CAREER AND TECHNICAL PROGRAMS
Division of Agricultural Services

(See University Parallel options for Agricultural and Technology Services on P. 60)

Mr. Jeff Keeton, Chairperson, Ms. L. Flowers, Ms. M. Gatlin, Mr. T. Ishee,
Mr. J. Oubre, Ms. W. Wilkerson

The Division of Agricultural and Technology Services offers those courses pertaining to the specific areas of Culinary Arts Technology, Forestry, and Horticulture.

CULINARY ARTS TECHNOLOGY

Purpose

The Culinary Arts Technology program immerses students in academia as well as hands on training in state-of-the-art facilities using industry-equipped kitchens and commercial grade tools. Students will possess skills and training which will prepare them for a variety of career opportunities in domestic and international food service careers or related hospitality occupations.

Program Description

The Culinary Arts Technology program provides students with experience and knowledge of classical and modern cooking techniques; food preparation protocol; baking and pastry production; and facility design and management. The education experience emphasizes areas of entrepreneurship, food styling and art, and nutritional wellness. Graduates will leave as culinary professionals with marketable skills and the combined advantages of hands-on training, developed skills, and classroom knowledge necessary for today's competitive job market.

Program Length

Two Semesters
Four Semesters

Degree(s) Offered

Career Certificate (32 hours)
Technical Certificate (47 hours)
Associate in Applied Science (62 hours)

Admission Requirements

Must meet all general admission requirements of the college.
(See College Affairs Section)
Must have a minimum composite score of 16 on the ACT.

Contact

The Student Success Center-Jones College, 601.477.4257 or Culinary Arts Instructor: Joshua Oubre 601.477.4209 and Micah Gatlin 601.477.4178 or at joshua.oubre@jcjc.edu or micah.gatlin@jcjc.edu.

CULINARY ARTS TECHNOLOGY
Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Two Semesters

First Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
HRT 1123 Introduction to Hospitality and Tourism Industry	3
CUT 1114 Culinary Principles I	4
HRT 1213 Sanitation and Safety	3
CUT 2243 Dining Room Management	3
HRT 2613 Hospitality Supervision	3
Total Hours	18

Second Semester	**Credit Hours**
CUT 1124 Culinary Principles II	4
CUT 1134 Principles of Baking	4
CUT 2223 Menu Planning	3
HRT 1223 Restaurant & Catering Operations	3
Total Hours	14

CULINARY ARTS TECHNOLOGY
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Four Semesters

First Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
HRT 1123 Introduction to Hospitality and Tourism Industry	3
CUT 1114 Culinary Principles I	4
HRT 1213 Sanitation and Safety	3
CUT 2243 Dining Room Management	3
HRT 2613 Hospitality Supervision	3
Total Hours	18

Second Semester	**Credit Hours**
CUT 1124 Culinary Principles II	4
CUT 1134 Principles of Baking	4
CUT 2223 Menu Planning	3
HRT 1223 Restaurant & Catering Operations	3
Total Hours	14

Third Semester	**Credit Hours**
CUT 2314 American Regional Cuisine	4

CUT 1514 Garde Manger 4
Total Hours 8

Fourth Semester
CUT 2424 International Cuisine.. 4
Instructor Approved Technical Elective 3
Total Hours 7

CULINARY ARTS TECHNOLOGY
Associate in Applied Science Degree Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester **Credit Hours**
SSP 1002 Smart Start Pathway 2
HRT 1123 Introduction to Hospitality and Tourism Industry.................................... 3
CUT 1114 Culinary Principles I 4
HRT 1213 Sanitation and Safety... 3
CUT 2243 Dining Room Management 3
HRT 2613 Hospitality Supervision 3
Total Hours 18

Second Semester **Credit Hours**
CUT1124 Culinary Principles II 4
CUT1134 Principles of Baking.. 4
CUT 2223 Menu Planning 3
HRT 1223 Restaurant & Catering Operations 3
ENG 1113 English Composition I... 3
Total Hours 17

Sophomore Year

Third Semester **Credit Hours**
CUT 2314 American Regional Cuisine 4
CUT 1514 Garde Manger 4
ENG 1123 English Composition II... 3
Social/Behavioral Science 3
Total Hours 14

Fourth Semester **Credit Hours**
CUT 2424 International Cuisine.. 4
Instructor Approved Technical Elective.. 3
MAT 1033 Technical Mathematics 3
~~MAT 1313 College Algebra .... 3~~
Humanities/Fine Arts Elective 3
Total Hours 13

Instructor Approved Technical Electives
HRT 2613 Hospitality Supervision
CUT 2243 Dining Room Management
HRT 1223 Restaurant and Catering Operations
HRT 2623 Hospitality Human Resource Management
CUT 2923 Supervised Work Experience in Culinary Arts Technology
CUT 1514 Garde Manger

FORESTRY TECHNOLOGY

Purpose

The Forestry Technology program is designed to provide the necessary skills for two year graduates to obtain employment with forest industry, state and federal agencies and forestry consulting firms.

Program Description

Classroom work, outdoor labs, and Jones College are utilized to provide learning experiences for the students in all phases of applied forestry. This Program will also provide students with the necessary scientific skills, mathematical theories, and field techniques which will allow them to professionally perform the duties of a forestry technician. Upon completion of all course work, a Technical Certificate or the Associate in Applied Science (A.A.S) degree is awarded.

Program Length

Three Semesters
Four Semesters

Degree (s) Offered

Technical Certificate
Associate in Applied Science

Admission Requirements

Must meet all general admissions requirements of the college.

Contact

The Student Success Center - Jones College, 601.477.4257, or Forestry Instructor: Jeff Keeton, 601.477.4233, or e-mail at jeff.keeton@jcjc.edu

FORESTRY TECHNOLOGY
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
FOT 1813 Intro To Forestry	3
FOT 1713 Applied Dendrology	3
DDT 1413 Elementary Surveying	3
CSC 1123 Computer Applications	3
Total Hours	14

Second Semester	Credit Hours
FOT 1114 Forest Measurements I	4
FOT 2423 Timber Harvesting	3
AGR 2314 Applied Soils	4

FOT 1314 Forest Protection 4
Elective 3
Total Hours 17

Sophomore Year

First Semester **Credit Hours**
FOT 2614 Silviculture I..4
FOT 1124 Forest Measurements II.. 4
BIO 1314 Botany 4
FOT 2213 GIS/GPS 3
Total Hours 15

FORESTRY TECHNOLOGY
Associate in Applied Science Degree Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester **Credit Hours**
SSP 1002 Smart Start Pathway.. 2
FOT 1813 Intro To Forestry 3
FOT 1713 Applied Dendrology... 3
CSC 1123 Computer Applications 3
ENG 1113 English Comp. I.. 3
MAT 1033 Technical Mathematics 3
~~MAT 1233 College Algebra .... 3~~
Total Hours 17

Second Semester **Credit Hours**
FOT 1114 Forest Measurements I 4
FOT 1314 Forest Protection...4
AGR 2314 Applied Soils... 4
ENG 1123 English Comp II...3
Total Hours 15

Sophomore Year

First Semester **Credit Hours**
FOT 1124 Forest Measurements II 4
FOT 2614 Silviculture I 4
BIO 1314 Botany 4
DDT 1413 Elementary Surveying 3
FOT 2213 GIS/GPS 3
Total Hours 18

Second Semester **Credit Hours**
SPT 1113 Speech...3
FOT 2423 Timber Harvesting 3
GEO 1123 World Geography 3
FOT 2623 Silviculture II 3
Total Hours 12

Students who qualify for the Work-Based Learning program have the opportunity to combine academic study with a planned program of related work experience in industry, business, or government. Three hours of elective course credit can be obtained through the Work-Based Learning program.

HORTICULTURE TECHNOLOGY

Purpose

The Horticulture Program is designed to prepare students for employment in florists, nurseries, landscaping, grounds maintenance enterprises and greenhouse production.

Program Description

Horticulture Technology prepares individuals to produce, process, and market plants, shrubs, and trees used principally for ornamental, recreational andaesthetic purposes. Students learn to establish, maintain and manage horticultural enterprises such as arboriculture, the study of trees; floriculture, the study of flowering plants; greenhouse operation; landscape design and management; nursery operation; and turf management.

The purpose of the Horticulture Technology program is to meet the needs of the industry on all levels of training and skills. This applies to persons entering school directly from a secondary program or re-entering for specific training and/or license certification. Successful completion of 32 credit hours entitles a student to receive a career certificate in Horticulture; completion of 47 credit hours entitles a student to receive a technical certificate in Horticulture; completion of the full 62-semester hour curriculum results in the student receiving an Associate in Applied Science Degree.

Program Length

Two Semesters
Three Semesters
Four Semesters

Degree (s) Offered

Career Pathway Certificate
Career Certificate
Technical Certificate
Associate in Applied Science

Admission Requirements

Must meet all general admission requirements of the college.

Contact

The Student Success Center -Jones College, 601.477.4257 or Horticulture Instructor: Wendy Wilkerson at 601.477.4172 or e-mail at wendy.wilkerson@jcjc.edu

HORTICULTURE TECHNOLOGY
Career Pathway Certificate

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

One Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
HLT 1113 Plant Materials I	3
HLT 2713 Landscape Construction	3
HLT Electives	9
Total Hours	17

HORTICULTURE TECHNOLOGY
Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Two Semesters

First Semester	Credit Hours
HLT 1113 Plant Materials I	3
HLT 1213 Applied Principles of Plant Propagation	3
HLT 2113 Turfgrass Management	3
HLT 2713 Landscape Construction	3
SSP 1002 Smart Start Pathway	2
Total Hours	14

Second Semester	Credit Hours
HLT 1123 Plant Materials II	3
HLT 1313 Greenhouse and Nursery Production	3
AGR 1313 Plant Science	3
AGR 2314 Soils	4
Horticulture Electives	5
Total Hours	18

HORTICULTURE TECHNOLOGY
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Three Semesters

First Semester	Credit Hours
HLT 1113 Plant Materials I	3
HLT 1213 Applied Principles of Plant Propagation	3
HLT 2113 Turfgrass Management	3
HLT 2713 Landscape Construction	3
SSP 1002 Smart Start Pathway	2
Total Hours	14

Second Semester	Credit Hours
HLT 1123 Plant Materials II	3
HLT 1313 Greenhouse and Nursery Production	3

AGR 1313 Plant Science 3
AGR 2314 Soils..4
Horticulture Electives 5
Total Hours 18

Third Semester
HLT 1513 Landscape Design I...3
HLT 2124 Landscape Management & Weed Control 4
HLT 2323 Greenhouse and Nursery Production II 3
HLT 2813 Ornamental & Turf Pest Management..3
Approved Elective.. 2
Total Hours 15

HORTICULTURE TECHNOLOGY
Associate in Applied Science Degree Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester **Credit Hours**
HLT 1113 Plant Materials I 3
HLT 1213 Applied Principles of Plant Propagation 3
HLT 2113 Turfgrass Management 3
HLT 2713 Landscape Construction.. 3
SSP 1002 Smart Start Pathway 2
Total Hours 14

Second Semester **Credit Hours**
HLT 1123 Plant Materials II 3
HLT 1313 Greenhouse and Nursery Production.. 3
AGR 1313 Plant Science 3
AGR 2314 Soils.. 4
Horticulture Electives 5
Total Hours 18

Sophomore Year

First Semester **Credit Hours**
HLT 1513 Landscape Design 3
HLT 2323 Greenhouse and Nursery Production II 3
Social/Behavioral Science 3
ENG 1113 English Comp I 3
MAT 1033 Technical Mathematics 3
~~MAT 1313 College Algebra .... 3~~
Total Hours 15

Second Semester **Credit Hours**
HLT 2124 Landscape Management and Weed Control 4
HLT 2813 Ornamental and Turf Pest Management...................................... 3
Fine Arts Elective 3
ENG 1123 English Comp II.. 3
Elective.. 2
Total Hours 15

Approved Electives:

HLT 1614 Landscape Equipment Operations and Maintenance

HLT 2413 Floral Design

HLT 2423 Advanced Floral Design

HLT 1513 Landscape Design

HLT 2824 Irrigation and Lighting Systems

WBL Work Based Learning

HLT 1411 Leadership Management

HLT 1421 Leadership Management

HLT 1431 Leadership Management

Any Instructor Approved Foreign Language

Any Instructor Approved Science course

AGR 2314 Basic Soils

AGR 1314 Plant Science

BIO 1314 Botany

Any Instructor Approved Economics course

ACC 1213 Principles of Accounting I

ACC 1223 Principles of Accounting II

BAD 1313 Introduction to Business

BAD 2413 Business Law

BOT 1813 Electronic Spreadsheet

MMT 1323 Advertising

MMT 1113 Principles of Marketing

BOT 2813 Business Communications

BOT 1313 Applied Business Math

BOT 1433 Professional Development

BOT 2413 Computerized Accounting

Any Instructor Approved Marketing Course

Division of Business and Technology Services

(See University Parallel options for Business Degrees P. 68)

Mr. Rick Bedwell, Chairperson, Mr. M. Dubose, Ms. A. Hinton, Ms. G. Keeton, Ms. K. Martin, Ms. J. Powell.

The Division of Business Services offers courses pertaining to the specific areas of Business and Office Technology, Information Systems Technology, Marketing Management Technology and Paralegal Technology.

BUSINESS AND OFFICE TECHNOLOGY

Purpose

The Business and Office Technology program is designed to prepare a person for a variety of entry-level administrative support positions in a variety of business settings. The program helps prepare students for employment opportunities in a medical or business setting through selection of a concentration in one of the following areas: Health-Care Data Technology or Office Technology.

Program Description

The Business and Office Technology curriculum requires courses in the technical core, designated areas of concentration, and the academic core. Students choose a concentration of Health-Care Data Technology or Office Technology. The Business and Office Technology department offers a two-year program of study that requires successful completion of courses in the technical core, designated areas of concentration, and the academic core in order to receive the Associate in Applied Science degree. Exit points are available in both concentrations to allow students to earn a variety of certificates if a degree is not desired.

The Health-Care Data Technology option of study is designed to prepare students to work in office positions in doctors' offices, health clinics, hospitals, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription, coding, and computer software applications including electronic health records.

The Office Technology emphasis is an instructional program designed to prepare students for entry-level positions to utilize administrative office procedures, integrated computer applications, business financial systems, communication skills, and other computer skills such as database management and desktop publishing.

Program Length

Two Semesters to Four Semesters depending on if a certificate or a degree is sought.

Degree(s) Offered

Career Certificate
Technical Certificate
Associate in Applied Science Degree

Admission Requirements

Must meet the general admission requirements of the college.
A high school transcript showing proof of graduation or acceptable GED score.
*Transfer students must submit transcripts from each college attended. Students with less than a 2.0 GPA on previously earned college credit must have permission of the advisor or department head to be admitted to the BOT program.

Minimum composite score of 16 on the ACT. Students scoring less than 16 may be admitted on a probationary status with advisor approval.
*Applicants that do not hold a regular high school diploma or high school equivalency may qualify for the program by the following:

- •Contact Mrs. Lucy Flowers at 601-477-4060 or lucy.flowers@jcjc.edu
- •Schedule a time to complete the Accuplacer assessment.
- •Receive a passing score on all Accuplacer tests.

Contact

For more information, contact the Student Success Center at Jones College, 601.477.4257. If additional information is desired contact the Business and Office Technology instructor: Kandace Martin, 601-477-2229, kandace.martin@jcjc.edu.

Curriculum

It should be noted that many of the classes are only taught once per year and in the semester indicated.

HEALTH-CARE DATA TECHNOLOGY CONCENTRATION
Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
BOT 1233 Microsoft Word® I	3
BOT 1763 Communication Essentials	3
BOT 1313 Applied Business Math	3
BOT 2743 Medical Office Concepts	3
BOT 1613 Medical Terminology I	3
Total Hours	17

Second Semester	**Credit Hours**
BOT 1243 Microsoft Word® II	3
BOT 1433 Business Accounting	3
BOT 2763 Electronic Health Records	3
BOT 1623 Medical Terminology II	3
BOT 1273 Introduction to Microsoft Office®	3
Total Hours	15

HEALTH-CARE DATA TECHNOLOGY CONCENTRATION
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
BOT 1233 Microsoft Word® I	3
BOT 1763 Communication Essentials	3
BOT 1313 Applied Business Math	3
BOT 2743 Medical Office Concepts	3
BOT 1613 Medical Terminology I	3
Total Hours	17

Second Semester	Credit Hours
BOT 1243 Microsoft Word® II	3
BOT 1433 Business Accounting	3
BOT 2763 Electronic Health Records	3
BOT 1623 Medical Terminology II	3
BOT 1273 Introduction to Microsoft Office®	3
Total Hours	15

Sophomore Year

First Semester	Credit Hours
BOT 2643 CPT Coding	3
BOT 2653 ICD Coding	3
BOT 2673 Medical Insurance Billing	3
BOT 2523 Medical Transcription I or Instructor Approved Technical Elective	3
BOT 2753 Medical Information Management or Instructor Approved Tech Elective	3
Total Hours	15

HEALTH-CARE DATA TECHNOLOGY CONCENTRATION
Associate in Applied Science Degree Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
BOT 1233 Microsoft Word® I	3
BOT 1763 Communication Essentials	3
BOT 1313 Applied Business Math	3
BOT 2743 Medical Office Concepts	3
BOT 1613 Medical Terminology I	3
Total Hours	17

Second Semester	Credit Hours
BOT 1243 Microsoft Word® II	3
BOT 1433 Business Accounting	3
BOT 2763 Electronic Health Records	3
BOT 1623 Medical Terminology II	3
BOT 1273 Introduction to Microsoft Office®	3
ENG 1113 English Composition I	3
Total Hours	18

Sophomore Year

First Semester	Credit Hours
BOT 2643 CPT Coding	3
BOT 2653 ICD Coding	3
BOT 2673 Medical Insurance Billing	3
BOT 2523 Medical Transcription I or Instructor Approved Technical Elective	3
BOT 2753 Medical Information Management or Instructor Approved Tech Elective	3
Total Hours	15

Second Semester	Credit Hours
SPT 1113 Public Speaking	3
ENG 1123 English Composition II	3
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
Social/Behavioral Science	3
Total Hours	12

Courses that serve as a prerequisite must have a grade of "C" or above or approval of the Dean or advisor before enrolling in subsequent courses. See course descriptions for prerequisite requirements.

*Prior to enrollment in BOT 1233 Microsoft Word® I, students should be able to key straight-copy material at a minimum of 35 GWAM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not have this level of proficiency should enroll in Introduction to Keyboarding (BOT 1013).

Approved electives include those listed in the MCCB approved CTE and/or Academic Uniform Course Numbering Document. Through the approved curriculum, course substitutions may be allowed at the discretion of the Business and Office Technology advisor.

OFFICE TECHNOLOGY CONCENTRATION

Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
BOT 1233 Microsoft Word® I	3
BOT 1763 Communication Essentials	3
BOT 1313 Applied Business Math	3
BOT 1413 Records Management	3
BOT 1213 Professional Development	3
Total Hours	17

Second Semester	Credit Hours
BOT 1433 Business Accounting	3
BOT 2433 QuickBooks®	3
BOT 1823 Microsoft Excel® I	3
BOT 2133 Desktop Publishing	3
BOT 1273 Introduction to Microsoft Office®	3
Total Hours	15

OFFICE TECHNOLOGY CONCENTRATION
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
BOT 1233 Microsoft Word® I	3
BOT 1763 Communication Essentials	3
BOT 1313 Applied Business Math	3
BOT 1413 Records Management	3
BOT 1213 Professional Development	3
Total Hours	17

Second Semester	Credit Hours
BOT 1433 Business Accounting	3
BOT 2433 QuickBooks®	3
BOT 1823 Microsoft Excel® I	3
BOT 2133 Desktop Publishing	3
BOT 1273 Introduction to Microsoft Office®	3
Total Hours	15

Sophomore Year

First Semester	Credit Hours
BOT 1243 Microsoft Word® II	3
BOT 1853 Microsoft Excel® II	3
BOT 2333 Microsoft Access®	3
BOT 2833 Integrated Computer Applications or Instructor Approved Tech Elective	3
BOT 2723 Administrative Office Procedures or Instructor Approved Tech Elective	3
Total Hours	15

OFFICE TECHNOLOGY CONCENTRATION
Associate in Applied Science Degree Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
BOT 1233 Microsoft Word® I	3
BOT 1763 Communication Essentials	3
BOT 1313 Applied Business Math	3
BOT 1413 Records Management	3
BOT 1213 Professional Development	3

Total Hours 17

Second Semester **Credit Hours**

BOT 1433 Business Accounting 3
BOT 2433 QuickBooks® 3
BOT 1823 Microsoft Excel® I 3
BOT 2133 Desktop Publishing 3
BOT 1273 Introduction to Microsoft Office® 3
Total Hours 15

Sophomore Year

First Semester **Credit Hours**

BOT 1243 Microsoft Word® II 3
BOT 1853 Microsoft Excel® II 3
BOT 2333 Microsoft Access® 3
BOT 2833 Integrated Computer Applications or Instructor Approved Tech Elective ... 3
BOT 2723 Administrative Office Procedures or Instructor Approved Tech Elective 3
ENG 1113 English Composition I 3
Total Hours 18

Second Semester **Credit Hours**

ENG 1123 English Composition II (must have C in ENG 1113) 3
SPT 1113 Public Speaking 3
MAT 1033 Technical Mathematics 3
~~MAT 1313 College Algebra .... 3~~
Social/Behavioral Science 3
Total Hours 12

Courses that serve as a prerequisite must have a grade of "C" or above or approval of the Dean or advisor before enrolling in subsequent courses. See course descriptions for prerequisite requirements.

*Prior to enrollment in BOT 1233 Microsoft Word® I, students should be able to key straight-copy material at a minimum of 35 GWAM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not have this level of proficiency should enroll in Introduction to Keyboarding (BOT 1013).

Approved electives include those listed in the MCCB approved CTE and/or Academic Uniform Course Numbering Document. Through the approved curriculum, course substitutions may be allowed at the discretion of the Business and Office Technology advisor.

PARALEGAL TECHNOLOGY

The Paralegal Technology curriculum is designed to prepare a person for entry-level employment as a paralegal in courts, corporations, law firms, and government agencies. Paralegal Technology is a two year program of study that requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate in Applied Science degree is earned upon successful completion of the Paralegal Technology program.

Transfer to some senior institutions is available. The prescribed courses outlined in the catalog of the senior institution in which the student plans to transfer should be correlated with the course of study outlined for the first two years at the junior college level. Students seeking to transfer should always consult the catalog of the senior institution for details concerning specific courses and the transfer process. Students seeking to transfer are urged to work closely with their Paralegal Advisor in order to assure enrollment in the correct courses.

Purpose

The Paralegal Technology prepares students for a variety of employment opportunities in the legal field.

Program Description

The Paralegal Technology curriculum is a two year program which prepares a person for entry-level employment as a legal assistant in law firms, courts, corporations, and government agencies.

Program Length

Four Semesters

Degree(s) Offered

Associate in Applied Science

Admission Requirements

Must meet all general admission requirements of the college.

Must have a high school transcript showing proof of graduation or acceptable GED score.

A transfer student must submit transcripts from each college attended.

Minimum composite score of 16 on the ACT. Students scoring less than 16 will be admitted on a probationary status.

Contact

The Student Success Center - Jones College, 601.477.4257, or Paralegal Technology Instructor: Amy Hinton 601.477.4273, or amy.hinton@jcjc.edu.

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
LET 2453 Real Property I	3
LET 1123 Introduction to Law	3
LET 1523 Wills and Estates	3
BOT 1133 Microcomputer Applications or CSC 1123 Computer Applications I	3
ENG 1113 English Comp I	3
Total Hours	17

Second Semester	**Credit Hours**
LET 1213 Legal Research	3
LET 2653 Law Office Management	3
LET 2463 Real Property II	3
LET 1513 Family Law	3
ENG 1123 English Comp II	3
Total Hours	15

Sophomore Year

First Semester	**Credit Hours**
LET 1713 Legal Writing	3
LET 2383 Criminal Law and Procedure	3

Social/Behavioral/Science Elective	3
LET 2313 Civil Litigation I	3
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
Total Hours	15

Second Semester	Credit Hours
LET 2333 Civil Litigation II	3
LET 2323 Torts	3
LET 2913 Special Problems in Paralegal Technology	3
SPT 1113 Public Speaking I	3
BAD 2413 Legal Environment of Business or other approved Business Elective	3
Total Hours	15

Courses that serve as a prerequisite must have a grade of "C" or above or approval of the Dean or advisor before enrolling in subsequent courses.

Course Substitutions may be allowed at the discretion of a Paralegal Advisor.

INFORMATION SYSTEMS TECHNOLOGY

Purpose

The Information Systems Technology (IST) department offers technical programs, leading to associate degrees or certifications, designed to develop marketable skills and promote economic development.

Program Description

Students entering Information Systems Technology may choose a Computer Networking Technology option or a Web and Programming Technology option. The IST department at JC has partnerships and affiliations with national vendors such as Cisco Systems and Microsoft.

The Web and Programming technology option is a two-year program which offers training in the design, coding, and testing of websites, e-commerce development, server administration, graphics manipulation, Internet programming, and database interaction. This option offers training in desktop, web, and mobile application development. The curriculum teaches students skills such as Visual Basic, PHP, ASP.Net, JavaScript, "C", Mobile, HTML, CSS, and SQL. Also, students are prepared to earn their IC3, CIW, CompTIA's A+, programming language, MTA Security Fundamentals, and MTA Software Development certifications.

The Computer Networking option is a two-year program which offers training in hardware, operating systems, network design, network administration and client/server systems. The curriculum offers students the education needed to earn IC3 certifications, Cisco's CCNAcertification, Microsoft's MCP certification, MTA Security Fundamentals, MTA Networking certifications, and CompTIA's A+, Network+, Security+, and Linux+ certifications.

Program Length

Two semesters

Four semesters

Degree

Career Certificate (two semesters)

Technical Certificate (four semesters)

Associate of Applied Science (four semesters)

Admissions Requirements

- Must meet all general admission requirements.
- An applicant having previously earned college credit with less than a 2.5 grade point average must schedule an interview with the Information Systems Technology staff and be referred to the Dean of Career and Technical Education or Dean of the College for approval.
- A minimum composite ACT score of 18 is required. Applicants with composite ACT scores of 16 or 17 may be referred to the Dean of Career and Technical Education or Dean of the College for probationary admission. ACT scores must be recorded in the Jones College Admissions and Records Office prior to admission to the program.

Applicants that do not hold a regular high school diploma or high school equivalency may qualify for the program by the following:
- Contact Mrs. Lucy Flowers at 601-477-4060 or lucy.flowers@jcjc.edu
- Schedule a time to complete the Accuplacer assessment.
- Receive a passing score on all Accuplacer tests.

Contact

The Student Success Center Jones College at 601.477.4149 or Information Systems Technology Department Instructors: Peck Lowe at 601.477.4080, Mitch Dubose at 601.477.4299 or Jennifer Powell at 601.477.4064; or email peck.lowe@jcjc.edu, mitch.dubose@jcjc.edu, or jennifer.powell@jcjc.edu.

Curriculum

It should be noted that all sophomore year and many freshmen classes are only taught once per year and in the semester noted.

Courses that serve as a prerequisite must have a grade of "C" or above or approval of the Dean or advisor before enrolling in subsequent courses.

WEB AND PROGRAMMING
Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
IST 1124 IT Foundations	4
IST 1134 Fundamentals of Data Communications	4
IST 1153 Web and Programming Concepts	3
IST 1314 Visual Basic Programming Language	4
Total Hours	17

Second Semester	**Credit Hours**
IST 1143 Principles of Information Security	3
IST 1163 Concepts of Database Design	3
IST 1413 Client-Side Programming	3
IST 1423 Web Design Applications	3
IST 2453 Mobile Application Development	3
Total Hours	15

WEB AND PROGRAMMING
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
IST 1124 IT Foundations	4
IST 1134 Fundamentals of Data Communications	4
IST 1153 Web and Programming Concepts	3
IST 1314 Visual Basic Programming Language	4
Total Hours	17

Second Semester	**Credit Hours**
IST 1143 Principles of Information Security	3
IST 1163 Concepts of Database Design	3
IST 1413 Client-Side Programming	3
IST 1423 Web Design Applications	3
IST 2453 Mobile Application Development	3
Total Hours	15

Sophomore Year

First Semester	**Credit Hours**
IST 2373 C Programming Language	3
IST 2433 Server-Side Programming I	3
IST 2483 Web Server	3
Total Hours	9

Second Semester	**Credit Hours**
IST 2313 Systems Analysis and Design	3
IST 2473 E-Commerce Strategies	3
Total Hours	6

WEB AND PROGRAMMING
Associate of Applied Science Degree Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
IST 1124 IT Foundations	4
IST 1134 Fundamentals of Data Communications	4
IST 1153 Web and Programming Concepts	3
IST 1314 Visual Basic Programming Language	4
Total Hours	17

Second Semester	Credit Hours
IST 1143 Principles of Information Security	3
IST 1163 Concepts of Database Design	3
IST 2483 Web Server	3
IST 1423 Web Design Applications	3
IST 2453 Mobile Application Development or CSC 1613	3
ENG 1113 English Composition I	3
Total Hours	18

Sophomore Year

First Semester	Credit Hours
IST 2373 C Programming Language or CSC 2134	3 or 4
IST 2433 Server-Side Programming I	3
IST 1413 Client-Side Programming	3
ENG 1123 English Composition II	3
Academic Elective	3
Total Hours	15 or 16

Second Semester	Credit Hours
IST 2313 Systems Analysis and Design	3
IST 2473 E-Commerce Strategies	3
SPT 1113 Public Speaking	3
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
Approved Academic/CTE Elective*	3
Total Hours	15

*Another programming language elective may be chosen if approved by IST instructors: IST 1713 Java Programming, IST 2324 Script Programming, IST 2334 Advance Visual Basic, IST 2344 Database Programming, IST 2373 C Programming, IST 2383 Advanced C Programming, IST 2424 XML Programming, IST 2433 Server Side Programming I, IST 2443 Server Side programming II, CSC 1213 Visual Basic Programming

COMPUTER NETWORKING

Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
IST 1124 IT Foundations	4
IST 1134 Fundamentals of Data Communications	4
IST 1153 Web and Programming Concepts	3
IST 1213 Client Install and Configuration	3
Total Hours	16

Second Semester	Credit Hours
IST 1143 Principles of Information Security	3
IST 1163 Concepts of Database Design	3
IST 1223 Network Components	3
IST 1244 Network Administration Using Microsoft Windows Server	4

IST 2253 Advanced Network Administration Using Microsoft Windows Server ... 3
Total Hours 16

COMPUTER NETWORKING
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester **Credit Hours**
SSP 1002 Smart Start Pathway.. 2
IST 1124 IT Foundations 4
IST 1134 Fundamentals of Data Communications 4
IST 1153 Web and Programming Concepts...3
IST 1314 Visual Basic Programming Language... 4
Total Hours 17

Second Semester **Credit Hours**
IST 1143 Principles of Information Security 3
IST 1163 Concepts of Database Design 3
IST 1223 Network Components... 3
IST 1244 Network Administration Using Microsoft Windows Server 4
IST 2253 Advanced Network Administration using Microsoft Windows Server.......... 3
Total Hours 16

Sophomore Year

First Semester **Credit Hours**
IST 2224 Networking Planning and Design 4
IST 1213 Client Install & Configuration 3
Total Hours 7

Second Semester **Credit Hours**
IST 1254 Network Administration Using Linux 4
IST 2234 Network Implementation...4
Total Hours 8

COMPUTER NETWORKING
Associate of Applied Science Degree Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester **Credit Hours**
SSP 1002 Smart Start Pathway.. 2
IST 1124 IT Foundations 4
IST 1134 Fundamentals of Data Communications 4

IST 1153 Web and Programming Concepts 3
IST 1314 Visual Basic Programming Language 4
Total Hours 17

Second Semester **Credit Hours**
IST 1143 Principles of Information Security 3
IST 1163 Concepts of Database Design 3
IST 1223 Network Components 3
IST 1244 Network Administration Using Microsoft Windows Server 4
ENG 1113 English Composition I 3
Total Hours 16

Sophomore Year

First Semester **Credit Hours**
IST 2224 Networking Planning and Design.. 4
IST 1213 Client Install & Configuration... 3
ENG 1123 English Composition II.. 3
IST 2253 Advanced Network Administration Using Microsoft Windows Server.... 3
Academic Elective.. 3
Total Hours 16

Second Semester **Credit Hours**
IST 2234 Network Implementation 4
IST 1254 Network Administration Using Linux...4
SPT 1113 Public Speaking.. 3
MAT 1033 Technical Mathematics..3
~~MAT 1313 College Algebra...3~~
Total Hours 14

BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY

Purpose
The Business and Marketing Management Technology program is designed to meet the individual needs of students preparing for a career in the field of marketing, management, and/or fashion merchandising.

Program Description
The Business and Marketing Management Technology program offers a comprehensive curriculum designed to prepare students to take their places in the business and social world. The program offers major options in Business Management and Fashion Merchandising.

Program Length
Four Semesters

Degree(s) Offered
Associate in Applied Science

Admission Requirements
Must meet all general admission requirements of the college.

Contact
The Student Success Center - Jones College, 601.477.4257 or Instructor: Ginger Keeton at 601.477.4085 or at ginger.keeton@jcjc.edu.

BUSINESS MANAGEMENT EMPHASIS
Technical Degree Option

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
MMT 1113 Principles of Marketing	3
MMT 1323 Advertising	3
MMT 2213 Principles of Management	3
MMT 2323 Internet Marketing	3
MMT 1753 Marketing Seminar	3
Total Hours	17

Second Semester	Credit Hours
MMT 1123 Marketing Management	3
MMT 1313 Selling	3
MMT 1413 Merchandising Math	3
MMT 2233 Human Resource Management	3
MMT 2613 International Marketing	3
MMT 2513 Entrepreniurship	3
Total Hours	18

Sophomore Year

First Semester	Credit Hours
MMT 2243 Marketing Case Studies	3
BOT 1133 or CSC1113 Computer Elective	3
BAD 2413 Legal Environment to Business	3
Approved Elective	3
Total Hours	12

BUSINESS MANAGEMENT EMPHASIS
Associate in Applied Science Option

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
MMT 1113 Principles of Marketing	3
MMT 1323 Advertising	3
MMT 2213 Principles of Management	3
MMT 2313 E-Commerce	3
MMT 1753 Marketing Seminar	3
Total Hours	17

Second Semester	Credit Hours
MMT 1123 Marketing Applications	3
MMT 1313 Selling	3
MMT 1413 Merchandising Math	3
MMT 2233 Human Resource Management	3
MMT 2613 International Marketing	3
ENG 1113 English Comp I	3
Total Hours	18

Sophomore Year

First Semester	Credit Hours
MMT 2243 Marketing Case Studies	3
BOT 1133 or CSC 1113 Computer Elective	3
BAD 2413 Legal Environment to Business	3
Approved Elective	3
ENG 1123 English Comp. II	3
Total Hours	15

Second Semester	Credit Hours
MMT 2423 Retail Management	3
SPT 1113 Public Speaking I	3
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
PSC 1113 American National Government or PSY 1514 General Psychology	3
Total Hours	12

Approved electives include those listed in the MCCB approved CTE and/or Academic Uniform Course Numbering Document. Through the approved curriculum, course substitutions may be allowed at the discretion of the Marketing advisor.

Must take CPAS in final semester.

Division of Health and Human Services

(See University Parallel options on P.. 83)

Mr. Benji Sessums, Chairperson, Ms. A. Brashier, Ms. S. Buckley, Ms. J. Burge, Ms. B. Donald, Ms. A. Garick, Ms. H. Gunnell, Ms. L. Hinton, Ms. S. Jones, Ms. C. May, Mr. J. McEwen, Ms. T. McCraw, Ms. T. McDonald, Ms. A. Myers, Ms. M. Pearson, Ms. J. Prine, Ms. T. Stringer, Ms. B. Weatherford, Mr. E. Williams

The Division of Health and Human Services offers courses pertaining to the specific areas of Early Childhood Education, Cosmetology, Emergency Medical Technician/ Paramedic, Family and Consumer Science, Health Care (Nurse) Assistant, Practical Nursing, Radiography, and Pharmacy Technology.

EARLY CHILDHOOD EDUCATION TECHNOLOGY

Purpose

The Early Childhood Education Technology program provides preparation for a professional career in Early Childhood Education spanning a variety of career options. This discipline includes classroom instruction, supervised laboratory experiences, and work-based learning experiences. Students will develop competencies that enable them to provide services, teach, and guide young children in various early childhood professions.

Program Description

The Early Childhood Education Technology curriculum is a two-year discipline that requires a minimum of 68 semester hours of course work. These minimum course requirements are 18 semester hours of general education and 50 semester hours of Early Childhood Education courses. Successful completion of the Early Childhood Education Technology curriculum results in the student receiving an Associate in Applied Science degree. This curriculum meets the National Association for the Education of Young Children Standards for Early Childhood Professional Preparation, the Mississippi Department of Education Early Learning Standards and Guidelines for Pre-Kindergarten (3 and 4 year olds), and the Mississippi Early Learning Standards and Guidelines for Infants and Toddlers. The content for the Child Development Associate (CDA) Credential is embedded in the ECET coursework. In addition, Jones College offers the opportunity for Early Childhood Education Technology students to meet the qualifications of a Child Care Director required by the Mississippi State Department of Health. A child care director shall be at least 21 years of age and shall have a minimum of a two-year associate degree from an accredited community or junior college in child development technology which must include a minimum of 480 hours of practical training, supervised by college instructors, in a college operated child care learning laboratory. The Early Childhood Education Technology program has articulation agreements with selected accredited colleges and universities. Therefore, many of the academic and early childhood credits earned are transferable. This offers a student the opportunity to pursue a higher degree in an Early Childhood Education related field at one of the selected accredited colleges or universities. Students must contact the college of their choice annually for transfer credit approval.

Program Length

Five semesters (Fall, Spring, Summer, Fall, Spring)

Degree(s) Offered

Associate in Applied Science

Admission Requirements: Due before the first day of the enrollment semester.

1. Meet all general requirements for admission to Jones College according to the current catalog.
2. Be at least 18 years of age by September 1 of the year of enrollment.
3. Have a regular high school diploma or GED (General Educational Development scores).
4. Have a composite score of 16 or higher on the ACT (American College Test); at least a 16 ACT sub-score for English and Math.
5. If previously enrolled in any accredited college or university, the student must have maintained a 2.5 GPA. This includes English Composition I with a "C" or better and Intermediate Algebra and/or College Algebra with a "C" or better. The student may retake the ACT scoring a 16 in English and Mathematics. Submit all transcripts and ACT scores to the Admissions and Records Office.
6. Interview with the Early Childhood Program Coordinator/Advisor to begin the application process for admission into the Early Childhood Program.

After admission into the program and before the first day of the enrollment semester:

7. Submit a completed Early Childhood Education Technology Program Application Form.
8. Submit a current Mississippi Department of Health Form #121 Certificate of Immunization Compliance (completed by the physician or health department of the student's choice and at the student's expense) showing all of the student's immunizations are current and the form is signed, dated, and stamped by the MDH representative.
9. Submit documentation of a negative Tuberculosis Test from a physician or health department (completed by the physician or health department of the student's choice and at the student's expense).
10. Submit a completed Report of Medical Examination (completed by the physician of the student's choice and at the student's expenses) indicating the student is physically and mentally capable of working with and caring for children according to the Mississippi Department of Health Regulations Governing Licensure of Child Care Facilities.
11. Submit to a drug test conducted by a certified laboratory approved by the college, if requested. The student is charged a fee for processing.
12. Submit fingerprints (completed by a JC representative) for processing to the Mississippi Department of Health for a Criminal History Record Check. The student is charged a fee for processing.
13. Submit a completed Child Abuse Registry Check form to the ECET program. The ECET program will submit the form to the Mississippi Department of Human Services for processing.
14. Submit a completed application packet to include ECET program application form, Confidentiality Agreement, Dress Code Policy Agreement, Cell Phone Policy, Computer Use Policy, Expectations Policies, et al.

*****Continued enrollment in the ECET program will depend upon receipt of a clear Criminal History Records Check and clear Child Abuse Registry Check. Continued enrollment will also depend upon updating personal record requirements as necessary.

Application Procedure

To apply for admission to the ECET program, make an appointment with the Early

Childhood Program Coordinator/Advisor. The best way to make an appointment is to email your request to earlychilddegree@jcjc.edu or call the office phone at 601-477-4119. This office is located in the Technology Services Building office #75.

Failure to submit all information or complete all requirements will void the application and the student will not be enrolled in the program.

Admission to the Program

Each application is screened to insure the applicant meets all minimum requirements. Admissions criteria are based on the completion of all minimum requirements, submission of a completed application packet, and space available. Students are admitted pending a favorable Criminal Records Check and Child Abuse Registry Check by the Mississippi Department of Human Services-Division of Family and Children Services. Continued enrollment in the program will depend upon receipt of a clear Criminal History Record Check and Child Abuse Registry Check from the State of Mississippi. Continued enrollment will also depend upon updating personal records requirements as necessary.

Readmission to Program

Students who withdraw from the ECET program for any reason and wish to be readmitted must reapply to the program. This includes students who do not attend for one or more semesters. At this time, students must meet current admission requirements.

Contact

ECET Program Coordinator/Advisor, Leah Hinton. The best way to contact is to email your request to earlychilddegree@jcjc.edu or call the office phone at 601-477-4119.

EARLY CHILDHOOD EDUCATION TECHNOLOGY
Associate in Applied Science

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
CDT 1911 Early Childhood Seminar I	1
CDT 1112 Early Childhood Profession	2
CDT 1344 Child Health, Safety and Nutrition	4
CDT 1223 Preschool and Primary Development	3
CDT 1313 Creative Arts for Young Children	3
ENG 1113 English Composition I	3
Total Hours	18

Second Semester	Credit Hours
CDT 1921 Early Childhood Seminar II	1
CDT 1213 Infant and Toddler Development	3
CDT 1713 Language and Literacy Development for Young Children	3
CDT 2713 Social Studies, Math, and Science for Young Children	3

ENG 1123 English Composition II 3
MAT 1033 Technical Mathematics 3
~~MAT 1313 College Algebra .... 3~~
Total Hours 16

Sophomore Year

Summer Semester	**Credit Hours**
CDT 2613 Methods, Materials, and Measurements	3
Total Hours	3

First Semester	**Credit Hours**
CDT 2111 Early Childhood Seminar III	1
CDT 2413 Development of the Exceptional Child	3
CDT 2233 Guiding Social and Emotional Behavior	3
CDT 2915 Initial Practicum	5
SOC 2113 Sociology/ SOC 2143 Marriage and Family/ PSY 1513 Psychology	3
Total Hours	15

Second Semester	**Credit Hours**
CDT 2121 Early Childhood Seminar IV	1
CDT 2513 Family Dynamics and Community Involvement	3
CDT 2813 Administration of Programs for Young Children	3
CDT 2945 Advanced Practicum	5
SPT 1113 Public Speaking	3
Total Hours	15

Students must maintain a 2.5 GPA and make a "C" or better in English, Math, and ECET courses to advance in the ECET program curriculum.

**Students who can document mastery in baseline competencies taken from the high school Early Childhood Services and Education program as indicated by scoring 80% or better on the Early Childhood C-PAS test will receive credit for CDT 1112 Early Childhood Profession. It is the student's responsibility to provide this documentation from the secondary Early Childhood program to the post-secondary ECET program.

***Students are required to provide their own transportation to CDT 1213-Infant and Toddler Development and CDT 2413-Development of the Exceptional Child lab sites as well as transportation for educational field trips in all other courses. Students are expected to purchase their own textbooks, ebooks, activity resource books, electronic devices (computers, copiers/printers, digital cameras, etc.) and teaching supplies and tools which are not consumed by the children in laboratory experiences. Students must purchase and keep all hard copy textbooks and activity resource books from pervious ECET courses required for use in CDT 2613-Methods, Materials and Measurement, CDT 2915 Initial Practicum, 2945-Advanced Practicum.

Required supplementary materials for all courses are the following:

1. Mississippi Department of Health Regulations Governing Licensure of Child Care Facilities(current revision)
2. Mississippi Early Learning Standards and Guidelines for Infants and Toddlers
3. Mississippi Early Learning Standards and Guidelines Three and Four Year Olds
4. Head Start Child Development and Early Learning Framework
5. Developmentally Appropriate Practice in Early Childhood Programs Serving Children Birth through Age Eight
6. Infant Toddler Revised Rating Scale Revised (ITERS-R)
7. Early Childhood Environmental Rating Scale Revised (ECERS-R)

COSMETOLOGY

Purpose

The purpose of the Cosmetology program is to train students in all phases of cosmetology. Training includes one year of classroom and laboratory activities which are necessary to become proficient as a cosmetologist.

Program Description

Cosmetology is designed to prepare the student for employment in the field of cosmetology. Training includes three semesters of classroom and laboratory activities that are necessary to become proficient as a cosmetologist. The course meets a total of 1500 clock hours. The program is approved by the State Board of Cosmetology.

The curriculum contains the following areas of emphasis:

- Shampooing and rinsing
- Scalp and hair treatment
- Manicure
- Pedicure
- Hair-shaping and hair-styling
- Styling of wigs
- Permanent waves
- Hair-coloring
- Chemical hair relaxing
- Facial treatment
- Hair composition
- Chemistry of hair

License or Examinations Required for Employment

Upon completion of their training the students will be issued a certificate, which entitles them to write the State Cosmetology Board examination. Passing the examination is required before a student can be licensed as a cosmetologist in the State of Mississippi.

Program Length

Three semesters, 1500 hours of class and laboratory

Degree(s) Offered

Career Certificate

Admission Requirements

I. The applicant must:

- Be 18 years of age by September 1st for the cosmetology program.
- Furnish two (2) transcripts from an accredited high school indicating a regular diploma and the date awarded or must furnish acceptable GED scores.
- Furnish transcripts indicating any non-high school, college, or clock hour credit.
- Submit application for admission to the College through the Office of Admissions and Records.
- Submit completed Cosmetology application packet obtained from Home and Health Building Office or Career and Technical Dean's Office.
- Have a 16 or above on the ACT.
- Complete all the above requirements by the last Friday in May.

II. Applicants who have adequate test scores and complete application packets will be advised of a time and date to appear before an Interview Committee. Interviews will be conducted with the Cosmetology Instructor and advisory board members. The Interview is an important part of the selection process, so the applicant should dress as though going for a job interview. Each applicant will be notified in writing as to the result of his/her interview.

III. Applicants provisionally selected for the class will be undergo a physical exam performed by the JCJC Clinic personnel. This physical must be completed and returned to the Instructional Affairs office prior to final acceptance into the program.

IV. PLEASE NOTE:

- Class is limited to **20** students per year-class begins Fall semester only.
- The length of the program is a full calendar year-3 semesters (Fall, Spring, and 10-week Summer term)
- Specific information regarding supplies, dress code, school policies, etc., will be provided at the interview.

Contact

The Student Success Center-Jones College 601.477.4257 or Cosmetology Instructor, Sylvina Buckley at 601.477.4097 or at sylvina.buckley@jcjc.edu

COSMETOLOGY

Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

First Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
COV 1122 Cosmetology Orientation	2
COV 1245 Cosmetology Sciences I	5
COV 1255 Cosmetology Sciences II	5
COV 1426 Hair Care I	6
Total Hours	20

Second Semester	Credit Hours
COV 1263 Cosmetology Sciences III	3
COV 1622 Skin Care I	2
COV 1632 Skin Care II	2
COV 1522 Nail Care I	2
COV 1532 Nail Care II	2
COV 1722 Salon Business I	2
COV 1732 Salon Business II	2
COV 1436 Hair Care II	6
Total Hours	21

Summer Term

Summer Semester	Credit Hours
COV 1443 Hair Care III	3
COV 1642 Skin Care III	2
COV 1542 Nail Care III	2
Total Hours	7

EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC

Purpose

The purpose of the Emergency Medical Technology program is to adequately prepare students to function as entry-level pre-hospital professional healthcare providers.

Program Description

The Emergency Medical Technology Program prepares the student to provide competent pre-hospital emergency care to acutely ill or injured patients under the direction of a physician. The program provides opportunities for the student to gain cognitive ability, psychomotor skills and professional attributes necessary to function as a pre-hospital emergency care provider. Students satisfactorily completing the EMT coursework will receive a recommendation to sit for the National Registry Examination (EMT). Upon successful completion of the paramedic curriculum, the student will receive a Technical Certificate in Paramedicine with option to complete the academic requirements necessary to obtain an Associate of Applied Science Degree. The student will receive a recommendation for the National Registry Paramedic Examination at the completion of their training.

The mission of the Department of Emergency Medical Technology is to ensure each student receives the best training available to produce qualified, competent, industry-ready Emergency Medical Technicians. Classroom training is provided by dedicated instructors who meet the requirements set forth by Jones County Junior College (JCJC), Career and Technical Education Division (CTE), and the Mississippi State Department of Education (MSDOE). In addition to the faculty, pre-selected clinical and field-internship preceptors, a variety of media resources, and high-fidelity training equipment are used to enhance learning opportunities.

Carrying out this mission requires teamwork between the college, program, clinical education centers the student. As an EMT or paramedic student, your role will be to dedicate yourself to increasing your knowledge of patient care, basic and advanced life-saving skills, and professionalism. Your own personal contribution towards your education is the most important part of accomplishing this mission, and the decision to succeed or to fail is in your hands.

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.

The first semester consists of the EMT courses and academic prerequisites which are offered each semester. The curriculum for the paramedic is four semesters beyond the EMT course. Paramedic classes are admitted each fall on a competitive entrance basis.

To be eligible for an Associate of Applied Science degree, the student must successfully complete Anatomy and Physiology I and II, College Algebra, English Composition I & II, Oral Communications, Social Science Elective, EMT courses and all paramedic courses.

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

Profession of Paramedicine Description

Paramedics have fulfilled prescribed requirements by a credentialing agency to practice the art and science of out-of-hospital medicine in conjunction with medical direction. Through patient assessments and providing medical care, their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting. 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 linkages among health resources. 4

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 and 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. They assume an active role in professional and community organizations.

Accreditation

The Emergency Technology program at Jones County Junior College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Hwy 19 North Suite 158 Clearwater, FL 33763
727-210-2350
www.caahep.org

To contact CoAEMSP:
Committee on Accreditation of Educational Programs for Emergency Medical Services Professions
8301 Lakeview Parkway Suite 111-312
Rowlett, TX 75088
214-703-4884
214-703-8992 (fax)
www.coaemsp.org

Program Length

EMT: 1 Semester consisting of EMS-1163 (EMT I) and EMS-1174 (EMT II).
Paramedic: Technical Certificate – Three (3) Semesters beyond EMT II.
Associate of Applied Science – Four (4) Semesters beyond EMT II.

These estimates do not include remedial course work or the necessary completion of BIO – 2514 (Anatomy and Physiology I) and BIO – 2524 (Anatomy and Physiology II).

Admission Requirements

The paramedic program selects students by fair, objective criteria. It is open to all interested individuals satisfying the entrance requirements defined below.

EMT

- 18 years of age or older
- Admission to Jones Junior College
- Enhanced Composite ACT score of 16 or above
- High School Diploma or GED
- Up-to-date immunizations
- Hepatitis-B inoculations
- Physical Examination stating that the student is medically capable of the paramedic job demands: physical and emotional
- Negative or acceptable, as determined by clinical facilities, FBI background check.

Paramedic

All EMT admission requirements plus:

- Current NREMT certification
- Current state of MS EMT certification (Or Eligibility)
- Health-care Provider CPR certification
- Successful completion of Anatomy and Physiology I prior to entering the paramedic course.

**Students who lack entry level skills in Math, English and Science are required to take developmental courses to gain entrance into the college level courses*

Program Reentry

Students who withdrew from a previous paramedic class are allowed to reapply for admission to the program. Unless otherwise requested, and applicable under the advanced placement procedures, the student will begin the program with the next incoming class, complete all coursework and follow all guidelines and procedures applicable to the other students in the class.

Advanced Placement

The department recognizes some students may be eligible for, or require, consideration for advanced placement into the program. Circumstances for consideration of advanced placement include, but are not limited to, previously completed coursework which is not eligible for repeated financial aid due to a grade of "A" or the completion of a substantial portion of a CAHEEP accredited paramedic curriculum (See Institutional Transfer Credit) either at JCJC or another program. Consideration of advanced placement requests are contingent upon the following:

- It has been less than two calendar years since the student was enrolled, and attended, paramedic courses.
- There is a compatible curriculum crosswalk for determining equivalence of the received training.
- The student can demonstrate didactic, psychomotor and affective competency in all required areas up to the proposed point of reentry.
- The student must begin according to the procedures under "Reentry Points".

If the student requests but is not granted advanced placement status in the program, they remain eligible to enter with the new class from the beginning of the curriculum course sequence.

Advanced placement and reentry will be determined by the appropriate procedures outlined in the EMT/Paramedic handbook.

Institutional Transfer Credit

Any student wishing to transfer course credits for previously completed EMS courses from an outside accredited institution must follow the Jones County Junior College student transfer procedure. In addition, if the courses being transferred do not match the current state and program curriculum, or if the courses are from an out-of-state institution, the student must provide the JCJC EMS department with the curriculum and/or objectives in which the courses were completed. After performing a gap analysis and objective comparison of the curriculum in question, a decision will be made by the JCJC EMS department and school registrar concerning the acceptance of the courses as credit into the current paramedic program. These students will also be subject to the above listed reentry procedures.

Experiential Learning Credit

Jones County Junior College Emergency Technology Department does not accept credit earned through an experiential learning for any EMS related courses.

Contact

If more information is desired, contact the EMT/Paramedic faculty at (601) 477-4074 or emtparamedic@jcjc.edu.

EMERGENCY MEDICAL TECHNOLOGY: Technical Certificate Track

Freshman Year

First Semester (Fall)	**Credit Hours**
EMS 1163 EMT I	3
EMS 1174 EMT II	4
BIO 2514 Anatomy and Physiology I	4
Total Hours	11

Second Semester (Summer)	**Credit Hours**
BIO 2524 Anatomy and Physiology II	4
Total Hours	4

Sophomore Year

Third Semester (Fall)	**Credit Hours**
EMS 1142 Foundations of Paramedicine	2
EMS 1151 Foundations of Paramedicine Lab	1
EMS 1242 Concepts of Airway and Respiratory Medicine	2
EMS 1251 Concepts of Airway and Respiratory Medicine Lab	1
EMS 1343 Concepts of Cardiovascular Medicine	3
EMS 1352 Concepts of Cardiovascular Medicine Lab	2
EMS 1514 Practicum I	4
Total Hours	15

Fourth Semester (Spring)	**Credit Hours**
EMS 1742 Concepts of Neurological Medicine	2
EMS 1751 Concepts of Neurological Medicine Lab	1
EMS 1942 Concepts of Reproductive Medicine	2

EMS 1951 Concepts of Reproductive Medicine Lab 1
EMS 2343 Medical Emergencies of the Secondary Assessment 3
EMS 2351 Medical Emergencies of the Secondary Assessment Lab 1
EMS 2743 Concepts of Traumatic Medicine..3
EMS 2752 Concepts of Traumatic Medicine Lab..2
EMS 1525 Practicum II..5
Total Hours..20

Fifth Semester(Summer)	**Credit Hours**
EMS 2912 Concepts of EMS Operations	2
EMS 2566 Practicum III	6
EMS 2942 Paramedic Capstone	2
EMS 2952 Paramedic Capstone Lab	2
Total Hours	12

EMERGENCY MEDICAL TECHNOLOGY: ASSOCIATE OF Associate in Applied Science Option

Freshman Year

First Semester(Fall)	**Credit Hours**
EMS 1163 EMT I	3
EMS 1174 EMT II	4
BIO 2514 Anatomy and Physiology I	4
ENG 1113 English Composition I	3
Total Hours	14

Second Semester(Spring)	**Credit Hours**
BIO 2524 Anatomy and Physiology II	4
ENG 1123 English Composition II	3
MAT 1033 Technical Mathematics	3
~~MAT 1113 College Algebra~~	~~3~~
Social Science Elective	3
Total Hours	13

Third Semester(Fall)	**Credit Hours**
EMS 1142 Foundations of Paramedicine	2
EMS 1151 Foundations of Paramedicine Lab	1
EMS 1242 Concepts of Airway and Respiratory Medicine	2
EMS 1251 Concepts of Airway and Respiratory Medicine Lab	1
EMS 1343 Concepts of Cardiovascular Medicine	3
EMS 1352 Concepts of Cardiovascular Medicine Lab	2
EMS 1514 Practicum I	4
Total Hours	15

Fourth Semester(Spring)	**Credit Hours**
EMS 1742 Concepts of Neurological Medicine	2
EMS 1751 Concepts of Neurological Medicine Lab	1
EMS 1942 Concepts of Reproductive Medicine	2
EMS 1951 Concepts of Reproductive Medicine Lab	1
EMS 2343 Medical Emergencies of the Secondary Assessment	3
EMS 2351 Medical Emergencies of the Secondary Assessment Lab	1
EMS 2743 Concepts of Traumatic Medicine	3
EMS 2752 Concepts of Traumatic Medicine Lab	2
EMS 1525 Practicum II	5
Total Hours	20

Fifth Semester(Summer)	**Credit Hours**
EMS 2912 Concepts of EMS Operations	2

EMS 2566 Practicum III	6
EMS 2942 Paramedic Capstone	2
EMS 2952 Paramedic Capstone Lab	2
SPT 1113 Speech	3
Total Hours	15

LONG-TERM HEALTH CARE ASSISTANT

Purpose

The Health Care Assistant Program prepares the individual to assist the health care team under the direction of a health care professional. Graduates of the one semester program will be awarded the Certificate of Health Care Assistant. Students who complete the program may qualify for employment as Homemakers, Nurse Assistants, Long-term Care Aides, or Home Health Aides.

Program Description

The Health Care Assistant Program has been designed in modular format to allow sequential scheduling over a semester. The program combines classroom instruction with laboratory work and clinical practice. The curriculum emphasizes employability skills, job seeking skills, legal aspects of health care, safety in health care, communication and observation skills, medical terminology, and basic health care procedures. Included is basic life support (American Heart Association), body structure and function, human growth and development, and nutrition. Emphasis is placed on common diseases and disorders and skills required to care for the long-term care resident.

Program Length

One Semester, 18 semester hours

Degree(s) Offered

Career Certificate

Admission Requirements

- Meet general admission requirements of the college
- High School Diploma or GED
- TB Skin Test will be administered during the semester
- Students must have a clear FBI background check. This will be completed during the semester. Students whose background checks reveals a crime unacceptable by a clinical site may be ineligible for the program.
- Must complete a Health Care Assistant Program Application and submit to Health Care Assistant Office.

Contact

The Enrollment Services-Jones College 601.477.4257 or Instructors, Terri Stringer at 601.477.4219 or at terri.stringer@jcjc.edu; Brooke Donald at 601.477.2252 or at brooke.donald@jcjc.edu.

LONG-TERM HEALTH CARE ASSISTANT
Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

One Semester

Course Name	Credit Hours
SSP 1002 Smart Start Pathway	2
HCA 1116 Basic Health Care Assisting	6
HCA 1124 Special Care Procedures	4
HCA1214 Body Structure and Function	4
HCA 1312 Home Health Aide & Homemaker Serv	2
Total Hours	18

PRACTICAL NURSING

Purpose

The Practical Nursing Program is designed to provide the student with knowledge and skills necessary to function as a Licensed Practical Nurse.

Curriculum Description

This 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 that do not require the skills, judgment, and knowledge required of a registered nurse. This care is performed under the direction of a registered nurse, licensed physician, or dentist. Students that complete the program requirements, 3 semesters, as identified by the Mississippi Community College Board, will be eligible to apply for LPN licensure. The graduate of the program functions as a provider of care and a member of a profession. This curriculum references the Client Needs and Integrated Processes Categories from the Test Plan for the National Council Licensure Examination for Licensed Practical/Vocational Nurses. The State Board of Nursing, in which the student applies for licensure, may deny any individual the right to take the NCLEX-PN based on previous criminal records.

Accreditation

The Jones College Practical Nursing Program is accredited by the Mississippi Community College Board (MCCB) 3825 Ridgewood Road, Jackson MS 39211. Upon completion of the program, students will be eligible to apply to the Mississippi Board of Nursing to write the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN®), the national examination for licensure.

Legal Limitations for Licensure as a Practical Nurse

Restrictions regarding who may qualify to write the National Council Licensure Examination for Licensed Practical Nurses (NCLEX-PN®) are as follows: “The board may, in its discretion, refuse to accept the application of any person who has been convicted of a criminal offense under any provision of Title 97 of the Mississippi Code of 1972, as now and hereafter amended, or any provision of this chapter.” Mississippi

Nursing Practice Law, 2010, page 13. The Mississippi Board of Nursing requires students to have an additional background check prior to the application for licensure during the final nursing course. This will be at the student's expense and cannot be billed or paid from the student account.

Program Length

Three Semesters, 44 Semester Hours, 980 Clock Hours
Fall Class from August until July
Spring Class from January until December

Deadline for Admission to the Program:

April 1st for Fall admission
October 1st for Spring admission

Degree(s) Offered

Career Certificate

Entrance Requirements for Practical Nursing

Admission requirements and application process may be found on the Jones College website at the following address:

www.jcjc.edu/programs/practical nursing/lpn_howtoenroll.php

Admission Requirements:

- Meet admission requirements for Jones College
- Minimum ACT composite score of 16 (12 if taken before 1989), 14 on English, Math, and Reading sub scores
- ATI TEAS Test composite score of 50 or greater (Dates for the entrance exam are provided on the Practical Nursing application instruction sheet and the ATI webpage).
- Minimum GPA of 2.0 on previous college work (This requirement may be waived if applicant scores a 21 or greater on ACT. This requirement may be waived if applicant scores above a 77.3% on TEAS.)
- Applicant must be at least 18 years old prior to the completion of the program
- Each applicant must also apply for separate admission to JC.
- While there are no required courses to take prior to getting into the program, the following courses, once completed, add points in the selection process for applicants.
- Human Growth & Development
- Nutrition
- Human Anatomy & Physiology I & II

Admission Procedure

- Apply for admission to Jones College
- Complete Practical Nursing Application located in the Practical Nursing Office (Home and Health Services Building) or the Practical Nursing website and return the application to the Practical Nursing Office by deadline dates
- Register to take the TEAS test at www.atitesting.com; score must be submitted to PN office
- Submit official/unofficial transcripts of all previous college work to Practical Nursing Office by deadline dates
- Submit ACT score to Practical Nursing Office
- Apply for financial aid by completing FAFSA (info at www.fafsa.ed.gov)

Selection of Applicants into the Program

- Selection of students into the program is very competitive. Scores listed above represent the minimum requirements and do NOT guarantee admission into the program.
- Selection into the Practical Nursing program will be based on points earned by each applicant. Points can be accumulated based on the rubric that is used in the selection process. Download a copy of the rubric from the Practical Nursing website.
- Selection of students into the program will be based on the ACT score, ATI TEAS score, college GPA, selected academic college course work taken and previous healthcare experience. Approximately 40 applicants are selected for the fall class and approximately 40 applicants are selected for the spring class. *In case students have the same amount of total points on the rubric, the applicant with the highest combination of points from the GPA and ACT will be considered. If there is still a tie, the in-district applicant is given priority and further ties will be broken by a random drawing.
- Students selected will be notified by letter or email.
- All qualified applicants not selected will be placed on an alternate list; in the event of a vacancy, the alternate will be notified via phone call or email.
- After notification of acceptance, the student will be required to provide the following:
  - -Attend Orientation Session
  - -Current certification of Healthcare Provider Cardiopulmonary Resuscitation (CPR)
  - -Physical examination
  - -Two Step Tuberculosis (TB) skin test
  - -MMR (shot record); must be college compliant per Health Department standards
  - -Hepatitis B Immunization series of three injections or signed declination
  - -Influenza (Flu) Vaccination
- Once admitted into the program, students must clear criminal background check.
- Maintain an 80% average on attempted coursework as outlined in the Practical Nursing Manual.

Students selected into the Practical Nursing Program will be required to submit to a random drug test prior to the first day of clinical.

Practical Nursing Guidelines for Granting Prior Credit

Credit for Nursing Courses within the Program

Applicants who have successfully completed content in another Practical Nursing Program or who have completed content in a Registered Nursing Program may request advanced placement in the Practical Nursing Program under certain conditions.

Students who have completed the 1st semester of a Practical Nursing Program within the last two years, with a grade of "C" or better, are eligible to receive transfer credit that is equivalent to the 1st semester PNV Coursework at Jones College, provided the coursework taken at another college is congruent with the course work offered at JC.

Students who have previously been enrolled in a Registered Nursing Program the following will apply:

Students that have completed two semesters in an RN program within the last two years, with a grade of "C" or better, are eligible to receive transfer credit for only the 1st semester PNV courses at Jones College, provided the coursework taken at another college is congruent with the coursework offered at JC.

Any person requesting transfer of prior credit must:

a) submit a program application;

b) submit a letter of reference from a faculty member in their previous nursing program;

c) submit a college transcript and course descriptions from previous program;

d) must meet JC's practical nursing program's ACT requirement, but does not have to take the TEAS Test.

Placement is not guaranteed and is dependent on several factors:

a) whether there is an opening in the requested class;

b) whether the course objectives/course descriptions submitted for prior credit are congruent with the course objectives/course descriptions of JC's Practical Nursing Program;

c) whether the prior credit was obtained at a regionally accredited college or university;

d) students may be required to demonstrate competence in selected 1st semester skills, including but not limited to, hand washing, vital signs, catheterization, and medication administration.

e) students will be required to demonstrate competence in dosage calculations.

Credit for Non-Nursing Courses within the Program

Students enrolled in the Practical Nursing Program who have taken academic Anatomy & Physiology I & II may substitute these classes for PNV 1213 Body Structure and Function. This substitution is allowed only if the student has completed these classes within the last two years and achieved a grade of "B" or better in the academic course. A copy of the student's college transcript must be on file in the PN office for this substitution to be approved.

Contact

The Enrollment Services – Jones College 601.477.4257 or Practical Nursing office at 601.477.4101 or 4102, or email teresa.mcdonald@jcjc.edu.

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Curriculum

SSP 1002 Smart Start Pathway
PNV 1213 Body Structure and Function
PNV 1443 Nursing Fundamentals & Clinical
PNV 1524 IV Therapy Concepts & Pharmacology
PNV 1682 Adult Health Nursing Concepts & Clinical
PNV 1728 Specialty Areas in Nursing
PNV 1914 Nursing Transition

MEDICAL RADIOLOGIC TECHNOLOGY (RADIOGRAPHY)

Purpose

The Radiography Program is designed to provide the instruction and clinical opportunities needed to prepare the student for employment and advancement in the field of Radiologic Technology.

Program Description

Radiographers perform imaging examinations and accompanying responsibilities at the request of physicians qualified to prescribe and/or perform radiologic procedures. They utilize equipment emitting ionizing radiation to produce radiographic images of the internal structures of human anatomy. These radiographic images are utilized by the physician for diagnostic and therapeutic purposes. The radiographer is responsible for all functions in the Radiology Department to insure consistent radiographic images and provide for personal and patient safety from ionizing radiation. In addition to producing diagnostic images and primary patient care, other responsibilities may include administrative and educational functions. Graduates of this two-year program will be awarded an Associate in Applied Science Degree in Radiologic Technology and are eligible to make application to the American Registry of Radiologic Technology in order to become a Registered Radiographer.

The program is accredited by:

The Joint Review Committee on Education in Radiologic Technology (JRC/ERT)
20 N. Wacker Dr., Suite 900
Chicago, IL 606062901
Telephone: 3127045300
mail@jrcert.org

Program Length

Two Years (Fall, Spring, and Summer semesters)

Degree(s) Offered

Associate in Applied Science

Application Requirements

The applicant must:

1. Meet all general admission requirements. (See the College Affairs Section)
2. Submit a completed radiography program application.
3. Be at least 18 years of age prior to program start date.
4. Have a minimum composite score of 17 on the American College Test (ACT)
5. Have a minimum G.P.A. of 2.5
6. Have completed each prerequisite course, with at least a C average, **prior to application deadline, March 1st**
7. Be able to perform the following functions:
   - Reach and manipulate equipment at a height of six feet.
   - Lift or move objects weighing a minimum of fifty (50) pounds.
   - Stand for lengthy periods (approximately 6 hours a day).
   - Walk long distances in reasonable time (approximately 1/4 mile in 5 minutes).
   - Display good manual dexterity.
8. Complete and submit the first page of the medical examination as part of the application procedure.
9. Individuals seeking admission or students enrolled in any Jones College designated

education program are subject to entrance, random, periodic, and/or probable-cause substance testing.

Application Procedure

Applications will be accepted through March 1st each year. Only complete application packets will be considered.

On or before March 1st:

- Submit the complete application packet to include:
  1. The applicant information form
  2. A.C.T. scores
  3. College transcript(s)
  4. Report of Medical Examination (1st page only)
  5. Reference forms (2), (Preferably one personal and one employer)
- Application packets will be accepted at any time through March 1st for the upcoming class.
- The application materials must be submitted as a complete packet. No individual forms or incomplete information will be accepted. The application packet must include: the application form, the information form, two reference forms, the report of medical examination, and all transcripts including A.C.T. results.
- Only completed application packets submitted on or before March 1st will be considered.

Application for Advance Standing or Readmission

Application for advanced standing, transfer of credit, or readmission may be submitted at any time. Applicants who wish to apply for advanced standing, transfer of credit, or readmission into the program must submit a written request, meet all application requirements, and complete the application process. The request, application, and all required materials should be submitted to the Radiography Program Director.

Applications for advanced standing, transfer of credit, or readmission are considered based on available clinical positions, grades, course work, and references. Completed applications are presented to the Dean of Career and Technical Education and the Academic Dean for consideration. The applicant is then notified of the decision.

Applicants applying for advance standing or readmission into the Radiography Program must:

1. Meet all general admission requirements of the college (See the College Affairs Section)
2. Submit a completed radiography application including a written explanation describing the reason and type of admission being requested.
3. Be at least 18 years of age.
4. Have a composite score of 17, or equivalent on the Enhanced A.C.T.
5. Have a minimum G.P.A. of 2.5.
6. Have course work equivalent to the level for which he/she is making application.
7. Submit official college transcripts from all colleges attended.
8. Submit midterm grades if applicable.
9. Submit a reference from the previous Radiography Program attended.
10. Make a minimum grade of seventy five (75) on an examination for each radiography class grade submitted for transfer credit and/or readmission into the program.
11. Demonstrate competency commensurate to the requested transfer credit and/or readmission into the program by scoring a minimum of 85% on each clinical competency evaluation deemed appropriate by program officials.
12. Be able to perform the following functions:

- Reach and manipulate equipment at a height of six feet.
- Lift or move objects weighing a minimum of fifty (50) pounds.
- Stand for lengthy periods (approximately 6 hours a day).
- Walk long distances in reasonable time (approximately 1/4 mile in 5 minutes).
- Display good manual dexterity.

13. Undergo a physical examination and submit an acceptable report of medical examination.
14. Provide evidence of a criminal background check or submit to finger printing for a background check.
15. Individuals seeking admission or students enrolled in any Jones College designated education program are subject to entrance, random, periodic, and/or probable-cause substance testing.

Student Selection

The Radiography Program is currently accredited for fourteen first year students. Each application is screened to insure that the applicant meets all minimum requirements. Thirty six applicants will be selected to interview for the program. Selection of the applicants for interview will be based on academic achievement and employment history. Applicants selected for interview will be notified of the date, time, and location of the admission interview by mail and/or email provided on application.

The Admissions Committee will select fourteen applicants to become students of the radiographer program. In addition to the fourteen applicants selected, the committee will also select three alternates. In the event that an applicant cannot accept their position, an alternate will be notified and offered the position.

Selection criteria are based on academic records such as G.P.A., A.C.T. scores, completed college coursework, work experience, and a personal interview by the Admissions Committee. Selection criteria in each category are weighted as follows:

• Academic	70%
• Work Experience	10%
• Interview	20%

All applicants will be notified of the interview results by mail and/or email provided on application.

Admission to the Program

The newly selected student will attend an orientation meeting. The date, time, and location of this meeting will be announced in the acceptance letter. Prior to beginning the program, the student must:

1. Undergo a physical examination and submit an acceptable report of medical examination.
2. Begin hepatitis vaccinations or sign a declination form.
3. Have the Tuberculin Skin Test and Varicella Titer IGG and submit results to the Program Director.
4. Complete twenty four hours of orientation at one or more assigned sites before the first day of class.
5. Obtain American Heart C.P.R. Certification.
6. Submit to finger printing resulting in a clear criminal background check. This will be scheduled by the program after students acceptance into the program.

(All related charges for these services are the responsibility of the student.)

7. Students are subject to substance abuse testing at anytime.
8. A wireless electronic note pad or laptop is required.

(All related charges for these services are the responsibility of the student.)

Contact and Application Information

Please contactthe Jones College Enrollment Services at 601.477.4257 orthe Radiography Program Office at 601.477.2416 or at mandy.pearson@jcjc.edu or brittany.weatherford@jcjc.edu. Application information and forms may also be accessed by visiting our web page at: www.jcjc.edu/programs/healthcare/medicalradiologictechnology.

MEDICAL RADIOLOGIC TECHNOLOGY
Associate in Applied Science Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Prerequisite Courses	**Credit Hours**
CSC 1123 Computer Applications I	3
ENG 1113 English Comp. I	3
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
Psychology or Sociology	3
Total Hours	12

Freshman Year

Summer Semester	**Credit Hours**
(First four weeks)	
RGT 1213 Fundamentals of Radiography	3
BIO 2514 Anatomy & Physiology I	4
Total Hours	7
(Second four weeks)	
RGT 1223 Patient Care & Radiography	3
BIO 2524 Anatomy & Physiology II	4
Total Hours	7

First Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
ENG 1123 English Comp. II	3
RGT 1114 Clinical Education I	4
RGT 1312 Prin. of Radiation Protection	2
RGT 1413 Imaging Principles	3
RGT 1513 Radiographic Procedures I	3
Total Hours	17

Second Semester	**Credit Hours**
Humanities/Fine Arts Elective	3
RGT 1124 Clinical Education II	4
RGT 1423 Digital Imaging	3
RGT 1523 Radiographic Procedures II	3
RGT 1613 Physics of Imaging Equipment	3
Total Hours	16

Sophomore Year

Summer Semester	**Credit Hours**
RGT 1139 Clinical Education III	9
First Semester	**Credit Hours**
RGT 2147 Clinical Education IV	7
RGT 2533 Radiographic Procedures III	3
RGT 2133 Ethical & Legal Responsibilities	3
RGT 2912 Radiation Biology	2
Total Hours	15

Second Semester	**Credit Hours**
RGT 2157 Clinical Education V	7
RGT 2542 Radiographic Procedures IV	2
RGT 2922 Radiographic Pathology	2
RGT 2933 Certification Fundamentals	3
Total Hours	14

The curriculum for Medical Radiologic Technology (Radiography) is only for those students who have completed the radiography program application process and have been formally accepted for entrance into the program. Students preparing to make application to the radiography program and graduates of a radiography program who wish to pursue a baccalaureate degree should refer to the Health Professions curriculum and contact their advisor for guidance.

PHARMACY TECHNOLOGY

Purpose

Pharmacy Technology is a five-semester program, which combines classroom instruction with laboratory work and clinical experience to prepare students for employment as technicians. The pharmacy technician works under the supervision of registered pharmacists in hospitals, health care agencies, and retail outlets.

Program Description

Pharmacy Technology combines classroom instruction with laboratory work and clinical experience to prepare students for employment and advancement in the pharmacy field. Pharmacy technicians assist and support licensed pharmacists in providing direct patient care and medications to patients. Pharmacy technicians must work under the direction of a registered pharmacist.

Students learn about pharmacology through an overview of drug classifications, common drug side effects, drug use and abuse, FDA testing, and biotransformation of drugs in the human body. The curriculum also includes therapeutic classification of drugs, generic and trade names, transcription abbreviations, and pharmacy math and dosage calculations. The program of study familiarizes the student with methods of drug preparation, packaging and distribution as well as the functions and services provided by the hospital and retail pharmacy. The program includes practical learning experiences in community settings.

The Program is accredited by:

American Society of Health-System Pharmacists (ASHP)
and Accreditation Council for Pharmacy Education (ACPE)
7272 Wisconsin Avenue
Bethesda, Maryland 20814

Program Length
Five semesters

Degree(s) Offered
Associate in Applied Science

Admission Requirements:
1. Meet the general admission requirements to JC.
2. Must **be 18 years of age by Oct 1st** of admission year.
3. Request and complete an application packet for pharmacy technology, which includes a program application and three reference forms.
4. Have a composite ACT score of 17.
5. Sign a release for background check
6. Attend a scheduled selection interview.

The student will be responsible for all costs related to requirements.

During the program the student will be required to obtain:
1. CPR-Healthcare Provider Certification.
2. Submit an acceptable background check for registration with the MS Board of Pharmacy
3. Submit to a drug test if requested
4. Submit proof of current technician registration with the MS Board of Pharmacy (www.mbp.state.ms.us)
5. Adhere to immunization policies of clinical sites
6. TB skin test

Contact
The Enrollment Services-Jones College, 601.477.4257 or program instructors: Tracey Turner 601.477.4230 or at tracey.turner@jcjc.edu, or Stephanie Jones 601.477.4230 or at stephanie.jones@jcjc.edu.

PHARMACY TECHNOLOGY
Associate in Applied Science Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
PHM 1111 Pharmacy Technician Fundamentals	1
PHM 1123 Pharmacy Law	3
PHM 1212 Computer Applications in Pharmacy	2
PHM 1413 Pharmacy Anatomy and Physiology*	3
ENG 1113 English Composition I	3
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
Total Hours	17

Second Semester	**Credit Hours**
PHM 1424 Pharmacology I	4
PHM 1525 Pharmacy Practice	5
PHM 1313 Pharmacy Math and Dosage Calculations	3
ENG 1123 English Composition II	3
Total Hours	15

Summer Semester	**Credit Hours**
PHM 1512 Pharmaceutical Compounding	2
PHM 2614 Practicum I	4
Total Hours	6

Sophomore Year

First Semester	**Credit Hours**
PHM 2434 Pharmacology II	4
PHM 2813 Pharmacy Transition	3
PHM 2624 Practicum II	4
Social/Behavioral Science	3
Total Hours	14

Second Semester	**Credit Hours**
PHM 2543 Drug Information Research	3
PHM 2634 Practicum III	4
PHM 2534 Nonprescription Drugs	4
PHM 2714 Pharmacy Management	4
SPT 1113 Public Speaking	3
Total Hours	18

*BIO 2514 Anatomy and Physiology I and BIO 2524 may be substituted for PHM 1413

Division of Industrial Services

Mr. Barry Bradshaw, Division Chair, Mr. J. Aultman, Mr. R. Beets, Mr. E. Blakney, Mr. B. Clark, Mr. B. Ellzey, Mr. C. Elmore, Mr. T. Freeman, Mr. G. Griffith, Dr. B. Harrison, Mr. R. Hearn, Mr. J. Ishee, Ms. K. Kirk, Mr. S. Lewis, Mr. B. Miller, Mr. R. Purdum, Mr. C. Robertson, Mr. E. Wimberly, Mr. S. Zugg

The Division of Industrial Services offers courses pertaining to the specific areas of Automotive Technology, CAD Engineering Technology, Civil Engineering, Commercial and Residential Maintenance, Commercial Truck Driving, Electrical, Heating and Air Conditioning, Electro-Mechanical Technology, Precision Manufacturing and Machining, Related Studies, and Welding.

Attendance Policy

Absences - Five- or Seven-Week Terms Per Semester
Programs with 5 and 7 week classes

•3 absences allowed per 5 or 7 weeks (student will be dropped on the 4th absence)

•If a student enters class up to 10 minutes after the scheduled start time he/she is considered tardy.

•If a student enters class more than 10 minutes after the scheduled start time he/she is considered absent.

•3 Tardies equals 2 points off the student's final grade

Absences - Semester Long Classes

•5 absences allowed per Semester (student will be dropped on the 6th absence)

•If a student enters class up to 10 minutes after the scheduled start time he/she is considered tardy.

•If a student enters class more than 10 minutes after the scheduled start time he/she is considered absent.

•3 Tardies equals 1 point off the student's final grade

Evening Class Tardies

Students who arrive after class begins are charged with a tardy. Three tardies constitute one point off final grade. Students who miss more than 30 minutes of class will be charged with an absence.

APPROVED ELECTIVE FOR INDUSTRIAL SERVICE PROGRAMS

CTE 1143 - NCCER Core - this course includes basic safety, an introduction to construction math, an introduction to hand and power tools, an introduction to construction drawings, employability skills and communications. Three semester credit hours: Two hours lecture and two hours lab. Approved elective for all Industrial Service Programs.

AUTOMOTIVE TECHNOLOGY

Purpose

The Automotive Technology Program is designed to prepare the student for employment and advancement in the automotive service industry.

Program Description

The Automotive Technology Program prepares the students to enter the labor market as an entry level automotive technician or advanced apprentice. Upon completion of this course the graduate will be prepared to secure employment or to further his training in a specialized automotive field.

* Shop safety, hand and power tools, general shop practices
* Drive trains, brake systems, suspension systems, wheel alignment
* Engine inspection, testing, adjusting, and overhauling
* Automotive electronics, automotive emissions systems, automotive air conditioning

Program Length

Four Semesters

Degree (s) Offered

Certificate

Associate in Applied Science

Admission Requirements

• Must meet all general admission requirements of the college. For certificate-only option, an ACT Work Keys Career Readiness Credential Silver-level score is acceptable for admission.

• Must have good manual dexterity, arm-hand steadiness, near vision, active listening, and information ordering skills.

• Receive a negative test result on drug screen test conducted by a certified laboratory approved by the college and have the results submitted directly to the college.

Contact

Automotive Instructors: Barry Bradshaw 601.477.4246 and Brad Ellzey 601.477.5461 or at barry.bradshaw@jcjc.edu or brad.ellzey@jcjc.edu.

AUTOMOTIVE TECHNOLOGY
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	**Credit Hours**
ATT 1124 Basic Electrical/Electronic Systems	4
ATT 1213 Brakes	3
ATT 1811 Safety and Employability Skills	1
ATT 1314 Manual Drive	4
SSP 1002 Smart Start Pathway	2
Total Hours	14

Second Semester	**Credit Hours**
ATT 1134 Advanced Electrical/Electronics	4
ATT 1425 Engine Performance I	5
ATT 1715 Engine Repair	5
Total Hours	14

Sophomore Year

First Semester	**Credit Hours**
ATT 2435 Engine Performance II	5
ATT 2614 Heating and Air Conditioning	4
ATT 2324 Automatic Transmission/Transaxle	4
Total Hours	13

Second Semester	**Credit Hours**
ATT 2445 Engine Performance III	5
ATT 2334 Steering and Suspension	4
ATT 2913 Special Problems Automotive Technology	3
Total Hours	12

AUTOMOTIVE TECHNOLOGY
Associate in Applied Science Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	**Credit Hours**
ATT 1124 Basic Electrical/Electronic Systems	4
ATT 1213 Brakes	3
ATT 1811 Safety and Employability Skills	1
ATT 1314 Manual Drive	4
SSP 1002 Smart Start Pathway	2
ENG 1113 English Comp. I	3
Total Hours	17

Second Semester	**Credit Hours**
ATT 1134 Advanced Electrical/Electronics	4
ATT 1425 Engine Performance I	5
ATT 1715 Engine Repair	5
ENG 1123 English Comp. II	3
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
Total Hours	20

Sophomore Year

First Semester	**Credit Hours**
ATT 2435 Engine Performance II	5
ATT 2614 Heating and Air Conditioning	4
ATT 2324 Automatic Transmission/Transaxle	4
PSC 1113 American National Government or PSY 1513 General Psychology	3
Total Hours	16

Second Semester	**Credit Hours**
ATT 2445 Engine Performance III	5
ATT 2334 Steering and Suspension	4
ATT 2913 Special Problems Automotive Technology	3
SPT 1113 Public Speaking	3
Total Hours	15

*Students who lack entry level skills in Math and English will be provided related studies. Baseline competencies will be integrated into existing courses in the curriculum.

CIVIL ENGINEERING TECHNOLOGY

Purpose

The Civil Engineering Technology (CIT) program is designed to prepare the graduate for work with a civil engineer, surveyor, contractor, or materials testing laboratory in the performance of general engineering practices and materials performance evaluations. These may include surveying, designing, and drafting, materials testing, and cost estimating for construction projects.

Program Description

The Civil Engineering Technology program is designed to provide advanced technical and communication skills to students. Upon graduation, the student should be able to perform technical tasks and report results to the appropriate authority. A portion of the Associate in Applied Science degree is accepted by the University of Southern Mississippi (USM), School of Engineering Technology, in the four years Construction Engineering Technology bachelor degree program.

Program Length

Four semesters with an optional summer semester available

Degree(s) Offered

Certificate
Associate in Applied Science

Admission Requirements

Must meet all general admission requirements of the college.
Must have a minimum composite score of 16 on the ACT

Contact

The Civil Engineering Technology Instructor, Ryan Hearn at 601-477-4289 or at ryan.hearn@jcjc.edu. Prospective students are encouraged to review the Civil Engineering Technology web site at www.jcjc.edu, select Programs, and select Civil Engineering Technology (with surveying emphasis).

CIVIL ENGINEERING TECHNOLOGY
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

Fall Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
DDT 1163 Engineering Graphics	3
CIT 1413 Elementary Surveying	3
CIT 1213 Civil Construction Methods & Materials	3
Total Hours	11

Spring Semester	Credit Hours
DDT 1313 Computer Aided Design I	3
CIT 1113 Route Surveying	3
CIT 1223 Construction Plans and Specifications	3
CIT 1133 Intro to Craft Skills or CTE 1143 NCCER Core	3
Total Hours	12

Sophomore Year

Fall Semester	Credit Hours
CIT 2433 Land Surveying	3
CIT 2113 Legal Principles of Surveying	3
Technical/Academic Elective	3
Technical/Academic Elective	3
Total Hours	12

Spring Semester	Credit Hours
CIT 2443 GPS Surveying	3
CIT 2423 Mapping and Topography or DDT 2153 Civil Planning & Design	3
Technical/Academic Elective	3
Technical/Academic Elective	3
Total Hours	12

Note: Any student is subject to the Substance Testing Policy.

CIVIL ENGINEERING TECHNOLOGY
Associate in Applied Science Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

Fall Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
DDT 1163 Engineering Graphics	3
CIT 1413 Elementary Surveying	3
CIT 1213 Civil Construction Methods & Materials	3
ENG 1113 English Comp I	3
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
Total Hours	17

Spring Semester	Credit Hours
DDT 1313 Computer Aided Design I	3
CIT 1113 Route Surveying	3
CIT 1223 Construction Plans and Specifications	3
CIT 1133 Intro. to Craft Skills or CTE 1143 NCCER Core	3
ENG 1123 English Comp II	3
Total Hours	15

Summer Semester (Optional)	Credit Hours
WBL 1913 Work Based Learning	3
WBL 1923 Work Based Learning	3
Total Hours	6

Sophomore Year

Fall Semester	Credit Hours
CIT 2433 Land Surveying	3
CIT 2113 Legal Principles of Surveying	3
Technical/Academic Elective	3
Social/Behavioral Science Elective	3
SPT 1113 Public Speaking I	3
Total Hours	15

Spring Semester	Credit Hours
CIT 2443 GPS Surveying	3
CIT 2423 Mapping and Topography or DDT 2153 Civil Planning & Design	3
Technical/Academic Elective	3
Technical/Academic Elective	3
Technical/Academic Elective	3
Total Hours	15

Electives are instructor approved courses.

Note: Any student is subject to the Substance Testing Policy.

COMMERCIAL AND RESIDENTIAL MAINTENANCE

Purpose

The purpose of the two-semester Commercial and Residential Maintenance program is to prepare individuals for employment in general maintenance and repair work of light commercial and residential establishments.

Program Description

The program is a combination of classroom and hands-on training in maintaining and repairing heating and cooling systems, electrical, plumbing, welding, and building components using federal, state, and local codes and regulations. Students will learn to apply fundamental maintenance skills, blueprint reading, math and a variety of troubleshooting techniques which comply with regulatory building codes.

Program Length

Two semesters

Degree(s) Offered

Career Certificate

Admission Requirements

• Must meet all general admission requirements of the college.
• Must have good manual dexterity, arm-hand steadiness, near vision, active listening, and information ordering skills.
• Receive a negative test result on drug screen test conducted by a certified laboratory and have the results submitted directly to the college.

Applicants that do not hold a regular high school diploma or high school equivalency may qualify for the program by the following:
•Contact Dr. Brad Harrison at 601-477-4098 or brad.harrison@jcjc.edu
•Schedule a time to complete the Accuplacer assessment.
•Receive a passing score on all Accuplacer tests.

Contact

Instructor: Josh Ishee at 601.477.5401 or at josh.ishee@jcjc.edu or the Student Success Center - Jones College at 601.477.4257.

COMMERCIAL AND RESIDENTIAL MAINTENANCE
Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Fall Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
CRM 1222 Surface Finishes	2
CRM 1113 Fundamentals of Maintenance	3
CRM 1123 Maintenance Regulations	3
CRM 1133 Mathematics & Blueprint	3
CRM 1214 Carpentry	4
Total Hours	17

Spring Semester	Credit Hours
CRM 1613 Heating, Ventilating, & AC	3
CRM 1413 Plumbing	3
CRM 1513 Electrical	3
CRM 1713 Special Problems in Welding	3
CRM 2913 Special Projects	3
Total Hours	15

Students who lack entry level skills in English, Math, Science, etc. will be provided related studies.

COMMERCIAL TRUCK DRIVING

Purpose

The purpose of the seven-week Commercial Truck Driving program is to prepare individuals for employment in the commercial truck driving field as an over-the-road driver.

Program Description

The program is a combination of classroom, hands-on-equipment training, and actual road driving. It includes fundamental instruction on safety, Department of Transportation rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. Operating diesel powered vehicles, practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. Includes, loading and unloading cargo, reporting delays or accidents on the road, verifying loads against shipping records, and keeping necessary records. Also instructions in proper shifting, log books, preparing paperwork, and map reading.

Program Length

Seven Weeks
Fifteen Weeks

Degree(s) Offered
Career Certificate

Admission Requirements

- Submit both a JC application for admission and a commercial truck driving application
- Be at least 18 years of age
- Have a current valid Commercial Driving Learner's Permit or Commercial Driver's License
- Have a satisfactory driving history for the past three (3) years
- Pass a Department of Transportation (D.O.T.) Physical for Commercial Truck Drivers
- Receive a negative test result on the D.O.T. drug screen test conducted by a certified laboratory and have the results submitted directly to the college
- An official high school transcript or a copy of GED scores is required
- Recent test score on the Compass exam given at JC.

Applicants that do not hold a regular high school diploma or high school equivalency may qualify for the program by the following:

- Contact Dr. Brad Harrison at 601-477-4098 or brad.harrison@jcjc.edu
- Schedule a time to complete the Accuplacer assessment.
- Receive a passing score on all Accuplacer tests.

- Students must go to the Mississippi Department of Public Safety-Highway Patrol in Hattiesburg to take the written exam and receive a permit before starting class

Students will be expected to obtain a Commercial Driver's License and to pass the DOT Commercial Driver Written Examination in order to complete the course. Upon successful completion of the course, the student will have earned a certificate in Commercial Truck Driving.

Commercial Truck Driving Alcohol and Drug Policy

The following policies are extremely important and a student that violates any one or more of the following policies will be subject to withdrawal from the Commercial Truck Driving Program.

1. JC Commercial Truck Driving Program has a zero tolerance policy on drug and alcohol abuse.

2. Alcohol A student may not possess, use, transfer, offer, or be under the influence of any intoxicating liquor while enrolled in the JC Commercial Truck Driving Program. This policy prohibits using any alcohol prior to reporting to school, while in attendance at school, to include during breaks and/or meal periods.

3. Drugs A student may not possess, use, transfer, offer, share, attempt to sell or obtain, manufacture, or be under the influence of any drug or similar substance and also may not have any drugs or similar substances present in the body. Thus, students who test positive for any illegal drug violates this policy. This policy also pertains to prescription drugs being taken without doctor's authorization.

4. Drug Paraphernalia and Alcohol Containers A student may not possess any drug paraphernalia or alcohol containers.

5. Prescriptions/Over-the-Counter Medications It is the student's responsibility to check the potential effects of prescribed drugs and over-the-counter medications with your doctor or pharmacist before attending the Commercial Truck Driving class. A

student must immediately let the instructor know when such use makes it unsafe for the student to report to class and do what is expected in class each day. Students under the influence of a prescription drug, which cautions against the operation of equipment or a motor vehicles, will not be allowed to operate school equipment or motor vehicles. Students operating school equipment or motor vehicles under the influence of a prescription drug which cautions against such use will be in violation of this policy.

6. Adulterants Any substance that is used for the purpose of manipulating a drug test by adding to the specimen or ingesting is prohibited.

Contact

Instructor: Billy Miller 601.477.5440 or at billy.miller@jcjc.edu; Randall Beets 601.477.5440 or at randall.beets@jcjc.edu

Elective: Students entering the program, who have not obtained a driving permit from the Mississippi Department of Public Safety prior to beginning the program, may enroll in the following elective class designed to assist students in preparation for the written permit examination.

DTV 1923 Special Problems 3

Seven Week Course

Course Name

DTV 1114 Commercial Truck Driving I 4
DTV 1124 Commercial Truck Driving II 4

Fifteen Week Course

Course Name	Credit Hours
DTV 1114 Commercial Truck Driving I	4
DTV 1124 Commercial Truck Driving II	4
DTV 1138 Commercial Truck Driving Internship or	8
DTV 1148 Commercial Truck Driving Supervised Work Experience	8

Students who lack entry level skills in English, Math, Science, etc. will be provided related studies.

CAD ENGINEERING TECHNOLOGY

Purpose

CAD Engineering technologists provide drawings and plans used in construction and production. They provide visual guidelines to demonstrate the construction of a structure or product (U.S. Bureau of Labor Statistics, 2009). Drafters fill in technical details using drawings, rough sketches, specification, and calculations made by engineers, surveyors, architects, or scientists. For example, many drafters use their knowledge of standardized building techniques to draw in the details of structures. Some use their understanding of engineering and manufacturing theory and standards to draw the parts of a machine; they determine design elements, such as the numbers and kinds of fasteners needed to assemble the machine (U.S. Bureau of Labor Statistics, 2990). Most drafters prepare plans and drawings with Computer Aided Design and Drafting (CADD) systems.

Program Description

The CAD Engineering Technology curriculum allows students to obtain skills and knowledge related to several fields of the drafting and design industry. The curriculum is based on the State Framework which is based on national standards as developed by the American Design Drafting Association. A combination of class work and laboratory experience is stressed. Completion of 47 semester credit hours of course work in the program leads to a Technical Certificate. Completion of 62 semester credit hours of course work in the program leads to an Associate in Applied Science Degree. The College placement policy guide will be used to determine the correct placement in academic classes (English, Math, Reading, etc.). Developmental or basic classes will not count toward the drafting program degree.

Program Length

Four semesters (beginning with fall semester)

Degree Offered

Associate in Applied Science

Admission Requirements

Must meet all general admission requirements. (See College Affairs Section) Promotion Policy: All technical and academic classes of the CAD Engineering Technology curriculum which is a prerequisite must be completed with a grade of "C" or better to advance to the next level of classes. Graduation grade policy: All technical classes of the CAD Engineering Technology curriculum must be completed with a minimum GPA of "2.0" to complete graduation requirements. The overall GPA must also be a minimum of "2.0" (See College Graduation Requirements)

Contact

CAD Engineering Technology instructor, Karen Kirk 601.477.4256 or karen.kirk@jcjc.edu.

CAD ENGINEERING TECHNOLOGY
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
DDT 1163 Engineering Graphics	3
DDT 1313 Computer Aided Design I (8 weeks)	3
DDT 1323 Computer Aided Design II (8 weeks)	3
Total Hours	11

Second Semester	Credit Hours
DDT 1173 Mechanical Design I	3
DDT 2373 3D Modeling	3
DDT 2813 Inventor 3D Modeling & Animation	3
Approved Technical Elective***	3
Approved Technical Elective***	3
Total Hours	15

Sophomore Year

First Semester	**Credit Hours**
DDT 2823 Revit Architecture	3
DDT 1613 Architectural Design I	3
DDT 1213 Construction Standards & Materials	3
Approved Technical Elective***	3
Total Hours	12

Second Semester	**Credit Hours**
DDT 2213 Structural Detailing I	3
DDT 2153 Civil Planning & Design	3
Technical or Math or Science Elective ***	3
Total Hours	9

*** Elective must be approved by instructor
Note: Any student is subject to the Substance Testing Policy.

CAD ENGINEERING TECHNOLOGY
Associate in Applied Science Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
DDT 1163 Engineering Graphics	3
DDT 1313 Computer Aided Design I (8 weeks)	3
DDT 1323 Computer Aided Design II (8 weeks)	3
ENG 1113 English Comp. I	3
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
Total Hours	17

Second Semester	**Credit Hours**
DDT 1173 Mechanical Design I	3
DDT 2373 3D Modeling	3
DDT 2813 Inventor 3D Modeling & Animation	3
Approved Technical Elective***	3
Approved Technical Elective***	3
ENG 1123 English Comp II	3
Total Hours	18

Sophomore Year

First Semester	**Credit Hours**
DDT 2823 Revit Architecture	3
DDT 1613 Architectural Design I	3
DDT 1213 Construction Standards & Materials	3
Approved Technical Elective***	3
SPT 1113 Public Speaking	3
Total Hours	15

Second Semester	Credit Hours
DDT 2213 Structural Detailing	3
DDT 2153 Civil Planning & Design	3
Technical or Math or Science Elective ***	3
Social/Behavioral Science Elective*	3
Total Hours	12

A total of 62 semester hours (minimum) required.

*The Social/Behavioral Science Elective must be chosen from GEO 1113, HIS 1113, HIS 1123, HIS 2213, HIS 2223, PSC 1113, PSY 1513 OR SOC 2113 or approved by DDT instructor.

*** Elective must be approved by instructor

Note: Any student is subject to the Substance Testing Policy.

ELECTRICAL TECHNOLOGY

Purpose

The Electrical Technology Program is an instructional program that prepares individuals for entry-level employment and advancement in the electrical field.

Program Description

Electricity is an integral part of everyday life. Almost every new technological device needs some type of electrical supply. For this and many other reasons, Electrical Technicians are and will remain in great demand. From simply wiring a residence to being able to program the controllers for a major manufacturing plant, today's electrical technician will require a strong background of technical knowledge.

Well trained electrical workers are in great demand by today's advancing technology and by the growing residential, commercial, industrial construction industries, petroleum production and petroleum refineries. Our program is designed to give you the knowledge necessary to succeed in the electrical field. Installing and maintaining electrical systems, as well as the ability to troubleshoot and repair these systems plays a vital role in keeping today's economy and national livelihood at the highest standard possible. Salaries begin at $28,000.00 and up to $95,000.00 depending on option taken, location, and job requirements.

Our program has instruction and training in general electrical theory; residential, commercial and industrial wiring; the National Electrical Code; Electrical motor maintenance; Motor control systems; Programmable logic controls; Solid state motor controls and automated electrical system. The Electrical Technology Program works with the Mississippi Construction Education Foundation to provide national certification to its students in Core Construction, Electrical Level 1 and Electrical Level 2. These certifications are through the National Center for Construction Education and Research (NCCER).

Program Length

Two Semesters (Career Certificate exit point)
Four Semesters (Technical Certificate)
Four Semesters (AAS)

Degree(s) Offered

Career Certificate (1 year)
Technical Certificate (2 years)
Associate in Applied Science

Admission Requirements

- Must meet all general admission requirements of the college. For certificate-only option, an ACT Work Keys Career Readiness Credential Silver-level score is acceptable for admission.

- Must have good manual dexterity, arm-hand steadiness, near vision, active listening, and information ordering skills.
- Receive a negative test result on drug screen test conducted by a certified laboratory approved by the college and have the results submitted directly to the college.

Promotion Policy

- Students must have a "C" or higher grade on all first semester Electrical Technology courses before they can be enrolled in the second semester.
- Students must have a "C" or higher grade in all first year vocational courses and graduate with a career certificate to be accepted into the two-year technical certificate or the Associate in Applied Science degree program.
- Career Certificate completers must also complete NCCER Certification through Electrical Level 2 and pass the NCCER Level 1 certification test to be accepted into the two-year technical certificate or the Associate in Applied Science degree program.
- Students must have a GPA of 2.0 or higher to graduate with either Certificate or the AAS degree.

Applicants that do not hold a regular high school diploma or high school equivalency may qualify for the program by the following:

- Contact Dr. Brad Harrison at 601-477-4098 or brad.harrison@jcjc.edu
- Schedule a time to complete the Accuplacer assessment.
- Receive a passing score on all Accuplacer tests.

Contact

The Counseling Center, Jones College at 601.477.4257 or Instructors: Stan Lewis at stanton.lewis@jcjc.edu, Randy Purdum at randy.purdum@jcjc.edu or by phone at 601.477.4086.

ELECTRICAL TECHNOLOGY

Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Fall Semester	Credit Hours
ELT 1193 Fundamentals of Electricity	3
ELT 1144 AC DC Circuits for Electrical Technology	4
ELT 1113 Residential Wiring	3
CTE 1143 NCCER Core	3
ELT 1253 Branch Cir/Service En. Cal	3
SSP 1002 Smart Start Pathway	2
Total Hours	18

Second Semester	Credit Hours
ELT 1413 Motor Control Systems	3
ELT 1213 Electrical Power	3
ELT 1263 Electrical Drawings and Schematics	3
ELT 1273 Switch Circuits Res/Com/In	3
ELT 1123 Commercial Wiring	3
Total Hours	15

Completion Award: Career Certificate (one year) Total Program 33 hrs.

ELECTRICAL TECHNOLOGY
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

Fall Semester	**Credit Hours**
ELT 1193 Fundamentals of Electricity	3
ELT 1144 AC DC Circuits for Electrical Technology	4
ELT 1113 Residential Wiring	3
CTE 1143 NCCER Core	3
ELT 1253 Branch Cir/Service En. Cal	3
SSP 1002 Smart Start Pathway	2
Total Hours	18
Spring Semester	
ELT 1413 Motor Control Systems	3
ELT 1213 Electrical Power	3
ELT 1263 Electrical Drawings and Schematics	3
ELT 1273 Switch Circuits Res/Com/In	3
ELT 1123 Commercial Wiring	3
Total Hours	15

Sophomore Year

Fall Semester	
ELT 2424 Solid State Motor Control	4
ELT 2613 Programmable Logic Controllers	3
Total Hours	7
Spring Semester	
ELT 2114 Equipment Maint., Troubleshooting and Repair	4
ELT 2624 Advanced PLC's	4
Total Hours	8

Completion Award: Technical Certificate (two year) Total Program 48 hrs.

ELECTRICAL TECHNOLOGY
Associate in Applied Science Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

Fall Semester	**Credit Hours**
ELT 1193 Fundamentals of Electricity	3
ELT 1144 AC DC Circuits for Electrical Technology	4

ELT 1113 Residential Wiring 3
CTE 1143 NCCER Core 3
ELT 1253 Branch Cir/Service En. Cal.. 3
SSP 1002 Smart Start Pathway.. 2
Total Hours 18

Spring Semester **Credit Hours**
ELT 1413 Motor Control Systems.. 3
ELT 1213 Electrical Power 3
ELT 1263 Electrical Drawings and Schematics.. 3
ELT 1273 Switch. Circuits Res/Com/In 3
ELT 1123 Commercial Wiring... 3
Total Hours 15

Sophomore Year

Fall Semester **Credit Hours**
ELT 2424 Solid State Motor Cont 4
ELT 2613 Programmable Logic Controllers 3
MAT 1033 Technical Mathematics 3
~~MAT 1313 College Algebra .... 3~~
ENG 1113 English Comp. I... 3
SOC 2113 Intro. To Sociology or PSY 1513 General Psychology 3
Total Hours 16

Spring Semester **Credit Hours**
ELT 2114 Equipment Maint., Troubleshooting and Repair 4
ELT 2624 Advanced PLC's..4
ENG 1123 English Comp. II 3
Approved Elective 3
Total Hours 14

Completion Award: Associate in Applied Science Degree Total Program 63 hrs.

Technical Electives
ELT 291(1-4) Special Project
ELT 292(1-6) Supervised Work Experience
ELT 1183 Industrial Wiring
ELT 1283 Estimating the Cost of a Residential Installation
ELT 1353 Fundamentals of Robotics for Electrical Technology
ELT 1383 Industrial Robotics
ELT 1324 Calibration and Measurement Principles used in the Electrical Industry
ELT 1343 Fundamentals of Instrumentation
ELT 1434 Solid State Devices and Circuits for Electrical Technology
ELT 1614 Principles of Hydraulics and Pneumatics
WLB 191(1-3), WLB 192(1-3), WLB 193(103), WBL 291(1-3), WLB 292(1-3), WLB 293(1-3)
Work Based Learning I, II, III, IV, V, and VI

ELECTRO-MECHANICAL TECHNOLOGY

Purpose

This 2-year program is designed to prepare individuals for entry level positions in a wide range of technical positions within the industrial, manufacturing fields.

Program Description

The Electro-Mechanical Technology program is designed to prepare graduates for a career in the installation, maintenance, testing, and repair of industrial automation equipment and systems. Students in this program receive instruction in a wide range of areas including safety, electrical/electronic theory and troubleshooting, electrical motor theory, Industrial controls, CAD, fluid power, PLC programming, industrial machine maintenance and troubleshooting. Graduates will possess the skills necessary to enter the workforce as technicians in the fields of industrial electronic and electrical servicing, PLC and process control, industrial automation and as general electronic technicians. With a sizable percentage of skilled workers starting to retire, the call for new technicians will continue for many years. Newly hired technicians can expect a salary between $25,000 and $95,000 with the highest salaries coming for off-shore electronics technicians.

Program Length
Two Semesters (Career Certificate exit point)
Four Semesters (Technical Certificate)
Four Semesters (AAS)

Degree(s) Offered
Career Certificate
Technical Certificate
Associate in Applied Science

Admission Requirements
The applicant must:
1. Meet all general admission requirements of the college.
2. Receive a negative test result on drug screen test conducted by a certified laboratory and have the results submitted directly to the college.
3. Display good manual dexterity, arm-hand steadiness, near vision, active listening, and information ordering skills.

Contact
Instructor: Greg Griffith 601.477.4059, greg.griffith@jcjc.edu. or Cody Robertson 601.477.4210, cody.robertson@jcjc.edu

ELECTRO-MECHANICAL TECHNOLOGY
Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

Fall Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
IMM 1934 Manufacturing Basic Skills	4
CTE 1143 NCCER Core	3
IMM 1153 Electrical Industrial Maintenance Level 1	3
IMM 1383 Industrial Robotics	3
Total Hours	15

Spring Semester .... **Credit Hours**
IMM 1484 Industrial Control Systems 4
IMM 1163 Electrical Industrial Maintenance Level II 3
IMM 2613 Programmable Logic Controllers 3
IMM 1474 Fluid Power 4
DDT 1313 Computer Aided Design 3
Total Hours 17

ELECTRO-MECHANICAL TECHNOLOGY
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

Fall Semester **Credit Hours**
SSP 1002 Smart Start Pathway 2
IMM 1934 Manufacturing Basic Skills 4
CTE 1143 NCCER Core 3
IMM 1153 Electrical Industrial Maintenance Level I 3
IMM 1383 Industrial Robotics 3
Total Hours 18

Spring Semester **Credit Hours**

IMM 1484 Industrial Control Systems 4
IMM 1163 Electrical Industrial Maintenance Level II 3
IMM 1173 Motor Maintenance and Troubleshooting 3
IMM 1474 Fluid Power 4
Total Hours 14

Sophomore Year

Fall Semester **Credit Hours**
IMM 2613 Programmable Logic Controllers 3
IMM 2433 Electronic Motion Control 3
IMM 2214 Advanced Electrical Industrial Maintenance 4
DDT 1313 Computer Aided Design 3
Total Hours 13

Spring Semester **Credit Hours**
IMM 2623 Advanced Programmable Logic Controllers 3
IMM 2124 Power Tools, Machining & Materials 4
IMM 2114 Equipment Maintenance, Troubleshooting & Repair 4
Total Hours 11

ELECTRO-MECHANICAL TECHNOLOGY
Associate of Applied Science Degree Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending

upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

Fall Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
IMM 1934 Manufacturing Basic Skills	4
CTE 1143 NCCER Core	3
IMM 1153 Electrical Industrial Maintenance Level I	3
IMM 1214 Introduction to Industrial Maintenance	4
ENG 1113 ENG Comp. I	3
Total Hours	19

Spring Semester	
IMM 1484 Industrial Control Systems	4
IMM 1163 Electrical Industrial Maintenance Level II	3
IMM 1173 Motor Maintenance and Troubleshooting	3
IMM 1474 Fluid Power	4
ENG 1123 English Comp. II	3
Total Hours	17

Sophomore Year

Fall Semester	
IMM 2613 Programmable Logic Controllers	3
IMM 2433 Electronic Motion Control	3
IMM 2214 Advanced Electrical Industrial Maintenance	4
DDT 1313 Computer Aided Design	3
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
Total Hours	16

Spring Semester	
IMM 2623 Advanced Programmable Logic Controllers	3
IMM 2124 Power Tools, Machining & Materials	4
IMM 2114 Equipment Maintenance, Troubleshooting & Repair	4
SOC 2113 Intro. to Sociology or PSY 1513 General Psychology	3
Instructor Approved Academic Elective	3
Total Hours	17

MECHATRONICS OPTION

Purpose

The Mechatronics Technician program offers a one year curriculum leading to an Advanced Technical Certificate. Graduates are prepared to enter the job market in many areas such as industrial automation and industrial robotics.

Students receive instruction in mechatronics programming, robotics, process control, CNC, mechatronics troubleshooting, data acquisition and industrial communications.

The Mechatronics Technician program option **requires successful completion of the Associate of Applied Science degree in Jones College's Elecro-Mechanical Technology program.**

MECHATRONICS TECHNICIAN

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition,

an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Fall Semester	**Credit Hours**
IMM 2814 Mechatronics Programming I	4
IMM 2824 Mechatronics Robotics	4
IMM 2833 Mechatronics Process Control	3
IMM 2714 CNC Computer Assisted Manufacturing	4
Total Hours	15

Spring Semester	**Credit Hours**
IMM 2844 Mechatronics Programming II	4
IMM 2854 Mechatronics Troubleshooting & Repair	4
IMM 2863 Data Acquisition & Industrial Communications	3
Instructor Approved Technical Elective	3
Total Hours	14

ENTRY LEVEL PETROLEUM TRAINEE PROGRAM

Purpose

The Entry Level Petroleum Trainee Program is designed for students of varying age to receive training that will allow them to become employed in the oil and gas industry both on land and offshore. This training will include multiple safety courses and certifications as well as teaching the fundamentals of living and working in an oilfield lifestyle. The courses for this program were designed within the guidelines and under the advisement of the International Association of Drilling Contractors (IADC).

Program Description

The Entry Level Petroleum Trainee program is designed to prepare the student for employment and advancement in the oil & gas industry. This program qualifies the student to enter the workforce as an entry level seamen, deck hand, roustabout or floorhand. Upon completion of this course the graduate will be prepared and qualified to secure employment or to further their training into more technical positions of the oil & gas industry. The student will obtain multiple certifications through the program.

Program Length

Two Semesters
Three Semesters
Four Semesters

Degree(s) Offered

Career Pathway Certificate
Career Certificate
Technical Certificate
Associate in Applied Science

Admission Requirements

- Must meet all general admission requirements of the college. For some technical certificate programs, an ACT WorkKeys Career Readiness Credential may be accepted for admission purposes in place of the ACT. See the appropriate program for more details.
- Receive a negative test result on drug screen test conducted by a certified laboratory approved by the college and have the results submitted directly to the college.

Contact

Center Director: Jody Buchanan 601.659.0622 jody.buchanan@jcjc.edu

ENTRY LEVEL PETROLEUM TRAINEE
Career Pathway Certificate

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

First Semester

SSP 1002 Smart Start Pathway	2
OGP 1123 Fundamentals of Oil and Gas	3
OGP 1143 Oil and Gas Best Practices	3
OGP 1152 Rigging and Lifting Systems Techniques	2
OGP 1163 Practical Experience for Entry Level Petroleum Trainee	3
OGP 1174 Advanced Safety for Oil and Gas Industry	4
Total Hours	17

ENTRY LEVEL PETROLEUM TRAINEE
Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

First Semester

SSP 1002 Smart Start Pathway	2
OGP 1123 Fundamentals of Oil and Gas	3
OGP 1143 Oil and Gas Best Practices	3
OGP 1152 Rigging and Lifting Systems Techniques	2
OGP 1163 Practical Experience for Entry Level Petroleum Trainee	3
OGP 1174 Advanced Safety for Oil and Gas Industry	4
Total Hours	17

Second Semester

WLT 1173 Introduction to Welding and Safety	3
WLT 1313 Cutting Processes	3
*Approved Technical Elective	9
Total Hours	15

ENTRY LEVEL PETROLEUM TRAINEE
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

First Semester

SSP 1002 Smart Start Pathway	2

OGP 1123 Fundamentals of Oil and Gas 3
OGP 1143 Oil and Gas Best Practices 3
OGP 1152 Rigging and Lifting Systems Techniques 2
OGP 1163 Practical Experience for Entry Level Petroleum Trainee....................... 3
OGP 1174 Advanced Safety for Oil and Gas Industry.. 4
Total Hours 17

Second Semester

WLT 1173 Introduction to Welding and Safety 3
WLT 1313 Cutting Processes.. 3
*Approved Technical Elective.. 9
Total Hours 15

Third Semester

OGP 2323 Internship for Entry Level Petroleum Trainee 3
OGP 2333 Special Project in Oil and Gas Drilling... 3
OGP 2343 Supervised Work Experience in Oil and Gas Drilling 3
OGP 2413 Off Shore Compliance.. 3
CTE 1143 Fundamentals of Construction and Manufacturing 3
Total Hours 15

ENTRY LEVEL PETROLEUM TRAINEE
Associate in Applied Science Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

First Semester

SSP 1002 Smart Start Pathway 2
OGP 1123 Fundamentals of Oil and Gas 3
OGP 1143 Oil and Gas Best Practices 3
OGP 1152 Rigging and Lifting Systems Techniques 2
OGP 1163 Practical Experience for Entry Level Petroleum Trainee....................... 3
OGP 1174 Advanced Safety for Oil and Gas Industry.. 4
Total Hours 17

Second Semester

WLT 1173 Introduction to Welding and Safety 3
WLT 1313 Cutting Processes.. 3
*Approved Technical Elective.. 9
Total Hours 15

Third Semester

OGP 2323 Internship for Entry Level Petroleum Trainee 3
OGP 2333 Special Project in Oil and Gas Drilling... 3
OGP 2343 Supervised Work Experience in Oil and Gas Drilling 3
OGP 2413 Off Shore Compliance.. 3
ENG 1113 English Composition I... 3
Total Hours 15

Fourth Semester

ENG 1213 English Composition II 3
MAT 1033 Technical Mathematics 3
~~MAT 1113 College Algebra .... 3~~
CTE 1143 Fundamentals of Construction and Manufacturing 3

Social Science Elective 3
Humanities/Fine Arts Elective.. 3
Total Hours... 15

*** Approved Technical Electives for Entry Level Petroleum Trainee Options:**
CTE 1143, CUT 1114, CUT 1124, CUT 2243, ELT 1192, ELT 1144, EMS 1117, HRT 1213, HRT 1224, WLT 1115, WLT 1173, WLT 1225, WLT 1313

HEATING AND AIR CONDITIONING TECHNOLOGY

Purpose

The Air Conditioning, Heating and Refrigeration Program is designed to prepare the student for employment and advancement in the field of air conditioning, heating, and refrigeration.

Program Description

It is the objective of this course to present basic principles, to develop correct work procedures, and to train in the basic skills necessary for advancement in the field of air conditioning, heating and refrigeration. Upon satisfactory completion of this course, a student will be prepared to secure employment with businesses which install or service air conditioning, heating, or refrigeration systems and equipment or to become self employed.

The curriculum contains the following areas of emphasis:

- Mathematics related to air conditioning, heating and refrigeration
- Schematic, diagrammatic blueprint reading
- Air conditioning, heating and refrigeration principles and installation, maintenance and servicing of the equipment

Program Length

Four Semesters

Degree(s) Offered

Certificate
Associate in Applied Science

Admission Requirements

• Must meet all general admission requirements of the college. For some technical certificate programs, an ACT WorkKeys Career Readiness Credential may be accepted for admission purposes in place of the ACT. See the appropriate program for more details.

• Must have good manual dexterity, arm-hand steadiness, near vision, active listening, and information ordering skills.

• Receive a negative test result on drug screen test conducted by a certified laboratory approved by the college and have the results submitted directly to the college.

Contact

The Student Success Center-Jones College 601.477.4257 or Instructor: Jay Aultman 601.477.4241 or at kenneth.aultman@jcjc.edu or Thomas Johnson 601.477.4247 or thomas.johnson@jcjc.edu.

HEATING AND AIR CONDITIONING
Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to

which the student plans to transfer.

Freshman Year

Fall Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
CTE 1143 NCCER Core	3
ACT 1124 Basic Compression Refrigeration	4
ACT 1133 Tools and Piping	3
ACT 1713 Electricity for Heating, Ventilation, Air Conditioning & Refrigeration	3
ACT 2433 Refrigerants, Retrofit and Regulations	3
Total Hours	18

Spring Semester	**Credit Hours**
ACT 1214 Controls	4
ACT 1313 Refrigeration System Components	3
ACT 2414 Air Conditioning I	4
ACT 2513 Heating Systems	3
Total Hours	14

HEATING AND AIR CONDITIONING
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

Fall Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
CTE 1143 NCCER Core	3
ACT 1124 Basic Compression Refrigeration	4
ACT 1133 Tools and Piping	3
ACT 1713 Electricity for Heating, Ventilation, Air Conditioning & Refrigeration	3
ACT 2433 Refrigerants, Retrofit and Regulations	3
Total Hours	18

Spring Semester	**Credit Hours**
ACT 1214 Controls	4
ACT 1313 Refrigeration System Components	3
ACT 2414 Air Conditioning I	4
ACT 2513 Heating Systems	3
Total Hours	14

Sophomore Year

Fall Semester	**Credit Hours**
ACT 2325 Commercial Refrigeration	5
ACT 2424 Air Conditioning II	4
ACT 2624 Heat Load and Air Properties	4
ACT 2914 Special Project	4
Total Hours	17

HEATING AND AIR CONDITIONING
Associate in Applied Science Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

Fall Semester	**Credit Hours**
SSP 1002 Smart Start Pathway	2
CTE 1143 NCCER Core	3
ACT 1124 Basic Compression Refrigeration	4
ACT 1133 Brazing and Piping	3
ACT 1713 Electricity for Heating , Ventilation, Air Conditioning & Refrigeration	3
ACT 2433 Refrigerants, Retrofit and Regulations	3
Total Hours	18

Spring Semester	**Credit Hours**
ACT 1214 Controls	4
ACT 1313 Refrigeration System Components	3
ACT 2414 Air Conditioning I	4
ENG 1113 English Comp. I	3
Total Hours	14

Sophomore Year

Fall Semester	**Credit Hours**
ACT 2325 Commercial Refrigeration	5
ACT 2424 Air Conditioning II	4
ACT 2624 Heat Load and Air Properties	4
ACT 2914 Special Project	4
Total Hours	17

Spring Semester	**Credit Hours**
ENG 1123 English Comp. II	3
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
PSC 1113 American National Government or PSY 1513 General Psychology	3
Total Hours	9

NOTE: Baseline competencies are taken from the high school Heating and Air Conditioning program. Students who can document mastery of the competencies will not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

PRECISION MANUFACTURING AND MACHINING TECHNOLOGY

Purpose

The Precision Manufacturing and Machining program is designed to prepare the student for employment and advancement as an entry level machine operator.

Program Description

Precision Manufacturing and Machining Technology is an instructional program that prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, and milling machines. Included is instruction in making computations related to work dimensions, testing feeds and speeds of machines; using 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.

Program Length
Four Semesters

Degree(s) Offered
Career Certificate
Technical Certificate
Associate in Applied Science

Admission Requirements
- Must meet all general admission requirements of the college. For some technical certificate programs, an ACT WorkKeys Career Readiness Credential may be accepted for admission purposes in place of the ACT. See the appropriate program for more details.
- Must have good manual dexterity, arm-hand steadiness, near vision, active listening, and information ordering skills.
- Receive a negative test result on drug screen test conducted by a certified laboratory approved by the college and have the results submitted directly to the college.

Contact
Instructor: Chase Elmore at 601.477.4201 or at chase.elmore@jcjc.edu.

PRECISION MANUFACTURING AND MACHINING TECHNOLOGY
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
MST 1313 Machine Tool Math	3
MST 1413 Blueprint Reading	3
MST 1115 Power Machinery I	5
Technical Elective	3
Total Hours	16

Second Semester	Credit Hours
MST 1124 Power Machinery II	4
MST 1613 Precision Layout	3
MST 1423 Advanced Blueprint Reading	3
Technical Elective	6
Total Hours	16

Sophomore Year

First Summer Term	Credit Hours
MST 2135 Power Machinery III	5
MST 2714 Computer Numerical Control I	4
Technical Elective	6
Total Hours	15

Second Summer Term..........Credit Hours
MST 2145 Power Machinery IV 5
MST 2724 Computer Numerical Control II 4
Technical Elective 5
Total Hours 14

PRECISION MANUFACTURING AND MACHINING TECHNOLOGY

Associate in Applied Science Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
MST 1313 Machine Tool Math	3
MST 1413 Blueprint Reading	3
MST 1115 Power Machinery I	5
Technical Elective	3
ENG 1113 English Composition I	3
Total Hours	19

Second Semester	Credit Hours
MST 1124 Power Machinery II	4
MST 1613 Precision Layout	3
MST 1423 Advanced Blueprint Reading	3
Social/Behavior Science Elective	3
ENG 1123 English Composition II	3
Total Hours	16

Sophomore Year

First Semester	Credit Hours
MST 2135 Power Machinery III	5
MST 2714 Computer Numerical Control I	4
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
SPT 1113 Public Speaking	3
Total Hours	15

Second Semester	Credit Hours
MST 2145 Power Machinery IV	5
MST 2724 Computer Numerical Control II	4
Technical Elective	6
Total Hours	15

*Students who lack entry level skills in math, English, science, etc. will be provided related studies.
**Technical Electives:
WBL 191(1-5), 292(1-5), 293(1-5) Work Based Learning, MST 122(1-3) Lathe Turning Knowledge, MST 162(3-5) Fundamentals of GD&T, MST 255(1-2) Advanced Machining Technologies, MST 273(3-5) Fundamentals of CAD/CAM, MST 281(1-3) Metallurgy, MST

291(1-3) Special Problems in Precision Manufacturing and Machining Technology, TDT 2183 Jigs, Fixtures, & Tools.

PRECISION MANUFACTURING AND MACHINING TECHNOLOGY
Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Freshman Year

First Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
MST 1115 Power Machinery I	5
MST 1313 Machine Tool Math	3
MST 1413 Blueprint Reading	3
Technical Elective	3
Total Hours	16

Second Semester Credit Hours	
MST 1124 Power Machinery II	4
MST 1613 Precision Layout	3
MST 1423 Advanced Blueprint Reading	3
Total Hours	10

PIPEFITTER/STEAMFITTER/MARITIME PIPEFITTER (GREENE COUNTY CENTER)

Purpose

The Jones College Postsecondary Pipefitter/Steamfitter/Maritime Pipefitter Program includes a basic core of courses designed to prepare a student for a variety of entry-level positions in the industrial setting. The program is designed with the use of the competencies and objectives as prepared by the National Center for Construction Education and Research (NCCER), along with applicable national, state, and local codes.

The student must complete 30 hours of required program courses and 2 hours of a college orientation course to receive a Career Certificate; 45 hours of required program courses and 2 hours of a college orientation course to receive a Technical Certificate; and 60 hours of required program courses and 2 hours of a college orientation course to receive an Associate of Applied Science Degree.

The scope of Jones College is to make available, human, financial and physical resources necessary for quality programming, educational programs to meet the interests and needs of students; resources to work with agencies and industries to enhance economic development; educational support services to meet the needs of students and educational programs; and educational improvement through continuous planning and assessment.

Program Description

The Pipefitting program will promote the scope of providing an educational program designed to provide well trained students for entry level positions in the industrial setting. The program will prepare individuals to design, install, and test industrial and commercial piping systems and automatic fire and exposure protection systems. Includes instruction in water systems, steam systems, heating and cooling systems, lubricating systems, piping materials, installation tools operation and maintenance, valve installation and repair, technical mathematics, blueprint interpretation, compatible with the competencies and objectives of the National Center for Construction Education and Research and applicable national, state, and local codes and standards.

Program Length:
Two Semesters
Three Semesters
Four Semesters

Degree(s) Offered:
Career Certificate
Technical Certificate
Associate in Applied Science

Admissions Requirements:
The admission requirements for the Pipefitting Program will follow the general admission requirements of Jones College. These requirements are:

- A completed application for admission which is provided by the Admissions and Record's Office.
- A final transcript of high school work showing date of graduation, or acceptable General Educational Development (GED) scores must be provided when applicable. General Educational Development (GED) scores must be provided when applicable. Jones College accepts only regular diplomas from accredited high schools.
- Official composite score of 16 on the American College Test (ACT)
- Composite ACT score below 16 will be enrolled in the required pre-requisite courses according to the Course Placement Guide.
- For some technical certificate programs an ACT Work Keys Career Readiness Credential may be accepted for admissions purposes in place of the ACT. See the appropriate program for more details.
- Must have good manual dexterity, arm-hand steadiness, near vision, active listening, and information ordering skills.
- Receive a negative test result on drug screen test conducted by a certified laboratory approved by the college.

Contact:
Jason Howard, Instructor 601-394-4421, jason.howard@jcjc.edu
Richard Fleming, Center Director 601-394-4421, richard.fleming@jcjc.edu
Menyone Barrow, Navigator 601-394-4421, menyone.barrow@jcjc.edu

PIPEFITTING
Career Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

Fall Semester
SSP 1002 Smart Start Pathway 2
CTE 1143 NCCER Core 3

MPT 1112 Introduction to Maritime Pipefitting 2
MPT 1121 Principles of Pipefitting Math 1
MPT 1133 Pipefitting Tools and Equipment 3
MPT 1142 Pipefitting Systems and Drawings 2
MPT 1212 Oxyfuel Cutting and Brazing 2
MPT 1152 Rigging Equipment and Practices... 2
Total..17

Spring Semester
MPT 1162 Advance Piping Math... 2
MPT 1222 Butt Weld Pipe Fabrication 2
MPT 1232 Socket Weld Pipe Fabrication.. 2
MPT 1241 Threaded Pipe Fabrication 1
MPT 1311 Fiberglass and Plastic Pipe...1
MPT 1322 Identifying Valves, Flanges, and Gasket 2
MPT 2173 Advanced Pipe Drawing.. 3
MPT 1342 Routing Trimming and Testing Piping Systems.. 2
Total..15

PIPEFITTING
Technical Certificate Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

First Year

Fall Semester:
SSP 1002 Smart Start Pathway.. 2
CTE 1143 NCCER Core 3
MPT 1112 Introduction to Maritime Pipefitting 2
MPT 1121 Principles of Pipefitting Math 1
MPT 1133 Pipefitting Tools and Equipment 3
MPT 1142 Pipefitting Systems and Drawings 2
MPT 1212 Oxyfuel Cutting and Brazing 2
MPT 1152 Rigging Equipment and Practices... 2
Total..17

Spring Semester
MPT 1162 Advance Piping Math... 2
MPT 1222 Butt Weld Pipe Fabrication 2
MPT 1232 Socket Weld Pipe Fabrication.. 2
MPT 1241 Threaded Pipe Fabrication 1
MPT 1311 Fiberglass and Plastic Pipe...1
MPT 1322 Identifying Valves, Flanges, and Gasket 2
MPT 2173 Advanced Pipe Drawing.. 3
MPT 1342 Routing Trimming and Testing Piping Systems.. 2
Total..15

Summer Semester
MPT 1333 Pipe Installation with Hangers and Supports 3
MPT 2181 In-Line Specialties, Standards, and Specifications...................................... 1

MPT 2253 Advanced Pipe Fabrication	3
MPT 2511 Stress Relieving and Aligning	1
MPT 2521 Steam Traps	1
MPT 2532 Special Piping	2
MPT 2541 Maintaining Valves	1
MPT 2613 Fundamentals of Leadership	3
Total	15

PIPEFITTING
Associate in Applied Science Option

The following advisement plan is a recommended course of study. An academic advisor may alter course sequence to meet individual student needs. In addition, an academic advisor may recommend additional or different courses depending upon student career plans and/or requirements of the college or university to which the student plans to transfer.

First Year

Fall Semester

SSP 1002 Smart Start Pathway	2
CTE 1143 NCCER Core	3
MPT 1112 Introduction to Maritime Pipefitting	2
MPT 1121 Principles of Pipefitting Math	1
MPT 1133 Pipefitting Tools and Equipment	3
MPT 1142 Pipefitting Systems and Drawings	2
MPT 1212 Oxyfuel Cutting and Brazing	2
MPT 1152 Rigging Equipment and Practices	2
Total	17

Spring Semester

MPT 1162 Advance Piping Math	2
MPT 1222 Butt Weld Pipe Fabrication	2
MPT 1232 Socket Weld Pipe Fabrication	2
MPT 1241 Threaded Pipe Fabrication	1
MPT 2173 Advanced Pipe Drawing	3
MPT 1342 Routing Trimming and Testing Piping Systems	2
ENG 1113 English Composition I	3
Total	15

Summer Semester

MPT 1333 Pipe Installation with Hangers and Supports	3
MPT 2181 In-Line Specialties, Standards, and Specifications	1
MPT 2253 Advanced Pipe Fabrication	3
MPT 2511 Stress Relieving and Aligning	1
MPT 2521 Steam Traps	1
MPT 2613 Fundamentals of Leadership	3
Social / Behavioral Science	3
Total	15

Second Year

Fall Semester

MPT 1311 Fiberglass and Plastic Pipe	1
MPT 1322 Identifying Valves, Flanges, and Gasket	2

MPT 2532 Special Piping 2
MPT 2541 Maintaining Valves..1
MAT 1033 Technical Mathematics 3
~~MAT 1313 College Algebra .... 3~~
Total...9

Spring Semester
Humanities/Fine Arts 3
SPT 1113 Public Speaking..3
Total...6

WELDING

Purpose

The Welding School is designed to prepare the student for employment and advancement in an occupation, which requires textbook knowledge and hands on skill of welding.

Program Description

This program is designed to prepare the student to enter the job labor market upon successful completion. Welding theory, electrode classification and identification, blue-print reading and welding symbol interpretation, plasma and oxyacetylene cutting, and shop safety are stressed.

The student will begin with elementary welding procedures and will progress through advanced procedures. In the more advanced courses the students are taught the use of the Metal Inert Gas (MIG) Aluminum Welding and the Tungsten Inert Gas (TIG) Welding on aluminum and stainless steel for special purposes.

Credit-By-Examination

The Welding Program is aligned with the American Welding Society (AWS) assessment and performance standards. Students completing courses in the Welding Program are assessed to the AWS D1.1 standard. Applicants seeking college credit for prior knowledge and experience may request Credit-By-Examination (CBE) for a maximum of 29 credit hours in the Welding Program.

To request CBE credit, an applicant must provide evidence from one of the following:

1. High school graduate successfully completing a CTE secondary welding program;
2. Experienced welder with:
   a. A minimum of 2 years direct welding experience in which the experience has been obtained within the last 18 months from the date of the request; and
   b. 2 letters of reference from the person's employer stating level of welding proficiency achieved.
3. A successful completer of a non-credit workforce training welding certification in which the participant demonstrates readiness to pass the AWS certification exam.
4. A completer of the Jones College MIBEST Welding Program.

The following AWS D1.1 CBE exams and transcripted course equivalents are available:

1. Shielded Metal Arc. Weld, Electrode #E6010/F3 series electrodes with credit awarded for WLT 1115
2. Cutting Processes, Jones College written and performance test with credit awarded for WLT 1313
3. Shielded Metal Arc Weld, Electrode #E7018/F4 series electrodes with credit awarded for WLT 1225
4. Gas Metal Arc. Weld, flat and vertical tests credit awarded for WLT 1124
5. Flux Cored Arc Weld, vertical and overhead tests with credit awarded for WLT 1143

6. Gas Tungsten Arc Weld, flat and vertical tests on steel and flat test an aluminum with credit awarded for WLT1135
7. Completers of the Jones College MIBEST Welding Program are eligible to receive transcripted credit for the following courses: CTE 1143, WLT 1313, WLT 1115, WLT 1173, WLT 1225

Program Length
Two Semesters
Three Semesters
Four Semesters

Degree(s) Offered
Career Certificate
Technical Certificate
Associate in Applied Science

Admission Requirements
- Must meet all general admission requirements of the college. For some technical certificate programs, an ACT WorkKeys Career Readiness Credential may be accepted for admission purposes in place of the ACT. See the appropriate program for more details.
- Must have good manual dexterity, arm-hand steadiness, near vision, active listening, and information ordering skills.
- Receive a negative test result on drug screen test conducted by a certified laboratory approved by the college and have the results submitted directly to the college.

Applicants that do not hold a regular high school diploma or high school equivalency may qualify for the program by the following:
- Contact Dr. Brad Harrison at 601-477-4098 or brad.harrison@jcjc.edu
- Schedule a time to complete the Accuplacer assessment.
- Receive a passing score on all Accuplacer tests.

Contact
Instructors: Billy Clark, 601-477-4177, billy.clark@jcjc.edu, Ethan Wimberly, 601-477-2310, ehtan.wimberly@jcjc.edu, Steven Zugg, 601-477-5473, steven.zugg@jcjc.edu (Jasper County); Tommy Freeman (Greene County) Phone 601-394-4423, tommy.freeman@jcjc.edu, Ethan Blakney (Ellisville) 601-477-2304, ethan.blakney@jcjc.edu; George Smith (Clark County) 601-659-4659 george.smith@jcjc.edu.

WELDING
Career Certificate Option

First Year

Fall Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
WLT 1313 Cutting Processes	3
WLT 1115 Shielded Metal Arc Welding I	5
WLT 1173 Introduction to Welding and Safety	3
WLT 1225 Shielded Metal Arc Welding II	5
Total Hours	18

Spring Semester	Credit Hours
WLT 1124 Gas Metal Arc Welding	4
WLT 1232 Blueprint Reading, Welding Symbols, and Metallurgy	2
WLT 1143 Flux Cored Arc Welding	3
WLT 1911 Special Problems in Welding & Cutting	1

WLT 1135 Gas Tungsten Arc Welding 5
WLT 1913 Special Problems in Welding & Cutting or CTE 1143 (NCCER Core) 3
Total Hours 18

WELDING
Technical Certificate Option

First Year

Fall Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
WLT 1313 Cutting Processes	3
WLT 1115 Shielded Metal Arc Welding I	5
WLT 1173 Introduction to Welding and Safety	3
WLT 1225 Shielded Metal Arc Welding II	5
Total Hours	18

Spring Semester	Credit Hours
WLT 1124 Gas Metal Arc Welding	4
WLT 1232 Blueprint Reading, Welding Symbols, and Metallurgy	2
WLT 1143 Flux Cored Arc Welding	3
WLT 1911 Special Problems in Welding & Cutting	1
WLT 1135 Gas Tungsten Arc Welding	5
WLT 1913 Special Problems in Welding & Cutting or CTE 1143 (NCCER Core)	3
Total Hours	18

1st Summer Term

WLT 1155 Pipe Welding 5

2nd Summer Term

WLT 1252 Advanced Pipe Welding 2
WLT 1162 Gas Metal Arc Aluminum Welding 2
WLT 1912 Special Problems in Welding & Cutting 2
Total Hours 11

WELDING
Associate in Applied Science Option

First Year

Fall Semester	Credit Hours
SSP 1002 Smart Start Pathway	2
WLT 1313 Cutting Processes	3
WLT 1115 Shielded Metal Arc Welding I	5
WLT 1173 Introduction to Welding and Safety	3
WLT 1225 Shielded Metal Arc Welding II	5
Total Hours	18

Spring Semester	Credit Hours
ENG 1113 English Composition I	3
WLT 1124 Gas Metal Arc Welding	4
WLT 1232 Blueprint Reading, Welding Symbols, and Metallurgy	2
WLT 1143 Flux Cored Arc Welding	3
WLT 1911 Special Problems in Welding & Cutting	1
WLT 1135 Gas Tungsten Arc Welding	5
Total Hours	18

Second Year

Fall Semester	Credit Hours
ENG 1123 English Composition II	3
MAT 1033 Technical Mathematics	3
~~MAT 1313 College Algebra~~	~~3~~
Social/Behavioral Science Elective**	3
WLT 1155 Pipe Welding	5
WLT 1252 Advanced Pipe Welding	2
Total Hours	16

Spring Semester	Credit Hours
SPT 1113 Public Speaking	3
WLT 1912 Special Problems in Welding & Cutting	2
WLT 2913 Welding Code	3
WLT 1922 Special Problems in Welding & Cutting	2
Total Hours	10

Approved Technical Electives:

WLT 1155 Pipe Welding
WLT 1252 Advanced Pipe Welding
WLT 1162 Gas Metal Arc Aluminum Welding WLT 2812
Welding Metallurgy
WLT 2913 Welding Code
WLT 1911 Special Problems in Welding and Cutting WLT 1912
Special Problems in Welding and Cutting WLT 1913 Special
Problems in Welding and Cutting
WLT 1921 Supervised Work Experience in Welding and Cutting Technology

*Students who lack entry level skills in Math and English will be provided related studies.

Baseline competencies are taken from the high school Metal Trades program. Students who can document mastery of these competencies will not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so. Students who possess AWS Certification will not receive duplicate instruction.

**Social/Behavioral Science Elective must be chosen from the following Social/Behavioral Science courses:

GEO 1113, HIS 1113, HIS 1123, HIS 2213, PSC 1113, PSY 1513, or SOC 2113.