1163 – World Civilizations I.
This is a general survey of world history from ancient times to the 1500s. Three hours lecture. Three hours credit.

HIS 1173 – World Civilizations II.
This is a general survey of world history since the 1500s. Three hours lecture. Three hours credit.

HIS 1613 – African-American History.
This is a survey of African-American History from African origins to modern times. Three hours lecture. Three hours credit.

HIS 2213 – American (U.S.) History I.
This is a survey of American (U.S.) history to 1877. Three hours lecture. Three hours credit.

HIS 2223 – American (U.S.) History II.
This is a survey of American (U.S.) history since 1865.Three hours lecture. Three hours credit.

HONORS

HON 1911, 1921, 2911, 2921 – Honors Forum I, II, III, IV.
Admission is by invitation only. Interdisciplinary studies of selected issues confronting the individual and society with discussions led by scholars, faculty, and/or students. One hour lecture. One hour credit.

HUMANITIES

HUM 1113 – Humanities I.
Provides an overview of history's most memorable achievements spanning the major world civilizations of Africa, the Americas, Asia, Europe, and the Middle East from the Prehistoric Era to the Renaissance. A global perspective is presented through a survey of history, literature, music, philosophy, and the visual arts. Three hours lecture. Three hours credit.

JOURNALISM

JOU 1111, 1121, 2111, 2121 – College Publications I, II, III, IV (Yearbook *(Horizons)* or Newspaper *(The Growl)*).
A laboratory course designed to give practical experience in working with college newspaper and/or yearbook production. News, feature, and editorial writing, make-up and layout, editing, advertising and photography will be emphasized according to student need. Two hours laboratory. One hour credit.

JOU 1112, 1122, 2112, 2122 – College Publications I, II, III, IV (Newspaper (*Growl and Grid*)).
A laboratory course designed to give practical experience in working with college newspaper production. News, feature, and editorial writing, make-up and layout, editing, advertising and photography will be emphasized according to student need. Four hours laboratory. Two hours credit.

JOU 1313 – News Writing and Reporting I.
An introductory course in journalism designed to teach news writing and reporting, the construction of the news article with an emphasis on source news, features, sports, and interview stories and editorials. Three hours lecture. Three hours credit.

JOU 1323 – News Writing and Reporting II.
An advanced journalism course designed to teach news writing and editing with an emphasis on news, features, sports, and editorials. Three hours lecture. Three hours credit.

LEADERSHIP

LEA 1811 – Leadership & Organization Skills I.
An introduction of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture. One hour credit.

LEA 1821 – Leadership & Organization Skills II.
A study of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture. One hour credit.

LEA 1911, 1921, 2911, 2921 – Leadership & Communication Skills Development-Recruiting I, II, III, IV.
This course introduces the student to his/her responsibilities as a member of the recruiting/public relations team. II, III, and IV are a continuation of LEA 1911. One hour lecture. One hour credit.

LEA 2811 – Leadership & Organization Skills III.
An application of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture. One hour credit.

LEA 2821 – Leadership & Organization Skills IV.
An evaluation of leadership styles and skills, roles and functions of officers of student organizations. One hour lecture. One hour credit.

LEARNING & LIFESKILLS

LLS 115(1-2) – College Life.
This course is designed to assist the first-time student in achieving academic, career, and personal success. One to two hours lecture. One to two hours credit.

LLS 1313 – Orientation.
This course is designed to help the new college student adjust to college life. It includes a study of personal and social adjustments and gives the student guidance in collegiate life. Three hours lecture. Three hours credit.

LLS 132(1-3) – Career Exploration.
This course is designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to assist students in determining career choices. One to three hours lecture. One to three hours credit.

LLS 1413 – Enhancement of Study.
This course is designed to aid the student in study skills, promote student success in critical reading and note-taking techniques, critical thinking, time management, test-taking strategies, listening and memory enhancement. Three hours lecture. Three hours credit.

LLS 1713 – Job Search Skills.
This course is designed to prepare students for job networking skills, completing applications, resume writing, interviewing, and work ethic. Three hours lecture. Three hours credit.

MATHEMATICS

MAT 0124 – Beginning Algebra.
This course includes operations with real numbers, linear equations, the coordinate system, linear inequalities, laws of exponents, operations with polynomials, and factoring. Four hours lecture. Four hours institutional credit. (Not designed to transfer.)

MAT 1233 – Intermediate Algebra (Prerequisite: MAT 0124 with a C or appropriate placement score for MAT 1233).
This course includes linear equations and their graphs; inequalities and number line graphs; rational expressions; factoring; laws of exponents; radicals; polynomials. Three hours lecture. Three hours credit.

MAT 1313 – College Algebra (Prerequisite: MAT 1233 with a C or appropriate placement score for MAT 1313).

This course includes the following topics with applications: inequalities; functions; linear and quadratic equations, and their graphs; rational, radical, and higher-order equations; polynomial and rational functions; logarithmic and exponential functions; systems of equations. Three hours lecture. Three hours credit.

MAT 1323 – Trigonometry (Prerequisite: MAT 1313 or appropriate placement score for MAT 1323).

This course includes trigonometric functions and their graphs; trigonometric identities; trigonometric equations; radian measurement; solutions of right and oblique triangles; inverse trigonometric functions; applications. Three hours lecture. Three hours credit.

MAT 1333 – Finite Mathematics (Prerequisite: MAT 1313).

This course is an introduction to sets, functions, matrices, linear programming, and probability with applications in business decision making and behavioral sciences. Three hours lecture. Three hours credit.

MAT 1513 – Business Calculus I (Prerequisite: MAT 1313 or appropriate placement score for MAT 1323).

This course is a study of functions, limits, continuity, derivatives, and their applications to business and economics. Three hours lecture. Three hours credit.

MAT 1523 – Business Calculus II (Prerequisite: MAT 1513).

This course is a study of antiderivatives, techniques of integration, applications of the definite integral, and applications to business and economics. Three hours lecture. Three hours credit.

MAT 1613 – Calculus I (Co-requisite: MAT 1323 or appropriate placement score for MAT 1613).

This course includes the following topics: limits; continuity; the definition of the derivative; differentiation; and applications. Three hours lecture. Three hours credit.

MAT 1623 – Calculus II (Prerequisite: MAT 1613).

This course includes the following topics: antiderivatives, the definite integral, indefinite integrals, techniques of integration, and applications.

MAT 1723 – Real Number System (Prerequisite: MAT 0124 with a C or appropriate placement score for MAT 1233).

This course is designed for elementary and special education majors. Topics include set theory, numeration systems, foundations of number theory, and properties and operations of real numbers. Three hours lecture. Three hours credit.

MAT 1733 – Geometry, Measurement, and Probability (Prerequisite: MAT 1233 with a C or appropriate placement score for MAT 1313).
This course is designed for elementary and special education majors. Topics include geometric definitions, shapes, and formulas; linear and angular measurements; unit conversions, statistics and probability. Three hours lecture. Three hours credit.

MAT 2113 – Introduction to Linear Algebra (Prerequisite: MAT 1623).
This course includes the following topics: systems of linear equations; matrices; determinants; vector spaces; orthogonality; linear transformations; applications; Eigenvalues and Eigenvectors. Three hours lecture. Three hours credit.

MAT 2323 – Statistics (Prerequisite: MAT 1313 or appropriate placement score of MAT 1613).
This course is an introduction to statistical methods of describing, summarizing, comparing, and interpreting data to include probability distributions, sampling, estimation, confidence intervals, and hypothesis testing. Three hours lecture. Three hours credit.

MAT 2613 – Calculus III (Prerequisite: MAT 1623).
This course includes the following topics: analytical geometry; parametric equations; polar coordinates; improper integrals, infinite sequences and series; Taylor polynomial, vectors and geometry of space. Three hours lecture. Three hours credit.

MAT 2623 – Calculus IV (Prerequisite: MAT 2613).
This course includes the following topics: partial differentiation; optimization; multiple integration; vector calculus; quadric surfaces, line integrals, and divergence theorem. Three hours lecture. Three hours credit.

MAT 2913 – Differential Equations (Prerequisites: MAT 2613 and concurrent enrollment in MAT 2623).
This course includes the following topics: solution of first and higher order differential equations; existence theorems; Laplace transforms; applications. Three hours lecture. Three hours credit.

MODERN FOREIGN LANGUAGE

MFL 1113 – French I.
This course, an oral-aural approach, stresses conversation, pronunciation, comprehension, reading, writing, and functional grammar with emphasis on the practical aspects of the language. Three hours lecture. Three hours credit.

MFL 1123 – French II (Prerequisite: MFL 1113).
This course continues MFL 1113 with wider vocabulary and more complex structures and functions. Three hours lecture. Three hours credit.

MFL 1213 – Spanish I.
This course is an oral-aural approach, which stresses conversation, pronunciation, listening comprehension, reading, writing, and functional grammar with emphasis on communication. Three hours lecture. Three hours credit.

MFL 1223 – Spanish II (Prerequisite: MFL 1213).
This course continues MFL 1213 with wider vocabulary and more complex structures and functions. Three hours lecture. Three hours credit.

MFL 2113 – French III (Prerequisite: MFL 1123).
This course continues MFL 1123 with additional materials of literary and cultural value. Three hours lecture. Three hours credit.

MFL 2123 – French IV (Prerequisite: MFL 2113).
This course continues MFL 2113 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Three hours lecture. Three hours credit.

MFL 2213 – Spanish III (Prerequisite: MFL 1223).
This course continues MFL 1223 with additional materials of literary and cultural value. Three hours lecture. Three hours credit.

MFL 2223 – Spanish IV (Prerequisite: MFL 2213).
This course continues MFL 2213 with additional literary and cultural readings and compositions as well as a review of essential elements of grammar. Three hours lecture. Three hours credit.

MFL 2513 – Occupational Spanish.
This course is designed to teach basic oral communication skills for interaction in Spanish in an occupational setting. Specialized variations of this course include: Law Enforcement, Medical and Business. Three hours lecture. Three hours credit.

MUSIC APPLIED
(Brass, Guitar, Percussion, Piano, Voice, and Woodwinds)

MUA 1141, 1151, 2141, 2151 – Elective Brass I, II, III, IV.
Brass instruction for non-brass/music education majors and non-music majors. Designed to teach the fundamental principles of playing, explore moderate levels of literature and develop the student's interest in playing. One hour private instruction. Three hours practice. One hour credit.

MUA 1172, 1182, 2172, 2182 – Brass for Music Education Majors I, II, III, IV.
Brass instruction for music education majors and advanced non-music majors with an emphasis on brass instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing and strengthen the student's playing ability. One hour private instruction. Six hours practice. Two hours credit.

MUA 1241, 1251, 2241, 2251 – Elective Guitar I, II, III, IV.
Guitar instruction for non-music majors and music majors who wish to take guitar as an elective. Introduction to guitar technique, repertoire, and performance of standard literature. One hour private instruction. Three hours practice. One hour credit.

MUA 1272, 1282, 2272, 2282 – Guitar for Music Education Majors I, II, III, IV.
Guitar for music education majors with guitar as their area of emphasis. Introduction to guitar technique, repertoire, and performance of standard literature. One hour private instruction. Six hours practice. Two hours credit.

MUA 1441, 1451, 2441, 2451 – Elective Percussion I, II, III, IV.
Percussion instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature and develop the student's interest in playing. One hour private instruction. Three hours practice. One hour credit.

MUA 1472, 1482, 2472, 2482 – Percussion for Music Education Majors I, II, III, IV.
Percussion instruction for music majors and advanced non-music majors with an emphasis on percussion instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature and develop the student's interest in playing. One hour private instruction. Six hours practice. Two hours credit.

MUA 1511, 1521, 2511, 2521 – Class Piano for Music Majors I, II, III, IV.
Class piano instruction for music majors with no previous piano training. This curriculum is designed to prepare students for their piano proficiency examination upon transfer to university. Lab-based instruction. One hour credit.

MUA 1541, 1551, 2541, 2551 – Piano for Non-Music Majors I, II, III, IV.
Individual piano instruction for non-music majors. One lesson. Three hours practice. One hour credit.

MUA 1572, 1582, 2572, 2582 – Piano for Keyboard Majors (Music Education) I, II, III, IV.
Individual piano instruction including technique, appropriate repertoire, and memorization. One hour private instruction. Six hours practice. Two hours credit.

MUA 1711, 1721 – Class Voice I, II.
Class voice is designed to teach the fundamental principles of singing, explore elementary to moderate levels of vocal literature and develop and improve the student's vocal ability in a group setting. One lesson. Three hours practice. One hour credit.

MUA 1741, 1751, 2741, 2751 – Voice for Non-Vocal Majors I, II, III, IV.
Voice for non-vocal majors is designed to teach the fundamental principles of singing, explore vocal literature and develop and improve the student's vocal ability. One lesson. Three hours practice. One hour credit.

MUA 1772, 1782, 2772, 2782 – Voice for Vocal Music Education Majors I, II, III, IV.
Voice for vocal music education majors is designed to teach the fundamental principles of singing, explore varied vocal literature, and develop and improve the student's singing ability. One hour private instruction. Six hours practice. Two hours credit.

MUA 1841, 1851, 2841, 2851 – Elective Woodwinds I, II, III, IV.
Woodwind instruction for music majors and non-music majors. Designed to teach the fundamental principles of playing, explore varied levels of literature, and develop the student's knowledge of woodwind instruction and performance. One hour private instruction. Three hours practice. One hour credit.

MUA 1872, 1882, 2872, 2882 – Woodwinds for Music Education Majors I, II, III, IV.
Woodwind instruction for music education majors and advanced non-music majors with an emphasis on woodwind instrumental playing. Designed to teach the fundamental principles of playing, explore moderate to advanced levels of literature, develop the student's interest in playing, and strengthen the student's playing ability. One hour private instruction. Six hours practice. Two hours credit.

MUSIC FOUNDATIONS

MUS 1113 – Music Appreciation.
A course designed to give the student, through listening and written work, the ability to understand, appreciate, and evaluate music of Western Culture. Three hours lecture. Three hours credit.

MUS 1133 – Fundamentals of Music. A minimum grade of "C" is required to progress to MUS 1214 Music Theory I.
Study of basic knowledge of music fundamentals to prepare students for music theory. Concepts include: notation, scales, keys, rhythm, intervals, triads, and their inversions. Three hours lecture. Three hours credit.

MUS 1214 – Music Theory I Lecture/Lab (Prerequisite: MUS 1133 with "C"). A minimum grade of "C" in each level of Theory is required to progress to the next level. Music Theory sequence must progress with Class Piano I, II, III, & IV as well as with the applied lesson.
Study of functional harmony through analysis and part- writing. Lab instruction. Development of music sight-singing, ear training and dictation skills. Three hours lecture. Two hours laboratory. Four hours credit.

MUS 1224 – Music Theory II Lecture/Lab (Prerequisite: MUS 1214 with "C"). Music Theory sequence must progress with Class Piano I, II, III, & IV as well as with the applied lesson.
Continued study and review of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training and dictation skills. Three hours lecture. Two hours laboratory. Four hours credit.

MUS 1413 – Basic Computer Skills for Musicians.
This course is designed to introduce students to digital media skills and the Apple Operating System. Three hours lecture. Three hours credit.

MUS 1911, 1921, 2911, 2921 – Recital Class I, II, III, IV.
Performances of solo and ensemble literature by students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One hour credit.

MUS 2123 – Music Survey (Majors).
Advanced listening course, designed to acquaint the music major with a broad overview of musical style and repertoire from antiquity to the present. Three hours lecture. Three hours credit.

MUS 2214 – Music Theory III Lecture/Lab (Prerequisite: MUS 1224 with "C"). Music Theory sequence must progress with Class Piano I, II, III, & IV as well as with the applied lesson.
Continued study and review of functional harmony through analysis and part-writing. Lab instruction. Development of music sight-singing, ear training and dictation skills. Three hours lecture. Two hours laboratory. Four hours credit.

MUS 2224 – Music Theory IV Lecture/Lab (Prerequisite: MUS 2214 with "C"). Music Theory sequence must progress with Class Piano I, II, III, & IV as well as with the applied lesson.
Continued study and review of functional harmony through analysis and part-writing. Introduction to twentieth century techniques. Lab instruction. Development of music sight-singing, ear training and dictation skills. Three hours lecture. Two hours laboratory. Four hours credit.

MUS 2413 – Computer Recording I (Pre-requisite: MUS 1413).
Introduction to basic knowledge, theory and application of a native Digital Audio Workstation. Students continue their study of MIDI, arranging, and sequencing, software instruments and recording in a native DAW environment. Three hours lecture. Three hours credit.

MUS 2423 – Computer Recording II (Pre-requisite: MUS 2413).
A continuation of Computer Recording I utilizing native and proprietary DAW recording systems. Additional topics covered include audio recording, digital effects, automation, performance tools and nonlinear editing. Three hours lecture. Three hours credit.

MUS 2443 – Audio Engineering I.
Practical techniques and application of session procedures and recording. Includes vocal and instrument characteristics, microphone placement, track assignment, mixing, and console and recorder operation in a native or proprietary DAW environment. Three hours lecture. Three hours credit.

MUS 2453 – Audio Engineering II (Prerequisite: MUS 2443).
Practical techniques in session procedures and recording. Topics include recording and mixing theory and techniques, critical listening, signal routing and processing, and basic project mastering techniques. Three hours lecture. Three hours credit.

MUS 2513 – Music for Elementary Teachers.
Designed for the needs of the elementary education student. Essentials of public school music, study of the fundamentals of music. Reading music notations and terminology. Three hours lecture. Three hours credit.

MUSIC ORGANIZATIONS
(Band, Small Band Groups, Jazz Band, Choir, Handbells, Small Singing Groups)

MUO 1111, 1121, 2111, 2121 – Band I, II, III, IV.
Designed to teach the principles of playing musical instruments, explore varied levels of literature and develop the student's knowledge of performance technique. Four practice sessions. One hour credit.

MUO 1151, 1161, 2151, 2161 – Small Mixed Ensemble I, II, III, IV.
Designed to explore varied levels of literature and develop the student's knowledge of performance technique in small ensembles and auxiliary groups. Two practice sessions. One hour credit.

MUO 1171, 1181, 2171, 2181 – Large Jazz Ensemble I, II, III, IV.
A course designed to give students the opportunity to perform jazz and a variety of music styles in a "big band" setting or similar instrumentation. Instructor permission required. Two practice sessions. One hour credit.

MUO 121(1-2), 122(1-2), 221(1-2), 222(1-2) – Choir I, II, III, IV.
A course for music majors and non-majors focused on performing choral music from a variety of style periods. Three or five hours practice. One or two hours credit.

MUO 1241, 1251, 2241, 2251 – Select Voice Ensemble I, II, III, IV.
A course for select singers focused on performing from one or more genres of music. One practice session. One hour credit.

PHILOSOPHY AND RELIGION

PHI 1113 – Old Testament Survey.
The student will survey the Old Testament (Hebrew Bible) with regard to its worth as a literary work, along with significant dates, themes, concepts and contributions of its characters to that history and literature. Three hours lecture. Three hours credit.

PHI 1133 – New Testament Survey.
A study of the New Testament covering the life of Jesus of Nazareth and the establishment of the early church as presented in the Gospels, Acts, and other New Testament books. Three hours lecture. Three hours credit.

PHI 1153 – Jesus and the Gospels.
A study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the 1st Century and recognition of various early interpretations of the meaning of the life and person of Jesus. Three hours lecture. Three hours credit.

PHI 2113 – Introduction to Philosophy I.
An introduction to the major themes and history of the discipline of Philosophy with an emphasis on the development of critical thinking skills. Three hours lecture. Three hours credit.

PHI 2143 – Introduction to Ethics.
An introduction to moral philosophy with the investigation of selected moral problems. Three hours lecture. Three hours credit.

PHI 2613 – Introduction to World Religions.
An introduction to the beliefs and practices of Buddhism, Christianity, Hinduism, Islam, Judaism, and other religious traditions. Three hours lecture. Three hours credit.

PHI 2713 – Introduction to Logic.
An introduction to the discipline of logic including formal and informal logic, as well as the development of critical thinking skills. Three hours lecture. Three hours credit.

PHYSICS

PHY 1114 – Introduction to Astronomy.
A combined lecture and laboratory course that includes surveys of the solar system, our galaxy, and the universe. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Two hours laboratory. Four hours credit.

PHY 2244 – Physical Science Survey I.
A combined lecture and laboratory course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Two hours laboratory. Four hours credit.

PHY 2254 – Physical Science II.
A combined lecture and laboratory course that includes studies of chemistry and earth science. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Two hours laboratory. Four hours credit.

PHY 2414 – General Physics I (Co-requisite: MAT 1323 or placement score for MAT 1613 or higher).
A trigonometry-based combined lecture and laboratory course covering mechanics and conservation laws, primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Three hours laboratory. Four hours credit.

PHY 2424 – General Physics II (Prerequisite: PHY 2414).
A trigonometry-based combined lecture and laboratory course covering electricity, magnetism, and optics, primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Three hours laboratory. Four hours credit.

PHY 2514 – General Physics I-A (Prerequisite: MAT 1613 or higher).
A calculus-based combined lecture and laboratory course covering mechanics and conservation laws, primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Three hours laboratory. Four hours credit.

PHY 2524 – General Physics II-A (Prerequisite: PHY 2514).
A calculus-based combined lecture and laboratory course covering electricity, magnetism, and optics, primarily for students of engineering, science or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Three hours laboratory. Four hours credit.

POLITICAL SCIENCE

PSC 1113 – American National Government.
Survey of the foundations, institutions, and political aspects of American national government. Three hours lecture. Three hours credit.

PSC 1123 – American State and Local Government (Prerequisite: PSC 1113).
Survey of the relationship among American local, state and national governments, and the organization, function, and operation of different levels of government. Three hours lecture. Three hours credit.

PSC 2113 – Comparative Government.
A survey of various governmental systems beyond the United States. Three hours lecture. Three hours credit.

PSYCHOLOGY

PSY 1513 – General Psychology.
An introduction to the scientific study of human behavior and mental processes. This includes history and theories of psychology, research methods, biological bases of behavior, the principles of learning, personality and abnormal behavior. Three hours lecture. Three hours credit.

PSY/EPY 2513 – Child Psychology.
A study of various aspects of human growth and development during childhood and emerging adolescence. Topics include biological, psychosocial and cognitive development. Three hours lecture. Three hours credit.

PSY/EPY 2523 – Adolescent Psychology.
A study of various aspects of human growth and development during adolescence. Topics include biological, psychosocial and cognitive development. Three hours lecture. Three hours credit.

PSY/EPY 2533 – Human Growth and Development.
A study of various aspects of human growth and development from conception through death. Topics include biological, psychosocial and cognitive development. Three hours lecture. Three hours credit.

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

SOCIAL WORK

SWK 1113 – Social Work: A Helping Profession.
The course exposes students to a "helping" profession that plays a central role in addressing human needs. Students are exposed to personal/lived experiences of social work clients and successes of "real" social workers in respective practices such as mental health, child welfare, disaster, corrections, faith-based, military, international relief, and industry. Three hours lecture. Three hours credit.

SOCIOLOGY

SOC 2113 – Introduction to Sociology.
This course introduces the scientific study of human society and social interaction and examines social forces on individuals and groups. Three hours lecture. Three hours credit.

SOC 2133 – Social Problems.
This course is a study of the theoretical analysis, nature, scope, and effects of contemporary social problems and policy measures used to address them. Three hours lecture. Three hours credit.

SOC 2143 – Marriage and Family.
A study of the development of marriage and family as social institutions within society. Three hours lecture. Three hours credit.

SOC 2213 – Introduction to Anthropology.
A survey of the four fields and applied anthropology in the comparative study of humanity. Three hours lecture. Three hours credit.

SOC 2513 – Race and Ethnic Relations.
This course examines social and economic conditions among racial and ethnic groups. Three hours lecture. Three hours credit.

SPEECH AND THEATER

SPT/COM 1113 – Public Speaking I (Co-requisite: ENG 1113 or appropriate placement score for ENG 1113).
Study and practice in making speeches for a variety of public forums. Major emphasis is placed on effective speech preparation and delivery. Three hours lecture. Three hours credit.

SPT/COM 1123 – Public Speaking II. (Prerequisite: SPT/COM 1113).
A continuation in the study of public speaking with an emphasis on research, organization and delivery techniques. Three hours lecture. Three hours credit.

SPT 1131, 1141, 2111, 2121 – Forensics I, II, III, IV (Prerequisite: SPT/COM 1113).
Forensics in an activity course which includes: public speaking, oral interpretation and debate. Students participate in intercollegiate or community forensic contests and debate tournaments. One hour credit.

SPT 1153 – Voice, Diction, and Phonetics.
A study of the International Phonetic Alphabet and training in the phonetic transcription of speech for improvement of voice and diction. Includes physical characteristics and production of sounds in American English, auditory training, articulation and standard pronunciations, and voice production. Three hours lecture. Three hours credit.

SPT 1163 – Argumentation and Debate. (Prerequisite: SPT/COM 1113).
The study and application of basic argumentative techniques; integration of speech techniques through class debates. Three hours lecture. Three hours credit.

SPT 1213 – Fundamentals of Theatre Production (Co-requisite: SPT 1241, 1251, 2241, or 2251).
A basic course in the management of theatre arts to provide the student with the general knowledge of the collaborative process of mounting and marketing a theatrical production. Concurrent enrollment in Drama Production is required. Three hours lecture. Three hours credit.

SPT 1233 – Acting I.
An introduction to the basic techniques of acting for the stage. Three hours lecture. Three hours credit.

SPT 1241, 1251, 2241, 2251 – Drama Production I, II, III, IV.
Participation in college drama. Required for theatre majors. One hour credit.

SPT 1273 – Theatrical Makeup.
Techniques in the application of makeup for the stage. Three hours lecture. Three hours credit.

SPT/COM 2173 – Interpersonal Communication (Prerequisite: SPT/COM 1113).
Theory and Analysis of dyadic relationships (one-on-one interactions). The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power. Three hours lecture. Three hours credit.

SPT 2223 – Stagecraft (Co-requisite: SPT 1241, 1251, 2241, or 2251).
Implementation and application of all technical elements of production, design, and operation. Three hours lecture. Three hours credit.

SPT 2233 – Theatre Appreciation.
An introduction of the cultural, historical and social aspects of drama. Class content provides an appreciation of theatre and performance art to develop audience standards through demonstration of the unique characteristic of theatre. Fine arts elective. Three hours lecture. Three hours credit.

TECHNICAL COURSE DESCRIPTIONS

ASSOCIATE DEGREE NURSING

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

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

NUR 1211, 1221, 2211, 2221 – Health Issues I, II, III, IV.
This course will provide the student an opportunity for in-depth study of current health issues and the impact they have on health care delivery as a whole and the person as an individual. This course will also review relevant content specific to the students' needs. One hour lecture. One hour credit.

NUR 1226 – Nursing II Theory (Prerequisite: NUR 1116 or 1119, ENG 1113, PSY 1513. Pre/Co-requisite: EPY/PSY 2533).
This course focuses on the utilization of the nursing process in the care of individuals and families across the lifespan in a variety of health care settings. Basic foundational Medical-Surgical concepts and competencies are introduced. Pharmacology content associated with the Medical-Surgical concepts will be introduced as well. Venipuncture, intravenous/blood therapy and administration and selected clinical experiences will be included. Five hours lecture. Three hours laboratory. Six hours credit.

NUR 1229 – Nursing II. (Prerequisite: NUR 1116 or 1119, ENG 1113, PSY 1513, Pre/Co-requisite: EPY/PSY 2533).
This course focuses on the utilization of the nursing process in the care of individuals and families across the lifespan in a variety of health care settings. Basic foundational Medical-Surgical concepts and competencies are introduced. Pharmacology content associated with the Medical-Surgical concepts will be introduced as well. Selected laboratory and clinical experiences will be included. The primary clinical focus will be in medical-surgical institutional settings with selected community-based pediatric, obstetric, psychiatric and/or geriatric patients. Six hours lecture. Nine hours laboratory. Nine hours credit.

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

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

NUR 1413 – Nursing Externship (Prerequisite: NUR 1229 or 1226).
This nursing elective course provides the learner with additional opportunity to practice learned skills repetitively, enhance interpersonal skills, and develop organizational skills. The student receives guidance, supervision, and evaluation from a registered nurse preceptor in conjunction with nursing faculty. 270 contact hours per semester. Three hours credit.

NUR 2119 – Nursing III (Prerequisites: NUR 1116 & 1226 or 1119 & 1229 or 1316 & 1326; Pre/Co-requisite Humanities or Fine Arts Elective).

This course focuses on the utilization of the nursing process in the care of individuals and families across the lifespan in a variety of health care settings. Medical-Surgical concepts and competencies introduced in Nursing II are reinforced and applied as a building block for more complex content. Pharmacology content associated with the Medical-Surgical concepts will be taught as well. Selected laboratory and clinical experiences will be included. The primary clinical focus will be in adult medical-surgical institutional settings with more complex pediatric, obstetric, and psychiatric experiences when available. Six hours lecture. Nine hours laboratory. Nine hours credit.

NUR 2239 – Nursing IV (Prerequisite: NUR 2119; Co-requisite: NUR 2243).

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

NUR 2243 – Management of Nursing Care (Prerequisite: NUR 2119; Co-requisite: NUR 2239).

This course is designed to integrate basic principles of management and leadership in patient care settings to assist the student in functioning as an associate degree nurse. Emphasis will be placed on NCLEX preparation to assist the student in being successful in obtaining licensure as a registered nurse. Concepts of professionalism and personal growth will also be emphasized with assigned projects and community service hours obtained throughout the program. Three hours lecture. Three hours credit.

AUTOMOTIVE TECHNOLOGY

ATT 1124 – Basic Electrical/Electronic Systems.
This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, starting, and charging components. Two hours lecture. Four hours laboratory. Four hours credit.

ATT 1134 – Advanced Electrical/Electronic Systems.
This is a course designed to provide advanced skills and knowledge related to the components of the vehicle electrical system including gauges, driver information systems, horn, wiper/washer systems, and accessories. Two hours lecture. Four hours laboratory. Four hours credit.

ATT 1214 – Brakes.
This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two hours lecture. Four hours laboratory. Four hours credit.

ATT 1313 – Manual Drive Transmissions/Transaxles.
This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. It includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. One hour lecture. Four hours laboratory. Three hours credit.

ATT 1424 – Engine Performance I.
This is a course designed to provide basic skills and knowledge related to the engine mechanicals, ignition system, fuel, air induction, exhaust systems, and emission systems. It includes instruction, diagnosis, and correction of problems associated with in these areas. Two hours lecture. Four hours laboratory. Four hours credit.

ATT 1715 – Engine Repair.
This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two hours lecture. Six hours laboratory. Five hours credit.

ATT 1811 – Introduction, Safety, and Employability Skills.

This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. One hour lecture. One hour credit.

ATT 2324 – Automatic Transmissions/Transaxles.

This is a course designed to provide advanced skills and knowledge related to the diagnosis of automatic transmissions and transaxles. This course includes instruction and practice of testing, inspecting, and repairing/replacing of these devices. Two hours lecture. Four hours laboratory. Four hours credit.

ATT 2334 – Steering and Suspension Systems.

This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. This course includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering/suspension systems components. Two hours lecture. Four hours laboratory. Four hours credit.

ATT 2434 – Engine Performance II.

This is a course designed to provide intermediate skills and knowledge related to the ignition system, fuel, air induction, exhaust systems, and emission systems. It includes instruction, diagnosis, and correction of problems associated within these areas. Two hours lecture. Four hours laboratory. Four hours credit.

ATT 2444 – Engine Performance III.

This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, exhaust systems, and emission systems. It includes instruction, diagnosis, and correction of problems associated with in these areas. Two hours lecture. Four hours laboratory. Four hours credit.

ATT 2614 – Heating and Air Conditioning.

This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. Two hours lecture. Four hours laboratory. Four hours credit.

ATT 291(1-6) – Special Problem I in Automotive Technology.
A basic course to provide students with an opportunity to utilize basic skills and general knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two to twelve hours laboratory. One to six hours credit.

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

BANKING AND FINANCE TECHNOLOGY

TBF 1123 – Money and Banking.
Practical aspects of money and banking and the basic monetary theory. A brief historical perspective is utilized. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three hours lecture. Three hours credit.

BUSINESS ADMINISTRATION TECHNOLOGY

TBA 1113 – Principles of Banking.
A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three hours lecture. Three hours credit.

TBA 2413 – Business Law I.
This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three hours lecture. Three hours credit.

BUSINESS TECHNOLOGY

BOT 1013 – Introduction to Keyboarding.
This course provides an introduction to keyboarding skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 1123 – Keyboard Skill-building (Prerequisite: BOT 1233).
This course further develops keyboard techniques emphasizing speed and accuracy. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 1233 – Microsoft® Word® I (Prerequisite: Prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute time writing, with a maximum of 1 error per minute OR successfully complete BOT 1013).
This course focuses on improving keyboarding techniques using the touch method and on production of documents using Microsoft® Word® functions. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 1243 – Microsoft® Word® II (Prerequisite: BOT 1233).
This course is a continuation of Microsoft® Word® I and focuses on production of documents using Microsoft® Word®. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 1273 – Introduction to Microsoft Office.
This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications using the Microsoft® Office® suite. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 1313 – Applied Business Math.
This course is designed to develop competency in mathematics for business use with emphasis on the touch method. Three hours lecture. Three hours credit.

BOT 1363 – Information Management and Design (Prerequisite: Prior to enrollment in this course, 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 or successful completion of BOT 1013).
This course introduces student to the word processing cycle and how word processing is used in the workplace. This course is for anyone who needs to prepare their own business documents. Students will use the Microsoft® Office® Word® application to create and edit business documents, enhance page layout, create tables, create reports, create columns, and create form letters and merge with a mailing list. Other topics covered include: styles, templates, mailing labels, drawing objects, graphics, and WordArt. After this course, the student would be prepared to take the Microsoft® Office® Certified Application Specialist Exam for Word. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 1413 – Records Management.
This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval. Three hours lecture. Three hours credit.

BOT 1433 – Business Accounting (Prerequisite: BOT 1313).
This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. Three hours lecture. Three hours credit.

BOT 1443 – Advanced Business Accounting (Prerequisite: BOT 1433 or ACC 2213).
This course is a continuation of Business Accounting with emphasis in accounting for corporations. Three hours lecture. Three hours credit.

BOT 1453 – Introduction to Business Management.
Study of the basic principles and managerial functions of organizations management with special emphasis on planning, organizing, coordinating, commanding, and controlling. The importance of managing competitively and intelligently within a diverse environment is stressed. Situational cases are completed to reinforce decision-making in each of the function areas. The course will also consist of a series of 'mini' presentations related to each of the topics, delivered by different types of business managers and guest speakers**.** Three hours lecture. Three hours credit.

BOT 1473 – Introduction to Marketing.
This course surveys American and international marketing systems in the development, pricing, distribution, and promotion of products and services. Concepts, practices, and policies of manufacturers, wholesalers, and retailers are included. Current trends and developments in marketing practices are analyzed and strategic marketing ideas are implemented in group and individual cases.   Three hours lecture. Three hours credit.

BOT 1493 – Social Media Management.
This course teaches students how to develop and maintain a social media presence in a personal and professional capacity. Students will engage in community and internet-based projects with special emphasis on blogs, wikis, social networking sites, photo-sharing sites, instant messaging, video-sharing sites, podcasts, widgets, virtual worlds, and more. Three hours lecture. Three hours credit.

BOT 1513 – Machine Transcription (Prerequisite: BOT 1273).
This course is designed to teach transcription of a wide variety of business communications from machine dictation. Two hours lecture. Two hours laboratory. Three hours credit.

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

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

BOT 1763 – Communication Essentials.
This course focuses on the skills necessary to be successful and effective in the workplace. In addition to effectively contributing to a team while working with a diverse population, topics include: customer service and business etiquette, understanding human behavior, personal qualities of success, emotional intelligence, communication, workplace etiquette, conflict resolution, self-esteem, and goal setting. Three hours lecture. Three hours credit.

BOT 1823 – Microsoft® Excel® I (Prerequisite: BOT 1273).
This course focuses on application Microsoft Excel as an aid to management decision making. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 1853 – Microsoft® Excel® II (Prerequisite: BOT 1823).
This course is a continuation of Microsoft® Excel® I and focuses on advanced functions and applications of the software. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2133 – Desktop Publishing (Prerequisite: BOT 1233).
This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2183 – Career Readiness.
This course is designed to prepare students for employment by teaching the importance of interviewing skills, employer expectations, employability skills, work ethics, and job retention skills. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2233 – Human Resource Management.
This course provides a general overview of the concepts and applications of the many parts of Human Resources (HR). Student will learn how the interdependence of the major topics in HR are created and implemented through the use of real world HR issues, community projects, and case studies. Three hours lecture. Three hours credit.

BOT 2333 – Microsoft® Access®.
This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports using Microsoft® Access®. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2423 – Income Tax Accounting (Prerequisite: BOT 1433 or ACC 2213).
This course introduces tax accounting including federal income tax laws and report preparation. Three hours lecture. Three hours credit.

BOT 2433 – QuickBooks (Co/Prerequisite: BOT 1433).
This course applies basic accounting principles using QuickBooks. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2463 – Payroll Accounting (Prerequisite: BOT 1433 or ACC 2213).
This course provides an in-depth study of payroll accounting. Three hours lecture. Three hours credit.

BOT 2473 – Cost Accounting (Prerequisite: BOT 1433 or ACC 2213).
This course provides an in-depth study of cost accounting. Three hours lecture. Three hours credit.

BOT 2523 – Medical Machine Transcription I (Prerequisites: BOT 1233 & 1613).
This course is designed to teach transcription of various medical documents. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2613 – Entrepreneurial Problem Solving (Prerequisites: BOT 1453).
This course is designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case studies, and projects and surveys of current business practices. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2623 – Principles of Business Finance (Prerequisites: BOT 1313).
This course is designed to provide a study of how financial data are gathered, analyzed, and used by management in planning and controlling business activities. Three hours lecture. Three hours credit.

BOT 2643 – CPT Coding (Prerequisites: BOT 1613 & BOT 1623).
This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2653 – ICD Coding (Prerequisites: BOT 1613 & BOT 1623).
This course is an introduction to the field of diagnostic coding. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2663 – Advanced Coding (Prerequisites: BOT 2643 & BOT 2653).
This course provides an in-depth study of coding competencies in inpatient and outpatient settings. This course also incorporates standards for national certification exams. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2673 – Medical Insurance Billing (Prerequisites: BOT 2643 & BOT 2653).
This course is a culmination of skills and knowledge of appropriate procedures for generating, processing, and submitting health insurance claims to private and governmental health insurance programs. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2723 – Administrative Office Procedures (Prerequisite: BOT 1243).
This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. Three hours lecture. Three hours credit.

BOT 2743 – Medical Office Concepts.
This course will provide coverage and integration of medical office skills and issues. Problem solving will be emphasized. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2763 – Electronic Health Records.
This course covers electronic health records (EHR) in the healthcare environment as they pertain to various healthcare settings. Three hours lecture. Three hours credit.

BOT 2833 – Integrated Computer Applications (Prerequisites: BOT 1273).
This advanced course integrates activities using the enhanced features of Microsoft Office Suite. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2913 – Supervised Work Experience.
This course provides related on-the-job training in an office environment. This training must include at least 135 clock hours. Three hours lecture. Three hours credit.

BOT 2923 – BOT Externship and Seminar (Prerequisite: BOT 2183).
Students will serve as interns with local businesses and will be given meaningful projects, responsibilities, work deadlines, and expectations, very similar to what they would expect as a full-time employee. This capstone course can only be taken in the graduating semester. Two hours lecture. Two hours laboratory. Three hours credit.

BOT 2933 – Healthcare Data Internship (Prerequisite: BOT 2743).
Students will serve as interns with healthcare facilities and will be given meaningful projects, responsibilities, work deadlines, and expectations similar to what they would expect as a full-time healthcare data employee. Two hours lecture. Two hours laboratory. Three hours credit.

CHILD DEVELOPMENT TECHNOLOGY

CDT 1713 – Language & Literacy Development for Young Children.
A study of language development and the implementation of a developmentally appropriate language arts curriculum for young children. Three hours lecture. Three hours credit.

COLLISION REPAIR TECHNOLOGY

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

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

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

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

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

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

ABT 1443 – Mechanical and Electrical Components I.

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

ABT 1453 – Mechanical and Electrical Components II.

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

ABT 2163 – Structural Analysis and Damage Repair III.

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

ABT 2243 – Non-Structural Analysis and Damage Repair III.

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

ABT 2336 – Refinishing III.

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

ABT 2713 – Collision Analysis and Estimation.

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

ABT 2813 – Shop Operations and Procedures.

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

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

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

CONSERVATION LAW ENFORCEMENT TECHNOLOGY
(See FOREST TECHNOLOGY and CRIMINAL JUSTICE ADMINISTRATION TECHNOLOGY)

CRIMINAL JUSTICE ADMINISTRATION TECHNOLOGY

CJT 1313 – Introduction to Criminal Justice.
This course contains the history, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three hours lecture. Three hours credit.

CJT 1323 – Police Administration and Organization.
This course contains the principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three hours lecture. Three hours credit.

CJT 1343 – Police & Community Relations.
This course is a study of current issues between police and community. The role and influence of officers in community relations; tensions and conflict; and the problem areas of race and juveniles will be covered. Three hours lecture. Three hours credit.

CJT 1353 – Internship for Criminal Justice.
This course provides supervised practical experience in an approved criminal justice agency. It gives students the opportunity to apply theory presented in the classroom in a supervised work setting. Nine hours externship/135 contact hours. Three hours credit.

CJT 1363 – Introduction to Corrections.
This course contains an overview of the correctional field; its origins, historical and philosophical background development, current status; and relationship with other facets of the criminal justice system and future prospects. Three hours lecture. Three hours credit.

CJT 1383 – Criminology.
This course includes the study and practice of the nature and significance of criminal behavior. It also explores the theories, statistics, trends, and programs concerning criminal behavior. Three hours lecture. Three hours credit.

CJT 2213 – Traffic Law.
An examination of the role of government in coping with traffic problems. Emphasis is placed on the history, development, and enforcement of statutes pertaining to motor vehicles. Three hours lecture. Three hours credit.

CJT 2313 – Police Operations and Ethics.
A study of the operation and administration of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division. Three hours lecture. Three hours credit.

CJT 2323 – Criminal Law.
Basic elements of criminal law under the Constitution of the United States, state constitutions, and federal and state statutes. Three hours lecture. Three hours credit.

CJT 2333 – Criminal Investigation I.
This course includes fundamentals, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews and interrogation. Three hours lecture. Three hours credit.

CJT 2393 – Survey of Criminalistics.
This course provides a study of scientific crime detention methods; modus operandi, crime scene search, preservation of evidence, research projects and other topics related to criminalistics. Three hours lecture. Three hours credit.

CJT 2513 – Juvenile Justice.
This course identifies the role of police in juvenile delinquency and control. It covers organization, functions, and jurisdiction of juvenile agencies as well as processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles will also be covered in this course. Three hours lecture. Three hours credit.

CJT 2723 – Intelligence Analysis and Security Management.
This course is designed to develop an understanding of how intelligence assists in maintaining national security, the laws, guidelines, executive directives and oversight relating to intelligence as well as the methodologies used in the intelligence community. Three hours lecture. Three hours credit.

CJT 2733 – Transportation and Border Security.
This course provides a student with an analysis of issues that concern the protection of the borders of the United States and U. S. policies regarding the safety of the U.S. Transportation System. Three hours lecture. Three hours credit.

CJT 2743 – Foundations of Homeland Security and Terrorism.
This course is a study of the issues pertaining to the role and mission of the Department of Homeland Security and related agencies, both domestic and international. Three hours lecture. Three hours credit.

CJT 2813 – Criminal Procedures.
This course provides an in-depth study of the criminal case within the state and federal court systems. Three hours lecture. Three hours credit.

CJT 2913 – Special Problems in Criminal Justice.
This course is designed to provide students with an opportunity to utilize skills and knowledge gained in other courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Six hours laboratory. Three hours credit.

CJT 2923 – Supervised Work Experience in Criminal Justice.
This course, which is a cooperative program between industry and education, is designed to integrate the student's technical studies with industrial experience. Nine hours externship. Three hours credit.

CULINARY ARTS TECHNOLOGY

BPT 1224 – Cookie, Mignardise and Frozen Desserts.
This course is designed as instruction on how to make a variety of cookies, biscotti's, miniature desserts, ice creams, anglaise, petit fours and sorbets. Different methods and techniques will be covered such as creaming, tempering, foaming, product knowledge, and terminology. Provide skills in the production of churned and frozen desserts. Two hours lecture. Four hours laboratory. Four hours credit.

BPT 1234 – Classic Pastry, Pies and Tarts.
This course is designed to provide students with the fundamental knowledge of producing various pies, puff pastry, pate a choux, custards, creams and tarts utilizing traditional methods. This course will also include platter and plate design arrangements for different menu styles. Two hours lecture. Four hours laboratory. Four hours credit.

BPT 2334 – Chocolates, Confections Sugar Artistry.
This course is designed as a production and history of chocolate and other confection techniques necessary to work with chocolate and sugar. Various candies are to be hand dipped or molded into form. Sugar artistry to include pastillage-blown, pulled or poured while in production. Edible centerpiece showcases design explored. Two hours lecture. Four hours laboratory. Four hours credit.

CUT 1114 – Culinary Principles I.
Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. Two hours lecture. Four hours laboratory. Four hours credit.

CUT 1124 – Culinary Principles II.
This course offers advanced study and application of Culinary Principles I to polish and perfect the techniques of food preparation and cookery emphasizing high standards for food preparation. Two hours lecture. Four hours laboratory. Four hours credit.

CUT 1135 – Principles of Baking.
This course focuses on fundamentals of baking science, terminology, ingredients, weights and measures, and formula conversion and storage. Students will prepare yeast goods, pies, cakes, cookies, and quick breads; and use and care for equipment. Three hours lecture. Four hours laboratory. Five hours credit.

CUT 1153 – Introduction to Culinary Arts.
This course is designed as an introduction to the culinary arts industry. The course includes discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. Three hours lecture. Three hours credit.

CUT 1213 – Sanitation and Safety.
This course basic principles of microbiology, sanitation, and safety procedures for a food service operation. Implementation of sanitation procedures, cost control, and risk reduction standards in a hospitality operation are covered. Two hours lecture. Two hours laboratory. Three hours credit.

CUT 1513 – Garde Manger.

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

CUT 1613 – Nutrition.

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

CUT 2223 – Menu Planning and Facilities Design.

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

CUT 2243 – Dining Room Management.

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

CUT 2314 – American Regional Cuisine.

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

CUT 2424 – International Cuisine.

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

CUT 2923 – Supervised Work Experience in Culinary Arts Technology.

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

ELECTRICAL TECHNOLOGY

ELT 1113 – Residential/Light Commercial Wiring (Pre/Co-requisite: ELT 1192 or IMM 1814).
Advanced skills related to the wiring of multifamily and small commercial buildings. Includes instruction and practice in service entrance installations, specialized circuits, and the use of commercial raceways. Two hours lecture. Two hours laboratory. Three hours credit.

ELT 1123 – Commercial and Industrial Wiring.
Instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Two hours lecture. Two hours laboratory. Three hours credit.

ELT 1133 – Introduction to the National Electric Code.
This is a course in the layout, format, rules, and regulations set forth in the National Electric Code. Emphasis is placed on developing the student's ability to find information in the National Electric Code and applying that information in real-world applications. Two hours lecture. Two hours laboratory. Three hours credit.

ELT 1144 – AC and DC Circuits for Electrical Technology (Pre/Co-requisite: ELT 1192).
Principles and theories associated with AC and DC circuits used in the electrical trades. Includes the study of electrical circuits, laws and formulas, and the use of test equipment to analyze AC and DC circuits. Two hours lecture. Four hours laboratory. Four hours credit.

ELT 1192 – Fundamentals of Electricity.
Fundamental skills associated with all electrical courses. Safety, basic tools, special tools, equipment and introduction to simple AC and DC circuits. One hour lecture. Two hours laboratory. Two hours credit.

ELT 1213 – Electrical Power.
Electrical motors and their installation. Instruction and practice in using the different types of motors, transformers, and alternators. Two hours lecture. Two hours laboratory. Three hours credit.

ELT 1253 – Branch Circuit and Service Entrance Calculations.
Calculating circuit sizes for all branch circuits and service entrances in residential installation. Two hours lecture. Two hours laboratory. Three hours credit.

ELT 1273 – Switching Circuits for Residential, Commercial, and Industrial Applications.
Introduction to various methods by which single pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. Also includes installation and operation of low voltage, remote control switching. Two hours lecture. Two hours laboratory. Three hours credit.

ELT 1283 – Estimating the Cost of an Electrical installation.
Cost of an electrical installation. Specifications set forth for a particular structure. Two hours lecture. Two hours laboratory. Three hours credit.

ELT 1413 – Motor Control Systems.
Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two hours lecture. Two hours laboratory. Three hours credit.

ELT 2424 – Solid State Motor Control.
Principles and operation of solid state motor control. Also, the design, installation, and maintenance of different solid state devices for motor control. Two hours lecture. Four hours laboratory. Four hours credit.

ELT 2613 – Programmable Logic Controllers (Prerequisite: ELT 1413).
Use of programmable logic controllers (PLC's) in modern industrial settings. Also, the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Two hours lecture. Two hours laboratory. Three hours credit.

ELT 2623 – Advanced Programmable Logic Controllers.
Advanced PLC course which provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Two hours lecture. Two hours laboratory. Three hours credit.

ELECTRONICS TECHNOLOGY

EET 1114 – DC Circuits.
This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Two hours lecture. Four hours laboratory. Four hours credit.

EET 1123 – AC Circuits.

This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours laboratory. Three hours credit.

EET 1214 – Digital Electronics.

A course designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Three hours lecture. Two hours laboratory. Four hours credit.

EET 1324 – Microprocessors (Prerequisite EET 1214).

A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language timing, interfacing, and other hardware applications associated with microprocessor systems. Two hours lecture. Four hours laboratory. Four hours credit.

EET 1334 – Solid State Devices and Circuits (Pre/Co-requisite: EET 1114).

A course designed to introduce the student to active devices which include PN junction diodes, bipolar transistor, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two hours lecture. Four hours laboratory. Four hours credit.

EET 2334 – Linear Integrated Circuits (Prerequisite EET 1334).

A course designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase locked loops. Three hours lecture. Two hours laboratory. Four hours credit.

EET 2414 – Electronic Communications (Prerequisite EET 1334).

A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, date transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two hours lecture. Four hours laboratory. Four hours credit.

EET 291(1-3) – Special Project (Consent of Instructor).
A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One hour lecture. Two to four hours laboratory. One to three hours credit.

EMERGENCY MEDICAL SCIENCES-EMT, AEMT, PARAMEDIC, CRITICAL CARE PARAMEDIC

EMS 1117 – Emergency Medical Technician (EMT).
This course includes responsibilities of the EMT during each phase of an ambulance run, patient assessment, emergency medical conditions, appropriate emergency care, and appropriate procedures for transporting patients. Four hours lecture. Four hours laboratory. Three hours clinical. Seven hours credit.

EMS 1142 – Foundation of Paramedic Lecture.
This course consists includes a comprehensive review of the knowledge base and skill set of the Emergency Medical Technician. History of EMS, Well-Being of the EMT, medical legal issues, communication and documentation will be expanded to the role of the paramedic. This course includes the theory related to intravenous/intraosseous access, medication administration, patient assessment, and introductory pharmacological calculations. Two hours lecture. Two hours credit.

EMS 1151 – Foundations of Paramedic Lab.
A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. Two hours laboratory. One hour credit.

EMS 1163 – Emergency Medical Technician I (EMT).
An introductory course in the foundational concepts of the Emergency Medical Services. Lecture will include topics in the history of EMS, well-being of the EMT, medical-legal issues, communication, documentation, A&P, Pathophysiology, life-span development, patient assessment, and vital signs. Laboratory experience will include training in patient assessment and vital signs. Two hours lecture. Two hours laboratory. Three hours credit.

EMS 1174 – Emergency Medical Technician II (EMT) (Prerequisite EMS 1163).

A continuation of the content in EMS 1163 focusing on the incorporation of foundational concepts toward the recognition, stabilization, and transport of patients of all age ranges experiencing medical and traumatic emergencies. Ambulance operations and special considerations will also be discussed. Two hours lecture. Two hours laboratory. Three hours clinical. Four hours credit.

EMS 1222 – Prehospital Fundamental Concepts.

This course includes a comprehensive review of the knowledge base and skills for the prehospital provider. The lecture component expands previous knowledge of foundational principles of EMS to the level of the advanced clinician. This course also seeks to establish best-practice models in concepts such as documentation, research, and personal well-being. A laboratory experience is included in this course to provide a more robust learning experience in topics such as medical, legal, and ethical issues. One hour lecture. Two hours laboratory. Two hours credit.

EMS 1231 – Prehospital Operations and Incident Management.

This course expands knowledge of operational roles and responsibilities of the advanced prehospital provider. This course is lecture only and is designed to ensure the safety of personnel, patient, and public safety. One hour lecture. One hour credit.

EMS 1242 – Concepts of Airway and Respiratory Medicine Lecture.

This course integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. Two hours lecture. Two hours credit.

EMS 1251 – Concepts of Airway and Respiratory Medicine Lab.

This course will integrate comprehensive knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of ensuring a patent airway, adequate mechanical ventilation, and respirations for patients of all age. Two hours laboratory. One hour credit.

EMS 1262 – Prehospital Pharmacology.

The Pharmacology I course contains topics related to the principles of pharmacologic interventions, including an overview of medication research and classifications. The laboratory component includes the theory related to intravenous/intraosseous access, medication administration, and injections. One hour lecture. Two hours laboratory. Two hours credit.

EMS 1343 – Concepts of Cardiovascular Medicine Lecture.
This course consists of the theory, anatomy, physiology, pathophysiology and treatments associated with the conditions of the cardiovascular system. This includes the theory of introductory, advanced, and multi-lead electrocardiogram interpretation. Changes in the lifespan will also be included. Three hours lecture. Three hours credit.

EMS 1352 – Concepts of Cardiovascular Medicine Lab.
A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. Four hours laboratory. Two hours credit.

EMS 1362 – Prehospital Respiratory Management.
This course integrates complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate ventilation, and respiration for patients of all ages experiencing a variety of respiratory conditions. The course includes a lab component which integrates airway topics into the use of airway and ventilation adjuncts, including supraglottic airways. One hour lecture. Two hours laboratory. Two hours credit.

EMS 1373 – Prehospital Medical Management.
This course consists of the theory, anatomy, physiology, pathophysiology associated with various medical diseases from a body-systems approach. The lab experience includes theoretical concepts developed during lecture to incorporate advanced level skills. Two hours lecture. Two hours laboratory. Three hours credit.

EMS 1384 – Prehospital Trauma Management.
This course consists of the theory, anatomy, physiology, pathophysiology associated with various traumatic injuries from a body-systems approach. The lab experience includes theoretical concepts developed during lecture to incorporate advanced level skills. Three hours lecture. Two hours laboratory. Four hours credit.

EMS 1514 – Practicum I.
Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic and laboratory courses to live patients. This will include rotations in the hospital and clinical environments. Twelve hours clinical. Four hours credit.

EMS 1525 – Practicum II.
Using supervised rotations in a definitive care setting, the students will continue to develop assessment and treatment skills. The student will transition to field experience upon achieving competencies in the definitive care setting. Fifteen hours clinical. Five hours credit.

EMS 1533 – Prehospital Practicum I.

Using supervised rotations in a definitive care setting, the students will apply the concepts developed in the didactic and laboratory courses to live patients. This will include, but not be limited to rotations in the emergency department, ICU, operating room, respiratory therapy, pediatrics, and the field. Nine hours clinical. Three hours credit.

EMS 1543 – Prehospital Paramedic Pharmacology.

The Prehospital Paramedic Pharmacology course contains topics related to the medication administration for acutely ill or injured patients and chronic care medications. The laboratory component includes the application of pharmacological principles to patient conditions, including infusion calculations. Two hours lecture. Two hours laboratory. Three hours credit.

EMS 1552 – Prehospital Paramedic Respiratory Management.

This course builds upon already established knowledge of complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate ventilation, and respiration for patients of all ages experiencing a variety of respiratory conditions with a focus on advanced-level interventions. The course includes a lab component which integrates airway topics into the use of airway and ventilation adjuncts, including endotracheal and other advanced airway procedures. One hour lecture. Two hours laboratory. Two hours credit.

EMS 1593 – Paramedic Bridge.

This course is a comprehensive review of the knowledge base and skills for the Advanced EMT wishing to enter into further paramedic training who did not participate in the previous AEMT/Paramedic courses. It includes lecture/lab on a range of topics pertaining to pathophysiology, medical, and trauma emergencies for patients of all ages. Three hours lecture. Three hours credit.

EMS 1742 – Concepts of Neurological Medicine Lecture.

This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the nervous system. This includes conditions related to structure and those associated with organic and non-organic brain disease. Changes in the lifespan will be included. Two hours lecture. Two hours credit.

EMS 1751 – Concepts of Neurological Medicine Lab.

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. Two hours laboratory. One hour credit.

EMS 1913 – Fundamentals of Advanced EMT.

This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients across the lifespan who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. Two hours lecture. Three hours clinical. Three hours credit.

EMS 1942 – Concepts of Reproductive Medicine Lecture.

This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of the reproductive system. The course includes care of the newborn as part of the concepts in reproductive medicine. Changes in the lifespan will be included. Two hours lecture. Two hours credit.

EMS 1951 – Concepts of Reproductive Medicine Lab.

A laboratory experience designed to give psychomotor experience to the theoretical concepts developed in the lecture. Two hours laboratory. One hour credit.

EMS 2343 – Medical Emergencies of the Secondary Assessment Lecture.

This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint. Three hours lecture. Three hours credit.

EMS 2351 – Medical Emergencies of the Secondary Assessment Lab.

This course will integrate patient assessment and assessment findings with principles of epidemiology and pathophysiology across the lifespan. At the conclusion of this course, the student will be able to perform a secondary assessment in order to formulate a field impression and implement a comprehensive treatment/disposition plan for a patient with a medical complaint. Two hours laboratory. One hour credit.

EMS 2566 – Practicum III.

Under the supervision of an approved program preceptor, the student will continue to apply the concepts developed in the didactic, laboratory, and clinical settings to the care of patients in the environment of EMS. Eighteen hours clinical. Six hours credit.

EMS 2618 – Critical Care Paramedic I.

This course provides a complex review of medical care, procedures, and practices common to critical care transport. The student will gain a comprehensive knowledge of all aspects of critical care transport including Medical Legal, Safety, Regulations, Airway, Cardiovascular, Neurological, GI/GU, Shock, and Pharmacology. Eight hours lecture. Eight hours credit.

EMS 2622 – Critical Care Paramedic Lab (Pre/Co-requisite: EMS 2618).

This course utilizes the didactic knowledge learned in Critical Care Paramedic I and teaches the student the skills specific to Critical Care Transport including Advanced Pharmacological Assisted Intubation, Surgical Airway Management, Ventilator Management, Chest Tube Placement and Management, Hemodynamic Monitoring, Arterial Line Insertion, and Hemodynamic Monitor. Four hours laboratory. Two hours credit.

EMS 2632 – Critical Care Paramedic Practicum (Pre/Co-requisite: EMS 2618 & 2622).

The Critical Care Practicum is designed as clinical-based education with an emphasis on competency-based performance. The student will complete clinical rotation in a variety of critical and emergency care units. Students will be required to complete a minimum of 90 hours of clinical rotations. However, students will be required to continue in the clinical setting until successfully performing the prescribed number of skills relative to critical care prior to completion of the course. Six hours clinical. Two hours credit.

*Clinical components should be completed at a medical center with a full line of services including but not limited to Emergency Medicine, Surgery, Interventional Cardiology, Cardiothoracic Surgery, Orthopedics, Critical Care Medicine, and Pediatrics. Not all services must be available at a single facility. Depending on the student's clinical background, clinical rotations may be fitted to meet the educational and competency needs of the individual.

EMS 2743 – Concepts of Traumatic Medicine Lecture.

This course will develop the basis for the pathophysiology, identification, and treatment of traumatic emergencies including coverage of concepts related to trauma systems and shock management. These concepts will be examined in patients across the life span. Three hours lecture. Three hours credit.

EMS 2752 – Concepts of Traumatic Medicine Lab.
The trauma laboratory experience is designed to give psychomotor experience to the theoretical concepts developed in the lecture. Four hours laboratory. Two hours credit.

EMS 2764 – Prehospital Paramedic Cardiology Management.
This course consists of the theory, anatomy, physiology, pathophysiology associated with cardiac dysrhythmia management. The lab experience includes ACLS concepts with intensive skill practices. Two hours lecture. Four hours laboratory. Four hours credit.

EMS 2773 – Prehospital Paramedic Medical Management.
This course builds upon the previously lectured theory, anatomy, physiology, pathophysiology associated with various medical diseases from a body-systems approach. An increased focused is applied to paramedic-level interventions in acute/chronic care patients. The lab experience includes theoretical concepts developed during lecture to incorporate advanced level skills for various medical conditions. Two hours lecture. Two hours laboratory. Three hours credit.

EMS 2784 – Prehospital Practicum II.
As a continuation of Practicum I, this course uses supervised rotations in definitive care settings to continually develop assessment, treatment, and affective skills. The student will transition to primarily field experiences upon achieving competencies in the hospital settings. Twelve hours clinical. Four hours credit.

EMS 2863 – Prehospital Paramedic Maternal, Child, and Special Populations Management.
This course consists of the theory, anatomy, physiology, pathophysiology, and treatments associated with conditions of gynecology, obstetrics, neonatal, pediatric, and other lifespan issues. The lab component allows the student to practice skill-heavy lecture topics, including field delivery and resuscitation. Two hours lecture. Two hours laboratory. Three hours credit.

EMS 2873 – Prehospital Practicum III.
Building upon Practicum I & II, the student will, under the supervision of an approved program preceptor, integrate concepts developed in the didactic, laboratory, and clinical settings to the care of patients in the field setting. Nine hours clinical. Three hours credit.

EMS 2883 – Prehospital Paramedic Care Capstone.
This course serves as the capstone experience at the conclusion of paramedic didactic material. It will provide the student with a final review of topics and the opportunity to integrate their cognitive knowledge and psychomotor skills through cumulative practical skill evaluations and a comprehensive final examination. One hour lecture. Four hours laboratory. Three hours credit.

EMS 2893 – Prehospital Paramedic Practicum Capstone.
A final internship which builds upon Practicum I, II & III, the student will, under the supervision of an approved program preceptor, integrate concepts developed in the didactic, laboratory, and clinical settings to the care of patients in the field setting with a focus on team leadership. Nine hours clinical. Three hours credit.

EMS 2912 – Concepts of EMS Operations.
This course will develop the knowledge of operational roles and responsibilities to ensure safe patient, public, and personnel safety. Two hours lecture. Two hours credit.

EMS 2924 – Professional Development Seminar (Prerequisite: A student must be a nationally- registered paramedic, as well as a Mississippi-certified paramedic and be currently enrolled in the Associate of Applied Science Program).
This course teaches the leadership skills necessary to manage complex situations including patient care, supervision, mentoring, and leading other personnel. One hour lecture. Six hours laboratory. Four hours credit.

EMS 2933 – Cardiac Resuscitation Across the Life Span.
This course is a comprehensive review of cardiac resuscitation for healthcare professionals. The course provides a review of Basic Life Support for all age groups, advanced cardiac life support, and pediatric advanced life support. At the end of the course, licensed healthcare providers are eligible to receive Certification in BLS-Healthcare Provider, ACLS, and PALS for the American Heart Association. Three hours lecture. Three hours credit.

EMS 2942 – Paramedic Capstone Lecture.
This course serves as a capstone experience course at the end of the Paramedic Program. This course will include the following topics: special needs patient populations, EMS research, principles of public health, integration of leadership, and emerging roles in EMS. Two hours lecture. Two hours credit.

EMS 2952 – Paramedic Capstone Lab.
This course will provide the student with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through cumulative practical skill evaluations and a comprehensive final examination. Four hours laboratory. Two hours credit.

ENGINEERING TECHNOLOGY

DDT 1143 – Geometric Dimensioning and Tolerances (Pre/Co-requisites: DDT 1163 & DDT 1313).
A continuation of conventional dimensioning with emphasis on concepts as adopted by the American National Standards Institute (ANSI); a study of international dimensioning symbols used to control tolerances of form, profile, orientation, run-out, and location of features on an object. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1153 – Descriptive Geometry (Pre/Co-requisites: DDT 1163 & DDT 1313).
This course contains theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1163 – Engineering Graphics (Pre/Co-requisites: DDT 1313).
This course provides an introduction to fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1173 – Mechanical Design I (Prerequisites: DDT 1163 & DDT 1313).
Students will utilize techniques of modeling to create machine specific drawings. The course emphasizes methods, techniques, and procedures (in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other industry procedures) used in mechanical design. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1183 – Technical Math (Pre/Co-requisites: DDT 1163 & DDT 1313).
This course focuses on the study of computational skills required for the development of accurate design and drafting methods. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1213 – Construction Standards and Materials.
This course introduces the standards and materials used in the construction process. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1313 – Computer Aided Design I.
This course is designed to develop basic operating system and drafting skills on CAD. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1323 – Computer Aided Design II (Prerequisites: DDT 1163 & DDT 1313).
Continuation of Computer Aided Design I (DDT 1313). Subject areas include dimensioning, sectional views, and symbols. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1413 – Elementary Surveying (Pre/Co-requisites: DDT 1313).
This is a basic surveying course that deals with principles of geometry, theory, and use of leveling instruments; calculations; the control and reduction of errors; and the understanding of land surveying history. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1513 – Blueprint Reading I (Pre/Co-requisites: DDT 1313).
Terms and definitions used in reading blueprints. Basic sketching, drawing, and dimensioning of objects will be covered. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1523 – Blueprint Reading II (Prerequisites: DDT 1513).
Continuation of Blueprint Reading I with emphasis placed on reading and interpreting blueprints for different types of structures and performing basic calculations. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1613 – Architectural Design I (Prerequisites: DDT 1313).
This course is a study and development of architectural design principles for a residential and/or commercial structure utilizing a 2D or 3D application. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1713 – Fundamentals of Machining Processes.
Basic machining equipment and safety procedures. Emphasis is placed on measurement techniques, machine technology, machine tools, and applications (a course for drafting students with no previous machining experience). Two hours lecture. Two hours laboratory. Three hours credit.

DDT 1813 – Design for Manufacturing.
Instruction in various methods of manufacturing with emphasis on the drafter's role in manufacturing. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2153 – Civil Planning and Design (Prerequisites: DDT 1313).
This course deals with the development of civil planning and design processes. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2183 – Mechanical Design II (Prerequisites: DDT 1173).
A continuation of Mechanical Design I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects; includes instruction in the use of tolerances and dimensioning techniques. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2213 – Structural Detailing I (Prerequisites: DDT 1313).
Structural section, terms, and conventional abbreviations and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing (steel, concrete, and wood). Students will utilize 2D or 3D software. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2233 – Structural Detailing II (Prerequisites: DDT 2213).
Study of the miscellaneous areas of structural detailing including stairs, handrails, and cage ladders. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2243 – Cost Estimating.
Preparation of material and labor quantity surveys from actual working drawings and specifications. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2253 – Statics and Strength of Materials (Prerequisites: DDT 1313).
Study of forces acting on bodies; moments of forces; stress of materials; basic machine design; and beams, columns, and connections. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2263 – Quality Assurance.
The application of statistics and probability theory in quality assurance programs. Various product sampling plans as well as the development of product charts for defective units will be studied. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2273 – Facilities Planning.
This course deals with the techniques and procedures for developing an efficient facility layout and introduces some of the state-of-the-art tools involved, such as 3-D design and computer simulation. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2353 – CAD Management.
Topics include technical and business aspects of CAD. Standards, customization, networking, Internet integration, and employee support will be covered. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2363 – Computer Numerical Control (CNC) Drafting (Prerequisites: DDT 1313).
Basics of numerical control machines. Two hours lecture. Two hours laboratory. Three hours credit.

Technical Course Descriptions

DDT 2373 – 3D Modeling (Prerequisites: DDT 1323).
This course will emphasize the user coordinate system and 3-D modeling. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2523 – Pipe Drafting (Prerequisites: DDT 1323).
Instruction in the basic knowledge needed to create process piping drawings using individual piping components. Students will utilize 2D or 3D software. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2623 – Architectural Design II (Prerequisites: DDT 1613).
Emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer-aided design assignments. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2713 – Fundamentals of Multimedia (Prerequisites: DDT 1313).
A general overview of current issues in multimedia and the study of how multimedia can assist in the work environment. This course provides a basis for further study in multimedia design and production. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2813 – Inventor 3D Model and Animation (Prerequisites: DDT 1323).
This course will provide instruction on the 3D applications of Inventor. It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings from the model. This course will also provide the utilization of assembly drawings and animation of working parts. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 2823 – Revit Architecture (Prerequisites: DDT 1324 & DDT 1614).
This course provides instruction on the 3D applications of Revit Architecture. It emphasizes the development of 3D parametric models and the ability to generate 2D drawings, details and renderings from the model. This course will also provide the animation walk thru of the 3D building. Two hours lecture. Two hours laboratory. Three hours credit.

DDT 291(1-3) – Special Project (Prerequisites: DDT 1323).
Practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Two to six hours laboratory. One to three hours credit.

ENT 1113 – Graphic Communications (Pre/Co-requisite: ENT 1313).
This course is designed to give students fundamentals and principles of drafting to provide the basic background needed for all other engineering technology courses. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1123 – Computational Methods for Drafting.
This course is designed to give the student a study of computational skills required for the development of accurate design and drafting methods. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1133 – Technology Graphics (Co-requisite: GRA 1143 or ENT 1113).
Machine drafting methods and practice in pictorial and orthographic projections. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, cams and design and working drawings, concepts of descriptive geometry and computer aided drawing. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1143 – Geometric Dimensioning and Tolerancing.
A continuation of conventional dimensioning with emphasis on concepts as adopted by the American National Standards Institute (ANSI). A study of international dimensioning symbols used to control tolerances of form, profile, orientation, run out, and location of features on an object. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1154 – Basic Applications of Industrial Safety.
This course introduces the concepts of health and safety in engineering technology related fields. It aims to make the students safety-conscious in relation to personal safety, accident prevention, and methods of compliance. Four hours lecture. Four hours credit.

ENT 1163 – Introduction to Industrial Engineering.
This course is designed to give the student an introduction to and an overview of the profession, including career planning and communication, ethics, teamwork and selected solution methods for problems in coordination and planning. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1173 – Fundamentals of Management.
This course addresses organizational management and the dynamic role managers play in the success of businesses. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1183 – Spreadsheet Applications (Pre/Co-requisite: ENT 1313).
This course focuses on applications of the electronic spreadsheet as an aid to management decision making. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1213 – Materials.
This course is designed to teach students physical properties of the materials generally used in the erection of a structure and the manufacture of products, with a brief description of their manufacture. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1223 – Industrial Power Tools Applications.

This course is designed to teach students the safe and proper use of various hand and stationary power tools. This course includes instruction in the use of hand power tools, bench grinders, table saws, planer, cut-off saws, and drill presses. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1233 – Plans and Document Interpretation.

Graphic techniques used in the construction industry. This course included computations of areas and volumes, interpretations of constructions plans and specifications and symbols and plans used in the residential, commercial, and heavy-duty construction industry. Three hours lecture. Three hours credit.

ENT 1243 – Building Codes & Construction Documents.

Introduction to building code compliance, the role of inspection in building construction, and overview of construction contracts and specifications. Three hours lecture. Three hours credit.

ENT 1313 – Principles of CAD.

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

ENT 1323 – Intermediate CAD.

This course is designed to give the student continuation of Principles of CAD (ENT 1313). Subject areas include dimensioning, file manipulation, symbols and 3-D wireframe and solid modeling. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1413 – Elementary Surveying (Co-requisite: ENT 1313).

This course is designed to give the student a basic course regarding the principles and practices of plane surveying, including measurements for distance, direction and elevation including an introduction to the care and use of surveying instruments and equipment. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1513 – Principles of Design.

This course is designed as an introduction to the field of interior design with emphasis on processes and resources of the designer. Three hours lecture. Three hours credit.

ENT 1523 – Landscape Design (Prerequisite: ENT 1313).
This course is designed to give the student computer-aided design drafting for civil engineering, surveying and land development technicians. Industry standard civil engineering software program will be utilized in this course. Creation of grading and drainage plans, digital terrain models, underground utilities and engineering details. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1533 – Blueprint Reading.
This course is designed to give the student terms and definitions used in reading blueprints. Basic sketching, drawing, and dimensioning of objects will be covered. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 159(1-3) – Internship/Special Project in Design (Prerequisite: successful completion of the core technical courses).
This course is designed for the student to use the skills and knowledge gained in other design courses. It is a cooperative program between industry and education designed to integrate the student's technical studies with industry experience. Variable credit is awarded on the basis of one credit hour per 45 industry contact hours. One to three hours credit.

ENT 1613 – Architectural Design I (Prerequisite: ENT 1313).
This course is a study in development of architectural design principles for a residential structure. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1713 – Fundamentals of Machine Processes.
This course is designed to give the student basic machining equipment and safety procedures. Emphasis is placed on measurement techniques, machine technology, machine tools, and applications. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1814 – Basic Electricity & Electronics.
Study of fundamental industrial electrical and electronic principles with experimentation and project construction. Two hours lecture. Four hours laboratory. Four hours credit.

ENT 1823 – Design for Manufacturing (Prerequisite: ENT 1113).
This course is designed to offer instruction in various methods of manufacturing with emphasis on the drafter's role in manufacturing. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 1833 – Manufacturing Processes.
This course is designed to give the student a study of modern manufacturing processes with an emphasis on flexible manufacturing and computer integrated manufacturing. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2133 – Professional Development (Prerequisite: ENT 1413).
This course emphasizes an awareness of interpersonal skills essential for job success. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2153 – Civil Drafting (Prerequisite: ENT 1413).
This course is designed to give the student an introduction to computer-aided design/drafting software for civil, surveying, and land development disciplines. Topics include mapping scales and symbols, civil fundamentals, location and direction of property lines, topographic mapping, and boundary and legal description plats. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2233 – Structural Drafting.
This course is designed to teach students structural section, terms, and conventional abbreviations and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing (steel, concrete, and wood). Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2243 – Cost Estimating (Co-requisite: ENT 1183).
This course is designed to give the student preparation of material and labor quantity surveys from actual working drawings and specifications. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2254 – Statics & Strengths of Material/Physical Science (Prerequisite: MAT 1313 or Consent of Instructor).
Study of forces acting on bodies, movement of forces, stress of materials, basic machine design; beams, columns, and connections. Two hours lecture. Four hours laboratory. Four hours credit.

ENT 2263 – Quality Assurance.
This course focuses on the application of statistics and probability theory in quality assurance programs. Various product-sampling plans as well as the development of product charts for defective units will be studied. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2273 – Facilities Planning (Co-Prerequisite: ENT 1823).
This course deals with the techniques and procedures for developing an efficient facility layout and introduces some of the state-of-the-art tools involved, such as 3-D design and computer simulation. Two hours lecture. Two hours laboratory. Three hours credit

ENT 2323 – Industrial Welding & Metals.
This course is designed to give the student instruction in different metals and their properties using basic SMAW welding and oxy-fuel cutting and brazing. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2343 – Advanced CAD (Prerequisite: ENT 1313).
A continuation of Intermediate CAD. Emphasis is placed on the user coordinate system and 3D modeling. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2353 – B.I.M./Parametric Modeling.
This course is designed to give the student a continuation of CAD. Emphasis is placed on the managing Building Information Model. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2363 – Computer Numerical Control (Prerequisite: ENT 1313).
A course designed to introduce the students to the basics of computer numerical control machines. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2413 – History and Appreciation of Artcrafts.
Growth and development of the artcrafts through the ages, instructional applications; practical designs; demonstrations and projects in leather, ceramics, woodworking and other handicraft areas. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2423 – Mapping & Topography (Prerequisite: ENT 1413).
Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2443 – Principles of Manufacturing Management.
This course will include a study of manufacturing processes and materials. A problem solving approach will be used, emphasizing the context of the manufacturing business and the complexities to be addressed. Three hours lecture. Three hours credit.

ENT 2453 – Energy Systems.
This course covers an overview of the past, present, and future of energy systems and the technologies they employ. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2463 – Grading & Drainage (Co-Prerequisite ENT 2153).
This course is designed to give the student computer aided design drafting for civil engineering, surveying and land development technicians. Industry standing civil engineering software program will be utilized in this course. Creation of grading and drainage plans, digital terrain models, underground utilities and engineering details. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2513 – Visual Communications in Design (Co-requisite: ENT 1113).
This course is designed as an introduction to visual communications in interior design with emphasis on orthographic and free-hand drawing and visual design terminology. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2523 – Intermediate Design (Prerequisite ENT 1513).
This course is a studio course for the exploration and application of design methodology to interior environments. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2533 – Design Materials and Installation Methods.
This course is a study of architectural materials for interiors with an emphasis on selection, cost, installation, construction supervision and code/standards requirements. Three hours lecture. Three hours credit.

ENT 2543 – Visual Literacy in Design.
This course is an exploration of various communication methods in interior design through a variety of projects. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2563 – Advanced Visual Literacy in Design (Prerequisite ENT 2543).
This course is an exploration of advanced graphic communication and modeling methods in interior design through a variety of projects. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2572 – Portfolio Development.
This course is an introduction to various portfolio techniques, documentation methods and career planning for the interior design profession. Two hours lecture. Two hours credit.

ENT 2613 – Programmable Logic Controllers (Pre/Co-requisite: ENT 1113).
This course covers the use of programmable logic controllers (PLCs) in a modern industrial setting, as well as the operating principles of PLCs. Discussion and practice in the programming, installation, and maintenance of PLCs. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2623 – Architectural Design II (Co-Prerequisite: ENT 1613).
This course is designed to emphasize standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2643 – Architectural Rendering (Prerequisite: ENT 1113).
This course is designed to give the student visual expression of architectural principles and structures. This course will include perspective, shade, shadow, and color using pencil, pen & ink, paint and new media. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2713 – Architectural History.
This course is designed to give the student analysis of achievements in the design and construction of major architectural developments from early times to present. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2723 – Digital Studio (Prerequisite: ENT 1113).
This course is designed to give the student a general overview of cur- rent issues in digital media; a study of how digital media can assist in the work environment; provides a basis for further study in graphic design and production. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 291(1-3) – Special Project (Prerequisite: Consent of Instructor).
This course is designed to give the student practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to ensure that the selection of a project will enhance the student's learning experience. Two to six hours laboratory. One to three hours credit.

ENT 2923 – Fundamentals of Multimedia (Prerequisite: ENT 1613).
A general overview of current issues in multimedia. Study of how multimedia can assist in the work environment; provides a basis for further study in multimedia design and production. Two hours lecture. Two hours laboratory. Three hours credit.

FOREST TECHNOLOGY

AGT 1714 – Applied Soil Conservation and Use.
This course is designed to introduce the student to the general principles of soil management, as it relates to forest growth. Three hours lecture. Two hours laboratory. Four hours credit.

FOT 1114 – Forest Measurements I.
A classroom and field study of the basic principles and skills required for timber measurements. Direct and indirect systems of measurement and volume computation, forest type mapping, and graphic reporting are studied and practiced including an examination of current techniques of forest and timber inventory, stratification of volume tables and their use. Required are formal cruise reports, preparation of a cruise map, and the application of basic statistical knowledge to timber measurements. Two hours lecture. Four hours laboratory. Four hours credit.

FOT 1124 – Forest Measurements II.
A continuation of Forest Mensuration I with emphasis on electronic and computer applications in forest measurements. Two hours lecture. Four hours laboratory. Four hours credit.

FOT 1314 – Forest Protection.
A comprehensive course designed to give the student knowledge in identifying forest insects, diseases, and methods and techniques in controlling these. Also covers preventing and controlling forest fire. Two hours lecture. Four hours laboratory. Four hours credit.

FOT 1414 – Forest Products Utilization.
The emphasis of this course includes primary and secondary products derived from wood and how they are manufactured and used in today's society. One hour lecture. Four hours laboratory. Four hours credit.

FOT 1714 – Applied Dendrology.
An elementary study of trees; the habitats and principle botanical features, forms, functions, and ecological relationships. The major commercially important forest trees of the region are examined in class and through extensive field and laboratory studies. Scientific classification of plants and identification of local flora are emphasized. Two hours lecture. Four hours laboratory. Four hours credit.

FOT 1813 – Introduction to Forestry.
This course is designed to acquaint the student with the role of a forest technician. Emphasis is placed on educational and job requirements, duties, career and salaries. The student is also made aware of how forestry fits into the state, national and international scene. Three hours lecture. Three hours credit.

FOT 2124 – Forest Surveying.
A course to provide land surveying skills required in the forest industry. Includes instruction in interpreting legal descriptions, deeds, maps, and aerial photographs, and demonstration of equipment use and surveying practices. Two hours lecture. Four hours laboratory. Four hours credit.

FOT 2214 – Applications of GIS/GPS in Forestry.
This course includes using remote sensing, interpretation, and application of aerial photos and other remote sensing images in forestry. This course also included the global positioning system and other remote sensing devices used in forestry. Two hours lecture. Four hours laboratory. Four hours credit.

FOT 2424 – Timber Harvesting.
Principles of cost control and methods of harvesting timber drops are provided. Methods of buying and selling timber are emphasized in laboratory and field exercises. Two hours lecture. Four hours laboratory. Four hours credit.

FOT 2614 – Silviculture I.
A comprehensive course dealing with environmental and physiological factors and their influences on forest growth. Two hours lecture. Four hours laboratory. Four hours credit.

FOT 2624 – Silviculture II.
A continuation of Silviculture I. Two hours lecture. Four hours laboratory. Four hours credit.

FOT 2914 – Special Problem in Forest Technology.
A course designed to provide the student with practical application of skills and knowledge gained in other Forest Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Eight hours laboratory. Four hours credit.

FOT 292(1-6) – Internship for Specialization.
A continuation of FOT 2914. One to six weeks. One to six hours credit.

FOT 2944 – Special Problem in Conservation Law.
A comprehensive course dealing with management techniques and tools for wildlife populations and habitats. Eight hours laboratory. Four hours credit.

HEATING, VENTILATION, AC, & REFRIGERATION TECHNOLOGY

ACT 1003 – Introduction to Heating & Air Conditioning Technology.
This course is designed to introduce students to the fundamental skills associated with all HVAC courses. Safety, basic tools, special tools, and equipment, communication skills, employability skills, and materials handling topics are included. Two hours lecture. Two hours laboratory. Three hours credit.

ACT 1124 – Basic Compression Refrigeration.
This course includes an introduction to the field of refrigeration and air-conditioning. Emphasis is placed on trade math, thermodynamics and heat transfer. Two hours lecture. Four hours laboratory. Four hours credit.

ACT 1133 – Brazing and Piping.
This course includes various tools and pipe connecting techniques. This course includes specialized tools and test equipment required in heating, ventilation, air-conditioning, and refrigeration. Two hours lecture. Two hours laboratory. Three hours credit.

ACT 1214 – Controls.
This course includes fundamentals of gas, fluid, electrical, and programmable controls. Two hours lecture. Four hours laboratory. Four hours credit.

ACT 1313 – Refrigeration System Components.
This course includes an in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two hours lecture. Two hours laboratory. Three hours credit.

ACT 1713 – Electricity for Heating, Ventilation, Air Conditioning, and Refrigeration I.
This course includes basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two hours lecture. Two hours laboratory. Three hours credit.

ACT 1813 – Professional Service Procedures.
Business ethics necessary to work with both the employer and customer. Includes resume, record keeping, and service contracts. Two hours lecture. Two hours laboratory. Three hours credit.

ACT 2323 – Commercial Refrigeration.
This course includes a study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. One hour lecture. Four hours laboratory. Three hours credit.

ACT 2414 – Heating, Ventilation, Air Conditioning, and Refrigeration I.
This course includes residential air-conditioning including indoor air quality. This course includes modules on basic maintenance, air quality equipment, troubleshooting cooling, and troubleshooting gas heating. Two hours lecture. Four hours laboratory. Four hours credit.

ACT 2424 – Heating, Ventilation, Air Conditioning, and Refrigeration II.
This course includes a continuation of Heating, Ventilation, and Air Conditioning I with modules related to introduction to hydronic systems, troubleshooting heat pumps, and troubleshooting accessories. Two hours lecture. Four hours laboratory. Four hours credit.

ACT 2433 – Refrigerant, Retrofit, & Regulation.
This course includes regulations and standards for new retrofit and government regulations. This course includes EPA regulations, local, and state codes. Two hours lecture. Two hours laboratory. Three hours credit.

ACT 2513 – Heating Systems.
This course includes various types of residential and commercial heating systems. This course includes gas, oil, electric, compression, and hydronic heating systems. Two hours lecture. Two hours laboratory. Three hours credit.

ACT 2623 – Heat Load Air Properties.
This course includes introduction to heat load calculations for residential and light commercial heating, ventilation, air-conditioning, and refrigeration systems. This course includes air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. This course introduces air testing instruments and computer usage. One hour lecture. Four hours laboratory. Three hours credit.

ACT 291(1-3) – Special Project in Heating, Ventilation, Air Conditioning, and Refrigeration.
This course is designed to provide the student with practical application of skills and knowledge gained in technical courses. The instructor works closely with the students to insure that the selection of a project will enhance the student's learning experience. Two to six hours laboratory. One to three hours credit.

ACT 292(1-6) – Supervised Work Experience in Heating, Ventilation, Air Conditioning, and Refrigeration.
This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to eighteen hours externship. One to six hours credit.

INDUSTRIAL MECHANICS AND MAINTENANCE TECHNOLOGY

ENT 1313 – Principles of CAD.
This course is designed to teach students the basic operating system and drafting skills. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2273 – Facilities Planning (Co-Prerequisite: ENT 1823).
This course deals with the techniques and procedures for developing an efficient facility layout and introduces some of the state-of-the-art tools involved, such as 3D design and computer simulation. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2363 – Computer Numerical Control (Prerequisite: ENT 1313).
A course designed to introduce the students to the basics of computer numerical control machines. Two hours lecture. Two hours laboratory. Three hours credit.

IMM 1113 – Industrial Maintenance Core & Safety.
This course includes basic safety, introduction to construction math, introduction to hand and power tools, blueprint drawings, and employability and communications. Three hours lecture. Three hours credit.

IMM 1132 – Industrial Maintenance Blueprint Reading.
Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations. One hour lecture. Two hours laboratory. Two hours credit.

IMM 1143 – Commercial/Industrial Wiring.
Instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Two hours lecture. Two hours laboratory. Three hours credit.

IMM 1153 – Electrical Industrial Maintenance I (Prerequisite: IMM 1113 or IMM 1143).
This course includes Industrial Safety, Introduction to the National Electric Code®, Electrical Theory, Alternating Current, E&I Test Equipment, and Flow, Pressure, Level, and Temperature. One hour lecture. Four hours laboratory. Three hours credit.

IMM 1163 – Electrical Industrial Maintenance II (Prerequisite: IMM 1153).
This course includes process mathematics, hand bending, tubing, clean purge, and test tubing and piping systems, instrument drawings and documents (part one), conductors and cables, and conductors terminations and splices. One hour lecture. Four hours laboratory. Three hours credit.

IMM 121(3-4) – Introduction to Industrial Maintenance.
This course includes basic tools of the trade, fasteners and anchors, oxy-fuel cutting, gaskets and packing, craft-related mathematics, construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. Two hours lecture. Two to four hours laboratory. Three to four hours credit.

IMM 1223 – Power Tool Applications.
Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. One hour lecture. Four hours laboratory. Three hours credit.

IMM 1243 – Mechanical Industrial Maintenance I (Prerequisite: IMM 1113 or IMM 1143).
This course includes advanced trade math, precision measuring tools, installing bearings, and installing couplings. One hour lecture. Four hours laboratory. Three hours credit.

IMM 1253 – Mechanical Industrial Maintenance II (Prerequisite: IMM 1243).
This course includes advanced setting baseplates and pre-alignment, conventional alignment, installing belt and chain drives, and installing mechanical seals. One hour lecture. Four hours laboratory. Three hours credit.

IMM 1273 – Industrial Maintenance Electrical and Instrumentation Level I (Part I).
This course includes basic tools of the trade, fasteners and anchors, oxyfuel cutting, gaskets and packing, and craft-related mathematics. Instructors for this course must be certified as an NCCER Instructor. One hour lecture. Four hours laboratory. Three hours credit.

IMM 1283 – Industrial Maintenance Electrical and Instrumentation Level I (Part II).
This course construction drawings, pumps and drivers, introduction to valves and test equipment, material handling, mobile and support equipment, and lubrication. Instructors for this course must be certified as an NCCER Instructor. One hour lecture. Four hours laboratory. Three hours credit.

IMM 1313 – Principles of Hydraulics & Pneumatics.
Instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. One hour lecture. Four hours laboratory. Three hours credit.

IMM 1323 – Motor Control Systems (Prerequisite: IMM 1153 or by permission of instructor).
This course includes the Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two hours lecture. Two hours laboratory. Three hours credit.

IMM 1373 – Robotic Controls and Applications.
This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot configurations, operation, and basic programming and how they relate to industry. Two hours lecture. Two hours laboratory. Three hours credit.

IMM 1473 – Fluid Power.
Instruction in the basic principles of hydraulics and pneumatics and the inspection, maintenance and repair of hydraulic and pneumantic systems. Two hours lecture. Two hours laboratory. Three hours credit.

IMM 1483 – Industrial Control Systems.
Instruction in the operation and function of industrial control circuits and devices. Emphasis is placed on the student's ability to diagram, wire and troubleshoot a variety of circuits, control devices and actuators. Two hours lecture. Two hours laboratory. Three hours credit.

IMM 1514 – Equipment Installation & Alignment.
Instruction in pre-installation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial setup of equipment. Two hours lecture. Four hours laboratory. Four hours credit.

IMM 1614 – Principles of Piping & Hydro-Testing.
Instruction on basic principles of piping and pipe fitting, basic pipe fitting procedures, and basic hydro-testing of pipe systems. Two hours lecture. Four hours laboratory. Four hours credit.

IMM 1733 – Maintenance Welding and Metals.
Instruction in different metals and their properties, and in basic SMAW welding and oxy-fuel cutting and brazing. One hour lecture. Four hours laboratory. Three hours credit.

IMM 181(3-4) – Industrial Electricity I (Prerequisite: IMM 1113).
Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. Two hours lecture. Two to four hours laboratory. Three to four hours credit.

IMM 1823 – Industrial Electricity II (Prerequisite: IMM 1113).
Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. Two hours lecture. Two hours laboratory. Three hours credit.

IMM 1913 – Special Project in Industrial Maintenance Mechanics (Prerequisite: Consent of instructor).
Practical applications of skills and knowledge gained in other Industrial Maintenance Mechanics courses. The instructor works closely with the student to insure that selection of a special project enhances the student's learning experiences. One hour lecture. Four hours laboratory. Three hours credit.

IMM 192(1-6) – Supervised Work Experience in Industrial Maintenance Mechanics (Consent of instructor).
A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three to eighteen hours externship. One to six hours credit.

IMM 1933 – Manufacturing Skills.
This course is designed to provide the student with the basic skills needed to be successful in a high-performance manufacturing environment. The course covers the following topics critical to employment; basic computer literacy, safety and CPR, blueprint reading, precision measurement, and an introduction to manufacturing improvement methods such as Lean Manufacturing, Quick Changeover, 5S, teamwork and problem solving. Three hours lecture. Three hours credit.

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

IMM 2123 – Power Tools, Machining, and Materials.
This course is designed to provide fundamental skills associated with all mechanical maintenance courses. This course includes safety, powered hand and stationary tools, use of a calculator, test equipment familiarization and terminology. Two hours lecture. Two hours laboratory. Three hours credit.

Technical Course Descriptions

IMM 2213 – Advanced Electrical Industrial Maintenance.
This course includes hazardous locations, electronic components, E & I drawings, motor controls, distribution equipment, transformer applications, and conductor selection and calculation.   Two hours lecture. Two hours laboratory. Three hours credit.

IMM 2223 – Advanced Mechanical Industrial Maintenance.
This course includes temporary grounding, layout and installation of tubing and piping systems, machine bending of conduit, hydraulic controls, pneumatic controls, and motor-operated valves. Two hours lecture. Two hours laboratory. Three hours credit.

IMM 2423 – Solid State Motor Control (Prerequisite: IMM 1323 & IMM 2613 or by permission of instructor).
This course includes principles and operation of solid state motor control. Additionally, the course includes the design, installation, and maintenance of different solid state devices for motor control. Two hours lecture. Two hours laboratory. Three hours credit.

IMM 2433 – Electronic Motion Control.
This course explains applications and operating procedures of solid-state controls, reduced-voltage starters, and adjustable frequency drives as well as troubleshooting procedures. Two hours lecture. Two hours laboratory. Three hours credit.

IMM 2513 – Programmable Logic Controllers Multi-Platform.
This course covers use of programmable logic controllers (PLCs) in modern industrial settings as well as the operating principles of PLCs and practice in the accelerated programming across multiple PLC platforms, installation and maintenance of PLCs. Two hours lecture. Two hours laboratory. Three hours credit.

IMM 2613 – Programmable Logic Controllers.
This course includes of programmable logic controllers (PLCs) in modern industrial settings. This course also includes the operating principles of PLCs and practice in the programming, installation, and maintenance of PLCs. Two hours lecture. Two hours laboratory. Three hours credit.

IMM 2623 – Advanced Programmable Logic Controllers (Prerequisite: IMM 2613 & IMM 1323 or by permission of instructor).
Advanced PLC course that provides instruction in the various operations, installations, and maintenance of electric motor controls. Also, information in such areas as sequencer, program control, introduction to function blocks, sequential function chart, introduction to HMI, and logical and conversion instructions. Two hours lecture. Two hours laboratory. Three hours credit.

INT 1214 – Fluid Power.
This basic course provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices, and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. Three hours lecture. Two hours laboratory. Four hours credit.

INT 2114 – Control Systems I.
This is an introductory course to provide information on various instrumentation components and processes. Topics include analyzing pressure processes, temperatures, flow, and level. Three hours lecture. Two hours laboratory. Four hours credit.

MFT 2113 – Manufacturing Process I.
The course would require study in manufacturing techniques from both a historical perspective and modern process improvement systems including plant layout, material handling, workstation design, Kaizen, KanBan and Value Stream Mapping. Two hours lecture. Two hours laboratory. Three hours credit.

MFT 2123 – Manufacturing Process II.
The course would be a continuation of the previously listed, and introduce equipment and operations required to produce various products, including metal, wood and plastics processing. Also included would be an introduction to various material handling devises and process automation. Two hours lecture. Two hours laboratory. Three hours credit.

MFT 2213 – Organizational Behavior.
The course would help prepare students for their roles as change agents within an organization by identifying some of the potential issues that will be faced. Two hours lecture. Two hours laboratory. Three hours credit.

MFT 291(1-3) – Special Problem in Automation and Control Technology.
A course to provide students with an opportunity to utilize skills and knowledge gained in other Automation and Control Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Two to six hours laboratory. One to three hours credit.

ROT 2413 – Automated Manufacturing Controls.
This course is designed to teach the students the integrated control systems found in automated systems. Emphasis will be placed on encoders, optical devices, servo motors, stepper motors, computerized numerical control (CNC), vision and sensing systems, lasers, programmatic controllers, motor speed controls, and other similar devices. Two hours lecture. Two hours laboratory. Three hours credit.

ROT 2613 – Mechanical Systems.

This course introduces the students to mechanical components and drive systems commonly used in the industry. Emphasis is placed on installation, maintenance, and troubleshooting of these components and systems. Two hours lecture. Two hours laboratory. Three hours credit.

INFORMATION SYSTEMS TECHNOLOGY

CNT 1513 – Web Development Concepts.

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, World Wide Web, gophers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and e-mail messages. Two hours lecture. Two hours laboratory. Three hours credit.

CNT 1524 – Network Components (Prerequisite: CNT 1414).

This course presents local area network and wide area network connectivity. It focuses on architecture, topologies, protocols, and transport methods of a network. Two hours lecture. Four hours laboratory. Four hours credit.

CNT 1624 – Network Administration Using Microsoft Windows Server.

This course focuses on the management of a computer network using the Microsoft Windows NT Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two hours lecture. Four hours laboratory. Four hours credit.

CNT 1634 – Microsoft Windows-Installing & Configuration.

The main goal of this course is to provide students with a comprehensive overview of the features and functions of Microsoft Windows. This includes a look at the configuration, management, and networking functionality of Windows in stand-alone as well as both large and small network environments. Two hours lecture. Four hours laboratory. Four hours credit.

CNT 1654 – Network Administration Using Linux.

This course focuses on the management of a computer network using the Linux network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two hours lectures. Four hours laboratory. Four hours credit.

CNT 2344 – Introduction to MS/SQL (Prerequisite: CNT 1624 – Network Administration Using Microsoft Server).
This course is designed to generate further experience for the student in installing and maintaining a MC SQL Server. This course also targets basic programming used by a Data Base Administrator. Two hours lecture. Four hours laboratory. Four hours credit.

CNT 2423 – System Maintenance.
This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two hours lecture. Two hours laboratory. Three hours credit.

CNT 2534 – Network Planning and Design (Prerequisite: CNT 1524).
This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting analysis, and designing solutions. Two hours lecture. Four hours laboratory. Four hours credit.

CNT 2544 – Network Implementation (Prerequisite: CNT 2534).
This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two hours lecture. Four hours laboratory. Four hours credit.

CNT 2553 – Network Security.
This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Two hours lecture. Two hours laboratory. Three hours credit.

CNT 2644 – Advanced Network Administration Using Microsoft Windows Server (Prerequisites: CNT 1624 or 1634).
This course is a continuation of Network Administration Using Microsoft Windows NT Server. Emphasis is placed on installation, configuration, and implementation of a functional NT Server. Two hours lecture. Four hours laboratory. Four hours credit.

CPT 1123 – Computer Concepts.
This course is an introduction to the history, terminology, and theory of computer systems. Students will gain hands-on experience in the operation of a mid-range computer. Two hours lecture. Two hours laboratory. Three hours credit.

CPT 1144 – Programming Development Concepts.
This course is an introduction to programming logic and computer systems. Students will gain hands-on experience in the development of computer programs. Three hours lecture. Two hours laboratory. Four hours credit.

CPT 1313 – Computer Operations.
A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Two hours lecture. Two hours laboratory. Three hours credit.

CPT 1323 – Survey of Microcomputer Applications.
This course will introduce word processing, spreadsheet, and database management software with integration of these applications. Two hours lecture. Two hours laboratory. Three hours credit.

CPT 1333 – Operating Platforms.
This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. Two hours lecture. Two hours laboratory. Three hours credit.

CPT 1353 – Database Design Fundamentals.
This course is a study of the design of databases. Additional emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. Two hours lecture. Two hours laboratory. Three hours credit.

CPT 1513 – Web Development Concepts.
This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, World Wide Web, browsers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and send e-mail messages. Two hours lecture. Two hours laboratory. Three hours credit.

CPT 2133 – Career Development.
This course provides practical exercises in interpersonal skills, the job search process, and the importance of high standards of personal and professional relationships for employment. Two hours lecture. Two hours laboratory. Three hours credit.

CPT 2364 – Team Project Management. (Prerequisites: CPT 1214 & CNT 1414).

This course is designed to generate further experience for the student in working in a team environment. This course targets team based network design and team based program design. Two hours lecture. Four hours laboratory. Four hours credit.

CPT 2373 – Network Fundamentals.

This course focuses on the fundamentals of computer networking. Two hours lecture. Two hours laboratory. Three hours credit.

CPT 2454 – Game Programming Using Flash and Action Script (Prerequisites: CPT 2434 or approved equivalent advanced object-oriented programming language.

This course is designed to further introduce the student to creating interactive applications, through the format of a game. This course will help the student become more adept at creating functional user interfaces and help them deal with program paths based on user input. Two hours lecture. Four hours laboratory. Four hours credit.

CPT 2911-2916 – Work-Based Learning in Computer Information Systems.

Direct application of concepts, terminology, and theory of computer information systems technology. Students must be employed in a work environment where they will have to solve problems as encountered in industry. (Credit is awarded at the rate of 1 hour credit per 3 hours externship.) One to six hours credit.

DBT 1113 – SQL Programming (Prerequisite: DBT1214).

This course offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the Standard Query Language (SQL). Students are taught to store, retrieve, and manipulate data. Two hours lecture. Three hours laboratory. Three hours credit.

DBT 1123 – PL/SQL Programming (Prerequisite: DBT1113).

This course offers students an extensive introduction to data server technology, covering advanced concepts of both relational and object-relational databases using PL/SQL. Students are taught to create and maintain database objects and control user access. Two hours lecture. Three hours laboratory. Three hours credit.

DBT 1214 – Database Architecture and Administration.
This course is designed to give students a firm foundation in basic database tasks enabling them to design, create, and maintain a database. Students will gain a conceptual understanding of database architecture and how its components work and interact with one another. Students will also learn to create an operational database and properly manage the various structures. Two hours lecture. Three hours laboratory. Four hours credit.

IST 1124 – IT Foundations.
This course covers the diagnosis, troubleshooting, and maintenance of computer components and interpersonal communications for IT professionals. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, printers, safety and environmental issues, communication, and professional behavior. Two hours lecture. Four hours laboratory. Four hours credit.

IST 1134 – Fundamentals of Data Communications.
This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two hours lecture. Four hours laboratory. Four hours credit.

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

IST 1154 – Web and Programming Concepts.
This course is an introduction to Web site development and programming logic. Students will gain hands-on experience in the development of computer programs. Upon completion of this course, students will be able to create a Web site and post it on the Internet. Two hours lecture. Four hours laboratory. Four hours credit.

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

IST 1183 – Essentials of Information Systems Technology.

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

IST 1193 – Practical Applications in Information Systems Technology.

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

IST 1213 – Client Installation and Configuration.

This course is designed to help the student install, support, and troubleshoot a current client operating system. Emphasis will be placed on common user operations as well as the network administrator's support of the client. Two hours lecture. Two hours laboratory. Three hours credit.

IST 1223 – Network Components. (**Prerequisite: IST 1134).**

This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Two hours lecture. Two hours laboratory. Three hours credit.

IST 1244 – Network Admin Using Microsoft Windows Server.

This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two hours lecture. Four hours laboratory. Four hours credit.

IST 1254 – Network Administration Using Linux.

This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. Two hours lecture. Four hours laboratory. Four hours credit.

IST 1263 – Microsoft Office Applications.

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software application. Two hours lecture. Two hours laboratory. Three hours credit.

IST 1283 – Programming Principles with Swift.

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

IST 1314 – Visual BASIC Programming Language.

This introduction to the Visual BASIC programming language introduces the student to object-oriented programming and a graphical integrated development environment. Two hours lecture. Four hours laboratory. Four hours credit.

IST 1324 – RPG Programming Language.

This course is designed to introduce the student to the RPG language and to use the computer in business applications. Two hours lecture. Four hours laboratory. Four hours credit.

IST 1334 – COBOL Programming Language (Prerequisite: IST 1154 or Permission of Instructor).

This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing, and table processing techniques. Two hours lecture. Four hours laboratory. Four hours credit.

IST 1433 – Web Development Using HTML & CSS.

This course involves the application of various professional and personal Web design techniques. Students will work with the latest WYS/WYG editors/HTML editors, animation/multimedia products, and photo editors. Two hours lecture. Two hours laboratory. Three hours credit.

IST 1454 – Principles of Mobile App Development.

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

IST 1513/4 – SQL Programming.

This course is the first of a two-part series that offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the Structured Query Language (SQL). Students are taught to store, retrieve, and manipulate data. Two to three hours lecture. Two hours laboratory. Three to four hours credit.

IST 1523 – SQL Programming II.

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

IST 1714 – Java Programming Language.

This introduction to the Java Programming Language is to include sort, loops, arrays, and applets. Two hours lecture. Four hours laboratory. Four hours credit.

IST 1723 – Programming in Python.

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

IST 2224 – Network Planning and Design (Prerequisite: IST 1223).

This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing a solution. Two hours lecture. Four hours laboratory. Four hours credit.

IST 2234 – Network Implementation (Prerequisite: IST 2224).

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two hours lecture. Four hours laboratory. Four hours credit.

IST 2314 – Systems Analysis and Design.

This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two hours lecture. Four hours laboratory. Four hours credit.

IST 2324 – Script Programming (Prerequisite: IST 1154 or Permission of Instructor).
This course is an introduction to the use of integrating scripts to add functionality to Web pages. Two hours lecture. Four hours laboratory. Four hours credit.

IST 2334 – Advanced Visual BASIC Programming Language (Prerequisite: IST 1314).
This course is a continuation of the Visual BASIC programming language. Two hours lecture. Four hours laboratory. Four hours credit.

IST 2344 – Database Programming & Design.
This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two hours lecture. Four hours laboratory. Four hours credit.

IST 2354 – Advanced RPG Programming Language (Prerequisite: IST 1324).
This course is a continuation of the RPG programming language. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two hours lecture. Four hours laboratory. Four hours credit.

IST 2364 – Advanced COBOL Programming Language (Prerequisite: IST 1334).
This course is a continuation in the study of COBOL. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two hours lecture. Four hours laboratory. Four hours credit.

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

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

IST 2414 – Flash Game Programming (Prerequisite: IST 2334).
This course is an introduction to developing interactive web-based games using Flash and ActionScript programming. Upon completion of this course, students will be able to create a fully functional Flash game and post it to the web. Two hours lecture. Four hours laboratory. Four hours credit.

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

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

IST 2494 – iOS Application Development (Prerequisite: IST 2334).
This course is designed to introduce the student to creating interactive applications for iOS devices using Objective C and Cocoa with the Xcode editor. This course will help the student become more adept at creating functional user interfaces and help them deal with program paths based on user input and/or calculated results. Two hours lecture. Four hours laboratory. Four hours credit.

IST 292(1–3) – Special Problem in Information Systems Technology (Prerequisite: To be taken during the semester the student is to complete the program).
This course provides students with an opportunity to utilize skills and knowledge gained in other Information Systems Technology courses. Two to six hours laboratory. One to three hours credit.

MARKETING TECHNOLOGY

MMT 1113 – Marketing I.
Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markers. Three hours lecture. Three hours credit.

MMT 1123 – Marketing II. (Prerequisite MMT 1113).
A continuation of MMT 1113. Three hours lecture. Three hours credit.

MMT 2233 – Human Resource Management.
Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. Three hours lecture. Three hours credit.

MMT 2513 – Entrepreneurship.
Overview of activities that are involved in planning, establishing, and managing a small business enterprise. Topics to be covered will include planning, location, analysis, financing, and development of a business plan. Two hours lecture. Two hours laboratory. Three hours credit.

MMT 2533 – Purchasing/Supply Management.
Principles and techniques for developing an effective and efficient purchasing/supply/materials system. Emphasis on procedures, quantities, delivery, suppliers, price determination, outsourcing, service purchasing international purchasing, and quality specifications. Three hours lecture. Three hours credit.

MMT 2713 – Principles of Real Estate.
The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferal of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three hours lecture. Three hours credit.

MMT 2723 – Real Estate Law.
Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three hours lecture. Three hours credit.

MMT 2733 – Real Estate Finance.
This course provides a background in the principles and methods of financing real estate. Real estate mortgage credit operations of commercial banks are broken into the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Both private and governmental institutions are covered. Three hours lecture. Three hours credit.

MMT 2744 – Real Estate Appraisal.
An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. This course also includes standards of professional appraisal practice. Four hour lecture. Four hours credit.

MGT 1111 – CPR and First Aid.
This course develops the knowledge and skills necessary to provide emergency care for the injured or ill until appropriate professionals take over. One hour lecture. One hour credit.

MGT 1214 – Introduction to Massage Therapy.
This course teaches the student theories and principles of therapeutic massage and includes the effects, benefits, indications and contraindications, history of massage therapy, Mississippi laws and regulations pertaining to massage therapist, educational and licensing requirements, professional ethics, equipment and products, client evaluations, draping techniques, massage environment, massage therapy in a healthcare system, sanitary and safety practices, therapist body mechanics, conditioning, strengthening, flexibility, human relationship skills, and basic business and marketing skills. Four hours lecture. Four hours credit.

MGT 1224 – Massage Therapy I.
This course examines basic skills in massage therapy for various modalities. Each modality will move into the next progressive phase enhancing the student's knowledge. Four hours lecture. Four hours credit.

MGT 1233 – Massage Therapy I Lab.
This course develops basic skills in massage therapy for various modalities in a laboratory setting. Each modality will move into the next progressive phase enhancing the student's knowledge. Six hours laboratory. Three hours credit.

MGT 1244 – Massage Therapy II.
Students will develop basic skills in massage therapy. Each modality will move into the next progressive phase enhancing the student's knowledge. Four hours lecture. Four hours credit.

MGT 1253 – Massage Therapy II Lab.
Students will develop basic skills in massage therapy in a laboratory setting. Each modality will move into the next progressive phase enhancing the student's knowledge. Six hours laboratory. Three hours credit.

MGT 1263 – Massage Therapy Clinical Lab II.
This course applies the principles and theories of Introduction to Massage Therapy and Massage Therapy I and builds on the principles and theories taught in Massage Therapy II and is a continuation of Massage Therapy Clinical Lab I. Six hours laboratory. Three hours credit.

MGT 1272 – Specialized Modalities I.
Students will be introduced to several different traditions of massage and bodywork. Two hours lecture. Two hours credit.

MGT 1281 – Massage Therapy Clinical Lab I.
This course applies the principles and theories of Introduction to Massage Therapy and Massage Therapy I. Two hours laboratory. One hour credit.

MGT 1333 – Kinesiology.
This course studies the mechanical aspects of human motion. Three hours lecture. Three hours credit.

MGT 1343 – Pathology and Medical Terminology.
This course is designed to teach the student functional assessment of therapeutic massage in relation to pathology. The student learns pathology of multiple systems and determines its impact on the delivery of massage therapy services in his or her own practice. Discussion of the massage therapy scope of practice and its relationship to other allied health professions is included. Understanding methods of communication with other professionals and clients, exploring holistic self-care practices, and developing a systematic evaluation and documentation scheme are also covered. Three hours lecture. Three hours credit.

MGT 1612 – Board Preparation.
A basic course to provide students with skills review for board certification. *If student is already a Licensed Massage Therapist, another academic course may be taken. Two hours lecture. Two hours credit.

MGT 2223 – Massage Therapy III.
This course will provide students with additional knowledge and information in the area of techniques. Two hours lecture. Two hours laboratory. Three hours credit.

MGT 2233 – Massage Therapy IV.
This course will provide students with additional knowledge and information in the area of techniques. Two hours lectures. Two hours laboratory. Three hours credit.

MGT 2272 – Specialized Modalities II.
This course will provide students more in-depth knowledge of additional traditions of massage and bodywork. Two hours lecture. Two hours credit.

MGT 2514 – Massage Therapy Anatomy and Physiology I.
A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Two hours laboratory. Four hours credit.

MGT 2524 – Massage Therapy Anatomy and Physiology II.
A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses, endocrine, cardiovascular, lymphatic and immune, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three hours lecture. Two hours laboratory. Four hours credit.

OCCUPATIONAL THERAPY ASSISTANT TECHNOLOGY

OTA 1113 – Foundations of Occupational Therapy.
This intake course is an introduction to the field of occupational therapy including history, role orientation, professional organizational structure, legal and ethical implications, legislation, specific practice arenas, and the process of service delivery. Three hours lecture. Three hours credit.

OTA 1121 – Medical Terminology.
This intake course is a study of medical language relating to body systems including diseases, physical conditions, abbreviations, and symbols as applied to occupational therapy. Professional language for occupational therapy will be included. One hour lecture. One hour credit.

OTA 1132 – Therapeutic Anatomy.
This intake course will focus upon the structures of the human body and their respective functions. Emphasis will be placed upon the muscular, skeletal, and nervous systems. Two hours lecture. Two hours credit.

OTA 1213 – Pathology of Psychiatric Conditions.
This intake course provides a basic knowledge of psychiatric disorders encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various psychiatric conditions. The role and function of the OTA in the treatment process is also emphasized. Three hours lecture. Three hours credit.

OTA 1223 – Pathology of Physical Disability Conditions.
This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological physical conditions. The role and function of the OTA in the treatment process is also emphasized. Three hours lecture. Three hours credit.

OTA 1233 – Pathology of Developmental Conditions.
This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological developmental conditions. The student will compare and contrast normal and abnormal developmental patterns. The role and function of the OTA in treatment process is also emphasized. Three hours lecture. Three hours credit.

OTA 1243 – Pathology of Orthopedic Conditions (Prerequisites: OTA 1132 & OTA 1314).
This intake course provides a basic knowledge of selected orthopedic conditions encountered in occupational therapy practice. Emphasis is placed upon mechanisms of pathology and basic treatment approaches. The role and function of the OTA in the treatment process is also emphasized. Three hours lecture. Three hours credit.

OTA 1314 – Kinesiology (Prerequisite: OTA 1132).
This intake course studies individual muscles and muscle functions, biomechanical principles of joint motion, gait patterns, normal movement patterns, and goniometry. Three hours lecture. Two hours laboratory. Four hours credit.

OTA 1413 – Therapeutic Media (Prerequisite: OTA 1113).
This manipulation course provides knowledge and use of tools, equipment, and basic techniques of woodworking and craft activities as therapeutic media. Emphasis is given to analyzation and instruction of activities frequently used as occupational therapy media. Two hours lecture. Two hours laboratory. Three hours credit.

OTA 1423 – Occupational Therapy Skills I.
This manipulative course provides fundamental knowledge of practice skills used with patients/clients across the life span and with various diagnoses. Observation and documentation techniques will be introduced. Two hours lecture. Two hours laboratory. Three hours credit.

OTA 1433 – Occupational Therapy Skills II (Prerequisite: OTA 1423).
This manipulative course provides intermediate practice skills used with patients/clients across the life-span and with various diagnosis. Two hours lecture. Two hours laboratory. Three hours credit.

OTA 1513 – Group Process.
This manipulative course introduces theory and research findings explaining group dynamics. The course teaches the student how to facilitate group effectiveness and the skills to apply that knowledge in practical situations. Methods and skills necessary to plan, write, and lead an occupational therapy group will be taught. The course focuses on the importance of group activity intervention primarily with the psychiatric population. Two hours lecture. Two hours laboratory. Three hours credit.

OTA 1913 – Fieldwork IA (Prerequisite: OTA 1423).
This course is designed to provide the student with an opportunity to observe and participate in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the assigned clinical setting. One hour lecture. Six hours clinical. Three hours credit.

OTA 2443 – Occupational Therapy Skills III (Prerequisite: OTA 1433).
This manipulation course provides advanced practice skills used with patients/clients across the life-span and with various diagnoses. Two hours lecture. Two hours laboratory. Three hours credit.

OTA 2714 – Concepts in Occupational Therapy (Prerequisite: OTA 1223, 1423, 1242 or 1243).
This manipulative course studies the occupational therapy treatment techniques for a variety of diagnoses while incorporating theoretical concepts. Three hours lecture. Two hours laboratory. Four hours credit.

OTA 2812 – Healthcare Systems.
This intake course is designed to examine the context of service delivery for occupational therapy. Various models of health care, education, community, and social systems will be examined. Two hours lecture. Two hours credit.

OTA 2935 – Fieldwork IB (Prerequisite: OTA 1423).
This application course is designed to provide the student with an opportunity to apply their knowledge of the occupational therapy process in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the clinical setting. One hour lecture. Twelve hours clinical. Five hours credit.

OTA 2946 – Fieldwork IIA (Prerequisites: OTA 1113, 1121, 1132, 1213, 1223, 1233, 1242, 1314, 1413, 1423, 1433, 1513, 1913, 2443, 2714, 2812, 2935, 2961).

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. In Level IIA the student may encounter a variety of populations in a traditional or nontraditional based setting. Students will assume increasing responsibilities under supervision as appropriate for the setting. Eighteen hours clinical. Six hours credit.

OTA 2956 – Fieldwork IIB (Prerequisites: OTA 1113, 1121, 1132, 1213, 1223, 1233, 1242, 1314, 1413, 1423, 1433, 1513, 1913, 2443, 2714, 2812, 2935, 2961).

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. In Level IIB, the student may encounter a variety of populations in a traditional or nontraditional based setting. Students will assume increasing responsibilities under supervision as appropriate for the setting. Eighteen hours clinical. Six hours credit.

OTA 2961 – Occupational Therapy Transitions I.

This course provides information and guidance to the student for their transitional process of becoming an Occupational Therapy Practitioner. This course will encompass a variety of professional skills and concepts. In addition, vital life skills will be discussed. One hour lecture. One hour credit.

OTA 2971 – Occupational Therapy Transitions II (Prerequisite: OTA 2961).

This course provides final preparation to the student for the transitional process of becoming an Occupational Therapy Practitioner. Three day seminar. One hour credit.

PARALEGAL TECHNOLOGY

LET 1123 – Introduction to Law.

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

LET 1213 – Legal Research.

This course is an introduction to basic sources of law and the methods of legal research, including ethics. Two hours lecture. Two hours laboratory. Three hours credit.

LET 1513 – Family Law.

This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Three hours lecture. Three hours credit.

LET 1523 – Wills and Estates.

This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Three hours lecture. Three hours credit.

LET 1713 – Legal Writing (Prerequisites: LET 1123 & LET 1213).

This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. Three hours lecture. Three hours credit.

LET 2313 – Civil Litigation I (Prerequisites: LET 1123 & LET 1213).

This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Three hours lecture. Three hours credit.

LET 2323 – Torts (Prerequisite: LET 1123).

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

LET 2333 – Civil Litigation II (Prerequisite: LET 2313).

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

LET 2343 – Contracts.

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

LET 2353 – Criminal Law.
This course provides an overview of criminal law, and the procedures involved in the criminal process. The course focuses on the Mississippi court system, legal terminology involved in criminal practice, and on gathering information and evidence, and using ethical standards. Three hours lecture. Three hours credit.

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

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

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

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

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

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

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

LET 2923 – Internship for Paralegal.
Supervised practical experience in a private law office, courts, government offices, or businesses. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. (135 clock hours supervised work experience minimum). Three hours credit.

PHYSICAL THERAPIST ASSISTANT

PTA 1123 – Fundamental Concepts of Physical Therapy.
This course is an introduction to the field of physical therapy including role orientation, professional organizational structure, legal and ethical implications, and legislation. Historical patterns in the development of the profession will be explored and medical terminology introduced. Three hours lecture. Three hours credit.

PTA 1131 – PTA Practicum I.
This course is designed to provide the student with observational time with participation in selected physical therapy activities. Three hours clinical. One hour credit.

PTA 1213 – Fundamental Skills for Physical Therapist Assistants (Pre/Co-requisite: PTA 1123).
This course provides knowledge of topics utilized in the practice of physical therapy. Topics covered will include positioning, draping, transfers, body mechanics, gait training, and standard precautions. Vital signs, first aid, and emergency techniques will also be covered. Two hours lecture. Two hours laboratory. Three hours credit.

PTA 1223 – Therapeutic Modalities (Pre/Co-requisites: PTA 1123, 1213 & 1314).
This course is an introduction to the theory and practical application of hydrotherapy, thermotherapy, cryotherapy, light therapy, and mechanotherapy. Emphasis will be placed on the technique of application, indications, and contraindications of modalities. Two hours lecture. One hour laboratory. Three hours credit.

PTA 1314 – Kinesiology (Pre/Co-requisites: PTA 1123 & 1213).
This course studies individual muscles and muscle functions, biomechanical principles of joint motion, gait analysis, goniometry, and postural assessment. Three hours lecture. Two hours laboratory. Four hours credit.

PTA 1324 – Therapeutic Exercise and Rehabilitation I (Pre/Co-requisites: PTA 1123, 1213, 1223 & 1314).

This course provides an overview of the biochemical and neurophysiological basis and application of various therapeutic exercises. The basics of therapeutic exercise are correlated with specific conditions. This course focuses on rehabilitation techniques in the treatment of a variety of selected conditions. Specialized exercise procedures are emphasized. Three hours lecture. Two hours laboratory. Four hours credit.

PTA 1912 – Seminar I.

This course presents the opportunity for group assembly on a regular basis to work toward achievement of course objectives. Leadership skills, an understanding of group dynamics, community service, interaction with other health education students, and the practice of reading and interpreting professional literature are emphasized. A desire to continue development of knowledge and skills is stressed. Two hours lecture. Two hours credit.

PTA 1922 – Seminar II (Prerequisite: PTA 1123).

This course provides the opportunity for group assembly on a regular basis to work to achieve course objectives. Demonstration of leadership skills, an understanding of group dynamics, community service, interaction with other health education students, and the practice of reading and interpreting professional literature are further developed. A desire to continue development of knowledge and skills is emphasized. Two hours lecture. Two hours credit.

PTA 2234 – Electrotherapy (Prerequisites: PTA 1123, 1213 & 1314).

This course emphasizes theory and practical application of electrotherapy and other therapeutic procedures. Indications and contraindications of modalities are also discussed. Three hours lecture. Two hours laboratory. Four hours credit.

PTA 2334 – Therapeutic Exercise and Rehabilitation II (Pre/Co-requisites: PTA 1123, 1213, 1223, 1314, 1324 & 2413).

This course presents theory, principles, and techniques of therapeutic exercise and rehabilitation for primarily neurological conditions. Methods of functional, motor, and sensory assessment and intervention techniques are included. Principles of prosthetics and orthotics, functional training, and other techniques are covered. Three hours lecture. Two hours laboratory. Four hours credit.

PTA 2413 – Clinical Education I (Prerequisites: Core Physical Therapist Assistant Courses).

This course provides supervised clinical experiences in demonstrating the attributes and applying the skills for which students have been deemed competent for the clinical setting. Nine hours clinical. Three hours credit.

PTA 2423 – Clinical Education II (Prerequisites: Core Physical Therapist Assistant Courses).
This is the first of three culminating clinical education experiences (identified in a Normative Model of PTA Education as the first full-time clinical experience) that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the physical therapy profession. Nine hours clinical. Three hours credit.

PTA 2433 – Clinical Education III (Prerequisites: Core Physical Therapist Assistant Courses).
This is the second of three culminating clinical education experiences that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the Physical Therapy profession. Nine hours clinical. Three hours credit.

PTA 2443 – Clinical Education IV (Prerequisites: All Core Physical Therapist Assistant and Clinical Education Courses).
This is the third of three culminating clinical education experiences (identified in a Normative Model of PTA Education as the last full-time clinical experience) that provide supervised clinical experiences in demonstrating the attributes and applying the skills that prepare students for entry into the Physical Therapy profession. Nine hours clinical. Three hours credit.

PTA 2513 – Medical Conditions and Related Pathology (Pre/Co-requisites: PTA 1123, 1213, 1314, 1324 1223, 2234, 2413 & 2334).
This course provides a basic knowledge of selected diseases and conditions encountered in physical therapy practice. Emphasis is on etiology, pathology, and clinical picture of diseases studied. Various physical therapy procedures in each disability are discussed. Three hours lecture. Three hours credit.

PTA 2523 – Physical Therapy Seminar (Prerequisite: Four semesters of core Physical Therapist Assistant course work).
This course represents a synthesis of previous didactic, laboratory, and clinical experiences. Students are directed to explore a topic or area of interest in physical therapy practice. Recognition of the importance of employability skills after graduation is included. Three hours lecture. Three hours credit.

PTA 2912 – Seminar III (Prerequisite: PTA 1912 & 1922).
This course further develops the principles and characteristics presented in PTA 1912 & PTA 1922. Two hours lecture. Two hours credit.

PRECISION MACHINING TECHNOLOGY

MST 1114 – Power Machinery I.
A course in the operation of power machinery. Includes instruction and practice in the safe operation of lathes, drill presses, and vertical mills. Two hours lecture. Four hours laboratory. Four hours credit.

MST 1124 – Power Machinery II (Prerequisite: MST 1114).
A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two hours lecture. Four hours laboratory. Four hours credit.

MST 1233 – Basic Shop Math.
A basic unit of instruction for machine trade occupations, problem solving of whole numbers, fractions, decimals, percentages, averages, ratio, and proportion. Trade formulas in applied geometry and trigonometry. Three hours lecture. Three hours credit.

MST 1313 – Machine Tool Mathematics.
An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. Two hours lecture. Two hours laboratory. Three hours credit.

MST 1413 – Blueprint Reading.
A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. Two hours lecture. Two hours laboratory. Three hours credit.

MST 1423 – Advanced Blueprint Reading (Prerequisite: MST 1413).
A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. Two hours lecture. Two hours laboratory. Three hours credit.

MST 1613 – Precision Layout.
An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. Two hours lecture. Two hours laboratory. Three hours credit.

MST 2134 – Power Machinery III (Prerequisite: MST 1124).
A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. Two hours lecture. Four hours laboratory. Four hours credit.

MST 2144 – Power Machinery IV (Prerequisite: MST 2135).
A continuation of Power Machinery III with emphasis on highly advanced operations of the radial arm drill, milling machine, engine lathe, and precision grinder. Two hours lecture. Four hours laboratory. Four hours credit.

MST 2714 – Computer Numerical Control Operations I.
An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system programming codes and commands and tooling requirement for NC/CAM machines. Three hours lecture. Two hours laboratory. Four hours credit.

MST 2724 – Computer Numerical Control Operations II (Pre/Co-requisite: MST 2714).
A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two hours lecture. Four hours laboratory. Four hours credit.

MST 2813 – Metallurgy.
An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. Two hours lecture. Two hours laboratory. Three hours credit.

MST 2911 – 2913 – Special Problem in Machine Tool Technology.
A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two to six hours laboratory. One to three hours credit.

SURGICAL TECHNOLOGY

SUT 1113 – Fundamentals of Surgical Technology (Co-requisites: All 1st semester courses) (Prerequisites: CPR-Health Care Provider).
This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, and biomedical sciences. Three hours lecture. Three hours credit.

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

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

SUT 1314 – Surgical Anatomy (Co-requisites: All 1st semester courses).
Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Four hours lecture. Four hours credit.

SUT 1413 – Surgical Microbiology (Co-requisites: All 1st semester courses).
This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection. Three hours lecture. Three hours credit.

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

SUT 1528 – Specialized Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).
This course includes instruction in regional anatomy, pathology, instrumentation, techniques, and safe patient care in surgical specialty areas of ear, nose, and throat; eye; oral & maxillofacial surgery, orthopedics, and plastics. This course requires clinical experience in area hospital surgical suites and related departments. Four hours lecture. Twelve hours clinical. Eight hours credit.

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

SUT 1703 – Certification and Role Transition.

This course is an in-depth study of the role of the surgical technologist and review for the certification examination. The course examines liability and legal issues of practice, adapting critical thinking skills to a variety of practice settings, effective team and professional behaviors, continuing education, and ethical issues. Practice on computer simulations is required. Three hours lecture. Three hours credit.

WELDING AND CUTTING TECHNOLOGY

WLT 1115 – Shielded Metal Arc Welding I (SMAW).

This course is designed to teach students welding techniques using the SMAW process. One hour lecture. Eight hours laboratory. Five hours credit.

WLT 1124 – Gas Metal Arc Welding (GMAW).

This course is designed to give the student experience in various welding applications with the GMAW process using various modes of transfer. One hour lecture. Six hours laboratory. Four hours credit.

WLT 1135 – Gas Tungsten Arc Welding (GTAW).

This course is designed to give the student experience in various welding applications using the GTAW process. One hour lecture. Eight hours laboratory. Five hours credit.

WLT 1143 – Flux Cored Arc Welding (FCAW).

This course is designed to give the student experience using FCAW process. One hour lecture. Four hours laboratory. Three hours credit.

WLT 1154 – Pipe Welding (Prerequisites: WLT 1115 & 1225).

This course is designed to give the student experience in pipe welding procedures. One hour lecture. Six hours laboratory. Four hours credit.

WLT 1162 – Gas Metal Arc Aluminum Welding.

This course is designed to give the student experience in Gas Metal Aluminum Welding. One hour lecture. Two hours laboratory. Two hours credit.

WLT 1173 – Introduction to Welding and Safety.

This course is designed to give student an introduction to the welding profession and experience in safety procedures related to welding. Two hours lecture. Two hours laboratory. Three hours credit.

WLT 1225 – Shielded Metal Arc Welding II.
This course is designed to teach students advanced welding techniques using the SMAW process. One hour lecture. Eight hours laboratory. Five hours credit.

WLT 1232 – Blueprint Reading, Welding Symbols, and Metallurgy.
This course is designed to give the student experience in blueprint reading, welding symbols, and metallurgy. One hour lecture. Two hours laboratory. Two hours credit.

WLT 1252 – Advanced Pipe Welding.
This course is designed to give the student advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes. One hour lecture. Two hours laboratory. Two hours credit.

WLT 1313 – Cutting Processes.
This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. One hour lecture. Four hours laboratory. Three hours credit.

WLT 1912 – Special Problems in Welding and Cutting Technology.
A course to provide the students with an opportunity to utilize skills and knowledge gained in other Welding and Cutting Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Four hours laboratory. Two hours credit.

WLT 192(1-6) – Supervised Work Experience in Welding and Cutting Technology.
A course which is a cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. 45 to 270 industry hours. One to six hours credit.

WLT 2812 – Welding Metallurgy.
This course is designed to give the student experience in the concept of metallurgy and how metals react to internal and external strains and temperature changes. Two hours lecture. Two hours credit.

WLT 2913 – Welding Code.
This course is designed to give the student experience in the various welding codes and the experience in interpretation of these codes. Three hours lecture. Three hours credit.

WORK-BASED LEARNING

WBL 191(1-3) — Work-Based Learning I.
WBL 192(1-3) — Work-Based Learning II.
WBL 193(1-3) — Work-Based Learning III.
WBL 291(1-3) — Work-Based Learning IV.
WBL 292(1-3) — Work-Based Learning V.
WBL 293(1-3) — Work-Based Learning VI.

Work-Based Learning offers supervised work experience for Career Technical majors in which the student, Work-Based Learning Coordinator/Instructor, and worksite supervisor/mentor develop and implement a business/education training agreement. Work-Based Learning is designed to integrate the student's academic and technical skills into a work environment. Six semesters of Work-Based Learning are offered with 1-3 semester hours credit available per semester and summer sessions. Credit is awarded based on the following chart:

> 45 clock hours at work per semester = 1 hour credit
> 90 clock hours at work per semester = 2 hours credit
> 135 clock hours at work per semester = 3 hours credit

A maximum of six hours of WBL credits may be substituted for technical courses (required or elective) upon the approval of the student's advisor, the campus Career Technical Director, and the Career Technical Vice President.

CAREER TECHNICAL ELECTIVES

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

SSP 1002 – Smart Start Pathway.
Students will enroll in the MS Works system and learn three components within the pathway: Career Awareness, Necessary Skills, and Basic Skills. They will develop the foundational skills needed for their careers, learn and practice good work habits and effective communication that is necessary in successful employment. Students will learn how to become prepared to learn new skills for future careers within their region's workforce sector, identifying the career components that are necessary for middle-skill employment. Students will complete the WorkKeys® assessment in Workplace Documents, Applied Math, and Graphic Literacy which allows students to quantify the foundational skills needed to perform job tasks successfully and enables students to demonstrate they have these skills. Upon completion of this assessment, students will earn a National Career Readiness Certificate, a credential issued by ACT that documents work readiness.

CAREER COURSE DESCRIPTIONS

The following course descriptions indicate the number of lecture and laboratory periods the course meets per week. Credit is awarded in terms of semester hours. The credit will apply toward career certificates. It is not designed to transfer in an academic major.

COSMETOLOGY

COV 1123 – Cosmetology Orientation.
This course will cover the history, career opportunity, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Three hours laboratory. Three hours credit.

COV 1245 – Cosmetology Science I.
This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three hours lecture. Six hours laboratory. Five hours credit.

COV 1255 – Cosmetology Science II (Prerequisite: COV 1245).
This course consists of the study of anatomy and physiology. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three hours lecture. Six hours laboratory. Five hours credit.

COV 1263 – Cosmetology Science III (Prerequisite: COV 1255).
This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Three hours laboratory. Three hours credit.

COV 1426 – Hair Care I.

This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Twelve hours laboratory. Six hours credit.

COV 1436 – Hair Care II (Prerequisite: COV 1426).

This course consists of the advanced study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two hours lecture. Twelve hours laboratory. Six hours credit.

COV 1443 – Hair Care III (Prerequisite: COV 1436).

This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Nine hours laboratory. Three hours credit.

COV 1522 – Nail Care I.

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours laboratory. Two hours credit.

COV 1532 – Nail Care II (Prerequisite: COV 1522).

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours laboratory. Two hours credit.

COV 1542 – Nail Care III (Prerequisite: COV 1532).
This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours laboratory. Two hours credit.

COV 1622 – Skin Care I.
This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, and facial makeup. Included are classroom theory and Clinical practices as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours laboratory. Two hours credit.

COV 1632 – Skin Care II (Prerequisite: COV 1622).
This course consists of intermediate skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours laboratory. Two hours credit.

COV 1642 – Skin Care III (Prerequisite: COV 1632).
This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours laboratory. Two hours credit.

COV 1722 – Salon Business I.
This course prepares students to operate a successful salon. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions. One hour lecture. Three hours laboratory. Two hours credit.

COV 1732 – Salon Business II (Prerequisite: COV 1722).
This course prepares students to operate a successful salon and seek employment. Included are classroom theory and Clinical practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One hour lecture. Three hours laboratory. Two hours credit.

COV 2816 – Cosmetology Teacher Training I (Prerequisite: Students must have at least two years of active practical experience as a licensed cosmetologist and currently hold a valid Mississippi cosmetology license).

Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. Three hours lecture. Nine hours laboratory. Six hours credit.

COV 2826 – Cosmetology Teacher Training II (Prerequisite: COV 2816 and consent of the instructor).

Instruction will be given in developing appropriate communication skills, effective use of visual aids, identification of various teaching styles, and practical application of cosmetology instruction. Three hours lecture. Nine hours laboratory. Six hours credit.

COV 2836 – Cosmetology Teacher Training III (Prerequisite: COV 2816, COV 2826, and consent of the instructor).

Instruction will be given in development of appropriate lesson plans and practical application of cosmetology instruction. Three hours lecture. Nine hours laboratory. Six hours credit.

COV 2846 – Cosmetology Teacher Training IV (Prerequisite: COV 2816, COV 2826, COV 2836 and consent of the instructor).

Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Two hours lecture. Twelve hours laboratory. Six hours credit.

COV 2857 – Cosmetology Teacher Training V (Prerequisite: COV 2816, COV 2826, COV 2836, COV 2846 and consent of the instructor).

Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Twenty-one hours laboratory. Seven hours credit.

COV 2867 – Cosmetology Teacher Training VI (Prerequisite: COV 2816, COV 2826, COV 2836, COV 2846, COV 2857 and consent of the instructor).

Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Twenty-one hours laboratory. Seven hours credit.

COV 2877 – Cosmetology Teacher Training VII (Prerequisite: COV 2816, COV 2826, COV 2836, COV 2846, COV 2857, COV 2867 and consent of the instructor).
Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Twenty-one hours laboratory. Seven hours credit.

COV 2887 – Cosmetology Teacher Training VIII (Prerequisite: COV 2816, COV 2826, COV 2836, COV 2846, COV 2857, COV 2867, COV 2877 and consent of the instructor).
Instruction will be given in classroom management techniques; cosmetology laws, rules, and regulations; and practical application of cosmetology instruction. Twenty-one hours laboratory. Seven hours credit.

COV 295(1-6) – Brush Up Hours in Cosmetology.
This course is designed to provide students with brush up hours necessary to qualify students to take the state licensure examination. The instructor and student work closely together to select topics and establish criteria for completion of the project. Three to eighteen hours laboratory. One to six hours credit.

HEALTH CARE ASSISTANT

HCA 1116 – Basic Health-Care Assisting.
This course includes orientation to program policies: developing employability and job-seeking skills; applying legal aspects of health care; applying safety considerations; communication and observation skills; medical terminology; and basic health care procedures. Two hours lecture. Six hours laboratory. Three hours clinical. Six hours credit.

HCA 1124 – Special Care Procedures.
This course includes specialized procedures for assisting with diagnostic procedures; assisting with treatments; assisting with elimination needs of clients; assisting in meeting hydration and nutritional needs of the client; basic emergency procedures to include CPR/first aid; and basic knowledge and skills required to care for the long-term-care resident. Safety is emphasized throughout each procedure. One hour lecture. Four hours laboratory. Three hours clinical. Four hours credit.

HCA 1132 – Phlebotomy.
This course includes the knowledge and skills of basic phlebotomy required to become a certified phlebotomist. Concepts include safety, infection control, phlebotomy equipment and supplies, and phlebotomy procedures associated with venipuncture and blood collection. Two hours laboratory. Three hours clinical. Two hours credit.

HCA 1214 – Body Structure and Function.
This course includes study of the structure, function, common disorders, and normal aging-related changes of the integumentary, musculoskeletal, nervous, circulatory, respiratory, digestive, urinary, reproductive, endocrine, and sensory systems; stages of human growth and development; and nutritional needs through the life cycle. Three hours lecture. Two hours laboratory. Four hours credit.

HCA 1312 – Home Health Aide and Homemaker Services.
This course includes basic knowledge and skills required to care for the homebound client and basic knowledge and skills required to provide homemaker services. One hour lecture. Two hours laboratory. Two hours credit.

PRACTICAL NURSING

PNV 1213 – Body Structure and Function.
This course is a study of body structure and function including each system of the body. Three hours lecture. Three hours credit.

PNV 1444 – Nursing Fundamentals & Clinical.
This course provides the student with the basic knowledge and skills necessary to care for the individual in wellness and illness and is applicable across the lifespan, as well as demonstration and supervised practice of the fundamental skills related to practical nursing. Seven hours lecture. Ten hours laboratory. Six hours clinical. Fourteen hours credit.

PNV 1524 – IV Therapy & Pharmacology (Prerequisites: PNV 1213 & PNV 1444).
This course provides the student with principles of IV therapy and pharmacology. Principles covered in the course include the administration of medication, administration of IV fluids, and administration of IV medications included in the scope of practice for the practical nurse. The expanded role of IV therapy included in this course is in accordance with the Mississippi Nursing Practice Law and Administrative Code. Three hours lecture. Two hours laboratory. Four hours credit.

PNV 1666 – Medical Surgical Nursing Concepts & Clinical.
This course provides the student with the basic nursing theory and skills to provide safe and effective care for the adult client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy considerations for various disorders are included. The systems not covered in this course are taught in Alterations in Adult Health Concepts and Clinical (PNV 1676). This course also includes clinical experiences for application of nursing theory and skills for safe and effective care of the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems. Four hours lecture. Six hours clinical. Six hours credit.

PNV 1676 – Alterations in Adult Health Concepts & Clinical.
This course provides the student with the basic nursing theory and skills to provide safe and effective care for the adult client experiencing acute, chronic, or life-threatening physical health conditions in selected body systems. Pharmacological and nutritional therapy considerations for various disorders are included. The systems not covered in this course are taught in Medical/Surgical Nursing Concepts and Clinical (PNV 1666). This course also includes clinical experiences for application of nursing theory and skills for safe and effective care of the adult client experiencing acute, chronic, or life-threatening physical health conditions in all body systems. Four hours lecture. Six hours clinical. Six hours credit.

PNV 1682 – Adult Health Nursing Concepts & Clinical (Prerequisites: PNV 1213 & PNV 1444).
This course is designed to provide the student with the basic theory and clinical experiences needed to provide safe, effective care to the adult client experiencing acute, chronic, or life- threatening physical health conditions in all body systems and the knowledge to prepare for the role transition from student to practical nurse. Eight hours lecture. Four hours clinical. Twelve hours credit.

PNV 1728 – Specialty Areas in Nursing (Prerequisites: PNV 1213 & PNV 1444).
This course provides the student with the basic knowledge and skills to promote and/or provide safe and effective care for clients and families during the antepartum, intrapartum, and postpartum periods as well as in infancy through adolescence. It also provides the basic knowledge and skills to assist in the promotion of the emotional, mental, and social well-being of the client and family experiencing a mental health alteration. 7.33 lectures. Two hours clinical. Eight hours credit.

PNV 1914 – Nursing Transition.
Nursing Transition promotes the development of clinical decision-making skills and an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam are included. Two hours lecture. Two hours laboratory. Three hours clinical. Four hours credit.

ADDENDUM A:
Information Technology Use Policy

General

Holmes Community College is dedicated to providing the best possible services to its employees and students and is committed to ensuring that the information system resources are used appropriately for the purposes they are intended. This policy governs the use of all computers, computer-based communications, networks, and all related equipment (including Career Technical equipment) administered by Holmes Community College, referred to hereafter as HCC. This policy is designed to help you understand the expectations for the use of the resources provided. Restrictions placed on use are to protect the resources and integrity of the network and to comply with all local, state, and federal laws and regulations. By using these facilities and equipment the user acknowledges consent to abide by this policy.

Authorized Users

An authorized user is defined as any employee, student, or guest that has completed the Information Technology Use Agreement Form and/or has been approved by the Information Technology Department, referred to hereafter as IT. For students, the agreement form is part of the enrollment application.

Appropriate and Acceptable Use

The computer facilities, equipment, and software of HCC are to be used only by authorized users. Appropriate use is defined as official business conducted by authorized users. However, occasional or incidental use by authorized users for personal, non-business purposes is acceptable provided that all use is compliant with this policy. Users need to demonstrate a sense of responsibility and may not abuse the privilege. The user should be aware that any communications, files or use of HCC information systems resources are not to be considered private or confidential, regardless of passwords and deletions, and may be monitored, searched and/or archived at any time. HCC reserves the right to prohibit access to certain sites, material and programs.

The following are some guidelines for appropriate and acceptable use:
- Be polite. Do not be abusive in your communications or emails to others.
- Use appropriate language. Do not use obscene language, vulgarities, sexually suggestive or any language that may be derogatory toward race, religion, ethnicity, or gender.
- Communications should be in a professional manner and not reflect negatively upon HCC.
- Alternate means of delivery should be considered when sending large attachments especially to multiple recipients.
- Users are responsible for the physical condition of the equipment that they are operating. User shall not break, disassemble or otherwise cause damage to any computer or computer related equipment.
- Sharing of resources or access to resources between students, faculty and staff must be approved by IT.
- If you learn of a virus alert or security threat, report it only to IT for evaluation immediately. Do NOT take any other action.

The following are expressly prohibited:

- Violating any local, state or federal laws and regulations while using HCC facilities and equipment.
- Viewing, storing or distributing obscene, pornographic or objectionable material.
- Participating in gambling.
- Downloading or distributing or attempting to download or distribute pirated software or data.
- Deliberately propagating any virus, worm, Trojan horse, or trap-door program code.
- Disabling or overloading or attempting to disable or overload any system or network.
- Attempting to hide your identity or represent yourself as someone else when sending email or any other type of communication.
- Intentionally causing network congestion[1] or significantly hampering the ability of other users to access resources.
- Disclosing any confidential or HCC information unless granted by HCC.
- Violating copyright laws to include copy, retrieve, modify, or forward copyright materials except as permitted by the copyright owner.
- Using HCC information systems resources for soliciting, personal financial gain, partisan political activities or distributing "junk" email such as chain letters or spam.
- Engaging in any activity that may disrupt the use of resources for other users.
- Using programs that are detrimental to the performance, stability, and security of the network. Mass file searching, computer acceleration, and peer to peer file sharing have been banned.
- Installing servers, workstations, or notebook computers onto the network for any intention. Installations must be approved by IT prior to installation to insure the security and integrity of the network.

Software

Software programs, including but not limited to, Internet downloaded programs, utilities, add-ins, shareware, freeware, Internet access software, patches, or upgrades, shall not be installed, removed or altered on any desktop, laptop, or server by anyone other than a representative of IT without prior approval from IT. Software owned or licensed by HCC may not be copied to alternate media (except for backup purposes), distributed by email, transmitted electronically, or used in its original form on other than the equipment it was licensed for. In no case is the license agreement or copyright to be violated. Software licensed to HCC is to be used for its intended purpose according to the license agreement.

Hardware

Modifications or additions are not allowed without prior approval from IT. Do not relocate hardware unless it is approved by the person responsible t and a transfer form has been completed and delivered to Purchasing.

Security

Important and sensitive data is processed and stored on HCC computer systems. Local area networks (LAN), wide area networks (WAN), and the Internet increase the risk that data can be inappropriately accessed and used. Usernames and passwords are for the use of the specifically assigned user and are to be protected from abuse and/or use by other individuals. HCC has implemented several security measures to assure the safety and integrity of the network and data. Anyone who attempts to disable, defeat or circumvent any security measure will be subject to disciplinary action.

- Do NOT give your password to anyone other than IT.
- Do NOT post your password in a readily accessible area.
- Do NOT leave your computer logged on while not in use.
- Do NOT use someone else's account.
- Do NOT let someone use a computer while logged on with your account.
- Do NOT allow someone to connect a computer to the HCC network without approval from IT.

- Do NOT attempt to hack/crack[2] passwords
- Do NOT attempt to hack/crack into any systems.
- Do NOT engage in any activity[3] which may compromise the security of HCC electronic data, computer systems, internal networks, or external networks.
- Do NOT install any wireless devices without authorization from IT. This includes, but is not limited to, routers, hubs, or modems.
- Do NOT create additional domains or workgroups.
- Do NOT connect any hardware to the HCC network without prior approval from IT.

Data Backups

Even though IT maintains regular backups, it is the sole responsibility of each user to backup data that is important to them. Space has been reserved on selected servers for each employee to store important business related material. Do not store non-business related material in this space. Some classes provide network storage for students. This space is reserved for classroom material only. IT performs a daily backup of all network data files and system files. A complete backup is stored offsite monthly in the event of theft, fire, or other major disaster. This backup does not include data on each workstation.

Reliability

HCC/IT makes no warranties of any kind, whether expressed or implied, for the services that it is providing. HCC/IT will not be responsible for any damages you suffer. This includes, but not limited to, loss of data resulting from hardware failure, delays, non-deliveries, incorrect deliveries, or service interruptions.

Violations

All users are required to report any violations of this policy immediately to IT.

The Copyright Act of 1976 (amended in 1984) imposes fines up to $250,000 and up to two years imprisonment for first offenders who have willfully infringed a software copyright. The aim is to deter and punish software criminals. The law also applies to individuals and businesses that misuse copyrighted software. All copyright violations at HCC should be reported to IT so appropriate action can be taken to ensure HCC is operating within the scope of the law.

Any user who violates this policy is subject to disciplinary action which may include paying for damages, fines, denial of access to technology resources or other remedies applicable under local, state or federal laws or regulations. Faculty and Staff may also be subject to probation, suspension, or termination. Students may also be subject to suspension, expulsion, and /or other remedies as outlined in school and district policies. Furthermore, in the event of any illegal activity, the user may also be reported to the appropriate law enforcement authority which may result in criminal or civil prosecution. HCC will fully cooperate with law enforcement during an investigation.

Revisions

This policy is subject to revision at any time. It is the user's responsibility to conform to the current policy. The current policy and all revisions will be published in the College Bulletin and the Policy and Procedures Guide.

[1]Network Congestion – An excessive amount of traffic on the network, to the point where messages or other electronic communications are slow or blocked causing network performance to be adversely affected.

[2]Hack/Crack – To gain entry to a system to explore, destroy, alter and/or move data or resources in such a way that could cause injury or expense to others, or lead to the gathering of sensitive information.

[3]Security compromising activity – To freely give to unauthorized personnel one's user ID/passwords, internal IP numbers, and/or computer or server names or install unauthorized software are a few examples.

ADDENDUM B:
Copyright Policy

Ownership of Material/Copyright

I. Intellectual Property

This policy is applicable to and shall be deemed to be a part of the contract between Holmes Community College and full-time, part-time, and adjunct faculty and other employees and students of the college.

Any employee who plans to create materials or objects developed wholly or partially using Holmes Community College time, equipment, materials or facilities, and who plans to copyright, patent, or otherwise merchandise those materials or objects shall inform the President of that intent prior to using any college resources. Final approval of the resulting agreement rests with the President.

A. College Ownership

Holmes Community College reserves the right of ownership of all intellectual property including but not limited to, books, web pages, electronic documents, programs, curricular, etc. written or otherwise created while using College materials or equipment and while working during time that is compensated by the College.

Holmes, in return for unrestricted license to use and reproduce original work without royalty payment, shall transfer to the creator of that work full ownership of any present or subsequent copyright/patent in accordance with the following paragraph:

In the event that materials or objects are sold to entities outside the college, all income will go to the college until all developmental expenditures incurred by Holmes for that project, including stipends paid to the developer (over and above contract salary), prorated support staff salaries, supplies, and other expenses related to the creation of the materials or objects, are recovered. Thereafter, all remuneration as a result of copyright, publication or patented sale, will go to the creator(s) of the materials or objects.

B. Individual Ownership

However, intellectual property created by an employee of Holmes Community College on their own time and without the use of college facilities, equipment, materials, or support shall be the sole property of the creator(s).

Holmes employees are free to benefit from royalties and monies accruing from books written; teaching aids developed including workbooks, laboratory manuals, transparencies, tapes, films, computer programs, and similar materials; and any equipment designed or invented provided the work to produce such creations is done on the employee's own time and without the use of college facilities, equipment, materials, or support.

No college employee may realize a profit from materials sold exclusively to Holmes Community College students.

C. Co-ownership by College and Individual

In the event that the ownership of the intellectual property is shared by the College and the employee/creator (partnership), the employee/creator will share in the equity (right, claim, or interest) resulting from an intention or copyright. Further, the employee/creator will be entitled to participate in the management of a business related to development of his/her intellectual property. Finally, the employee/creator may share in the equity of a company designed to market for profit the created product.

Holmes Community College adheres to the principles set forth in the Copyright Law, 1976, and the Digital Millennium Copyright Act, 1998.

Since no employee of the college, acting as an employee of the college, may duplicate, distribute, and/or otherwise publish protected material without the written permission of the copyright holder, except under those circumstances in which use of the copy- righted material qualifies under the fair-use provision of the copyright laws, therefore - All persons wishing to copy and publish/distribute copyrighted material, including instructors wishing to use copyrighted material in their course handouts, syllabi, exams, etc., or publish such material through the Internet in online courses or otherwise transmit such material electronically or any other way, must obtain a copy of written permission to do so from the copyright holder.

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408

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    M.Div., Oral Roberts University
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Goodman Campus/Ridgeland Campus

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    M.A., Jackson State University
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    M.S., University of Alabama

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    B.S.N., University of Southern Mississippi
    M.S.N., University of Mississippi Medical Center

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Grenada Campus

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    M.S.N., University of Mississippi Medical Center

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    M.Accy., University of Mississippi

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    M.S., University of Phoenix
    Ed.S., Capella University

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    Advanced Technical Certificate, Holmes Community College
    A.A.S., Holmes Community College

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    M.B.A., Delta State University
    Ed.S., Liberty University
    Ed.D., Liberty University
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    B.S.N., University of Mississippi Medical Center
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    M.S.C.E., University of West Alabama
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    B.A., Mississippi College
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    B.S., Delta State University
    M.S., Delta State University
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