

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 transcribed 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	
Mechatronics Engineering 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	
Forest Technology	
Hospitality and Tourism	
Culinary Arts Technology	
Hotel and Restaurant Management Technology	
Information Systems Technology:	
Computer Networking Technology	
Computer Programming	
Paralegal Technology:	
Legal Assistant Technology	
Legal Management Technology	
Medical Legal Assistant 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

Health Science Programs Pathway **Associate Degree Nursing Program**

Program Description

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.

Application and Admission Process

Applicants must first complete an admission application to Holmes Community College and be fully admitted. To be considered for acceptance into the Associate Degree Nursing program, a student must complete the following steps:

- Be fully admitted to Holmes Community College. See **ADMISSION REQUIREMENTS** in Holmes bulletin or on Admissions webpage.
- Have official verification of a minimum composite score of 15 on the ACT if taken before October 28, 1989, or a minimum composite score of 18 on the ACT if taken after October 28, 1989. **ACT scores must be on file with the Office of Admissions & Records at Holmes Community College prior to completing the Health Sciences application.**
- Provide official transcripts from all schools and/or colleges attended to the Office of Admissions & Records. Applicants with any college credit must have a minimum grade point average of 2.0 on prerequisite courses completed to be considered for the program. Students may apply and be accepted prior to completion of prerequisite courses; however, prerequisite courses **MUST** be successfully completed prior to beginning program coursework.
- Complete and submit the Health Science Programs application (located in MyHolmes), selecting Associate Degree Nursing, by the appropriate deadline.
- Must have successfully completed with a C or better the following courses **before program start date**:
 - BIO 1613 Nutrition or FCS 1253 Nutrition
 - BIO 2514 Anatomy & Physiology I
 - BIO 2524 Anatomy & Physiology II
 - BIO 2924 Microbiology

When the deadline for Associate Degree Nursing closes, data analysis will provide a scoring for all eligible applicants, and candidates will be chosen according to ranking.

After notification of acceptance, the student will be required to provide documentation of the following requirements prior to the start of the program. Students will be responsible for fees or costs associated with these requirements. All information concerning the requirements below will be provided after class selection:

1. Passage of physical examination per Health Examination Report
2. Current certification of CPR Basic Life Support by American Heart Association
3. Passage of a healthcare criminal background check
4. Passage of drug screening
5. Current and complete immunization record (Form 121)
 1. Varicella and Hepatitis B Titer
 2. Influenza
6. Tuberculosis Skin Test, QuantiFERON-TB Gold, or Chest x-ray

Program Curriculum

Generic Program

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

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 course 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.

Associate Degree Program Options (Accelerated/Bridge 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

In addition to pre-requisites already listed, Option One requires passage and completion of an additional 9-hour coursework: ENG 1113 – English Composition I, PSY 1513 - General Psychology, and PSY/EPY 2533 - Human Growth & Development.

Summer Semester

Nursing Trans I	NUR 1316	Nursing Trans II	NUR 1326
Total	6 hrs.	Total	6 hrs.

First Year

First Semester

Nursing III NUR 2119
Humanities/Fine Arts Elective 3

Total ***12 hrs.**

Second Semester

Nursing IV NUR 2239
Manage/Nursing Care NUR 2243

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.**

Option Two - Four Semester Program

First Year

First Semester

Nursing Theory I NUR 1116
English Composition I ENG 1113
General Psychology PSY 1513

Total ***12 hrs.**

Second Semester

Nursing Theory II NUR 1226
Human Growth & Dev EPY/PSY 2533

Total ***9 hrs.**

Second Year

First Semester

Nursing III NUR 2119
Humanities/Fine Arts Elective 3

Total ***12 hrs.**

Second Semester

Nursing IV NUR 2239
Manage/Nursing Care NUR 2243

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.**

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.

Program Accreditation

The Associate Degree Nursing Program is accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi (www.ihi.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.

Health Science Programs Pathway
Emergency Medical Sciences
EMT, Advanced EMT, and Paramedic Program

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.

Critical Care Paramedic

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.

Application and Admission Process

Applicants must first complete an admission application to Holmes Community College and be fully admitted. To be considered for acceptance into the Emergency Medical Sciences program, a student must complete the following steps:

- Be fully admitted to Holmes Community College. See ADMISSION REQUIREMENTS in Holmes bulletin or on Admissions webpage.
- Must be at least 18 years old or be a Dual Enrollment student (MUST BE 18 YEARS OF AGE TO TAKE NATIONAL REGISTRY EXAM).
- Must be a high school graduate or GED equivalent or be a dual enrollment student.
- Provide official transcripts from all schools and/or colleges attended to the Office of Admissions & Records. Applicants with any college credit must have a minimum grade point average of 2.0 on prerequisite courses completed to be considered for the program, if applicable.

- Additional program requirements are listed for Advanced EMT, Paramedic and Critical Care Paramedic

Advanced Emergency Medical Technician

- Must have a current National Registry EMT certification in good standing.
- Must have or be able to obtain a current Mississippi EMT certification.

Paramedic

- Must have a current National Registry EMT or AEMT certification in good standing.
- Must have or be able to obtain a current Mississippi EMT or AEMT certification.
- 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.
- 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.

Critical Care Paramedic

- Must have current Nationally Registered Paramedic.
- Must be a current Mississippi-certified Paramedic in good standing prior to clinical*.
- Must present proof of three years' experience as a Nationally Registered Paramedic**.

*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.

After notification of acceptance to the Emergency Medical Sciences Program, the student will be required to provide documentation of the following requirements prior to the start of the program. Students will be responsible for fees or costs associated with these requirements. All information concerning the requirements below will be provided after class selection and/or during the mandatory orientation session:

1. Passage of physical examination per Health Examination Report
2. Current certification of American Heart Association Basic Life Support Certification
3. Passage of a healthcare criminal background check
4. Passage of drug screening
5. Current and complete immunization record

Program Curriculum

Emergency Medical Technician

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 Emergency Medical Technician

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.

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.**

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.

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.**

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.**

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.**

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 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.**

Critical Care Paramedic Program

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, Public Speaking I, 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.

Mission Statement

The mission statement of the Emergency Medical Sciences Program is to provide quality cognitive based education and clinical opportunities that enables highly motivated students to become a competent and ethical EMS professional and an exemplary representative for Holmes Community College. By completion of a Holmes Community College EMS program, the students will demonstrate through the successful completion of written, oral, and clinical competencies a thorough understanding of the out-of-hospital approach to patient treatment, implementation of effective treatments of patients throughout the life span, and participate in the management of EMS systems.

Program Accreditation

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

Health Science Programs Pathway Health Care Assistant Program

Program Description

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.

Application and Admission Process

Applicants must first complete an admission application to Holmes Community College and be fully admitted. To be considered for acceptance into the Surgical Technology program, a student must complete the following steps:

- Be fully admitted to Holmes Community College. See **ADMISSION REQUIREMENTS** in Holmes bulletin or on Admissions webpage.
- Be at least 18 years of age at time of program start date.

After notification of acceptance, the student will be required to provide documentation of the following requirements prior to the start of the program. Students will be responsible for fees or costs associated with these requirements. All information concerning the requirements below will be provided after class selection and/or during the mandatory orientation session:

1. Passage of physical examination per Health Examination Report
2. Current certification of CPR Healthcare Provider C
3. Passage of a healthcare criminal background check
4. Passage of drug screening

Program Curriculum

Basic Health Care Assisting	HCA 1116
Special Care Procedures	HCA 1124
Body Structure and Function	HCA 1214
Phlebotomy	HCA 1132
Total	16 hours

A Career Certificate may be earned at this point.

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

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

Health Science Programs Pathway Massage Therapy Program

Program Description

The Massage Therapy program prepares the individual to provide massage therapy principles, ethics, and business applications. The program aims to prepare the students to successfully complete the program, earn employment in their field of study, and attain applicable technical assessments.

Application and Admission Process

Applicants must first complete an admission application to Holmes Community College and be fully admitted. To be considered for acceptance into the Massage Therapy program, a student must complete the following steps:

- Be fully admitted to Holmes Community College. See **ADMISSION REQUIREMENTS** in Holmes bulletin or on Admissions webpage.
- Be at least 18 years of age at time of application to the program.
- Have official verification of a minimum composite score of 12 on the ACT if taken before October 28, 1989, or a minimum composite score of 16 on the ACT if taken after October 28, 1989. **ACT scores must be on file with the Office of Admissions & Records at Holmes Community College prior to completing the Health Sciences application.**
- While college credit is not required for application to the program, applicants should provide a transcript from any regionally accredited school to determine if some classes meet the prerequisite and/or corequisite of the program.

After notification of acceptance, the student will be required to provide documentation of the following requirements prior to the start of the program. Students will be responsible for fees or costs associated with these requirements. All information concerning the requirements below will be provided after class selection and/or during the mandatory orientation session:

1. Passage of physical examination per Health Examination Report
2. Passage of a healthcare criminal background check (done by MSBMT during proctoring of the MSLE)
3. Passage of drug screening (given at the college)

Program Curriculum

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 Therapy Clinical Lab I	MGT 1281
Pathology & Med Term	MGT 1343
Massage Therapy A&P I	MGT 2514
Total	20 hrs.

Summer Semester

Massage Therapy II	MGT 1244
Specialized Modalities I	MGT 1272
Total	6 hrs.

Fall Semester

Massage Therapy II Lab	MGT 1253
Massage Therapy Clinical 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.

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.

Mission Statement

The Massage Therapy program is designed to prepare students for careers as professional massage therapists. The curriculum prepares students to develop knowledge and skills for practicing massage therapy. Core courses emphasize massage therapy principles, ethics, business application, pathology, anatomy and physiology, technique modalities, and kinesiology.

Program Accreditation

The Massage Therapy Program is licensed by the MSBMT with a current Non-Conditional License #1912.

Upon successful completion of the program, graduates will be eligible to sit for the Massage and Bodywork Licensing Exam (MBLEx) or the Mississippi Professional Examination 1 and 2 (MPE-1, MPE-2). MBLEx is administered by the Federation of State Massage Therapy Boards as the MPE-1 and MPE-2 are administered by the Mississippi State Board of Massage Therapy (MSBMT). Both are accepted by MSBMT for licensure in the state of Mississippi and at least one of the two accepted exams must be taken and passed to obtain licensure in MS as well as successful completion of the Mississippi State Law Exam (MSLE) also administered by the MSBMT.

Health Science Programs Pathway
Occupational Therapy Assistant Technology Program

Program Description

Occupational Therapy Assistant Technology is a five consecutive semester program of study that prepares an individual to work as a co-participant in the entire occupational therapy process, at the discretion of the supervising licensed occupational therapist. The occupational therapy assistant provides intervention pertinent to creating and promoting healthy lifestyles, restoring or habilitating a skill or ability, maintaining current level of function, modifying an activity to ensure success and addressing disability prevention.

Application and Admission Process

Applicants must first complete an admission application to Holmes Community College and be fully admitted. To be considered for acceptance into the Occupational Therapy Assistant Technology program, a student must complete the following steps:

- Be fully admitted to Holmes Community College. See **ADMISSION REQUIREMENTS** in Holmes bulletin or on Admissions webpage.
- 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 before October 28, 1989, or a minimum composite score of 16 on the ACT if taken after October 28, 1989. **ACT scores must be on file with the Office of Admissions & Records at Holmes Community College prior to completing the Health Sciences application.**
- Provide official transcripts from all schools and/or colleges attended to the Office of Admissions & Records. Applicants with any college credit must have a minimum grade point average of 2.0 on prerequisite courses completed to be considered for the program. Students may apply and be accepted prior to completion of prerequisite courses; however, prerequisite courses **MUST** be successfully completed prior to beginning program coursework.
- Complete and submit the Health Science Programs application (located in MyHolmes), selecting Occupational Therapy Assistant Technology, by the appropriate deadline.
- Must have successfully completed with a C or better the following courses **before program start date**:
 - o BIO 2514 Anatomy and Physiology I
 - o BIO 2524 Anatomy and Physiology II

When the deadline for the Occupational Therapy Assistant Technology applications closes, data analysis will provide a scoring for all eligible applicants, and candidates will be chosen according to ranking.

After notification of acceptance, the student will be required to provide documentation of the following requirements prior to the start of the program. Students will be responsible for fees or costs associated with these requirements. All information concerning the requirements below will be provided after class selection and/or during the mandatory orientation session:

1. Passage of physical examination per Health Examination Report
2. Passage of a healthcare criminal background check
3. Passage of drug screening
4. Current and complete immunization record
5. Two-step TB skin test or blood draw
6. Initiation of Hepatitis B vaccination or declination form

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

Program Curriculum

Once accepted into the program, students will progress through five consecutive semesters. A student must maintain at least a 75 in each course to progress to the next level. Students must complete all graduation and fieldwork requirements within 9 months following the completion of the didactic portion of the program. After successful completion of this program, students will earn an Associate of Applied Science (AAS) Degree and be eligible to take the National Certification Exam for Occupational Therapy Assistant.

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 Skills III	OTA 2443	Fieldwork Level IIB	OTA 2956
Concepts in Occupational Therapy	OTA 2714	Occupational Therapy Transitions II	OTA 2971
Fieldwork IB	OTA 2935	Humanities/Fine Arts	3
Occupation Therapy Transitions I	OTA 2961		
Total	16 hrs.	Total	16 hrs.

An AAS Degree may be earned at this point.

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

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

***Courses required to complete program and graduation; if already completed, semester hours will be less.

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

Mission Statement

The mission statement of the Occupational Therapy Assistant Technology program is 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.

Program Accreditation

The entry-level Occupational Therapy Assistant Technology program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

ACOTE CONTACT INFORMATION

Accreditation Council for Occupational Therapy Education
7501 Wisconsin Avenue, Suite 510E
Bethesda, MD 20814
(301) 652-6611
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 CONTACT INFORMATION

National Board for Certification in Occupational Therapy
One Bank Street
Gaithersburg, MD 20878
(301) 990-7979
www.nbcot.org

Health Science Programs Pathway Physical Therapist Assistant Program

Program Description

The Physical Therapist Assistant (PTA) Program 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, clinic, 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 the accredited PTA Program 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 Course before advancing to the next semester. Students are also provided clinical experiences to facilitate the transition of learning in the classroom to the clinical setting. Students will be responsible for the travel expenses during completion of fieldwork experiences.

Application and Admission Process

Applicants must first complete an admission application to Holmes Community College and be fully admitted. To be considered for acceptance into the Physical Therapy Assistant program, a student must complete the following steps:

- Be fully admitted to Holmes Community College. See **ADMISSION REQUIREMENTS** in Holmes bulletin or on Admissions webpage.
- Have official verification of a minimum composite score of 12 on the ACT if taken before October 28, 1989, or a minimum composite score of 16 on the ACT if taken after October 28, 1989. **ACT scores must be on file with the Office of Admissions & Records at Holmes Community College prior to completing the Health Sciences application.**
- Provide official transcripts from all schools and/or colleges attended to the Office of Admissions & Records. Applicants with any college credit must have a minimum grade point average of 2.0 on prerequisite courses completed to be considered for the program, if applicable.
- Complete and submit the Health Science Programs application (located in MyHolmes), selecting Physical Therapist Assistant Program, by the appropriate deadline.

When the deadline for Physical Therapist Assistant applications closes, data analysis will provide a scoring for all eligible applicants, and candidates will be chosen according to ranking.

After notification of acceptance, the student will be required to provide documentation of the following requirements prior to the start of the program. Students will be responsible for fees or costs associated with these requirements. All information concerning the requirements below will be provided after class selection and/or during the mandatory orientation session:

1. Passage of physical examination per Health Examination Report
2. Passage of a healthcare criminal background check
3. Passage of drug screening
4. Current and complete immunization record

Note: 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.

Program Curriculum

First Year

Spring (1st) Semester

*English Composition I	ENG 1113
*Anatomy & Physiology I	BIO 2514
Fund/Concepts of PT	PTA 1123
Fund/Skills for PTA	PTA 1213
Kinesiology	PTA 1314
Seminar I	PTA 1912

Total	19 hrs.
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Summer (2nd) Semester

*Anatomy & Physiology II	BIO 2524
Seminar II	PTA 1922

Total	6 hrs.
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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.
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Second Year

Spring (4th) Semester

Ther/Exer & Rehab II	PTA 2334
Clinical Education I	PTA 2413
Medical Cond/ Rel Path	PTA 2513
Seminar III	PTA 2912
*Humanities/Fine Arts	3

Total 15 hrs.

Fall (5th) Semester

Clinical Education II	PTA 2424
Clinical Education III	PTA 2434
Phys Therapy Seminar	PTA 2524

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.

Mission Statement

The mission of the PTA program is to prepare graduates with the needed skills, knowledge, and attitudes to safely and effectively assist a physical therapist in providing physical therapy services. The PTA faculty believes that each student has potential for growth, is normally in a state of development, and is open to learning new ideas. The PTA Program intends to improve the quality of life in the community by implementing a quality education program to educate knowledgeable and marketable physical therapy assistants to serve the community.

The PTA Program curriculum includes a distribution of both general education and PTA courses to maximize the intellectual, psychosocial, and cultural development of each student. Emphasis is placed on the process of learning and critical thinking in order to produce graduates who are responsible and accountable for their own actions and continued learning. The PTA Program faculty advocates continuing education designed to meet specific learning needs of PTAs within the community as an essential component of the profession.

Program Accreditation

The Physical Therapist Assistant Program at Holmes Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085: tele phone: 703.706.3245: email: Accreditation@apta.org; website: www.capteonline.org. If needing to contact the program/institution directly, please call 662.227.2379 or email myking@holmescc.edu.

Student Certification and Licensure

Graduates of the PTA Program are awarded the Associate of Applied Science Degree. Graduates are 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), 124 West South, 3rd floor, Alexandria, VA 22314: telephone: 703.229.3100.

After successful completion of the exam, the individual will be a licensed Physical Therapist Assistant (PTA). Most states require a license in order to practice. The state of Mississippi does require a license to practice as a Physical Therapist Assistant. The 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 (MSBPT).

Health Science Programs Pathway Practical Nursing Program

Program Description

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

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 and clinical in orientation to nursing care of clients across the lifespan, 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.

Application and Admission Process

Applicants must first complete an admission application to Holmes Community College and be fully admitted. To be considered for acceptance into the Practical Nursing program, a student must complete the following steps:

- Be fully admitted to Holmes Community College. See **ADMISSION REQUIREMENTS** in Holmes bulletin or on Admissions webpage.
- Applicants for the Hybrid Option must have official verification of a minimum composite score of 15 on the ACT if taken before October 28, 1989, or a minimum composite score of 18 on the ACT if taken after October 28, 1989. **ACT scores must be on file with the Office of Admissions & Records at Holmes Community College prior to completing the Health Sciences application.**

- Applicants for the Full Time Day Track and the Evening and Weekend Track must have official verification of a minimum composite score of 12 on the ACT if taken before October 28, 1989, or a minimum composite score of 16 on the ACT if taken after October 28, 1989. **ACT scores must be on file with the Office of Admissions & Records at Holmes Community College prior to completing the Health Sciences application.**
- Provide official transcripts from all schools and/or colleges attended to the Office of Admissions & Records. Applicants with any college credit must have a minimum grade point average of 2.0 on prerequisite courses completed to be considered for the program. Students may apply and be accepted prior to completion of prerequisite courses; however, prerequisite courses **MUST** be successfully completed prior to beginning program coursework.
- Complete and submit the Health Science Programs application (located in MyHolmes), selecting Practical Nursing Program, by the appropriate deadline.
- Must have successfully completed with a C or better the following courses **before program start date:**
 - BIO 2514 Anatomy & Physiology I
 - BOT 1613 Medical Terminology I or BIO 1813 Medical Terminology for Health Professions

When the deadline for Practical Nursing applications closes, data analysis will provide a scoring for all eligible applicants, and candidates will be chosen according to ranking.

After notification of acceptance, the student will be required to provide documentation of the following requirements prior to the start of the program. Students will be responsible for fees or costs associated with these requirements. All information concerning the requirements below will be provided after class selection and/or during the mandatory orientation session:

1. Passage of physical examination per Health Examination Report
2. Current certification American Heart Association Basic Life Support CPR
3. Passage of a healthcare criminal background check
4. Passage of drug screening
5. Current and complete immunization record
6. QuantiFERON Gold test and if applicable a Chest X-ray

Program Curriculum

Full Time Day Track – Fall Start

First Year

Fall Semester		Spring Semester	
Body Structure and Function	PNV 1213	IV Therapy & Pharmacology	PNV 1524
Nursing Fundamentals and Clinical	PNV 1443	Adult Health Nursing Concepts & Clinical	PNV 1682
Total	16 hrs.	Total	16 hrs.
Summer Semester			
Specialty Areas/Nursing			PNV 1728
Nursing Transition			PNV 1914
Total			12 hrs.

A Career Certificate may be earned at this point.

Full Time Day Track – Spring Start

First Year

Spring Semester		Summer Semester	
Body Structure and Function	PNV 1213	IV Therapy & Pharmacology	PNV 1524
Nursing Fundamentals and Clinical	PNV 1443	Specialty Areas in Nursing	PNV 1728
Total	16 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.

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.

Part Time Track – Hybrid Option

First Year

First Semester		Second Semester	
Body Struct & Function	PNV 1213	Nursing Fund & Clinical	PNV 1443
Total	3 hrs.	Total	13 hrs.
Third Semester			
IV Therapy & Pharmacology		PNV 1524	
Total		4 hrs.	

Second Year

First Semester		Second Semester	
Adult Health Nursing		Specialty Areas in Nursing	PNV 1728
Concepts & Clinical	PNV 1682	Nursing Transition	PNV 1914
Total	12 hrs.	Total	12 hrs.

A Career Certificate may be earned at this point.

Part Time Track – Evening and Weekend Track

First Year

First Semester		Second Semester	
Body Struct & Function	PNV 1213	Fund of Nursing Theory	PNV 1426
Total	3 hrs.	Total	6 hrs.
Third Semester			
Fundamentals of Nursing Lab/Clinical		PNV 1437	
Total		7 hrs.	

Second Year

First Semester		Second Semester	
IV Therapy		Alterations in Adult	
& Pharmacology	PNV 1524	Concepts & Clinical	PNV 1676
Medical Surgical Nursing			
Concepts & Clinical	PNV 1666		
Total	10 hrs.	Total	6 hrs.

Third Semester

Specialty Areas in Nursing

PNV 1728

Nursing Transition

PNV 1914

Total

12 hrs.

A Career Certificate may be earned at this point.

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

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

Mission Statement

The Practical Nursing Division provides quality education to prepare its graduates for productive employment in entry-level nursing practice in a variety of healthcare settings in the nine-county areas served by the college.

Program Accreditation

The Practical Nursing program is accredited by the Mississippi Board of Nursing. 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 78% 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.

Health Science Programs Pathway Surgical Technology Program

Program Description

The 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.

Application and Admission Process

Applicants must first complete an admission application to Holmes Community College and be fully admitted. To be considered for acceptance into the Surgical Technology program, a student must complete the following steps:

- Be fully admitted to Holmes Community College. See **ADMISSION REQUIREMENTS** in Holmes bulletin or on Admissions webpage.
- 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 before October 28, 1989, or a minimum composite score of 16 on the ACT if taken after October 28, 1989. **ACT scores must be on file with the Office of Admissions & Records at Holmes Community College prior to completing the Health Sciences application.**

- Provide official transcripts from all schools and/or colleges attended to the Office of Admissions & Records. Applicants with any college credit must have a minimum grade point average of 2.0 on prerequisite courses completed to be considered for the program. Students may apply and be accepted prior to completion of prerequisite courses; however, prerequisite courses **MUST** be successfully completed prior to beginning program coursework.
- Complete and submit the Health Science Programs application (located in MyHolmes), selecting Surgical Technology Program, by the appropriate deadline.
- Must have successfully completed the following courses **before program start date**:
 - BIO 2514 Anatomy & Physiology
 - BIO 2524 Anatomy & Physiology II
 - ENG 1113 English Composition I
 - PSY 1513 General Psychology or SOC 2113 Introduction to Sociology

When the deadline for Surgical Technology applications closes, data analysis will provide a scoring for all eligible applicants, and candidates will be chosen according to ranking.

After notification of acceptance, the student will be required to provide documentation of the following requirements prior to the start of the program. Students will be responsible for fees or costs associated with these requirements. All information concerning the requirements below will be provided after class selection and/or during the mandatory orientation session:

1. Passage of physical examination per Health Examination Report
2. Current certification of CPR Healthcare Provider C
3. Passage of a healthcare criminal background check
4. Passage of drug screening
5. Current and complete immunization record

Program Curriculum

First 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 Microbiology	SUT 1413	Procedures	SUT 1528
Medical Terminology I	BOT 1613	Smart Start Pathway	SSP 1002
OR Med Term/Hlth Prof	BIO 1813	Humanities/Fine Arts	3
College Algebra	MAT 1313		
OR Natural Science with Lab	4		
Total	19-20 hrs.	Total	21 hrs.

Third Semester

Advanced Surgical Procedures	SUT 1539
Work-Based Learning I	WBL 1912
Total	11 hrs.

An AAS Degree may be earned at this point.

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

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

Mission Statement

The Surgical Technology program produces surgical technologists to meet the needs of hospitals and other health facilities in the nine-county region of Holmes Community College as well as surrounding counties. The program provides education in the applied roles of all aspects of surgical technology, including the role of second assistant and circulator, to both traditional and non-traditional students 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.

Program Accreditation

The Associate of Applied Science Degree in Surgical Technology will be awarded the successful graduate of the Surgical Technology 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 (CAAHEP) 9355 – 113th St. N, #7709 Seminole, FL 33775 727-210-2350

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
Mechatronics Engineering Technology
Precision Machining Technology
Welding & Cutting Technology

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	Heating & Air Conditioning	ATT 2614
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.

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	
Engineering Graphics	DDT 1163	Architectural Design I	DDT 1613
Const Standards/Materials	DDT 1213	CAD II	DDT 1323
CAD I	DDT 1313	3D Modeling	DDT 2373
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	
Structural Detailing I	DDT 2213	English Composition I	ENG 1113
Cost Estimating	DDT 2243	English Composition II	ENG 1123
Architectural Design II	DDT 2623	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 **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: DDT 1173, 1183, 1413, 2153, 2253 2263, 2713, 2823, 291(1-3), ENT 1154, 1183, 1323, 2133, 2243, 2253, 2263, 2343, 2353, 2363, 2643, 2713, 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.

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.**

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.

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	SpreadsheetApp	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 Science 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.**

Industrial Studies Pathway
Engineering Technology
Industrial Technology

First Year

First Semester		Second Semester	
Graphic Communications	ENT 1113	Advanced CAD	ENT 2343
Principals of CAD	ENT 1313	Comp Numerical Contrl	ENT 2363
Basic Electric/Electron	ENT 1813	Program Logic	ENT 2613
Industrial Welding	ENT 2323	*Approved Technical Electives	6
Smart Start Pathway	SSP 1002		
*Approved Technical Elective	3		
Total	17 hrs.	Total	15 hrs.

A Technical Certificate may be earned at this point

Second Year

First Semester		Second Semester	
Materials	ENT 1213	English Composition I	ENG 1113
Statics/Strengths of Mat	ENT 2253	English Composition II	ENG 1123
Preventive Maintenance	ENT 2833	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	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 **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. Upon successful completion of the curriculum, the graduate may earn a Technical Certificate, Advanced Technical Certificate or an Associate of Applied Science Degree (AAS) in Industrial Technology. The curriculum also has the option of transfer to a four-year university, Mississippi State University, 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: DDT 1183, 1213, 2263, ENT 1123, 1154, 1183, 1223, 2243, 2263, 2443, 2723, 2733, 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.

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 Semester

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 Technology 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.**

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.

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
OR Ind Blueprint Read	IMM 1133	Industrial Electricity II	IMM 1823
IMM Core & Safety	IMM 1113	Manufacturing Skills	IMM 1933
Indus. Control Systems	IMM 1483	OR Intro to Ind Maint	IMM 1213
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
Electronic Motion Control	IMM 2433	English Composition II	ENG 1123
PLC Multi-Platform	IMM 2513	OR Public Speaking I	SPT/COM1113
OR Social/Behavioral Science		3	
*Approved Technical Elective	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.**

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: DDT 1323, ENT 1154, ENT 1323, IMM 1143, IMM 1223, IMM 1234, IMM 1243, IMM 1253, IMM 1373, IMM 1514, IMM 1614, IMM 1733, IMM 1913, IMM 1923, IMM 2123, IMM 2613, IMM 2623, WBL 1913, WBL 1923, 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.

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/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.**

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.

Industrial Studies Pathway Mechatronics Engineering Technology

First Year

First Semester		Second Semester	
Manufacturing Skills Basic	MNT 1114	Prog Logic Controllers	MNT 1213
Industrial Electricity	MNT 1123	Fluid Power	MNT 1224
Industrial Control Systems	MNT 1134	Electronic Motion Control	MNT 1233
Mechanical Power Trans I	MNT 1142	Mechanical Power Trans II	MNT 1242
*Approved Electives	3	Smart Start Pathway	SSP 1002
		*Approved Electives	3
Total	16 hrs.	Total	17 hrs.

A Technical Certificate may be earned at this point

Second Year

First Semester		Second Semester	
Mechatronics Program I	MNT 2114	English Composition I	ENG 1113
Fund of Instrumentation	MNT 2123	English Composition II	ENG 1123
Mech Trouble & Repair	MNT 2133	OR Public Speaking I	SPT/COM 1113
*Approved Electives	5	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.**

Mechatronics Engineering Technology is an instructional program that prepares individuals for assembling, installing, and maintaining/repairing machinery used in the manufacturing or industrial environment as well as troubleshooting, repair, and programming of automated systems. Graduates are prepared to enter the job market as entry level technicians. Students receive training in mechatronics, robotics, process control, CNC/CAM, mechatronics troubleshooting, data acquisition and industrial communications programming.

*Approved Electives: IMM 1823, MNT 1153, MNT 2214, MNT 2224, MNT 2234, MNT 2314, MNT 2324, MNT 2333, MNT 2344, MNT 2354, MNT 2364, MNT 2373, MNT 2384, 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.

**Industrial Studies Pathway
Precision Machining Technology**

First Year

First Semester		Second Semester	
Power Machinery I	MST 1114	Power Machinery II	MST 1124
Machine Tool Math	MST 1313	Adv Blueprint Read	MST 1423
Blueprint Reading	MST 1413	CNC Operations I	MST 2714
Precision Layout	MST 1613	Smart Start Pathway	SSP 1002
*Approved Electives	3	*Approved Electives	3
Total	16 hrs.	Total	16 hrs.

A Technical Certificate may be earned at this point

Second Year

First Semester		Second Semester	
Power Machinery III	MST 2134	English Composition I	ENG 1113
Power Machinery IV	MST 2144	English Composition II	ENG 1123
CNC Operations II	MST 2724	OR Public Speaking I	SPT/COM 1113
*Approved Electives	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.**

Precision Machining Technology is an instructional program that prepares individuals to manufacture precision parts on machines such as lathes, grinders, drill presses, milling machines, and Computer Numerical Control (CNC) equipment. Included is instruction in making computations related to work dimensions, testing, feeds and speeds of machines. In addition, individuals use precision measuring instruments such as layout tools, micrometers and gauges; machining and heat-treating various metals; and laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

*Approved Electives: MST 1213, 1223, 1233, 1243, 1252, 1263, 1623, 2513, 2523, 2533, 2542, 2552, 2733, 2813, 291(1-4), 292(1-6), 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.

Industrial Studies Pathway Welding and Cutting Technology

First Year

First Semester		Second Semester	
Shielded Metal Arc		Gas Metal Arc	
Welding I (SMAW)	WLT 1115	Welding (GMAW)	WLT 1124
Introduction to		Gas Tungsten Arc	
Welding and Safety	WLT 1173	Welding (GTAW)	WLT 1135
Shielded Metal		Flux Cored Arc	
Arc Welding II	WLT 1225	Welding (FCAW)	WLT 1143
Cutting Processes	WLT 1313	Blueprint Reading, Welding	
Work-Based Learning I	WBL 1911	Symbols, & Metallurgy	WLT 1232
		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 191(1-6), 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
Forest Technology
Hospitality and Tourism
Culinary Arts Technology
Hotel and Restaurant Management Technology
Information Systems Technology:
Computer Networking Technology
Computer Programming
Paralegal Technology
Legal Assistant Technology
Legal Management Technology
Medical Legal Assistant Technology

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
Billing & Coding Technology

Billing & Coding Technology is designed to prepare students to work 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.

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 II	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

Microsoft Word I	BOT 1233
Intro to Microsoft Office	BOT 1273
Applied Business Math	BOT 1313
Medical Terminology I	BOT 1613
Commun. Essentials	BOT 1763

Total	15 hrs.
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Second Semester

Business Accounting	BOT 1433
Medical Terminology II	BOT 1623
Med Machine Trans I	BOT 2523
Medical Office Concept	BOT 2743
Elec Health Records	BOT 2763
Smart Start Pathway	SSP 1002

Total	17 hrs.
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A Technical Certificate may be earned at this point.

Second Year

First Semester

Microsoft Excel I	BOT 1823
QuickBooks	BOT 2433
CPT Coding	BOT 2643
ICD Coding	BOT 2653
Medical Insurance Billing	BOT 2673

Total	15 hrs.
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Second Semester

English Composition I	ENG 1113
English Composition II	ENG 1123
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	15/16 hrs.
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**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
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	
Intro to Microsoft Office	BOT 1273	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 Learn 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.

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.

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 1203, 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.

**Professional Studies Pathway
Forest Technology**

First Year

First Semester		Second Semester	
Intro to Microsoft Office	BOT 1273	Legal Environ/Bus	BAD 2413
English Composition I	ENG 1113	OR Princ of Accounting I	ACC 2213
Applied Dendrology	FOT 1714	Forest Measurements I	FOT 1114
Introduction to Forestry	FOT 1813	Silviculture I	FOT 2614
Forest Surveying	FOT 2124	Humanities/Fine Arts	3
		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.

Professional Studies Pathway
Hospitality and Tourism
Culinary Arts Technology

First Year

First Semester		Second Semester	
Culinary Principles I	CUT 1114	Culinary Principles II	CUT 1124
Principles of Baking	CUT 1135	Garde Manger	CUT 1513
Intro. to Culinary Arts	CUT 1153	Menu Planning	CUT 2223
Sanitation and Safety	CUT 1213	*Approved Technical Elective	7
Smart Start Pathway	SSP 1002		
Total	17 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 II	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 1314, BPT 2214, BPT 2324, BPT 2334, CUT 1613, CUT 2114, CUT 2124, CUT 2243, CUT 2514, 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.

Professional Studies Pathway
Hospitality and Tourism
Hotel and Restaurant Management Technology

First Year

First Semester		Second Semester	
Culinary Principles I	CUT 1114	Restaurant & Catering Op	HRT 1224
Intro/Hospitality & Tourism	HRT 1123	Rooms Division Mgmt	HRT 1413
Sanitation and Safety	HRT 1213	*Approved Technical Electives	9
Smart Start Pathway	SSP 1002		
*Approved Technical Electives	4		
Total	16 hrs.	Total	16 hrs.

A Technical Certificate may be earned at this point.

Second Year

First Semester		Second Semester	
Hospitality Cost Control	HRT 2233	English Composition I	ENG 1113
Hospitality Supervision	HRT 2613	English Composition I	ENG 1123
Hospitality Hum Res Mgmt	HRT 2623	OR Public Speaking I	SPT/COM1113
*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	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**

Hotel and Restaurant Management Technology provides specialized career/technical instruction in all phases of hotel and restaurant management to prepare students for careers in the hospitality and tourism industry. Students completing this program will be eligible to obtain ServSafe® Sanitation certification from the National Restaurant Association.

*Approved Technical Electives: BOT 1313, BOT 1763, BOT 1823, BOT 2433, BPT 1224, BPT 1234, BPT 2334, CUT 1124, CUT 1135, CUT 1613, CUT 2223, CUT 2243, CUT 2923, HRT 15(1-4)1, HRT/CUT 1163, HRT 2713, HRT 2853, HRT 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.

Professional Studies Pathway
Information Systems Technology
Computer Networking Technology

First Year

First Semester		Second Semester	
Fundamentals of Data Communications		Principles of Information Security	
	IST 1134		IST 1143
Essentials of Information Systems Technology		Database & SQL Concepts	
	IST 1183	Practical Applications in Information Technology	
Client Installation and Configuration			IST 1193
	IST 1213	Network Components	
			IST 1223
Network Admin/Windows		Network Administration	
	IST 1244	Using Linux	
Visual Basic Programming			IST 1254
	IST 1314	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		English Composition I	
	IST 2224	English Composition II	
Network Implementation		OR Public Speaking I	
	IST 2234	OR Social/Behavioral Science	
Special Problem in Information Systems			3
	IST 2921	College Algebra	
			MAT 1313
*Approved Electives		OR Natural Science w/Lab	
	6	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.

Professional Studies Pathway
Information Systems Technology
Computer Programming Technology

First Year

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

Computer Programming Technology is a program which offers training in the design of coding and testing of business applications, network management, and computer system operations. Opportunities for students with expertise in 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.

Professional Studies Pathway
Paralegal Technology
Legal Assistant Technology

First Year

First Semester		Second Semester	
Introduction to Law	LET 1123	Legal Writing	LET 1713
Legal Research	LET 1213	Civil Litigation I	LET 2313
Family Law	LET 1513	Torts	LET 2323
Wills and Estates	LET 1523	Civil Litigation II	LET 2333
Real Property I	LET 2453	Contracts & Bus. Law	LET 2373
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	
Microsoft Word I	BOT 1233	English Composition I	ENG 1113
Intro to Microsoft Office	BOT 1273	English Composition II	ENG 1123
Law Office Management	LET 2653	OR Public Speaking I	SPT/COM 1113
Special Problems in Paralegal Technology	LET 2913	OR Social/Behavioral Science	3
Work-Based Learning I	WBL 1913	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.**

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.

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
Paralegal Technology
Legal Management Technology

First Year

First Semester		Second Semester	
Introduction to Law	LET 1123	Legal Writing	LET 1713
Legal Research	LET 1213	Civil Litigation I	LET 2313
Family Law	LET 1513	Torts	LET 2323
Wills and Estates	LET 1523	Civil Litigation II	LET 2333
Real Property I	LET 2453	Work-Based Learning I	WBL 1913
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	
Intro to Business Mgmt	BOT 1453	English Composition I	ENG 1113
Human Resource Mgmt	BOT 2233	English Composition II	ENG 1123
Contracts and Bus Law	LET 2373	OR Public Speaking I	SPT/COM 1113
Law Office Management	LET 2653	OR Social/Behavioral Science	3
Special Problems in Paralegal		College Algebra	MAT 1313
Technology	LET 2913	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.**

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.

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
Paralegal Technology
Medical Legal Assistant Technology

First Year

First Semester		Second Semester	
Introduction to Law	LET 1123	Legal Writing	LET 1713
Legal Research	LET 1213	Civil Litigation I	LET 2313
Family Law	LET 1513	Torts	LET 2323
Wills and Estates	LET 1523	Civil Litigation II	LET 2333
Real Property I	LET 2453	Contracts and Bus Law	LET 2373
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	
Medical Terminology	BOT 1613	English Composition I	ENG 1113
Medical Office Concepts	BOT 2743	English Composition II	ENG 1123
Law Office Management	LET 2653	OR Public Speaking I	SPT/COM 1113
Special Problems in Paralegal Technology	LET 2913	OR Social/Behavioral Science	3
Work-Based Learning I	WBL 1913	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.

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

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

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

CAMPUS CONTACTS

♦ GOODMAN CAMPUS

Address 1 Hill Street
Goodman, MS 39079
Main Phone (662) 472-9000

♦ GRENADA CAMPUS

Address 1060 J. K. Avent Dr.
Grenada, MS 38901
Main Phone (662) 226-0830

♦ RIDGELAND CAMPUS

Address 412 W. Ridgeland Ave.
Ridgeland, MS 39157
Main Phone (601) 605-3300

♦ ATTALA CENTER

Address 620 W. Jefferson St.
Kosciusko, MS 39090
Main Phone (662) 290-0808

♦ YAZOO CENTER

Address 637 E. 15th St.
Yazoo City, MS 39194
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