MAKE OUR *Holmes* YOUR HOME

DISTRICT BULLETIN 2022-2023

Holmes
COMMUNITY COLLEGE

Amendment Number VIII to the 2022-2023 HCC Bulletin

Effective Spring 2023

Page 15   **Revise Heading and Content for *TRANSIENT SUMMER SCHOOL ADMISSION* Section**

TRANSIENT ADMISSION

Students who are currently enrolled in another institution of higher learning and plan to return to the same school in the immediate next term should submit the following:

1. A current and complete application for admission.
2. An official current college transcript reflecting in progress enrollment and immediate next term enrollment from the home institution **OR** a current letter of good standing signed by the college registrar.

Page 19   **Remove (Delete) *EARLY ADMISSION OF HIGH SCHOOL STUDENTS PROGRAM* Section (Heading and Content)**

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	Entrepre Problem Solving	BOT 2613
		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.

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	QuickBooks	BOT 2433
		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 II	BOT 1853	English Composition II	ENG 1123
Microsoft Access	BOT 2333	OR Public Speaking I	SPT/COM1113
Human Resource Mgmt	BOT 2233	OR Social/Behavioral Science	3
Entrepre Problem Solving	BOT 2613	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.

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	Microsoft Excel I	BOT 1823
Commun. Essentials	BOT 1763	QuickBooks	BOT 2433
		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
Career Readiness	BOT 2183	English Composition I	ENG 1123
Human Resource Mgmt	BOT 2233	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.

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
QuickBooks	BOT 2433	English Composition I	ENG 1123
CPT Coding	BOT 2643	OR Public Speaking I	SPT/COM1113
ICD Coding	BOT 2653	OR Social/Behavioral Science	3
Medical 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.

Professional Studies Pathway
Information Systems Technology
Computer Programming

First Year

First Semester		Second Semester	
Fundamentals of Data		Principles of Information	
Communications	IST 1134	Security	IST 1143
Essentials of IST	IST 1183	Database & SQL Concepts	IST 1163
Web Development Using		Practical App. in IST	IST 1193
HTML & CSS	IST 1433	Smart Start Pathway	SSP 1002
**Programming Elective	3	**Programming Elective	6
*Approved Elective	3		
Total	16 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Script Programming	IST 2324	English Composition I	ENG 1113
**Programming Elective	8	English Composition II	ENG 1123
*Approved Elective	3	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.**

    The Computer Programming 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.

*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 1283, IST 1314, IST 1454, IST 1714, IST, 1723, IST 2334, IST 2374, IST 2454, IST 2464, 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.

Page 25   **Revise *LEARNING MANAGEMENT PLATFORM* Section**

LEARNING MANAGEMENT PLATFORM

MSVCC has a contract to provide both the platform for the course 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 online courses will be provided either by the Mississippi Community College Board (MCCB) or by Holmes Community College before the instructor teaches any online courses.

Page 25   **Revise *COURSE OFFERINGS* Section**

COURSE OFFERINGS

Holmes' students are able to take online 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 traditional courses.

Page 25-26   **Revise *BASIC REQUIREMENTS FOR INTERNET-BASED COURSES* Section**

BASIC REQUIREMENTS FOR INTERNET-BASED COURSES

Most students initially think that eLearning courses are easier than traditional classroom courses. This is not the case. Before a student takes an eLearning course, the student needs to carefully decide if this method of instruction is conducive to his/her learning style. eLearning courses do not offer the same experience as traditional courses, 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 eLearning courses have the following basic requirements:
- At least two proctored exams per course
- Regular attendance measured by a timely submission of assignments

Page 26   **Revise *I Grade* Section under *CREDIT AND GRADES* Heading**

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". Make-up work not completed within the allotted time frame could result 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.

Page 31   **Revise Heading and Content for *EXAMINATIONS* Section**

FINAL EXAMINATIONS

Final Examinations occur at the end of each term. The Day and Evening schedule of examinations is posted on the website.

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. Refer to Credit and Grades.

Page 32   **Revise Heading and Content for *Changes in Class Schedules during Registration* Section**

Changes to Schedule 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. For assistance, contact the appropriate administrative office.

Page 35   **Remove (Delete) *RE-ENTRY OF COURSE/COLLEGE WITHDRAWAL* Section (Heading and Content)**

Page 71   **Revise Heading and Content for *GRADE APPEAL* Section**

CONTESTING A FINAL GRADE

A student must initiate a final grade contestation by the end of the next regular semester (fall or spring) after the grade is assigned. Grades assigned to a student become final when the time limits of the appeal policy are met. Refer to Student Grievance/Complaint Procedure.

Page 71   **Remove (Delete) *FEE APPEAL* Section (Heading and Content)**

Effective Fall 2023

Front Cover   **Revise Compliance Statement on Inside Front Cover of Bulletin**

Holmes Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or genetic information in its educational programs and activities, employment practices, or admissions processes. The following administrators have been designated to handle inquiries regarding the non-discrimination policies of Holmes Community College:

Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by the Vice President for Compliance and Institutional Research, Henry B. McClellan Administration Building, Post Office Box 369, Goodman, MS 39079, Phone: 662-472-9429, compliance@holmescc.edu.

Inquiries regarding compliance with Section 504 and ADA are coordinated by the Disability Student Services Coordinator, M.R. Thorne Vocational-Technical Building, Room 110, Post Office Box 369, Goodman, MS 39079, Phone: 662-472-9088, disabilitysupportservices@holmescc.edu.

Page 7   **Revise the 7th Paragraph Content in the *HISTORY OF HCC* Section**

Holmes Community College recognizes that emerging technologies are changing the methods of instructional delivery to include interactive classrooms, remote instruction, internet-based courses and other electronic-based teaching/learning activities.

Page 11   **Revised Heading and Content for *eLearning (Distance Learning)* Section**

eLEARNING

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.

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

Page 38   **Remove HUM 1113 from *Humanities* Section**

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
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

Pages 146, and 148-152   **Remove *BAD 1121 Business Seminar* from *Business Electives* Section on these Business Pathway Pages**
- Page 146, Accounting
- Page 148, Business Administration
- Page 149, Economics
- Page 150, Finance
- Page 151, Management
- Page 152, Marketing

Page 155   **Revise the Paragraph at the Bottom of the *Elementary/Special Education Pathway* Page concerning *EDU 1613 Foundations of Education***

"Foundations in Education and Learning requires 15 hours of observation in a school setting organized by the course instructor. Some districts will require you to have a background check at an additional cost."

Pages 156-165   **Add the Following Statement to these *Secondary Education* Pathway Pages:**
- Page 156, Biology/Science
- Page 157, Chemistry/Physical Science
- Page 158, English
- Page 159, Mathematics
- Page 160, Music-Instrument Majors
- Page 161, Music-Piano Majors
- Page 162, Music-Voice Majors
- Page 163, Physical Education/Kinesiology
- Page 164, Physics
- Page 165, Social Studies

"EDU 1613 Foundations in Education and Learning is strongly recommended for all Education Pathways."

Page 216-218 **Remove (Delete) the Following Headings and Sections for *Associate Degree Nursing* Pathway, but move 1st Paragraph under *Weighted Scale ADN Admission Policy* to previous *ASSOCIATE DEGREE NURSING ADMISSION POLICY* Section:**

- Page 216, Weighted Scale ADN Admission Policy (Heading and Content)
- Page 217, Progression Statement (Heading and Content)
- Page 218, Associate Degree Nursing Grading Scale (Heading and Content)

"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."

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
Fine Arts Elective	3	Calculus I	MAT 1613
*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.

EDU 1613 Foundations in Education and Learning is strongly recommended for all Education Pathways.

*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.

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	
*Calculus I	MAT 1613		*Calculus II	MAT 1623	
***Fine Arts Elective		3	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		***Elective		1
Total		16 hrs.	Total		****14 hrs.

EDU 1613 Foundations in Education and Learning is strongly recommended for all Education Pathways.

***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 freshman year in order to complete the Calculus sequence before transferring.

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.

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
General Chemistry I	CHE 1214	General Chemistry II	CHE 1224
*Literature Elective	3	Calculus I	MAT 1613
*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	Calculus II	MAT 1623
*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
Mathematics
(Non-Education Major)

First Year

First Semester		Second Semester	
English Composition I	ENG 1113	English Composition II	ENG 1123
*Calculus I	MAT 1613	*Calculus II	MAT 1623
***Fine Arts Elective	3	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	***Elective	1
Total	16 hrs.	Total	****14 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 freshman year in order to complete the Calculus sequence before transferring.

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.

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 1233, 1273, DDT 1143, 1153, 1183, 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.

Page 276   Add Additional Prerequisite for BIO 1134

BIO 1134 – General Biology I (Prerequisite: MAT 0124 or higher or placement score for MAT 1233 or higher and ENG 0114 or higher or placement score for ENG 0124).
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.

Page 295   Change Co-requisite to Prerequisite for MAT 1613

MAT 1613 – Calculus I (Prerequisite: 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.

Page 338   Add Co-requisite option to DDT 1173

DDT 1173 – Mechanical Design I (Pre/Co-requisites: 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.

Page 340   Add Co-requisite option to DDT 2623

DDT 2623 – Architectural Design II (Pre/Co-requisites: 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.

Revise the Following Course Descriptions Per Curriculum Alignment

Page 274-275   ART Section

ART 1313 – Drawing I.
An introduction to drawing materials using elements and principles of art. Emphasis will be on observational drawing in 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 media and further study of composition. Six studio hours. Three hours credit.

ART 2613 – Ceramics I.
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 2723 – Art History II.
Survey course of historical background of art forms from Renaissance to contemporary. Three hours lecture. Three hours credit.

COM/SPT 2173 – Interpersonal Communication (Prerequisite: COM/SPT 1113).
Theory and analysis of one-on-one interactions in various settings. The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power. Three hours lecture. Three hours credit.

ENG 1033 – Technical English (Prerequisite: ENG 0114 with C or appropriate placement score).
This course is designed specifically for Career Tech students. In this course, students will focus on 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 1123 – English Composition II (Prerequisite: ENG 1113).
This course is a continuation of English Composition I with emphasis on research, argumentation, and composition. Three hours lecture. Three hours credit.

ENG 2133 – Creative Writing I (Prerequisite: ENG 1113).
This course 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).
This course 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).
This course 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).
This course surveys representative prose and poetry of the United States from the Civil War 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 into 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 early modern world to the present. Three hours lecture. Three hours credit.

MFL 1113 – French I.
This course builds skills in speaking, writing, listening, and reading in French with a focus on grammar for communicative purposes. Students will gain a basic understanding and appreciation of Francophone cultures. Three hours lecture. Three hours credit.

MFL 1123 – French II (Prerequisite: MFL 1113).
This course further develops skills in speaking, writing, listening, and reading in French with a focus on grammar for communicative purposes. Students will gain a greater understanding and appreciation of Francophone cultures. 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 and culture. Three hours lecture. Three hours credit.

MFL 1223 – Spanish II (Prerequisite: MFL 1213).
This course builds on MFL 1213 with wider vocabulary and more complex structures and functions. Three hours lecture. Three hours credit.

MFL 2213 – Spanish III (Prerequisite: MFL 1223).
This course builds on 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 builds on 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.

Page 299   MUSIC APPLIED Section

MUA 1711, 1721 – Class Voice I, II.
A course designed to teach the fundamental principles of singing, develop the student's vocal ability in a group setting, and explore elementary to moderate levels of vocal literature. One lesson. Three hours practice. One hour credit.

MUA 1741, 1751, 2741, 2751 – Voice for Non-Vocal Majors I, II, III, IV.
Individual voice instruction for non-vocal majors designed to teach the fundamental principles of singing, develop the student's vocal ability, and explore vocal literature. One lesson. Three hours practice. One hour credit.

MUA 1772, 1782, 2772, 2782 – Voice for Vocal Music Education Majors I, II, III, IV.
Individual voice instruction for vocal majors designed to teach the fundamental principles of singing, develop the student's singing ability, and explore varied vocal literature. One hour private instruction. Six hours practice. Two hours credit.

Page 299-301   MUSIC FOUNDATIONS Section

MUS 1113 – Music Appreciation.
A course designed to give the student the ability to understand, appreciate, and evaluate music. 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.
Lab instruction. Development of music sight-singing, ear training, and dictation skills. Study of functional harmony through analysis and part-writing. 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.
Lab instruction. Development of music sight-singing, ear training, and dictation skills. Continued study and review of functional harmony through analysis and part-writing. Three hours lecture. Two hours laboratory. Four hours credit.

MUS 1911, 1921, 2911, 2921 – Recital Class I, II, III, IV.
Performances of solo and ensemble literature for students majoring in music. Attendance at a prescribed minimum number of departmentally approved musical performances per semester also required. One hour 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.
Lab instruction. Development of music sight-singing, ear training, and dictation skills. Continued study and review of functional harmony through analysis and part-writing. 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.
Lab instruction. Development of music sight-singing, ear training, and dictation skills. Continued study and review of functional harmony through analysis, part-writing. Introduction to twentieth century techniques. Three hours lecture. Two hours laboratory. Four hours credit.

MUS 2423 – Computer Recording II (Pre-requisite: MUS 2413).
A continuation of Computer Recording I utilizing native and proprietary DAW recording systems. Three hours lecture. Three hours credit.

Page 302   MUSIC ORGANIZATIONS Section

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-music majors focused on performing a variety of choral music. Three or five hours practice. One or two hours credit.

Page 306-307   SPEECH AND THEATER Section

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/COM 2173 – Interpersonal Communication (Prerequisite: SPT/COM 1113).
Theory and analysis of one-on-one interactions in various settings. The course explores topics such as perception, listening, conflict management, relationship building and maintenance, and relational power. Three hours lecture. Three hours credit.

Revise the following Course Titles and Descriptions per Curriculum Alignment

Page 285   EDUCATION Section

EDU 1613 – Foundations in Education and Learning (Prerequisite: ENG 0124).
Survey of education, teaching, and learning, including research methodology, with special emphasis on current issues in American education and society. Includes a minimum of 15 hours field experience in a preschool through 12th grade environment. Three hours lecture. Three hours credit.

Page 287   ENGLISH Section

ENG 2523 – African American Literature I (Prerequisite: ENG 1113 or appropriate placement score).
This course 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).
This course surveys literature of major African American writers from the Harlem Renaissance to the present. Three hours lecture. Three hours credit.

Revise the Following Course Number and Description per Curriculum Alignment

Page 265, 297   **Bottom of *Criminal Justice Administration Technology* Pathway *Electives* Section and *MODERN FOREIGN LANGUAGE* Section**
(Old Number MFL 2513)

MFL 1203 – 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 but are not limited to Law Enforcement, Military, Medical, and Business. Three hours lecture. Three hours credit.

Remove (Delete) the Following Course per Curriculum Alignment

Page 306   **SPEECH AND THEATER Section**

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.

Remove (Delete) the Following Courses from HCC Bulletin

Page 278   **BUSINESS ADMINISTRATION Section**

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.

Page 285   **ENGINEERING Section**

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.

Page 292   **HUMANITIES Section**

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.

Page 295   **MATHEMATICS Section**

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.

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 1273 – Theatrical Makeup.
Techniques in the application of makeup for the stage. 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.

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

Jenny Jones

_____   February 20, 2023____
Dr. Jenny Jones, Vice President for Academic Programs