

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION – ACCOUNTING TECHNOLOGY**

The Accounting Technology program of study prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance. The program provides a foundation for students transferring to a four-year college or university to pursue a specialized degree in the field.

Admission Requirements

Students must submit a composite score of 14 or higher on the Enhanced ACT. A minimum ACT score of 14 is also required on the Mathematical usage and Reading sections. Students 21 years old and older, who do not have an ACT score, must score at the 10th grade level or higher on the TABE.

Students having no experience on the keyboard (35 net words per minute or less) should take BOT 1013 – Introduction to Keyboarding. If they test out at 35 net words per minute or more, they may take BOT 1113 – Document Formatting and Production. Credit can be awarded for advanced placement in BOT 1013 Introduction to Keyboarding and/or BOT 1123 Keyboard Skill Building.

Students who are returning to the program after an absence of a semester or more must graduate under the current catalog because of curriculum changes in regard to computer application programs.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMAN					
BOT 1013 Intro to Keyboarding					
BOT 1113 Document Formatting & Prod.					
BOT 1133 Microcomputer App					
BOT 1433 Business Accounting					
BOT 1713 Mechanics of Communication					
SPT 1113 Public Speaking I					
Social/Behavioral Science Elective					
SECOND SEMESTER FRESHMAN					
BOT 1443 Advanced Business Accounting					
BOT 2813 Business Communications					
BOT 1143 Word Processing					
BOT 1313 Applied Business Math					
BOT 2323 Database Management					
FIRST SEMESTER SOPHOMORE					
BOT 2413 Computerized Accounting					
BOT 1813 Electronic Spreadsheet					
BOT 1213 Professional Development					
ACC 1213 Accounting Principles I					
ENG 1113 English Composition					
Math/Science Elective					
SECOND SEMESTER SOPHOMORE					
BOT 2833 Integrated Computer Apps					
BOT 2133 Desktop Publishing					
BOT 2913 Supervised Work					
ACC 1223 Accounting Principles II					
Humanities/Fine Arts Elective					
Total Hours:					
Advisor Initials:					
Date:					

Instructors: Carmen Brown, Amanda Hardin, Faye Stovall, Suzanne Thompson
Associate Degree Program

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION - AGRICULTURAL MECHANICS TECHNOLOGY**

Agricultural Mechanics training at Mississippi Delta Community College is a course structured to help students gain knowledge through classroom instruction and to develop skills through shop experience.

Classroom work consists of the study of the parts and functions of the two and four cycle engine, the electrical system, and the three types of fuel systems (diesel, L.P. and gasoline), the power training, the hydraulic system, and the air conditioning system. Operation of the cotton picker and combine is also studied.

Shop work consists of experience in diagnosis, repair and overhaul of various types of farm equipment. In addition, students receive training in such areas as shop mathematics, stock control, shop management, and customer relations.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMEN					
AMT 1123 Ag Mech Fund					
AMT 1413 Basic Eng Design					
AMT 1423 Adv Eng Design					
AMT 1213 Basic Elec Sys					
AMT 1223 Adv Elec Sys					
AMT 2813 Compact Eng & Equip					
SECOND SEMESTER FRESHMEN					
AMT 1313 Basic Pow Trans					
AMT 1323 Adv Pow Trans					
AMT 1511 Prin of AC					
AMT 1613 Basic Hyd Sys					
AMT 2623 Adv Hyd Sys					
FIRST SEMESTER SOPHOMORES					
Math/Science Elective					
ENG 1113 Comp I					
SPT 1113 Public Speaking I					
Humanities/Fine Arts Elective					
Social/Behavioral Science Elect					
Approved Technical Elective					
SECOND SEMESTER SOPHOMORES					
AMT 2113 Grain Harvest Equip					
AMT 2513 Spray Equip					
AMT 2713 Row Crop					
CPT 1113 Fundamentals of Microcomputer Applications or CSC 1123 Computer Applications I					
APPROVED ELECTIVES:					
AMT 2923 Supervised Work Experience					
AMT 2943 Special Projects					
AMT 2313 Cotton Harvesting Equipment					
AMT 2823 Service Repair Center Mgmt					
Total Hours:					
Advisor Initials:					
Date:					

Instructor:
Associate Degree Program

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION - AUTOMOTIVE MECHANICS TECHNOLOGY**

Automotive Mechanics is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems. Students must have a valid driver's license to enroll in this program.

STUDENT _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMEN					
ATT 1124 Basic Electrical and Electronics					
ATT 1214 Brakes					
ATT 1424 Engine Performance I					
ATT 1715 Engine Repair					
ATT 1812 Intro to Safety and Employability Skills.					
SECOND SEMESTER FRESHMEN					
ATT 1134 Advanced Electrical and Electronics					
ATT 2334 Steering and Suspension					
ATT 2434 Engine Performance II					
ENG 1113 English Comp					
Math/Science Elective					
FIRST SEMESTER SOPHOMORE					
ATT 2444 Engine Performance III					
ATT 2614 Heating & Air					
CPT 1113 Fundamentals of Microcomputers Or CSC 1123 Computer Apps					
Humanities/ Fine Arts					
SECOND SEMESTER SOPHOMORE					
ATT 2315 Manual Drive					
ATT 2325 Auto Trans					
ATT 2524 Comp Emissions					
SPT 1113 Public Speaking I					
Social/Behavioral Science					
APPROVED ELECTIVES					
ATT 2943 Special Projects					
ATT 2923 Supervised Work Exp.					
Total Hours: 66					
Advisor Initials:					
Date:					

**Instructors: Bobby Turner
Associate Degree Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION - COMPUTER NETWORK TECHNOLOGY**

Computer Network Technology is a two-year program that offers training in network technologies, administration, maintenance, operating systems. An Associate of Applied Science degree is earned upon successful completion of the Computer Network curriculum.

Courses are designed to allow practical experience using a computer and related equipment. Students will gain experience using the IBM AS/400, personal computers, and networks including Microsoft Windows Server and Novell. Essential skills and competencies will be integrated into and identified in each course with emphasis placed on outcome.

Admission Requirements

Students must submit a composite score of 16 or higher on the Enhanced ACT. A minimum ACT score of 16 is also required on the Mathematical usage and Reading sections. Exceptions may be made with instructor permission for students that do not meet entrance requirements provided the student meets the requirements by the end of the second semester or has a 2.00 GPA. In addition to these ACT requirements, re-admit or transfer students must have a 2.00 cumulative quality point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses or permission of instructor.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMEN					
CPT1333 Operating Platforms					
CNT1414 Fundamentals of Data Communications					
ENG 1113 English Composition					
MAT 1313 College Algebra					
Social/Behavioral Science Elective					
SECOND SEMESTER FRESHMEN					
CNT 1513 Internet Concepts					
CNT 1523 Network Components					
CNT1614 Network Admn. Using Novell					
CPT 1324 Survey of Microcomputer Apps					
CPT 1353 Database Design Fundamentals using AS/400					
FIRST SEMESTER SOPHOMORE					
CNT 2423 System Maintenance					
CNT 2533 Network Planning & Design					
CNT 2634 Adv. Network Admin.					
CPT 1214 Visual BASIC Programming Language					
Humanities/Fine Arts Elective					
SECOND SEMESTER SOPHOMORE					
BOT 2813 Business Communication					
CNT 1624 Network Admin. Using Windows Server					
CNT 2544 Project Management					
SPT 1113 Public Speaking I					
Total Hours:					
Advisor Initials:					
Date:					

Instructors: Cathy Free & Steve Ross
Associate Degree Program

HOSPITALITY AND TOURISM TECHNOLOGY CULINARY ARTS TECHNOLOGY OPTION

The Culinary Arts Technology concentration provides a solid foundation in the methods and science of cooking through exposure to classical, American, and international cuisine, as well as the art of baking and pastries. Special emphasis is placed on culinary tools, equipment, techniques, and specialty ingredients. The heart of the Culinary Arts Technology program is hands-on lab instruction by a chef instructor in a commercial kitchen. All students must wear appropriate chef's uniforms for all lab classes. Culinary Arts students may receive a certificate after successfully completing all CUT and/or HRT courses listed in the Culinary Arts curriculum. Successful completion of the two-year program leads to an Associate of Applied Science degree.

ADMISSION REQUIREMENTS

Students must submit a composite score of 15 or higher on the Enhanced ACT.

Culinary Arts Technology

REQUIRED COURSES:	Prev. Taken	FALL _____	SPRING ____	FALL _____	SPRING _____	SUMMER
FIRST SEMESTER FRESHMAN						
HRT 1123 Intro to Hospitality & Tourism Industry						
CUT 1114 Culinary Arts I						
HRT 1213 Sanitation & Safety						
Written Communication Elective						
<i>CSC 1123 Microcomputer Applications or CPT 1113 Intro to Computers</i>						
SECOND SEMESTER FRESHMAN						
CUT 1124 Culinary Arts II						
CUT 1134 Principles of Baking						
CUT 1513 Garde Manger						
Math/Science Electives						
HRT 2613 Hospitality Supervision						
FIRST SEMESTER SOPHOMORE						
CUT 2314 American Regional Cuisine						

Social/Behavioral Science Elective						
CUT 2424 International Cuisine						
CUT 2223 Menu Planning and Facilities Design						
HRT 2713 Marketing Hospitality Services						
SECOND SEMESTER SOPHOMORE						
HRT 2623 Hospitality Human Resource Management						
CUT 2921 Supervised Work Experience in Culinary Arts Technology						
CUT 2243 Dining Room Management						
Humanities/Fine Arts Elective						
Oral Communication Elective						
APPROVED ELECTIVES:						
FCS 1253 Nutrition						
Total Hours : 75						
Advisor Initials:						
Date:						

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION - DRAFTING AND DESIGN TECHNOLOGY
ARCHITECTURAL ENGINEERING TECHNOLOGY OPTION**

The curriculum of the Drafting and Design Technology Program is designed to impart technical knowledge and engender manipulative skills in the use of construction and drafting equipment and procedures. The knowledge and skills mastered in this program are important for the design and production of plans for industry, manufacturing and construction. Emphasis is placed upon such subjects as scientific design, job specifications, building codes as well as drafting. Both creative and practical training are offered in such a manner that the student who successfully completes this two-year program is competent for employment in a variety of positions.

Some of the many jobs available to persons completing this program include: architectural or engineering draftsman, appraiser and inspector, estimator, layout and supervision, mapping surveyor and junior engineer.

Admission Requirements

Students must submit a composite score of 16 or higher on the Enhanced ACT. A minimum ACT score of 16 is also required on the mathematical usage and reading sections. In addition to these ACT requirements, re-admit or transfer students must have a 2.0 cumulative quality point average. No student may enroll in advanced semesters without satisfactory completion of prior semester courses.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMAN					
DDT-1114 Fund of Drafting					
DDT-1213 Const. Materials					
DDT-1313 Principles of CAD					
ENG-1113 Comp 1					
Math/Science Elective					
SECOND SEMESTER FRESHMAN					
DDT-1133 Machine Drafting					
DDT-1323 Intermediate CAD					
DDT-1123 Comp Meth for Drafting					
DDT-1613 Arch Design 1					
DDT-2233 Structural Drafting 1					
FIRST SEMESTER SOPHOMORE					
DDT-1413 Elem. Surveying					
DDT-2243 Cost & Estimating					
DDT-2623 Arch Design 11					
DDT-2343 Advanced CAD					
SPT 1113 Public Speaking I					
Social/Behavioral Science Elective					
SECOND SEMESTER SOPHOMORE					
DDT-2213 Structural Drafting II					
DDT-2423 Map and Topo Dwg.					
DDT-2913 Special Project					
DDT-2523 Pipe Drafting					
Humanities/Fine Arts Elective					
Total Hours: 64					
Advisor Initials:					
Date:					

Instructors: Bubba Pilgrim and Garrett Lang
Associate Degree Program

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION – BIOMEDICAL ELECTRONICS TECHNOLOGY**

Biomedical Equipment Repair Technology is an instructional and field service program that provides the students with technical knowledge and skills necessary for gaining employment as a biomedical equipment technician. They are entry-level technicians who can install, set up, troubleshoot, integrate, program, test, operate, and repair biomedical equipment.

The AAS Degree in Electronics Technology (BMET) option will be awarded upon the successful completion of a minimum of 64 semester hours of the courses within the program

Admission Requirements

Students must submit a composite score of 16 or higher on the Enhanced ACT. A minimum ACT score of 16 is also required on the mathematical usage and reading sections. In addition to these ACT requirements, re-admit or transfer students must have a 2.0 cumulative quality point average.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMEN					
EET 1192 Fundamentals of Electronics					
EET 1114 DC Circuits					
EET 1123 AC Circuits					
ENG 1113 English Comp I					
ELT1213-02 Electrical Power					
BIO 2513 Anatomy & Physiology I					
BIO 2511 Anatomy & Physiology I Lab					
SECOND SEMESTER FRESHMEN					
EET 1334 Solid State Devices & Cir					
EET 1214 Digital Electronics					
EET 1311 Orientation to Biomedical Equipment Repair					
BIO 2523 Anatomy & Physiology II					
BIO 2521 Anatomy & Physiology II Lab					
Math/Science Elective					
FIRST SEMESTER SOPHOMORE					
EET 1324 Microprocessors					
EET 2334 Linear Integrated Circuits					
EET 2423 Fund Fiber Optics					
EET 2912 Special Projects					
EET 211(3-6) Supervised Work Exp					
Humanities/Fine Arts					
SECOND SEMESTER SOPHOMORE					
EET 2414 Electronics Communication					
EET 2514 Interfacing Techniques					
EET 2913 Special Projects					
EET222(3-6) Supervised Work Exp					
SPT 1113 Public Speaking I					
Social/Behavioral Science					
APPROVED ELECTIVES					
MAT 1323 Trigonometry					
Total Hours:					
Advisor Initials:					

Date:					
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Instructors: Gary Free & Charles Davis
Associate Degree Program

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION – ELECTRONICS TECHNOLOGY**

Electronics Technology is an instructional program which prepares individuals to support electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices and systems. Included is instruction in model and prototype development and testing; systems analysis and integration; application of engineering data; and the preparation of report and test results.

Students must submit a composite score of 16 or higher on the Enhanced ACT. A minimum ACT score of 16 is also required on the mathematical usage and reading sections

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMEN					
EET 1192 Fundamentals of Electronics					
EET 1114 DC Circuits					
EET 1123 AC Circuits					
EET 1613 Comp Fundamentals					
ELT1213-02 Electrical Power					
ENG 1113 English Comp I					
SECOND SEMESTER FRESHMEN					
EET 1334 Solid State Devices & Cir					
EET 1214 Digital Electronics					
EET 1713 Electronic Drafting (CAD)					
Math/Science Elective					
FIRST SEMESTER SOPHOMORE					
EET 1324 Microprocessors					
EET 2334 Linear Integrated Circuits					
EET 2423 Fund Fiber Optics					
EET 2912 Special Projects					
Humanities/Fine Arts Elective					
SECOND SEMESTER SOPHOMORE					
EET 2414 Electronics Communication					
EET 2514 Interfacing Techniques					
EET 2913 Special Projects					
EET 2613-02 Programmable Logic Controllers					
SPT 1113 Public Speaking I					
Social/Behavioral Science Elective					
APPROVED ELECTIVES					
MAT 1323 Trigonometry					
Total Hours:					
Advisor Initials:					
Date:					

**Instructors: Gary Free & Charles Davis
Associate Degree Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION - AGRICULTURAL BUSINESS & MANAGEMENT
FIELD CROPS TECHNOLOGY OPTION**

The Field Crops Option of the Agricultural Business Management Technology Program is designed to provide students with a common core of management skills and additional training related to the production of field crops, weed, insect, and plant disease control. Computer based activities are used from the internet and appropriate agricultural related software packages.

Admission Requirements

Students must submit a composite score of 15 or higher on the Enhanced ACT. In addition to this ACT requirement, re-admit or transfer students must have a 2.00 cumulative quality point average.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMEN					
AGT 1111 Survey of Ag.					
AGT 1163 Spatial Sys or Approved elective					
AGT 1714 App. Soils					
BIO1313 Botany Lecture					
BIO 1311 Botany Lab					
CSC 1123 Computer Applications I or CPT 1113 Fund Micro Apps					
SECOND SEMESTER FRESHMEN					
AGT 1214 App. Prin of Animal Production					
AGT 1513 Prin. Ag. Mkt.					
AGT 2563 Ag. Mach. & Shop Mgt.					
ENG 1113 Comp. I					
Math/Science Elective					
FIRST SEMESTER SOPHOMORE					
AGT 1413 Prin. Of Agri. Mgt.					
AGT 2263 App. Ag. Econ. or Eco 2113 Prin I.					
AGT 2373 Fiber & Oilseed Crops					
AGT 2463 Insects & Controls					
SPT 1113 Public Speaking I					
SECOND SEMESTER SOPHOMORE					
Approved Electives (6 hrs)					
AGT 2383 Grain Crops					
AGT 2413 Weed Control					
Humanities/Fine Arts Elective					
Social/Behavioral Science Elective					
APPROVED ELECTIVES:					
ENG 1123 Comp. II					
AGT 2913 Special Problems					
AGT 2923 Sup. Work Exp.					
BOT 1313 Bus. Math					
BAD 2413 Legal Env. of Business					
CHE 1313 Principles of Chemistry I Lecture					
CHE 1311 Principles of Chemistry I Lab					
ECO 2113 Principals of Economics (Macroeconomics)					
HPR 1113 Health or HPR 2213 First Aid/CPR					
Total Hours: 64					
Advisor Initials:					
Date:					

Instructor: Barry Corley
Associate Degree Program

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION - INDUSTRIAL ELECTRICITY/INDUSTRIAL MAINTENANCE
TECHNOLOGY**

The Industrial Electricity/Industrial Maintenance Program prepares individuals to install, operate, maintain and repair electrically-energized systems such as residential, commercial, industrial electric wiring, and DC and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment is included.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMEN					
ELT 1113 Res/Light Commercial Wiring					
ELT 1144 AC/DC Circuits					
ELT 1192 Fund Electric					
ELT 1213 Electrical Power					
ELT1253 Branch Circuits					
ELT 1263 Blueprint Reading					
SECOND SEMESTER FRESHMEN					
ELT 1123 Commercial & Industrial Wiring					
ELT 1223 Motor Maint/Troubleshooting					
ELT 1413 Motor Control System					
ELT 1273 Switching Circuits					
ELT 1314 Solid State Devices					
FIRST SEMESTER SOPHOMORE					
IMM 2314 Principles of Hydraulics & Pneumatics					
IMM 2114 Equipment Maintenance Troubleshooting					
Math/Science Elective					
ENG 1113 Comp I					
CSC 1123 Computer Applications I or CPT 1113 Fundamentals of Microcomputers					
SECOND SEMESTER SOPHOMORE					
ELT 2424 Solid State Motor Control					
ELT 2613 Programmable Logic Control					
ELT1713 Drafting for Electronic					
Social/Behavioral Science Elective					
SPT 1113 Public Speaking I					
Humanities/ Fine Arts Elective					
APPROVED ELECTIVE (with permission of instructor)					
ELT 2923 Supervised Work					
ELT 2943 Special Projects					
Total Hours:					
Advisor Initials:					
Date:					

**Instructors: Mark Myles & David Grant
Associate Degree Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION - MACHINE TOOL TECHNOLOGY**

Machine Tool Operations instructs its students in making computation relating to working dimensions, tooling, feeds and speeds of machinery. Instruction in the laboratory is provided in the use of lathes, shapers, milling machine, grinders; the use of precision measuring instruments such as layout tools, micrometers, and gauges; methods of machining and heat treating and testing of various metals; and the reading of blueprint parts. Advanced training is available in technical mathematics, mechanical drawing, industrial psychology, safety and shop management.

Admission Requirements

Technical students who enroll without the ACT have until mid-term to take the ACT and receive a qualifying score of 14 or higher.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMAN					
MST 1313 Mach Tool Math					
MST 1413 Blueprint Reading					
MST 1115 Power Mac I					
CPT 1113 Fund of Micro or CSC 1123 Computer Apps I					
SECOND SEMESTER FRESHMAN					
MST 1125 Power Mach II					
MST 1613 Precision Layout					
MST 1423 Adv Blueprint Read					
DDT 1114 Fund Drafting					
FIRST SEMESTER SOPHOMORE					
MST 2135 Power Mach III					
MST 2714 Comp Num Cont					
ENG 1113 Comp I					
Math/Science Elective					
DDT 1313 Principles of CAD					
Technical Elective					
SECOND SEMESTER SOPHOMORE					
MST 2725 Comp Num Cont II					
MST 2144 Power Mach IV					
SPT 1113 Public Speaking I					
Social/Behavioral Science Elective					
Humanities/Fine Arts Elective					
APPROVED ELECTIVES:					
MST 2812 Metallurgy					
MST 2923 Supervised Work Experience					
MST 2913 Special Projects					
DDT 1313 Principles of CAD					
Total Hours:					
Advisor Initials:					
Date:					

Instructor: Charles Wooley
Associate Degree Program

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION – MEDICAL BILLING AND CODING TECHNOLOGY**

The Medical Billing and Coding Technology program of study is designed to prepare students for employment in physician offices, hospitals, outpatient facilities, mental health clinics, nursing home facilities and insurance companies. Medical Billing and Coding is a two-year program of study which requires courses in the vocational-technical core, designated areas of concentration and academic core. The Associate of Applied Science degree is earned upon the successful completion of the Medical Billing and Coding curriculum.

Admission Requirements

Students must submit a composite score of 14 or higher on the Enhanced ACT. A minimum ACT score of 14 is also required on the Mathematical usage and Reading sections. Students 21 years old and older, who do not have an ACT score, must score at the 10th grade level or higher on the TABE.

Students having no experience on the keyboard (35 net words per minute or less) should take BOT 1013 – Introduction to Keyboarding. If they test out at 35 net words per minute or more, they may take BOT 1113 – Document Formatting and Production. Credit can be awarded for advanced placement in BOT 1013 Introduction to Keyboarding and/or BOT 1123 Keyboard Skill Building.

Students who are returning to the program after an absence of a semester or more must graduate under the current catalog because of curriculum changes in regard to computer application programs.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMAN					
BOT 1013 Intro to Keyboarding					
BOT 1113 Document Formatting & Prod.					
BOT 1133 Microcomputer App					
BOT 1613 Medical Office Terminology I					
BOT 1713 Mechanics of Communication					
BOT 1413 Records Management					
BOT 2743 Medical Office Concepts					
SECOND SEMESTER FRESHMAN					
BOT 2813 Business Communications					
BOT 1143 Word Processing					
BOT 1313 Applied Business Math					
BOT 1433 Business Accounting					
BOT 1623 Medical Office Terminology II					
Social/Behavioral Science Elective					
FIRST SEMESTER SOPHOMORE					
BOT 2413 Computerized Accounting					
BOT 2643 CPT Coding					
BOT 2653 ICD Coding					
ENG 1113 English Composition					
Math/Science Elective					
SECOND SEMESTER SOPHOMORE					
BOT 2523 Medical Machine Transcription I					
BOT 2663 Advanced Coding					
BOT 2673 Medical Ins. Billing					
BOT 2753 Medical Information Management					
SPT 1113 Public Speaking I					
Humanities/Fine Arts Elective					
Total Hours:					
Advisor Initials:					
Date:					

Instructors: Carmen Brown, Amanda Hardin, Faye Stovall, Suzanne Thompson
Associate Degree Program

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION – MEDICAL OFFICE TECHNOLOGY**

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

Admission Requirements

Students must submit a composite score of 14 or higher on the Enhanced ACT. A minimum ACT score of 14 is also required on the Mathematical usage and Reading sections. Students 21 years old and older, who do not have an ACT score, must score at the 10th grade level or higher on the TABE.

Students having no experience on the keyboard (35 net words per minute or less) should take BOT 1013 – Introduction to Keyboarding. If they test out at 35 net words per minute or more, they may take BOT 1113 – Document Formatting and Production. Credit can be awarded for advanced placement in BOT 1013 Introduction to Keyboarding and/or BOT 1123 Keyboard Skill Building.

Students who are returning to the program after an absence of a semester or more must graduate under the current catalog because of curriculum changes in regard to computer application programs.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMAN					
BOT 1013 Intro to Keyboarding					
BOT 1113 Document Formatting & Prod.					
BOT 1133 Microcomputer App					
BOT 1433 Business Accounting					
BOT 1613 Medical Office Terminology I					
BOT 1713 Mechanics of Communication					
BOT 1413 Records Management					
SECOND SEMESTER FRESHMAN					
BOT 2813 Business Communications					
BOT 1143 Word Processing					
BOT 1123 Keyboard Skillbuilding					
BOT 1313 Applied Business Math					
BOT 1623 Medical Office Terminology II					
Social/Behavioral Science Elective					
FIRST SEMESTER SOPHOMORE					
BOT 2413 Computerized Accounting					
BOT 2743 Medical Office Concepts					
BOT 1513 Machine Transcription					
BOT 2643 CPT Coding					
BOT 2823 Communication Technology					
ENG 1113 English Composition I					
SECOND SEMESTER SOPHOMORE					
BOT 2653 ICD Coding					
BOT 2523 Medical Machine Transcription I					
BOT 2753 Medical Information Management					
SPT 1113 Public Speaking I					
Humanities/Fine Arts Elective					
Math/Science Elective					
Total Hours:					
Advisor Initials:					
Date:					

Instructors: Carmen Brown, Amanda Hardin, Faye Stovall, Suzanne Thompson
Associate Degree Program

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION – OFFICE SYSTEMS TECHNOLOGY**

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

Admission Requirements

Students must submit a composite score of 14 or higher on the Enhanced ACT. A minimum ACT score of 14 is also required on the Mathematical usage and Reading sections. Students 21 years old and older, who do not have an ACT score, must score at the 10th grade level or higher on the TABE.

Students having no experience on the keyboard (35 net words per minute or less) should take BOT 1013 – Introduction to Keyboarding. If they test out at 35 net words per minute or more, they may take BOT 1113 – Document Formatting and Production. Credit can be awarded for advanced placement in BOT 1013 Introduction to Keyboarding and/or BOT 1123 Keyboard Skill Building.

Students who are returning to the program after an absence of a semester or more must graduate under the current catalog because of curriculum changes in regard to computer application programs.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMAN					
BOT 1013 Intro to Keyboarding					
BOT 1113 Document Formatting & Prod.					
BOT 1133 Microcomputer App					
BOT 1433 Business Accounting					
BOT 1713 Mechanics of Communication					
BOT 1413 Records Management					
Social/Behavioral Science Elective					
SECOND SEMESTER FRESHMAN					
BOT 2813 Business Communications					
BOT 1143 Word Processing					
BOT 1123 Keyboard Skillbuilding					
BOT 1313 Applied Business Math					
BOT 2323 Database Management					
ENG 1113 English Composition I					
FIRST SEMESTER SOPHOMORE					
BOT 2413 Computerized Accounting					
BOT 1513 Machine Transcription					
BOT 2823 Communication Technology					
BOT 1813 Electronic Spreadsheet					
BOT 1213 Professional Development					
Math/Science Elective					
SECOND SEMESTER SOPHOMORE					
BOT 2833 Integrated Computer Apps					
BOT 2133 Desktop Publishing					
BOT 2723 Administrative Office Procedures					
SPT 1113 Public Speaking I					
Humanities/Fine Arts Elective					
Total Hours:					
Advisor Initials:					
Date:					

**Instructors: Carmen Brown, Amanda Hardin, Faye Stovall, Suzanne Thompson
Associate Degree Program**

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION – PRECISION AG TECH**

The Precision Ag Technology Program teaches the student a working knowledge and understanding of remote sensing, global positioning systems, geographic information systems and variable rate technology, as well as practical, hands on experience in an in-situ environment.

Students must submit a composite score of 16 or higher on the Enhanced ACT. A minimum score of 16 is also required on the Mathematical Usage and Reading sections.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMEN					
AGT 1111 Survey Ag Tech					
AGT 1163 Spatial Info Systems					
AGT 1714 Applied Soils					
ENG 1113 English Comp I					
BIO 1313 Botany Lecture					
BIO 1311 Botany Lab					
CSC 1123 Computer Applications I					
SECOND SEMESTER FRESHMEN					
AGT 2413 Weed Control					
SPT 1113 Public Speaking I					
Math/Science Elective					
Social/Behavioral Science Elective					
Humanities/Fine Arts Elective					
Approved Elective					
FIRST SEMESTER SOPHOMORE					
AGT 1254 GPS Data Collection					
AGT 2154 GIS I					
AGT 2434 Crop Mgmt Zones					
SECOND SEMESTER SOPHOMORE					
AGT 2164 Variable Rate Tech					
AGT 1354 Remote Sensing					
AGT 2174 Ag GIS					
AGT 2474 Site Specific Pest					
APPROVED ELECTIVES:					
AGT 2363 Crop Production					
AGT 2923 Supervised Work Experience					
BAD 2413 Legal Environ of Business					
BOT 1313 Applied Business Math					
CHE 1313 Principals of Chemistry I Lecture					
CHE 1311 Principals of Chemistry I Lab					
ECO 2113 Principles of Economics (Macroeconomics)					
Total Hours: 64					
Advisor Initials:					
Date:					

Instructor: Steele Robbins

Associate Degree Program

**MISSISSIPPI DELTA COMMUNITY COLLEGE
TECHNICAL EDUCATION – SHEET METAL TECHNOLOGY**

The Sheet Metal instructional program prepares individuals to lay out, fabricate, erect or install, and maintain items made of steel, copper, stainless steel, and aluminum using hand tools and machines such as cornice brakes, forming rolls, and squaring shears.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMAN					
SMT 1112 Orient & Shop Safety					
SMT 1212 Measurement					
SMT 1315 Methods of Layout I					
SMT 1414 Hand Processes I					
SMT 2514 Mach Pro I					
SECOND SEMESTER FRESHMAN					
SMT 1326 Methods of Layout II					
SMT 1424 Hand Processes II					
SMT 1613 Sheet Metal Welding					
SMT 2524 Mach Pro II					
FIRST SEMESTER SOPHOMORE					
SMT 2213 Plans/Spec I					
SMT 2324 Methods Layout III					
ENG 1113 Comp I					
SPT 1113 Public Speaking I					
Humanities/Fine Arts Elective					
SECOND SEMESTER SOPHOMORE					
SMT 2223 Plans/Spec II					
SMT 2614 Adv Sheet Met Weld					
CPT 1113 Fundamentals of Microcomputer Applications or CSC 1123 Computer Apps					
Math/Science Elective					
Social/Behavioral Science Elective					
APPROVED ELECTIVES (with instructor's approval):					
SMT 2913 Special Projects					
SMT 2923 Supervised Work Experience					
Total Hours:					
Advisor Initials:					
Date:					

Instructor: Kenny Jobe
Associate Degree Program