

**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 (3 hrs)					
BOT 1113 Document Formatting & Prod. (3 hrs)					
BOT 1133 Microcomputer App (3 hrs)					
BOT 1433 Business Accounting (3 hrs)					
BOT 1713 Mechanics of Communication (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
SECOND SEMESTER FRESHMAN					
BOT 1443 Advanced Business Accounting (3 hrs)					
BOT 2813 Business Communications (3 hrs)					
BOT 1143 Word Processing (3 hrs)					
BOT 1313 Applied Business Math (3 hrs)					
BOT 2323 Database Management (3 hrs)					
FIRST SEMESTER SOPHOMORE					
BOT 2413 Computerized Accounting (3 hrs)					
BOT 1813 Electronic Spreadsheet (3 hrs)					
ACC 1213 Accounting Principles I (3 hrs)					
ENG 1113 English Composition (3 hrs)					
Math/Science Elective (3 hrs)					
SECOND SEMESTER SOPHOMORE					
BOT 1213 Professional Development (3 hrs)					
BOT 2833 Integrated Computer Apps (3 hrs)					
BOT 2133 Desktop Publishing (3 hrs)					
BOT 2913 Supervised Work (3 hrs)					
ACC 1223 Accounting Principles II (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
Total Hours: 69					
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 (3 hrs)					
AMT 1413 Basic Eng Design (3 hrs)					
AMT 1423 Adv Eng Design (3 hrs)					
AMT 1213 Basic Elec Sys (3 hrs)					
AMT 1223 Adv Elec Sys (3 hrs)					
AMT 2813 Compact Eng & Equip (3 hrs)					
SECOND SEMESTER FRESHMEN					
AMT 1313 Basic Pow Trans (3 hrs)					
AMT 1323 Adv Pow Trans (3 hrs)					
AMT 1511 Prin of AC (1 hrs)					
AMT 1613 Basic Hyd Sys (3 hrs)					
AMT 2623 Adv Hyd Sys (3 hrs)					
FIRST SEMESTER SOPHOMORES					
Math/Science Elective (3 hrs)					
ENG 1113 Comp I (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
Social/Behavioral Science Elect (3 hrs)					
AMT 2923 or AMT 2943 (3 hrs)					
SECOND SEMESTER SOPHOMORES					
AMT 2113 Grain Harvest Equip (3 hrs)					
AMT 2513 Spray Equip (3 hrs)					
AMT 2713 Row Crop (3 hrs)					
CPT 1113 Fundamentals of Microcomputer Applications or CSC 1123 Computer Applications I (3 hrs)					
AMT 2923 Supervised Work or AMT 2943 Special Projects (3 hrs)					
APPROVED ELECTIVES:					
AMT 2313 Cotton Harvesting Equipment (3 hrs)					
AMT 2823 Service Repair Center Mgmt (3 hrs)					
Total Hours: 63					
Advisor Initials:					
Date:					

Instructor: Joe Galey
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 (4 hrs)					
ATT 1214 Brakes (4 hrs)					
ATT 1424 Engine Performance I (4 hrs)					
ATT 1715 Engine Repair (5 hrs)					
ATT 1812 Intro to Safety and Employability Skills (2 hrs)					
SECOND SEMESTER FRESHMEN					
ATT 1134 Advanced Electrical and Electronics (4 hrs)					
ATT 2334 Steering and Suspension (4 hrs)					
ATT 2434 Engine Performance II (4 hrs)					
ENG 1113 English Comp (3 hrs)					
Math/Science Elective (3 hrs)					
FIRST SEMESTER SOPHOMORE					
ATT 2444 Engine Performance III (4 hrs)					
ATT 2614 Heating & Air (4 hrs)					
CPT 1113 Fundamentals of Microcomputers (3 hrs)					
Humanities/ Fine Arts (3 hrs)					
SECOND SEMESTER SOPHOMORE					
ATT 1314 Manual Drive (4 hrs)					
ATT 2325 Auto Trans (5 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Social/Behavioral Science (3 hrs)					
APPROVED ELECTIVES					
ATT 2913 Special Projects (3 hrs)					
ATT 2923 Supervised Work Exp. (3 hrs)					
Total Hours: 66					
Advisor Initials:					
Date:					

**Instructors: Bobby Turner & Nick Lofton
Associate Degree Program**

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

Computer Networking Technology is a two-year program of study that offers training in telecommunications, network technologies, administration, maintenance, operating systems, and network planning and implementation. All Computer Networking Technology courses are designed to allow practical experience using computers and related equipment. Students will gain experience using personal computers, and networks including Microsoft Windows Server, Novell Server, and Linux Server. Essential skills and competencies will be identified in each course with emphasis placed upon 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 2.0 GPA. In addition to these ACT requirements, re-admit or transfer students must have a 2.0 cumulative quality point average. Students may not enroll in advanced semester courses without satisfactory completion of prior semester courses or permission of instructor.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER					
IST 1134 Fundamentals of Data Communications (4 hrs)					
IST 1143 Security Principles and Policies (3 hrs)					
ENG 1113 English Composition (3 hrs)					
MAT 1313 College Algebra (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
Elective (3 hrs)					
SECOND SEMESTER					
IST 1153 Web and Programming Concepts (3 hrs)					
IST 1223 Network Components (3 hrs)					
IST 1234 Network Admin. Using Novell (4 hrs)					
CPT 1324 Survey of Microcomputer Applications (4 hrs)					
IST 1163 Concepts of Database Design (3 hrs)					
THIRD SEMESTER					
IST 1123 IT Foundations (3 hrs)					
IST 2223 Network Planning & Design (3 hrs)					
IST 1244 Network Administration Using Microsoft Windows Server (4 hrs)					
IST 1314 Visual BASIC Programming Language (4 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
FOURTH SEMESTER					
BOT 2813 Business Communications (3 hrs)					
IST 1254 Network Administration Using Linux (4 hrs)					
IST 2234 Network Implementation (4 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Total Hours: 67					
Advisor Initials:					
Date:					

Associate Degree Program

Instructors: Cathy Free & Steve Ross

**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 3 hours						
CUT 1114 Culinary Arts I 4 hours						
HRT 1213 Sanitation & Safety 3 hours						
Written Communication Elective 3 hours						
FCS 1253 Nutrition 3 hours						
HRT 1224 Restaurant & Catering Operations 4 hours						
SECOND SEMESTER FRESHMAN						
CUT 1124 Culinary Arts II 4 hours						
CUT 1134 Principles of Baking 4 hours						
CUT 1513 Garde Manger 3 hours						

Math/Science Electives 3 hours						
HRT 2613 Hospitality Supervision 3 hours						
FIRST SEMESTER SOPHOMORE						
CUT 2314 American Regional Cuisine 4 hours						
Social/Behavioral Science Elective 3 hours						
CUT 2424 International Cuisine 4 hours						
CUT 2223 Menu Planning and Facilities Design 3 hours						
HRT 2713 Marketing Hospitality Services 3 hours						
SECOND SEMESTER SOPHOMORE						
HRT 2623 Hospitality Human Resource Management 3 hours						
CUT 2921 Supervised Work Experience in Culinary Arts Technology 6 hours						
CUT 2243 Dining Room Management 3 hours						
Humanities/Fine Arts Elective 3 hours						
Public Speaking I Elective 3 hours						
APPROVED ELECTIVES:						
CSC 1123 Computer Applications or 3 hours						
CPT 1113 Intro to Computers 3 hours						
Total Hours : 78						
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. Exceptions may be made with instructor permission for students that do not meet entrance requirements. 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 (4 hrs)					
DDT-1213 Const. Materials (3 hrs)					
DDT-1313 Principles of CAD (3 hrs)					
ENG-1113 Comp 1 (3 hrs)					
Math/Science Elective (3 hrs)					
SECOND SEMESTER FRESHMAN					
DDT-1133 Machine Drafting (3 hrs)					
DDT-1323 Intermediate CAD (3 hrs)					
DDT-1123 Comp Meth for Drafting (3 hrs)					
DDT-1613 Arch Design I (3 hrs)					
DDT-2233 Structural Drafting 1 (3 hrs)					
FIRST SEMESTER SOPHOMORE					
DDT-1413 Elem. Surveying (3 hrs)					
DDT-2243 Cost & Estimating (3 hrs)					
DDT-2623 Arch Design II (3 hrs)					
DDT-2343 Advanced CAD (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
SECOND SEMESTER SOPHOMORE					
DDT-2213 Structural Drafting II (3 hrs)					
DDT-2423 Map and Topo Dwg. (3 hrs)					
DDT-2913 Special Project (3 hrs)					
DDT-2523 Pipe Drafting (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
Total Hours: 64					
Advisor Initials:					
Date:					

Associate Degree Program

Instructors: Bubba Pilgrim and Garrett Lang

**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. Exceptions may be made with instructor permission for students that do not meet entrance requirements. 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 (2 hrs)					
EET 1114 DC Circuits (4 hrs)					
EET 1123 AC Circuits (3 hrs)					
ENG 1113 English Comp I (3 hrs)					
EET 1413 Mathematics for Electronics (3 hrs)					
BIO 2513 Anatomy & Physiology I (3 hrs)					
BIO 2511 Anatomy & Physiology I Lab (1 hr)					
SECOND SEMESTER FRESHMEN					
EET 1334 Solid State Devices & Cir (4 hrs)					
EET 1214 Digital Electronics (4 hrs)					
EET 1713 Electronic Drafting (3 hrs)					
BIO 2523 Anatomy & Physiology II (3 hrs)					
BIO 2521 Anatomy & Physiology II Lab (1 hrs)					
Math/Science Elective (3 hrs)					
FIRST SEMESTER SOPHOMORE					
EET 1324 Microprocessors (4 hrs)					
EET 2334 Linear Integrated Circuits (4 hrs)					
EET 2423 Fund Fiber Optics (3 hrs)					
EET 2912 Special Projects (2 hrs)					
EET 211(3-6) Supervised Work E xp (3-6 hrs)					
EET 1311 Orientation to BioMed (1 hr)					
Humanities/Fine Arts (3 hrs)					
SECOND SEMESTER SOPHOMORE					
EET 2414 Electronics Communication (4 hrs)					
EET 2514 Interfacing Techniques (4 hrs)					
EET222(3-6) Supervised Work Exp (3-6 hrs)					
EET 2433 Physics for Electronics (3 hrs)					
SPT 1113 Public Speaking (3 hrs)					
Social/Behavioral Science (3 hrs)					
APPROVED ELECTIVES					
MAT 1323 Trigonometry (3 hrs)					
Total Hours: 77					
Advisor Initials:					
Date:					

**Instructors: Gary Free & Michael Stevenson
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. Exceptions may be made with instructor permission for students that do not meet entrance requirements.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMEN					
EET 1192 Fundamentals of Electronics (2 hrs)					
EET 1114 DC Circuits (4 hrs)					
EET 1123 AC Circuits (3 hrs)					
EET 1613 Comp Fundamentals (3 hrs)					
EET1413 Mathematics for Electronics (3 hrs)					
ENG 1113 English Comp I (3 hrs)					
SECOND SEMESTER FRESHMEN					
EET 1334 Solid State Devices & Cir (4 hrs)					
EET 1214 Digital Electronics (4 hrs)					
EET 1713 Electronic Drafting (CAD) (3 hrs)					
Math/Science Elective (3 hrs)					
FIRST SEMESTER SOPHOMORE					
EET 1324 Microprocessors (4 hrs)					
EET 2334 Linear Integrated Circuits (4 hrs)					
EET 2423 Fund Fiber Optics (3 hrs)					
EET 2912 Special Projects (2 hrs)					
EET1311 Orientation to BioMed (1 hr)					
Humanities/Fine Arts Elective (3 hrs)					
SECOND SEMESTER SOPHOMORE					
EET 2414 Electronics Communication (4 hrs)					
EET 2514 Interfacing Techniques (4 hrs)					
EET 2913 Special Projects (3 hrs)					
EET 2433 Physics in Electronics (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
APPROVED ELECTIVES					
MAT 1323 Trigonometry (3 hrs)					
Total Hours: 69					
Advisor Initials:					
Date:					

Instructors: Gary Free & Michael Stevenson
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. Exceptions may be made with instructor permission for students that do not meet entrance requirements. 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					
AGR 1112 Agricultural Survey (2 hrs)					
AGT 1163 Spatial Sys or Approved elective (3 hrs)					
AGR 2314 Basic Soils (4 hrs)					
BIO1313 Botany Lecture * (3 hrs)					
BIO 1311 Botany Lab (1 hr)					
CSC 1123 Computer Applications I or CPT 1113 Fund Micro Apps (3 hrs)					
SECOND SEMESTER FRESHMEN					
AGR 1214 Animal Science (4 hrs)					
AGT 1513 Prin. Ag. Mkt. (3 hrs)					
AGR 1413 Farm Machinery (3 hrs)					
ENG 1113 Comp. I (3 hrs)					
Math/Science Elective (3 hrs)					
FIRST SEMESTER SOPHOMORE					
AGR 2413 Farm Management (3 hrs)					
Eco 2113 Prin of Macroeconomics (3 hrs)					
AGT 2373 Fiber & Oilseed Crops (3 hrs)					
AGT 2463 Insects & Controls (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
SECOND SEMESTER SOPHOMORE					
Approved Electives (6 hrs)					
AGT 2383 Grain Crops (3 hrs)					
AGT 2413 Weed Control (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
APPROVED ELECTIVES:					
ENG 1123 Comp. II (3 hrs)					
AGT 2913 Special Problems (3 hrs)					
AGT 2923 Sup. Work Exp. (3 hrs)					
BOT 1313 Bus. Math (3 hrs)					
BAD 2413 Legal Env. of Business (3 hrs)					
CHE 1313 Principles of Chemistry I Lecture (3 hrs)					
CHE 1311 Principles of Chemistry I Lab (1 hr)					
Health First Aid /CPR (3 hrs)					
Total Hours: 65					
Advisor Initials:					
Date:					

Associate Degree Program Instructor: Barry Corley

*AGT 1313 can be substituted for BIO 1313

HOTEL AND RESTAURANT MANAGEMENT Technology

REQUIRED COURSES:	Prev. Taken	FALL 20__	SPRING 20__	FALL 20__	SPRING 20__	SUMMER 20__
First Semester Freshman						
HRT 1123 Intro to Hospitality & Tourism (3hr)						
CUT 1114 Culinary Principles 1 (4hr)						
HRT 1213 Sanitation & Safety (3hr)						
Written Communication Elective (3hr)						
HRT 1224 Restaurant & Catering Operations (4hr)						
Second Semester Freshman						
HRT 1413 Rooms Division Management (3hr)						
BOT 1313 Applied Business Math (3hr)						
Social/Behavioral Science Elective (3hr)						
FCS 1253 Nutrition (3hr)						
CPT 1113 Fundamentals of Microcomputer Applications (3hr)						
First Semester Sophomore						
Math/Science Elective (3hr)						
Humanities/Fine Arts Elective (3hr)						
HRT 2613 Hospitality Supervision (3hr)						
HRT 2713 Marketing Hospitality Service (3hr)						
HRT 2853 Convention and Meeting Planning (3hr)						
Second Semester Sophomore						
HRT 291(1-6) Supervised Work Experience (6hr)						
HRT2623 Hospitality Human Resources (3hr)						
HRT 2233 Food and Beverage Control (3hr)						
Oral Communications Elective (3hr)						
BAD 2413 Legal Environment of Business (3hr)						
Total Hours:						
Advisor Initials:						
Date:						

**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 (3 hrs)					
ELT 1143 AC/DC Circuits (3 hrs)					
ELT 1192 Fund Electric (2 hrs)					
ELT 1213 Electrical Power (3 hrs)					
ELT1253 Branch Circuits (3 hrs)					
ELT 1263 Blueprint Reading (3 hrs)					
SECOND SEMESTER FRESHMEN					
ELT 1123 Commercial & Industrial Wiring (3 hrs)					
ELT 1223 Motor Maint/Troubleshooting (3 hrs)					
ELT 1413 Motor Control System (3 hrs)					
ELT 1273 Switching Circuits (3 hrs)					
ELT 1133 Intro to the NEC (3 hrs)					
FIRST SEMESTER SOPHOMORE					
IMM 1314 Prin of Hydraulics & Pneumatics (4 hrs)					
IMM 2114 Equipment Maint/Troubleshooting (4 hrs)					
Math/Science Elective (3 hrs)					
ENG 1113 Comp I (3 hrs)					
CSC 1123 Computer Applications I (3 hrs)					
SECOND SEMESTER SOPHOMORE					
ELT 2424 Solid State Motor Control (4 hrs)					
ELT 2613 Programmable Logic Control (3 hrs)					
ELT1713 Drafting for Electronic (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Humanities/ Fine Arts Elective (3 hrs)					
APPROVED ELECTIVE (with permission of instructor)					
ELT 292(1-6) Supervised Work I (1-6 hrs)					
ELT 294(1-6) Supervised Work II (1-6 hrs)					
ELT 291(1-3) Special Projects I (1-3 hrs)					
ELT 293(1-3) Special Projects II (1-3 hrs)					
Total Hours: 68					
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 (3 hrs)					
MST 1413 Blueprint Reading (3 hrs)					
MST 1115 Power Mac I (5 hrs)					
CPT 1113 Fund of Micro (3 hrs)					
SECOND SEMESTER FRESHMAN					
MST 1125 Power Mach II (5 hrs)					
MST 1613 Precision Layout (3 hrs)					
MST 1423 Adv Blueprint Read (3 hrs)					
DDT 1114 Fund Drafting (4 hrs)					
FIRST SEMESTER SOPHOMORE					
MST 2135 Power Mach III (5 hrs)					
MST 2714 Comp Num Cont (4 hrs)					
ENG 1113 Comp I (3 hrs)					
Math/Science Elective (3 hrs)					
DDT 1313 Principles of CAD (3 hrs)					
Technical Elective (3 hrs)					
SECOND SEMESTER SOPHOMORE					
MST 2725 Comp Num Cont II (5 hrs)					
MST 2144 Power Mach IV (4 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
APPROVED ELECTIVES:					
MST 2812 Metallurgy (2 hrs)					
MST 2923 Supervised Work Experience (3 hrs)					
MST 2913 Special Projects (3 hrs)					
Total Hours: 68					
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 (3 hrs)					
BOT 1113 Document Formatting & Prod. (3 hrs)					
BOT 1133 Microcomputer App (3 hrs)					
BOT 1613 Medical Office Terminology I (3 hrs)					
BOT 1713 Mechanics of Communication (3 hrs)					
BOT 1413 Records Management (3 hrs)					
Math/Science Elective (3 hrs)					
SECOND SEMESTER FRESHMAN					
BOT 2813 Business Communications (3 hrs)					
BOT 1143 Word Processing (3 hrs)					
BOT 1313 Applied Business Math (3 hrs)					
BOT 1433 Business Accounting (3 hrs)					
BOT 1623 Medical Office Terminology II (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
FIRST SEMESTER SOPHOMORE					
BOT 1813 Electronic Spreadsheet (3 hrs)					
BOT 2413 Computerized Accounting (3 hrs)					
BOT 2643 CPT Coding (3 hrs)					
BOT 2653 ICD Coding (3 hrs)					
ENG 1113 English Composition (3 hrs)					
BOT 2743 Medical Office Concepts (3 hrs)					
SECOND SEMESTER SOPHOMORE					
BOT 2523 Medical Machine Transcription I (3 hrs)					
BOT 2663 Advanced Coding (3 hrs)					
BOT 2673 Medical Ins. Billing (3 hrs)					
BOT 2753 Medical Information Management (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
Total Hours: 75					
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 (3 hrs)					
BOT 1113 Document Formatting & Prod. (3 hrs)					
BOT 1133 Microcomputer App (3 hrs)					
BOT 1413 Records Management (3 hrs)					
BOT 1613 Medical Office Terminology I (3 hrs)					
BOT 1713 Mechanics of Communication (3 hrs)					
Math/Science Elective (3 hrs)					
SECOND SEMESTER FRESHMAN					
BOT 1123 Keyboard Skillbuilding (3 hrs)					
BOT 1143 Word Processing (3 hrs)					
BOT 1313 Applied Business Math (3 hrs)					
BOT 1433 Business Accounting (3 hrs)					
BOT 1623 Medical Office Terminology II (3 hrs)					
BOT 2813 Business Communications (3 hrs)					
FIRST SEMESTER SOPHOMORE					
BOT 1513 Machine Transcription (3 hrs)					
BOT 2413 Computerized Accounting (3 hrs)					
BOT 2643 CPT Coding (3 hrs)					
BOT 2653 ICD Coding (3 hrs)					
BOT 2743 Medical Office Concepts (3 hrs)					
BOT 2823 Communication Technology (3 hrs)					
SECOND SEMESTER SOPHOMORE					
BOT 2523 Medical Machine Transcription I (3 hrs)					
BOT 2753 Medical Information Management (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
ENG 1113 English Composition I (3 hrs)					
Total Hours: 75					
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 (3 hrs)					
BOT 1113 Document Formatting & Prod. (3 hrs)					
BOT 1133 Microcomputer App (3 hrs)					
BOT 1433 Business Accounting (3 hrs)					
BOT 1713 Mechanics of Communication (3 hrs)					
BOT 1413 Records Management (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
SECOND SEMESTER FRESHMAN					
BOT 2813 Business Communications (3 hrs)					
BOT 1143 Word Processing (3 hrs)					
BOT 1123 Keyboard Skillbuilding (3 hrs)					
BOT 1313 Applied Business Math (3 hrs)					
BOT 2323 Database Management (3 hrs)					
ENG 1113 English Composition I (3 hrs)					
FIRST SEMESTER SOPHOMORE					
BOT 2413 Computerized Accounting (3 hrs)					
BOT 1513 Machine Transcription (3 hrs)					
BOT 2823 Communication Technology (3 hrs)					
BOT 1813 Electronic Spreadsheet (3 hrs)					
Math/Science Elective (3 hrs)					
SECOND SEMESTER SOPHOMORE					
BOT 1213 Professional Development (3 hrs)					
BOT 2833 Integrated Computer Apps (3 hrs)					
BOT 2133 Desktop Publishing (3 hrs)					
BOT 2723 Administrative Office Procedures (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
Total Hours: 72					
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. Exceptions may be made with instructor permission for students that do not meet entrance requirements.

STUDENT NAME _____

REQUIRED COURSES:	PREV TAKEN	FALL	SPRING	FALL	SPRING
FIRST SEMESTER FRESHMEN					
AGR 1112 Agricultural Survey (2 hrs)					
AGT 1163 Spatial Info Systems (3 hrs)					
AGR 2314 Basic Soils (4 hrs)					
ENG 1113 English Comp I (3 hrs)					
BIO 1313 Botany Lecture (3 hrs)					
BIO 1311 Botany Lab (1 hr)					
CSC 1123 Computer Applications I (3 hrs)					
SECOND SEMESTER FRESHMEN					
AGT 2413 Weed Control or AGT 2463 Insects & Controls (3 hrs)					
SPT 1113 Public Speaking I (3 hrs)					
Math/Science Elective (3 hrs)					
Social/Behavioral Science Elective (3 hrs)					
Humanities/Fine Arts Elective (3 hrs)					
Approved Elective (3 hrs)					
FIRST SEMESTER SOPHOMORE					
AGT 1254 GPS Data Collection (4 hrs)					
AGT 2154 GIS I (4 hrs)					
AGT 2434 Crop Mgmt Zones (4 hrs)					
SECOND SEMESTER SOPHOMORE					
AGT 2164 Variable Rate Tech (4 hrs)					
AGT 1354 Remote Sensing (4 hrs)					
AGT 2174 Ag GIS (4 hrs)					
AGT 2474 Site Specific Pest (4 hrs)					
APPROVED ELECTIVES:					
AGT 2923 Supervised Work Experience (3 hrs)					
BAD 2413 Legal Environ of Business (3 hrs)					
BOT 1313 Applied Business Math (3 hrs)					
CHE 1313 Principals of Chemistry I Lecture (3 hrs)					
CHE 1311 Principals of Chemistry I Lab (1 hr)					
ECO 2113 Principles of Economics (Macroeconomics) (3 hrs)					
Instructor Approved Transfer Courses					
Total Hours: 65					
Advisor Initials:					
Date:					

Associate Degree Program Instructor: Steele Robbins