



# NORTHSHORE

## TECHNICAL COMMUNITY COLLEGE

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Building Futures

**College Catalog 2015 - 2016**



The provisions of this catalog do not constitute a contract between the technical community college, hereafter referred to as NTCC, and the student, but rather reflect the general nature and conditions concerning the educational services of the College in effect at this time.

Any tuition, charges, or costs required by a program are subject to change at any time without notice. All courses, programs, and activities described in this catalog and handbook are subject to cancellation or termination by the College or the Louisiana Community & Technical College Board of Supervisors at any time. The academic regulations and degree requirements are subject to revision during the effective period of this catalog and handbook to reflect changes in board policies, occupational and licensure requirements, and other changes related to the quality of the program.

The faculty members listed in the catalog and handbook are the regular, full-time faculty of this College. Other faculty may be appointed, depending on the instructional needs of the campus.

NTCC hereby expressly disclaims any warranty or representation that any course or program completed by a student will enable the student to successfully complete or pass any specific examinations for any course, degree, or occupational license.

### **Equal Opportunity Statement**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this educational agency upholds the following policy:

NTCC is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, qualified disability, or disability. All students have equal rights to counseling and training.

Inquiries regarding compliance with these federal policies may be directed to the College Chancellor or to the Director of Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

**This catalog supersedes all catalogs and handbooks previously published. The College reserves the right to make administrative and policy changes regarding any items published in this catalog.**

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Northshore Technical Community College’s Academic Year begins with the fall semester and is followed by a spring semester. NTCC offers a summer semester that is divided into three parts of term. Occasionally, NTCC offers mini-semesters that in between traditional semesters.

## **FALL 2015 ACADEMIC CALENDAR**

### **AUGUST**

August 12 - August 14 .....	Fall Faculty Advising & Registration
August 17 .....	College Convocation
August 18 .....	Fall Courses Payment Deadline
August 18 .....	Fall Financial Aid App Deadline
August 19 .....	Fall First Day of Classes
August 19 - August 24 .....	Add/Drop Period (No “W”)
August 19 .....	Late Fall Registration Fee Applied
August 21 .....	Financial Aid Appeals Deadline
August 24 .....	Fall New Student Registration Deadline

### **SEPTEMBER**

September 7 .....	Labor Day Holiday; NTCC Closed
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### **OCTOBER**

October 16.....	Deadline for Summer “I” Grades
October 16.....	Mid-Semester Grades Due 3:00 pm
October 30.....	Deadline to Withdraw or Resign

### **NOVEMBER**

November 2 - January 15 .....	Spring Registration Open
November 6.....	Fall Graduation Application Deadline
November 20.....	Deadline for Financial Aid Paperwork
November 23 - November 25 .....	Fall Break Holiday; NTCC Open
November 26 - November 27 .....	Thanksgiving Holiday: NTCC Closed
November 30.....	Final Day to Submit Financial Aid Paperwork

### **DECEMBER**

December 4 .....	Final Class Day with Final Exam
December 7 - December 11 .....	Final Examination Week
December 8 .....	Final Class Day without Final Exam
December 14 .....	Fall Final Grades Due 9:00 am
December 14 .....	Fall Degree Audit Forms Deadline

## SPRING 2016 ACADEMIC CALENDAR

### JANUARY

January 15 .....	Spring Courses Payment Deadline
January 15 .....	Spring Financial Aid App Deadline
January 18 .....	Martin Luther King, Jr. Holiday; NTCC Closed
January 19 .....	Spring First Day of Classes
January 19 .....	Late Spring Registration Fee Applied
January 19 - January 22.....	Add/Drop Courses (No “W”)
January 22 .....	Spring New Student Registration Deadline
January 22 .....	Financial Aid Appeals Deadline

### FEBRUARY

February 8 .....	Lundi Gras Holiday; NTCC Closed
February 9 .....	Mardi Gras Holiday; NTCC Closed

### MARCH

March 18 .....	Deadline for Fall “I” Grades
March 18 .....	Mid-Semester Grades Due 3:00 pm
March 18 .....	Spring Graduation Application Deadline
March 25 .....	Deadline to Withdraw or Resign
March 27 .....	Easter Holiday; NTCC Closed
March 28 - April 1.....	Spring Break Holiday; NTCC Open

### APRIL

April 4 - May 27.....	Summer/Fall Registration Open
April 15 .....	LCTCS Conference Day; No Classes
April 22 .....	Deadline for Financial Aid Paperwork

### MAY

May 6.....	Final Class Day with Final Exam
May 9.....	Graduate Grades Due
May 9 - May 13.....	Final Examination Week
May 10.....	Final Day without Final Exam
May 16.....	Spring Final Grades Due 9:00 am / Degree Audit Forms Deadline
May 20 .....	Commencement at Southeastern Louisiana University-University Center

## SUMMER 2016 ACADEMIC CALENDAR

### MAY

May 27 .....	Summer Courses Payment Deadline
May 27 .....	Summer Financial Aid App Deadline
May 30 .....	Memorial Day; Chancellor Closure; NTCC Closed
May 31 .....	Summer First Day of Classes
May 31 .....	Late Summer Registration Fee Applied
May 31 - June 1 .....	Add/Drop Courses (No “W”)

### JUNE

June 1 .....	Financial Aid Appeal Deadline
June 1 .....	Summer New Student Registration Deadline
June 23 .....	Deadline for Spring “I” Grades
June 23 .....	Mid-Semester Grades Due 3:00 pm
June 30 .....	Deadline to Withdraw or Resign

### JULY

July 4.....	Independence Day Holiday; NTCC Closed
July 6 - August 16.....	Fall Registration Open
July 7.....	Summer Graduation Application Deadline
July 25.....	Final Day of Summer Classes
July 26.....	Summer Final Grades Due 9:00 am
July 26.....	Summer Degree Audit Forms Deadline

## Message from the Chancellor



Whether you are seeking quality workforce training to participate in a highly skilled demand driven job market or interested in transferring coursework to a university, Northshore Technical Community College is your community college on the Northshore that will help guide your path to success. As an accredited college of the Louisiana Community and Technical College System, the faculty, staff and administration of NTCC are dedicated to your success. NTCC offers associate degrees, technical diplomas, and certificates to students seeking a competitive edge in today's global economy. Welcome to Northshore Technical Community College where we specialize in *Building Futures!*

*William S. Wainwright, PhD*

Chancellor

# **Mission of Northshore Technical Community College**

Northshore Technical Community College is committed to providing quality workforce training and transfer opportunities by awarding associate degrees, technical diplomas and certificates to students seeking a competitive edge in today's global economy.

## **Welcome to NTCC**

Louisiana's vocational technical education system originally began as "trade schools" in the thirties and has evolved to vocational schools, vocational technical schools, vocational technical institutes, and at present, technical colleges. This revolution is the result of a redesigned curriculum which blends technical education and applied academics ultimately leading to a certificate, diploma, and/or the associate of applied science degree, the credential of preference by many business, industry, and labor interests. In 1995 the Board of Elementary and Secondary Education established a technical college system comprised of one technical college with forty-two (42) campuses which offers sixty-six (66) full-time training programs to approximately 50,000 students. The name change to Northshore Technical College reflected the blending of technical and applied academic education.

Act 506 of the 2005 Regular Legislative Session proposed a reorganization of the Louisiana Technical College. LCTCS adopted the 21st Century Model for the Delivery of Technical Education effective July 1, 2006. The reorganization consisted of eight Regional Technical Education Centers. During fiscal year 2005-06, the Louisiana Legislature mandated the restructuring of Louisiana Technical College, creating regional centers comprised of a cluster of technical college campuses in a single area. Effective June 1, 2006, Dean William S. Wainwright became the Regional Director for newly formed Region 9 Sullivan (Main Campus) in Bogalusa and including Ascension Campus (Sorrento), Florida Parishes Campus (Greensburg), and Hammond Area Campus. The latest reorganization in March 2010 configured the Louisiana Technical College Region 9 to Northshore Technical College. In May 2010, the LCTCS Board of Supervisors approved the merger of the NTC Ascension Campus with River Parishes Community College (RPCC). Because of their geographical proximity of one mile, the river region consolidation was merged for seamless workforce training—secondary, technical, community college—through integrated curriculum opportunities.

During the 2011 Louisiana Legislative Session an action was signed into law creating Act 209 changing the name and focus of the college from Northshore Technical College to Northshore Technical Community College. Along with this action the college mission was changed to reflect the new focus of the college and the current Regional Director, William S. Wainwright, was appointed Chancellor.



## History of the Sullivan Main Campus

The Northshore Technical Community College Sullivan Main Campus is a public institution operating under the Louisiana Community and Technical College System, Board of Supervisors. The college was founded as the Sullivan Memorial Trade School in 1930, and it was the first of its kind in Louisiana.

The original facility was built on Mississippi Avenue in Bogalusa, Louisiana, with funds contributed by school children and citizens of the city in memory of the city's first mayor, William H. Sullivan. The facility operated independently for approximately four years before it was deeded to the State of Louisiana in 1934. From 1934 until July 1999, the school operated under the Louisiana State Board of Elementary and Secondary Education.

The current facility was built between 1970 and 1972 by W. Hayward Creel of Bogalusa. The campus, consisting of 85,000 square feet of air conditioned space, is located on Sullivan Drive at a site donated by Crown Zellerbach Corporation. The current buildings and facilities are worth in excess of \$5 million, and the students have been responsible for nearly \$275,000 of improvements and additions – proof of their learning by doing.

In 1930, only one course was offered at Sullivan – a woodworking class. Today, the Northshore Technical Community College Sullivan Main Campus offers over 20 challenging programs in high-demand occupational fields. Other programs are offered through the Sullivan Campus at the Washington Parish Correctional Institute in Angie and at the Slidell Instructional Service Center Behrman Site .

For the first time in 1996, Sullivan Campus offered Associate Degrees in Applied Technology (AAT) for the Office Systems and Accounting programs. Currently, Sullivan's AAT degree programs have been approved as Associate of Applied Science (AAS) accredited programs. The Associate degrees are offered in 10 areas. In 2006, LTC Sullivan was selected as the main campus for the Region 9 campuses. Following the 2011 name change to Northshore Technical Community College, the Sullivan Main Campus remains the main campus for NTCC.

## **History of the Florida Parishes Branch Campus**

Northshore Technical Community College Florida Parishes Branch Campus, formerly a trade/vocational school, was established in 1952 by the State Legislature to offer vocational training to the students of this geographic area. In 1990, the Board of Elementary and Secondary Education renamed all vocational schools to describe their function more accurately. This school became Florida Parishes Technical Institute. In the early 1990s, Quick Start funds were used to train employees for furniture manufacturing and the institute became involved in Tech Prep and articulation activities with area high schools and the local university.

In 1995, the agency for accreditation affiliation for all the technical institutes became the Council on Occupational Education (COE).

Also in 1995, all institutes that were still on a four-day week were changed back to a five-day week, and all institutes were renamed Louisiana Technical Colleges with this college designated as Florida Parishes Campus. The colleges began offering Associate of Applied Technology Degrees in the Office Occupations program with other programs to follow as curriculums were developed.

In 2007 Act 391 of the Louisiana Legislature approved fourteen new technical or community college facilities to include the Florida Parishes Campus. The new facility was constructed on 58 acres just west of the current campus, and classes at the new facility began fall 2012.

## History of Hammond Area Branch Campus

Hammond Association of Commerce initiated the inception of a vocational school in the City of Hammond in April 1962. Money was allocated for a building, and renovations at 201 East Church Street, Hammond, Louisiana, were completed in June 1964. A director, William D. Allen, and staff were employed to prepare for the first classes to open in October 1965. In 1966-67 the rest of the building was renovated in preparation for expansion of programs.

A regional concept of career education was established with this school being assigned to Region 2. In 1978 a new facility was completed at 111 Pride Drive, on the east side of town next to the Hammond Municipal Airport.

In the 1980s, as a result of dwindling oil/gas revenues, Louisiana suffered massive financial shortfalls. As a result, all vocational schools experienced severe budget cuts in operating expenses. Several programs were closed, and several positions were cut. The school went to a four-day week in order to save on utilities and to allow students to work an extra day during the weekends.

In 1990 the Board of Elementary and Secondary Education renamed all vocational schools to describe their function more accurately. This school became Hammond Area Technical Institute. In the early 1990s, Quick Start funds were used to train employees for General Dynamics and two other new industries, and the institute became involved in Tech Prep and articulation activities with area high schools and the local university.

In 1995, the agency for accreditation affiliation for all the technical institutes became the Council on Occupational Education (COE). Also in 1995, all institutes that were still on a four-day week were changed back to a five-day week, and all institutes were renamed Louisiana Technical College with this college designated as Hammond Area Campus. In addition to diplomas, the technical college campuses began offering Associate of Applied Technology Degrees in the Office Occupations program with other programs to follow as curriculums were developed.

Effective July 1, 1999, the governance of all Louisiana Technical College campuses was transferred by Constitutional Amendment (Acts 151 and 170 from the 1st Extraordinary Legislative Session, 1998) to the Board of Supervisors, Louisiana Community and Technical College System (LCTCS), a new board created to govern all state Community Colleges and Louisiana Technical College with its 42 campuses.

## **NTCC Today**

Northshore Technical Community College's main campus is the Sullivan Main Campus. This campus sits on approximately 16.9 acres of land south of Bogalusa, Louisiana.

Northshore Technical Community College has two branch campuses: Florida Parishes Branch Campus and Hammond Area Branch Campus.

The Florida Parishes Branch Campus is on approximately 58 acres of land located west of Greensburg, Louisiana.

The Hammond Area Branch Campus is on approximately 13 acres of land located east of Hammond, Louisiana.

Northshore Technical Community College has four instructional service centers: Slidell Instructional Service Center Behrman Site in Slidell, LA; Southeastern Instructional Service Center Site in Hammond, LA; B.B. "Sixty" Rayburn Correctional Center in Angie, LA; and Educational Service Center in Covington, LA.

## **Council on Occupation Education**

Each Northshore Technical Community College campus is accredited by the Accrediting Commission of the Council on Occupational Education (COE). This accreditation means that nationwide this college is recognized as meeting standards of training acceptable for accreditation. The address of the Council on Occupational Education is:

Dr. Gary Puckett, Executive Director  
Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898  
[www.council.org](http://www.council.org)

April 2011 Northshore Technical Community College completed reaffirmation of accreditation by the Council on Occupational Education (COE). Reaffirmation signifies that the college has maintained quality programs, undergone an extensive self-study and team review, and continues to meet the Commission's Standards and Conditions for Accreditation.

## **Institutional Advisory Councils**

NTCC convenes a College Advisory Council with representation from each of the areas served by its campuses. In addition, the main campus and the branch campuses utilize the expertise and knowledge of those individuals who will eventually employ our students to give us advice and guidance. Institutional Advisory Committees are made up of three or more members external to the campuses, meets at least once annually with a majority of official members present, and keeps minutes of each meeting to document their activities and recommendations.

## **Occupational Advisory Committees**

Occupational Advisory Committees are formed for each training program. Each committee consists of at least three individuals external to the institution and meets twice annually. The committees review and give input about the mission, objectives, and curriculum content of the training programs. Employers that hire students of NTCC serve on these occupational advisory committees.

## **Governance Structure**

NTCC is governed by the Louisiana Community & Technical College System Board of Supervisors. The Louisiana Community and Technical College System's Board consists of 17 members. The LCTCS Board is composed of 15 members appointed by the Governor with consent of the Senate, two from each of the seven congressional districts with one at-large member. Each member serves overlapping six-year terms, and the Board is constitutionally required to be representative of the state's population by race and gender to ensure diversity.

There are two students members – one elected by and from membership of a council composed of the student body presidents of the community colleges and one student elected by and from the membership of a council composed of student body presidents of each of the seven technical colleges under the supervision and management of the LCTCS Board. Each student member serves a one-year term.

### **Louisiana Community and Technical College System (LCTCS) Board of Supervisors**

#### **System President**

Dr. Monty Sullivan  
265 South Foster Drive  
Baton Rouge, LA 70806

#### **Board Officers**

Norwood “Woody” Oge, Chair  
Timothy Hardy, First Vice Chair  
Deni Grissette, Second Vice Chair

#### **Student Board Members**

Da’Antre Austin  
Benson Kinney

#### **Board Members**

Robert Brown  
Helen Bridges Carter  
Keith Gamble  
Steve Hemperley  
Willie Mount  
Michael Murphy  
Joe Potts  
Paul Price, Jr.  
Stephen C. Smith  
Craig Spohn  
Stephen Smith  
Vincent St. Blanc III  
Stephen Toups

# **Admissions**

## Admissions Requirements

NTCC has an open-admissions policy and serves persons on an equal priority basis. Non-high school graduates who have reached the state's compulsory school age (at least 17 years of age as per Louisiana Revised Statute 17:221) are eligible for admissions into programs that do not require a high school diploma or general equivalency diploma (HiSET/GED). Students under 17 years of age must complete an Early Admissions Application in order to enroll. Applicants in this category and are not eligible for federal financial assistance. Admission to all programs is made without regard to race, religion, national origin, sexual orientation, gender, or qualifying disability.

A high school diploma or general education development (HiSET/GED) is required for admission into the Practical Nursing program. All programs require assessment scores in the following areas: Mathematics and English to determine for course enrollment.

## Application for Admission

Applications for admission may be completed online at [www.NorthshoreCollege.edu](http://www.NorthshoreCollege.edu). Applicants must pay a \$5 application fee. Incomplete application packets and/or applications received without payment of the application fee will not be processed.

Applicants must also submit the following items to complete the application process:

1. **Application.** A completed application (apply online at [www.NorthshoreCollege.edu](http://www.NorthshoreCollege.edu)). Incomplete or false information may jeopardize admission to NTCC.
2. **Official Transcripts.** All official transcripts of previous schooling regardless of whether credit was earned. These official transcripts must be submitted to the Student Affairs Office. Failure to do so may delay admission to NTCC. Any disciplinary status found on a transcript will require that the student complete an Authorization to Release Disciplinary Information form, and the student is responsible for completing the entire form.
3. **Proof of immunization.** As required by Louisiana Law R.S. 17:110, all first-time students born after December 31, 1956 must provide proof of immunization against measles, mumps, rubella, meningitis (first-time freshmen only), and tetanus - diphtheria as a condition of enrollment. Students will not be allowed to complete the registration process until they have satisfied the immunization requirement. A waiver may be signed by the student, however, in the event of an outbreak of measles, mumps, rubella, tetanus, or diphtheria on campus, the College will require the students who are not immunized to stop attending classes until the outbreak is over or until they submit proof of adequate immunization.
4. **Proof of Louisiana residency.** In order for a student to qualify for in-state tuition and fee rates, documentation showing residency in the State of Louisiana for the 365 days prior to anticipated enrollment is required.
5. **Proof of Selective Service Status.** In accordance with the requirements of Louisiana Law R.S.17:3151 and the Federal Selective Service Act, male applicants who are between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration card or a printout from the Selective Service web site indicating the applicant's status.

The following categories of applicants are exempt from this requirement:

- Males currently on active duty in the military.
- Veterans who submit a copy of their DD214 discharge certificate.



6. **Assessment Scores.** Students applying for a Certificate of Technical Studies, Technical Diploma, or Associate degree must have test scores from either the ACT test or Compass placement test within the last three years. Assessment scores are used to determine if remediation is needed in Math and English and are transferable between LCTCS institutions and are not used to determine admission to the College except when academic achievement levels are required and a reading score is required by a licensure board.
7. **Disciplinary Information.** Students with disciplinary actions and/or sanctions stated on a college transcript are required to complete a Disciplinary Release Form and submit to the Office of Student Affairs.

## Assessment Testing

NTCC's assessment test, the COMPASS test, is administered for assessing remediation areas in Math and English only and is not used in determining admission to the College except when academic achievement levels are required and a reading score is required by a licensure board. The COMPASS test can be taken at any NTCC campus or site.

The COMPASS exam is a computerized assessment test created by ACT. COMPASS testing is offered at various times throughout the year. Student Affairs will determine the testing areas (Math and English) upon receipt of student's admission materials. For a full test, which includes Math and English, the fee is \$10. Testing fees are non-refundable. If a student cannot make the originally scheduled date for testing and contacts Student Affairs Office prior to the date of the test, the student will be permitted to reschedule and will not have to pay the test fee again. If the student fails to notify Student Affairs that they cannot attend a test date, the student will need to register for the test and pay the fee again. COMPASS test scores are valid for three years.

## Developmental Course Notes

Students who require developmental courses must enroll in appropriate developmental courses each semester until the development course requirement is successfully satisfied. A student successfully completes a developmental course when the student receives a grade of "C" or higher for the developmental course. A grade of "D" or below requires that the student retake the developmental course.

Students transferring courses from a regionally accredited institution may be exempt from enrolling in developmental courses if the appropriate developmental course or general education course equivalency was successfully completed. This exemption cannot be determined until official transcripts from all attended institutions are submitted to Student Affairs.

**Practical Nursing Students:** Please review Practical Nursing in the Programs of Study section of this catalog for additional directions on admissions requirements and assessment exam scores as well as developmental/Allied Health course requirements.

## Immunization Policy

Student Affairs must have on file a copy of the student's immunization records. All applicants should submit the LCTCS Immunization Compliance or an electronic copy of immunization records. If a student chooses not to have immunizations for medical or personal reasons, a written dissent must be signed by a physician, the applicant, or the applicant's parent or guardian if the student is a minor. Students enrolling in nursing and health science programs are not allowed to sign a dissent, and depending on the program, may be required to have one or more of the following:

- MMR (or acceptable titer)
- Tetanus/Diphtheria
- Meningitis

- TB Skin Test or Negative Chest X-ray
- Hepatitis B Series

## **Privacy Act**

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), ensures students access to their educational records maintained by the College and prohibits the release of personally identifiable information from these records without the student's permission, except as specified by law. Only parties with the right to receive educational records pursuant to this policy and identified as such shall be entitled to receive the information.

## **Resident Status**

The residence status of an applicant or student is determined by the Student Affairs Office. A resident student is a student who has lived or worked in Louisiana for at least one full year (365 days) immediately preceding the first day of class of the term for which classification as a resident is sought. If the applicant is not a Louisiana resident, or cannot provide proof of residency, he/she will be charged non-resident tuition. Applicants or students must present proof of Louisiana residency with one of the following documents:

- Louisiana driver's license
- Louisiana voter registration
- Louisiana vehicle registration
- Louisiana income tax return
- Residence purchase
- Lease or rent receipts
- Louisiana W2 from previous year
- Utility bills
- Military Mandatory Relocation Orders/DD-214
- Marriage to Louisiana resident

## **Orientation**

Orientation is conducted by the Student Affairs Office at each NTCC location to acquaint students with the staff, buildings, grounds, and College Catalog and Student Handbook of the College.

## **Admission Status**

Students are classified as one of the following upon applying for admission: First-Time Freshman, Transfer Student, Readmitted Student, Veteran Students, or High School Dual Enrollment.

### **First-Time Freshmen Students**

A first-time freshman is a first-time student who has never attended a regionally accredited institution other than as part of a dual enrollment program.

A state approved high school diploma or general equivalency diploma (HiSET) is required for admission in the Practical Nursing Programs. All programs require assessment scores in the following areas: Mathematics and English with Practical Nursing also requiring Reading.

First-time freshman students planning to enroll should request that their ACT test scores be sent to Student Affairs at NTCC. ACT test scores must be no older than three years. In instances where a student has not completed the ACT test or ACT test scores are older than three years, Accuplacer test scores may also be used to fulfill the admission requirement and for placement. Students whose test scores indicate a need for additional preparation in basic skills will be required to enroll in appropriate developmental courses to help prepare them for success in higher level courses.

The Accuplacer placement test is offered at each NTCC campus. NTCC's placement tests are administered for developmental course placement only and are not used in determining admission to the College except when academic achievement levels are required by a licensure board (e.g. the Louisiana State Board of Practical Nurse Examiners). Test scores are primarily used for advising and placement purposes. A student that tests into developmental courses may be permitted to enroll in a limited number of other courses determined by the department.

### **Home-Schooled Students**

Home-schooled students who wish to attend NTCC are encouraged to apply during the equivalency of their junior or senior year of high school. Admissions requirements for home-schooled students are the same as for all new students. However, if a home-schooled student does not have a high school diploma or HiSET diploma, he or she must provide the following:

- Proof that he/she is 16 years of age or older.
- An official, current transcript for any coursework completed at a public/private high school (if applicable).
- A complete list of the courses taken during the freshman through senior year of the Home School Study Program.
- A complete list of the textbooks used during the home school study program.
- Documentation from the state verifying completion of a SBESE Approved Home Study Program.

Out-of-state students, home-schooled using a program not approved in Louisiana and seeking admission to NTCC must contact the SBESE Approved Home Study Program Office of the Louisiana Department of Education.

### **Transfer Students**

A transfer student is one who has attended another regionally accredited college or university prior to NTCC. This student can be degree- or certificate-seeking, non-degree seeking, or on suspension from another institution. Applicants must have a complete and official transcript from each college or university attended sent to Student Affairs prior to the start of the planned semester of attendance, whether or not credit was earned. Transfer students may enroll at NTCC if they are eligible for readmission at the last school attended.

Applicants transferring from out-of-state institutions must submit course descriptions for each course listed on the out-of-state transcript. Transfer students who have received transfer credit for college-level English and college-level Mathematics are exempted from submitting ACT test or Accuplacer test scores excluding students seeking to enroll in the Practical Nursing Program. In instances where a student has not completed both college-level English and college-level Mathematics, an assessment test will be required in the remaining subject area.

Transfer students who have been suspended from their previous institution are permitted to enroll, however it should be noted that credits taken while on suspension at NTCC may not transfer back to the previous institution.

### **Readmit Students**

A returning student is someone who has previously attended NTCC, but who has not attended during the most recent semester excluding summer semester. Returning students must re-apply for admission and may be required to retest. Retesting is determined on a case-by-case basis. If the returning student attended another college or university while not in attendance at NTCC, he or she must submit transcripts, course descriptions of any work completed, and any other necessary documentation concerning his/her attendance at the other institution. This documentation is required for Student Affairs to evaluate transcripts. Returning students are

subject to any curriculum, program, assessment score requirements, and/or catalog changes. Returning students must:

- Re-submit all documentation required for a completed application.
- Pay the application fee if the student has not attended the most recent semester (excluding summers).
- Meet the admission requirements for the program of application.

## **Veteran Students**

NTCC values the hard work and dedication that our military students (active and veterans) provide in order to keep us safe. Therefore, we have provisions in place to insure that these students experience a seamless process while attending our college. The admissions related provisions are as follows:

- The application fee is waived for all active and veteran military students.
- If a student is called to active duty or required to relocate, they qualify to receive one of the following:
  - An incomplete grade which would allow the student to complete their coursework the following semester, or
  - A 100% refund for all courses taken during the semester of deployment.
- When a student returns from deployment, they will not be required to resubmit all admissions documents or retest for placement. Only the application for admission will be required.

## **High School Dual Enrollment**

High school dual enrollment is when a high school student attends NTCC during his/her junior or senior years of high school and takes courses for which he/she earns both college credit and Carnegie units for each course taken. A student may attend NTCC as a dual enrollment student in one or more of the following areas:

- College level/degree credit courses
- Enrichment/developmental courses
- Work skills technical courses.

In order for a course to be considered dual enrollment, the student must earn credit for the class both from NTCC and the student's high school. Students enrolling in dual enrollment courses must meet all college, program, and course level requirements. Courses which a student fails or withdraws from while enrolled as a high school student may affect a student's GPA or his/her ability to qualify for financial aid after graduating from high school.

## **Types of Enrollment**

**Full-time:** Full-time enrollment is when a student enrolls in 12 or more credit hours for a semester (6 credit hours for a summer). For enrollment verification purposes only, students in their final semester of study may be considered full-time with fewer than 12 credit hours. In order to qualify, the academic advisor or academic dean must certify that the student will graduate in the current semester and that they are currently enrolled in all the remaining course requirements.

**Three-fourths time:** Three-fourths time enrollment is when a student enrolls in 9-11 credit hours a semester (4-5 credit hours for a summer session).

**Half-time:** Half-time enrollment is when a student enrolls in 6-8 credit hours for a semester (3 credit hours for a summer session).

**Less than half-time:** Less than half-time enrollment is when a student enrolls in 5 or less credit hours for a semester (2 credit hours or less for a summer session).

**Non-Degree:** Non-degree enrollment is when a student attends NTCC to earn college course credit without enrolling in a particular program. Those students taking classes as non-degree are not required to provide a high school transcript or take the assessment tests. Tuition and Fees are the same as credit students. The maximum number of credit hours a student can earn as a non-degree student is 11 credit hours.

**Degree - and Diploma - and Certificate-Seeking:** Degree-and diploma- and certificate-seeking enrollment is when a student enrolls in a diploma or degree program. These students are eligible for federal student aid.

## **Academic Amnesty**

Students seeking academic amnesty must have no less than two years elapse between the end of the semester in which the student was registered for credit at any college or university and being enrolled under academic amnesty at NTCC and must apply through Student Affairs Office at NTCC for academic amnesty. Upon being granted academic amnesty, the student has the status of an entering freshman.

When students are granted academic amnesty, all college-level work completed at an earlier date is eliminated from computation of the grade point average and cannot be applied to a degree or certificate program of study at NTCC. While previous work at NTCC will not be removed from the student's scholastic records and transcript, it may not be used to meet degree requirements. The NTCC record will indicate clearly that academic amnesty has been granted and the effective date.

Students who are granted academic amnesty may qualify for scholarships or honors based on academic merit at such time as their NTCC cumulative grade point average indicates that they are qualified. A student demonstrating competency in a given area may be allowed advanced standing (without credit) or a waiver of requirements, just as may any entering freshman. Students may be eligible for credit examinations for courses in which grades of "C" or higher were earned.

Academic amnesty applies only to admission to NTCC. Students granted amnesty at NTCC will be subject to the admissions policies of other institutions to which they may transfer after attending NTCC. When reviewing applications, many undergraduate, graduate, and professional schools compute the undergraduate grade point average based on all hours attempted.

Academic amnesty may be granted to a student only once, regardless of the institutions attended. Amnesty granted by another nationally or regionally accredited institution of higher education will be accepted by NTCC.

## **Records and Registration**

## **Records**

All records submitted become the property of the College and cannot be returned to the student. All students must be aware of the importance of supplying correct information on College applications, College records, etc. Students participating in any financial aid program must inform the Office of Financial Aid of any changes in circumstances that may alter their eligibility for such financial aid. All student records must be true and correct to the best of the student's knowledge. Falsification of student records may result in being expelled from the College. Any falsification of these records will result in the student being penalized at the discretion of the Chancellor and/or respective State Boards. All student records must be true and correct to the best of the student's knowledge.

## **Confidentiality of Records**

Permanent records, which include courses a student has completed, grades, placement, and follow-up information, are housed in Student Affairs. These records are confidential.

## **Release of Student Records/Transcripts**

Release of information and/or the issuance of transcripts must be made through the proper request procedure and must be authorized by the student. Transcript requests made by telephone or requests made by the parent, spouse, or prospective employer of a student will not be honored except with the written authorization of the student. The parent of a student less than 18 years of age may be provided a copy of the student's transcript if the student is a dependent of the parent as defined by the Internal Revenue Service. Transcripts may be issued upon request to institutions to which a student transfers provided the student concurs in the request. Transcript request forms are available through LoLA and in Student Affairs and may be mailed or faxed in. Students with LoLA accounts should make requests through LoLA. Students or former students who do not have LoLA accounts should use the form available in Student Affairs. Transcripts will not be issued if a student has any form of hold on his/her account.

## **Change of Name, Address, or Phone**

Students must notify Student Affairs immediately when a name/phone/address change occurs. For name changes, official documentation must be submitted with a completed name change form that can be obtained in the Student Affairs Office. Name changes become effective at the beginning of the next semester. Name changes cannot be requested through LoLA. Students with LoLA accounts may change their address through LoLA. Communications will be e-mailed/mailed to students at the e-mail address/mailling address currently on file.

## **Contact with Students through Email**

Electronic mail (email) is an official method of communication between the College and students, including, but not limited to, admissions, registration, financial aid, and academic affairs. NTCC email accounts will be issued after initial registration. All electronic communications with students will be sent to the students' Northshore email account (YourLolaID@My.NorthshoreCollege.edu). Students should check their preferred email at least once a week. The College provides computer access for all students by way of open computer labs and in the library.



## **Academic Probation and Suspension**

Once a student has attempted 15 credit hours of courses (including those attempted at other institutions), a student's academic performance is evaluated at the end of each semester. Students who do not maintain a minimum 2.0 grade point average for any semester will be placed on academic probation. The student will be allowed to register for the next semester. If a student on academic probation receives a grade point average below 2.0 for any semester the student will be suspended for the following semester. Upon returning to College, the student will remain on academic probation until the semester or cumulative grade point average (as needed) is 2.0 or above.

## **Auditing a Course**

Prospective students interested in auditing a course should follow the regular admissions process by submitting a completed application to Student Affairs and meet any prerequisite and/or co-requisite course requirements. Test scores and/or official transcripts for any prior college credit can be waived from the admissions process in the event that the student is planning to enroll in a course that has no prerequisite/co-requisite requirements.

The auditing student will be required to follow the regular admission/registration process. In addition, the student must complete a Course Audit Request Form and submit it to the Registrar before the end of the drop/add period as designated by the official NTCC Academic Calendar.

Once this form is submitted to the Registrar, the student cannot request a change back to a credit course. Tuition and fees for audited courses are the same as for credit courses. The student does not receive credit for an audited course; the final grade for an audit course is "AU." Courses taken on an audit basis do not fulfill any certificate, diploma, or degree requirements. Credit exams cannot be taken for courses that have previously been audited.

## **Change of Program**

A student who wishes to change his/her program of study after enrolling, must complete a change of program form in the Student Affairs Office. Once approved, the student's program change will become effective upon processing by the Student Affairs Office.

If a student wishes to switch to a selective admissions program, such as Practical Nursing, he/she must contact Student Affairs to determine if he/she meets admission requirements for the desired program. If eligible for admission to a selective admissions program, the student should complete an application for admission to the selected program.

## **Graduation Requirements**

A student should meet on a regular basis with his or her faculty advisor or Student Affairs to assure progress is being made toward the completion of the student's program of study. Candidates for an Associate Degree, Technical Diploma, or Certificate of Technical Studies must fulfill the general requirements of the curriculum/program in which he/she is enrolled.

Candidates for graduation must meet the following requirements:

- Earn at least a grade of "C" (2.0) on all coursework attempted for a Technical Competency Area, Certificate of Technical Studies, and/or Technical Diploma at NTCC (excluding grades for courses deleted through academic renewal or repeat/delete). Only one grade of "D" (1.0) is allowed in the General Education core of the Associate of Applied Science and Associate of General Studies de-



grees.

- Earn at least a 2.0 programmatic, cumulative Grade Point Average.
- Complete 12 of the final 15 hours (excluding hours gained through nontraditional credit) required for program credential.
- Earn no more than a total of 30 credit hours toward an Associate of Applied Science degree or Technical Diploma from non-traditional sources, with no more than 12 non-traditional credit hours toward a Certificate of Technical Studies.
- Fulfill all other obligations and regulations including financial obligations to the College prior to established dates.

## **Graduation with Honors**

Honors will be awarded based on cumulative Grade Point Average.

- Cum Laude: 3.0 to 3.499
- Magna Cum Laude: 3.5 to 3.999
- Summa Cum Laude: 4.0

## **Commencement Ceremony**

A commencement ceremony is held once a year in May. Graduating students who participate in the commencement ceremony will receive graduation information, including commencement activities, by e-mail/mail. It is the student's responsibility to ensure that Student Affairs has a correct e-mail and mailing address.

## **Resignation from College**

A student wishing to resign must complete a drop/add/resignation form which is available through LoLA or in Student Affairs. Equipment and/or books belonging to the College must be returned. Failure to properly resign may jeopardize a student's ability to re-enter NTCC or to receive financial aid. Any student with financial indebtedness to the College and/or to a financial aid program will not be permitted to resign until such debt is paid in full.

If a student resigns from the College during the drop and add period as designated on NTCC Academic Calendar, courses are removed from the student's transcript. If a student resigns from the College after the drop and add period but on or before the final withdrawal date as designated on NTCC Academic Calendar, the student will receive a grade of "W" in remaining courses. If a student resigns from College after the final withdrawal date as designated on NTCC Academic Calendar, the student will receive a grade of "F" in each course that was scheduled for that semester. Students who do not officially withdraw or resign by the designated final withdrawal date or who discontinue attendance will receive an "F" in the scheduled course(s).

## **Schedule Changes**

Changes to a student's schedule are made through LoLA during the designated drop and add periods at the beginning of each semester. Once drop and add is over, a student may no longer add classes to his/her schedule unless the student is enrolled in an open-enrollment program of study. Section changes may be allowed due to extenuating circumstances and if approved by the Vice Provost of Student Affairs.

## **Show and No Show**

A student who has attended a course one or fewer times within the first 14th class days of a fall or spring semester or within the first 7th class days of a summer semester is considered a “No Show” and will automatically be dropped from the registered course. Please see NTCC’s refund policy.

## **Attendance**

Success in employment and education is dependent upon preparation and regular attendance. Students are expected to attend all classes. Specific attendance policies vary depending upon instructor, division, or program. If an absence occurs, it is the responsibility of the student to notify the instructor. Contact information for faculty and specific attendance policies can be found in course syllabi. Faculty reserve the right to administratively withdraw a student from a course after the 14th class day of the fall or spring semester (7th class day for the summer semester) and on or before the withdraw deadline established in the College Academic Calendar for students whose absences exceed 10 percent of the total attendance for the course. Administrative withdrawals are not guaranteed, and as a result, excessive absences can result in a grade of “F” for all coursework missed

## **Non-Traditional Credit**

The total amount of credit earned by any non-traditional method that can be applied toward completion of a Technical Competency Area, Certificate of Technical Studies, Technical Diploma, or Associate Degree is limited to one-half of the total credit hours required for the program. Non-traditional credit includes, but is not limited to, credit by examination, credit for military experience, credit for licenses, credit for certifications, and credit by correspondence.

## **Transfer of Credits to NTCC**

Credits from approved accredited institutions of higher education are recorded on the student’s official transcript. NTCC will examine course equivalency, faculty credentials, and other appropriate indicators of competencies, to determine if any of these credits will be accepted as transfer credits toward the student’s program of study. Only courses with a grade of “C” or higher will be transferred towards the following credentials: Technical Competency Area, Certificate of Technical Studies, and/or Technical Diploma. A student is allowed to transfer only one grade of “D” for the General Education core of the Associate of Applied Science and Associate of General Studies degrees. If a course appears on the Louisiana Board of Regents’ statewide student transfer matrix, the course will be treated as though it were completed at NTCC.

NTCC reserves the right to deny credit where such indicators are not present or to require the student to prove competency by some other means. Academic courses taken at approved accredited institutions are generally accepted at NTCC. Technical courses taken at institutions accredited by the Council on Occupational Education can be transferred into a Technical Competency Area, Certificate of Technical Studies and/or Technical Diploma.

Transfer students must provide NTCC with an official transcript from the institution from which they have attended. If a student has attended more than one institution prior to attendance at NTCC, an official transcript from each institution must be provided. Transfer credit shall be limited to 75 percent of the total credit hours required for the program credential. Twelve credits in the student’s major must be completed in residence at NTCC.

## General Education Requirements

General education is an integral part of all degree programs at NTCC. All Associate of Applied Science degrees require a core of 15 semester credit hours of general education.

For the Associate of Applied Science Degree, the following 15 credit hours of general education coursework are required:

- English Composition I: 3 credit hours
- Math Elective: 3 credit hours
- Social Science Elective: 3 credit hours
- Natural Science Elective: 3 credit hours
- Humanities Elective or Public Speaking: 3 credit hours

## Grades

Quality points earned for each course are determined by multiplying the number of quality points for each grade by the number of credit hours the course carries. A student's grade point average is computed by adding the total quality points for all courses for which quality point values may be computed, then dividing by the corresponding number of credit hours attempted during the same period. The grade of pass "P" will be awarded for nontraditional credit and non-credit courses only. Courses so credited will not be used in computing the grade point average.

A grade of incomplete ("I") indicates that satisfactory work has been done in a course, but the student has been prevented from completing the final examination or other concluding work because of some verifiable reason. The grade of "I" may be given as a final grade only. An "I" grade will not be given unless the student contacts his or her instructor and a contract for completion of work is approved. The "I" grade must be removed by the time final grades are due in the Office of the Registrar the following semester (unless the "I" contract specifies an earlier deadline); otherwise, it will be automatically converted to a permanent "F". The grade of "I" is not used in calculating grade point average. If it is not removed in the allotted time, however, it will be calculated as an "F" upon conversion. Re-enrolling in a class will not prevent an "I" from being changed to an "F". If the course is repeated, the grade of "F" may be removed from the GPA. A grade in a repeated course replaces the previous grade if the grade is higher than the grade attained in the previous course attempt.

A student who withdraws from a course after the official fourteenth day of class and prior to the deadline designated on the academic calendar for dropping with a "W" will receive a "W" for the course. After this date, a student may not withdraw. In extraordinary cases, the campus executive dean may authorize resignation from the institution or the dropping of a course with a "W" after the deadline. Extraordinary cases do not include dissatisfaction with an anticipated grade or the decision to change a major.

A student can challenge a final grade by the following steps:

- First, a student must request a review by the faculty of record to the course being contested.
- Next, a student can appeal the faculty of record's decision to the Dean of Campus Administration.
- Next, a student can appeal the Dean of Campus Administration's decision to the Divisional Dean.
- Finally, a student can appeal the Divisional Dean's decision to the Provost Vice Chancellor of Academic Affairs, who has final decision for the College on final grade challenges.

## Grading Systems

Grade	Points
<b>A</b>	<b>4.0</b>
<b>B</b>	<b>3.0</b>
<b>C</b>	<b>2.0</b>
<b>D</b>	<b>1.0</b>
<b>F</b>	<b>Failure</b>
Other Grades	Definition
<b>W</b>	Official withdraw from a course and is not calculated into a student's cumulative grade point average.
<b>P</b>	Awarded as credit for successfully challenging a course, military course credit, or non-traditional credit and is not calculated into a student's cumulative grade point average.
<b>S</b>	Satisfactory grade and is not calculated into a student's cumulative grade point average.
<b>U</b>	Unsatisfactory grade and is not calculated into a student's cumulative grade point average.
<b>I</b>	Assigned for incomplete coursework and is only assigned for unavoidable and extenuating circumstances. This grade is not calculated into a student's cumulative grade point average, but it is counted in hours attempted.
<b>AU</b>	Assigned for a course not taken for credit and is not calculated into a student's cumulative grade point average.
<b>R</b>	Assigned in addition to a grade for a course that a student repeats.
<b>T</b>	Assigned in addition to a grade for a course that is transferred from another institution.

## **Tuition and Fees**

## Credit Coursework

Tuition, Academic Excellence Fee, Operational Fee, Technology Fee, Student Services Fee, Building Use Fee, and Enterprise Resource Planning (ERP) fee for credit-hour courses are determined by the number of credit hours scheduled per semester. Student Government Association (SGA) fee is \$12 per student, per semester. All tuition and fees are due by the payment deadlines established in NTCC Academic Calendar for each semester. Schedules will be purged from the system for any student not paying by the specified deadlines.

## Non-credit Coursework

Non-credit courses are charged by the clock hour. All non-credit coursework tuition and fees is non-refundable.

### Tuition and Fees Schedule for Credited Courses (Resident)

<b>2015 -- 2016 Resident Traditional Tuition and Mandatory Fee Schedule</b>												
Credit Hours	Tuition	GRAD Act Adj	Sub-total Tuition & GRAD Act Adj	Oper Fee	Student Services Fee	Academic Excell Fee	ERP Fee	Building Use Fee	Sub-total Tuition & Basic Fees	SGA Fee	Tech Fee	Total Tuition & Basic Fees
1	133.92	5.04	138.96	3.00	7.00	7.00	5.00	4.00	164.96	12.00	5.00	181.96
2	267.84	10.08	277.92	6.00	14.00	14.00	10.00	8.00	329.92	12.00	10.00	351.92
3	401.76	15.12	416.88	9.00	21.00	21.00	15.00	12.00	494.88	12.00	15.00	521.88
4	535.68	20.16	555.84	12.00	28.00	28.00	20.00	16.00	659.84	12.00	20.00	691.84
5	669.60	25.20	694.80	15.00	35.00	35.00	25.00	20.00	824.80	12.00	25.00	861.80
6	803.52	30.24	833.76	18.00	42.00	42.00	30.00	24.00	989.76	12.00	30.00	1,031.76
7	937.44	35.28	972.72	21.00	49.00	49.00	35.00	28.00	1,154.72	12.00	35.00	1,201.72
8	1,071.36	40.32	1,111.68	24.00	56.00	56.00	40.00	32.00	1,319.68	12.00	40.00	1,371.68
9	1,205.28	45.36	1,250.64	27.00	63.00	63.00	45.00	36.00	1,484.64	12.00	45.00	1,541.64
10	1,339.20	50.40	1,389.60	30.00	70.00	70.00	50.00	40.00	1,649.60	12.00	50.00	1,711.60
11	1,473.12	55.44	1,528.56	33.00	77.00	77.00	55.00	44.00	1,814.56	12.00	55.00	1,881.56
12	1,607.04	60.48	1,667.52	36.00	84.00	84.00	60.00	48.00	1,979.52	12.00	60.00	2,051.52

### Tuition and Fees Schedule for Credited Courses (Non-Resident)

<b>2015 -- 2016 Non-Resident Traditional Tuition and Mandatory Fee Schedule</b>												
Credit Hours	Tuition	GRAD Act Adj	Sub-total Tuition & GRAD Act Adj	Non-Resident Fee	Oper Fee	Student Services Fee	Acad Exc Fee	ERP Fee	SGA Fee	Tech Fee	Building Use Fee	Total Tuition & Basic Fees
1	133.92	5.04	138.96	146.20	3.00	7.00	7.00	5.00	12.00	5.00	4.00	328.16
2	267.84	10.08	277.92	292.40	6.00	14.00	14.00	10.00	12.00	10.00	8.00	644.32
3	401.76	15.12	416.88	438.60	9.00	21.00	21.00	15.00	12.00	15.00	12.00	960.48
4	535.68	20.16	555.84	584.80	12.00	28.00	28.00	20.00	12.00	20.00	16.00	1,276.64
5	669.60	25.20	694.80	731.00	15.00	35.00	35.00	25.00	12.00	25.00	20.00	1,592.80
6	803.52	30.24	833.76	877.20	18.00	42.00	42.00	30.00	12.00	30.00	24.00	1,908.96
7	937.44	35.28	972.72	1,023.40	21.00	49.00	49.00	35.00	12.00	35.00	28.00	2,225.12
8	1,071.36	40.32	1,111.68	1,169.60	24.00	56.00	56.00	40.00	12.00	40.00	32.00	2,541.28
9	1,205.28	45.36	1,250.64	1,315.80	27.00	63.00	63.00	45.00	12.00	45.00	36.00	2,857.44
10	1,339.20	50.40	1,389.60	1,462.00	30.00	70.00	70.00	50.00	12.00	50.00	40.00	3,173.60
11	1,473.12	55.44	1,528.56	1,608.20	33.00	77.00	77.00	55.00	12.00	55.00	44.00	3,489.76
12	1,607.04	60.48	1,667.52	1,754.40	36.00	84.00	84.00	60.00	12.00	60.00	48.00	3,805.92



## Tuition and Fees Schedule for Credited Courses (Reciprocity)

<b>2015 -- 2016 Reciprocity/Reduced Non-Resident Tuition and Mandatory Fee Schedule ***</b>												
Credit Hours	Tuition	GRAD Act Adj	Sub-total Tuition & GRAD Act Adj	Non-Resident Fee	Oper Fee	Student Services Fee	Acad Exc Fee	ERP Fee	SGA Fee	Tech Fee	Building Use Fee	Total Tuition & Basic Fees
1	133.92	5.04	138.96	77.00	3.00	7.00	7.00	5.00	12.00	5.00	4.00	258.96
2	267.84	10.08	277.92	154.00	6.00	14.00	14.00	10.00	12.00	10.00	8.00	505.92
3	401.76	15.12	416.88	231.00	9.00	21.00	21.00	15.00	12.00	15.00	12.00	752.88
4	535.68	20.16	555.84	308.00	12.00	28.00	28.00	20.00	12.00	20.00	16.00	999.84
5	669.60	25.20	694.80	385.00	15.00	35.00	35.00	25.00	12.00	25.00	20.00	1,246.80
6	803.52	30.24	833.76	462.00	18.00	42.00	42.00	30.00	12.00	30.00	24.00	1,493.76
7	937.44	35.28	972.72	539.00	21.00	49.00	49.00	35.00	12.00	35.00	28.00	1,740.72
8	1,071.36	40.32	1,111.68	616.00	24.00	56.00	56.00	40.00	12.00	40.00	32.00	1,987.68
9	1,205.28	45.36	1,250.64	693.00	27.00	63.00	63.00	45.00	12.00	45.00	36.00	2,234.64
10	1,339.20	50.40	1,389.60	770.00	30.00	70.00	70.00	50.00	12.00	50.00	40.00	2,481.60
11	1,473.12	55.44	1,528.56	847.00	33.00	77.00	77.00	55.00	12.00	55.00	44.00	2,728.56
12	1,607.04	60.48	1,667.52	924.00	36.00	84.00	84.00	60.00	12.00	60.00	48.00	2,975.52

<b>General Fees:</b>		
<b>Fee Name</b>	<b>Standardized Fees</b>	<b>General Use Fees (based on student or campus requirements)</b>
<b>Compass Testing Fee</b>	\$5 per component	This fee is assessed for each testing component (English, Math, Reading).
<b>Late Registration Fee</b>	\$25	This fee is assessed to students who registers late, after the scheduled registration days.
<b>Workkeys Course Fee</b>	\$32	This fee is assessed at \$8 per component, plus a \$8.00 certificate.
<b>NSF Fee</b>	\$25	Non-Sufficient Funds Fee-charged to those students who pay with NSF checks.
<b>Parking Fee &amp; Replacement Decal</b>	\$20	This non-refundable fee is charged by campuses that use Parking Decals to identify student, faculty, and staff vehicles parked on campus. Fee is per academic year.
<b>Transcript Fee</b>	\$5	This fee is charged when a student requests an official transcript.
<b>Traffic Violations</b>	\$5	This fee is charged for each violation that a student is issued.
<b>Course Challenge Fee</b>	\$15 per course	Credit by examination is available to students who have mastered the content of a course and can demonstrate the same competency as regularly enrolled students through a course challenge examination.

<b>Course/Lab/Auxiliary Fees:</b>		
<b>CPR Card Fee</b>	\$8	Students are required to pay this non-refundable fee of \$8 for each CPR card issued.
<b>Health Sciences Assessment Testing Fee</b>	\$126 per semester	Practical Nursing students enrolled in HNUR 2123, HNUR 2991, or have an anticipated graduation date of May 15th are required to pay this non-refundable fee of \$126 per semester for Health Sciences assessment testing.
<b>Health Sciences Assessment Testing Fee</b>	\$86.50 per semester	Practical Nursing students enrolled in HNUR 1211, HNUR 2113, and/or HNUR 1270 are required to pay this non-refundable fee of \$86.50 per semester for Health Sciences assessment testing.
<b>Health Sciences Assessment Testing Fee</b>	\$102.50 per semester	Practical Nursing students enrolled in HNUR 2991 are required to pay this non-refundable fee of \$102.50 per semester for Health Sciences assessment testing.
<b>Health Sciences Certification Exam Fee</b>	\$149 per semester	Health Sciences students enrolled in MAST 2222 are required to pay this non-refundable fee of \$149 per semester for the Health Sciences certification exam.
<b>Health Sciences Background Check Fee</b>	\$14.35	Health Sciences students are required to pay this non-refundable fee of \$14.35 for a background check prior to clinical rotation.
<b>Extensive Background Check Fee</b>	\$14.35	Health Sciences students are required to pay this non-refundable fee of \$14.35 for an extensive background check for certain hospitals.
<b>Health Sciences Drug Screening Test Fee</b>	\$26.50	Some Health Sciences students are required to pay this non-refundable fee of \$26.50 for processing a drug test.
<b>NCLEX Exam Fee</b>	\$200.00	Some Health Sciences students are required to pay this non-refundable NCLEX exam review fee of \$200.
<b>Health Sciences Liability Insurance Fee</b>	\$13.00	Some Health Sciences students are required to pay this non-refundable fee of \$13 for liability insurance related to clinical courses within hospitals.
<b>MyLabs Math Course Fee</b>	\$75 per course	Students are required to pay this non-refundable fee of \$75 per course for each developmental and transferable math course enrolled for MyMathLabs services.
<b>MyLabs English Course Fee</b>	\$55 per course	Students are required to pay this non-refundable fee of \$55 per course for each developmental and transferable english course enrolled for MyWritingLabs services.
<b>Customer Service Course Fee</b>	\$70	Students are required to pay this non-refundable fee of \$70 per test for each customer service test taken.
<b>GED Initial Test Fee</b>	\$75	Individuals are required to pay this non-refundable fee of \$75 per test for each initial GED test taken.
<b>GED Re-Test Fee</b>	\$50	Individuals are required to pay this non-refundable fee of \$50 per GED test for each Re-Test taken.
<b>HVAC Testing Fee</b>	\$15	This non-refundable Heating, Venting, & A/C testing fee is assessed to students enrolled in DPET 2220.
<b>HVAC Testing Fee</b>	\$30	This non-refundable Heating, Venting, & A/C testing fee is assessed to students enrolled in HACR 1180.
<b>HVAC Testing Fee</b>	\$35	This non-refundable Heating, Venting, & A/C testing fee is assessed to students enrolled in HACR 1180.

\*Additional fees may be required. Contact your advisor for more information.



# Online Tuition and Mandatory Fee Schedule

<b>2015 -- 2016 Online Tuition and Mandatory Fee Schedule</b>												
Credit Hours	Tuition	GRAD Act Adj	Sub-total Tuition & GRAD Act Adj	Oper Fee	Student Services Fee	Academic Excell Fee	ERP Fee	Building Use Fee	Online Reg Fee	SGA Fee	Tech Fee	Total Tuition & Basic Fees
1	133.92	5.04	138.96	3.00	7.00	7.00	5.00	4.00	40.00	12.00	5.00	221.96
2	267.84	10.08	277.92	6.00	14.00	14.00	10.00	8.00	40.00	12.00	10.00	391.92
3	401.76	15.12	416.88	9.00	21.00	21.00	15.00	12.00	40.00	12.00	15.00	561.88
4	535.68	20.16	555.84	12.00	28.00	28.00	20.00	16.00	40.00	12.00	20.00	731.84
5	669.60	25.20	694.80	15.00	35.00	35.00	25.00	20.00	40.00	12.00	25.00	901.80
6	803.52	30.24	833.76	18.00	42.00	42.00	30.00	24.00	40.00	12.00	30.00	1,071.76
7	937.44	35.28	972.72	21.00	49.00	49.00	35.00	28.00	40.00	12.00	35.00	1,241.72
8	1,071.36	40.32	1,111.68	24.00	56.00	56.00	40.00	32.00	40.00	12.00	40.00	1,411.68
9	1,205.28	45.36	1,250.64	27.00	63.00	63.00	45.00	36.00	40.00	12.00	45.00	1,581.64
10	1,339.20	50.40	1,389.60	30.00	70.00	70.00	50.00	40.00	40.00	12.00	50.00	1,751.60
11	1,473.12	55.44	1,528.56	33.00	77.00	77.00	55.00	44.00	40.00	12.00	55.00	1,921.56
12	1,607.04	60.48	1,667.52	36.00	84.00	84.00	60.00	48.00	40.00	12.00	60.00	2,091.52
13	1,740.96	65.52	1,806.48	36.00	91.00	84.00	65.00	48.00	40.00	12.00	60.00	2,242.48
14	1,874.88	70.56	1,945.44	36.00	98.00	84.00	70.00	48.00	40.00	12.00	60.00	2,393.44
15	2,008.80	75.60	2,084.40	36.00	105.00	84.00	75.00	48.00	40.00	12.00	60.00	2,544.40
16	2,142.72	80.64	2,223.36	36.00	112.00	84.00	80.00	48.00	40.00	12.00	60.00	2,695.36
17	2,276.64	85.68	2,362.32	36.00	119.00	84.00	85.00	48.00	40.00	12.00	60.00	2,846.32
18	2,410.56	90.72	2,501.28	36.00	126.00	84.00	90.00	48.00	40.00	12.00	60.00	2,997.28
19	2,544.48	95.76	2,640.24	36.00	133.00	84.00	95.00	48.00	40.00	12.00	60.00	3,148.24
20	2,678.40	100.80	2,779.20	36.00	140.00	84.00	100.00	48.00	40.00	12.00	60.00	3,299.20
21	2,812.32	105.84	2,918.16	36.00	147.00	84.00	105.00	48.00	40.00	12.00	60.00	3,450.16
22	2,946.24	110.88	3,057.12	36.00	154.00	84.00	110.00	48.00	40.00	12.00	60.00	3,601.12
23	3,080.16	115.92	3,196.08	36.00	161.00	84.00	115.00	48.00	40.00	12.00	60.00	3,752.08
24	3,214.08	120.96	3,335.04	36.00	168.00	84.00	120.00	48.00	40.00	12.00	60.00	3,903.04

*\* Tuition Schedules Effective November 11, 2015.*

*\*\*Tuition and Fees are subject to change without notice.*

*\*\*\*Please refer to the student affairs reciprocity policy for eligibility determination.*

*\*\*\*\*Please click the following link for a schedule of book prices:*

[Northshore Technical Community College Bookstore](#) or visit [NorthshoreCollege.textbookx.com](#)

## Payment Options

It is the student's responsibility to check his/her account through LoLA for account balance information. To secure classes, all tuition and fees must be paid in full, financial aid must be verified, or enrollment in the payment plan through CASHNet must be completed by the dates established in NTCC Academic Calendar. Fee Bills are also mailed.

Payment options are as follows:

### 1. **On-line payment options through CASHNet** (see directions just below)

- a. **Credit Card:** Visa, MasterCard, Discover or American Express card is accepted. A 2.75% convenience fee will be charged for payments with credit cards.
- b. **Electronic Check:** Bank account number and routing number is needed for this option. There are no additional fees charged for electronic check payments. A \$25 returned check charge will be assessed by CASHNet to any electronic check payment that is not honored by the bank or that cannot be processed. Please make sure entered information is correct.
- c. **Payment Plan:** Number of installments depends on when a student enrolls into the Payment Plan. Enrollment fee for participation in this plan is set by CASHNet and is currently \$30. Upon activation of a payment plan 1/3 of the total amount due is processed immediately plus the \$30 enrollment fee. Payments can be set up through Visa, MasterCard, Discover, or American Express with a 2.75% convenience fee or through a checking or savings account. The remaining 2 monthly installments will be automatically withdrawn from the method of payment chosen. It is the student's responsibility to ensure funds are available at the time of the withdrawal.

Students whose financial aid cannot be verified at the time of registration may sign up for a payment plan. However, the student must fulfill all payment plan obligations. If the student becomes eligible for financial aid during the semester, NTCC will apply financial aid award money to balances owed. Students will receive financial aid awards after all payment obligations have been met and, if applicable, the plan will be terminated. Students cannot default on payment plans because they are expecting a PELL or other financial aid award. Students who default on payment plans will not be allowed to participate in payment plans in future semesters.

To view student fee bills and to pay online follow the directions below:

- Go to [www.NorthshoreCollege.edu](http://www.NorthshoreCollege.edu)
  - Click LoLA
  - Enter user ID and Password
  - Under the self service tab click on Northshore Technical Community College
  - Click Student Account
  - Click Account Summary
  - Select Payment Options at the bottom of the screen—this will take you to CASHNet where you proceed with your payment.
2. **Payment in person:** Cash, check, and money orders are the only forms of payment accepted at NTCC's cashier window located at a NTCC location.

## **Financial Responsibility**

Any debt owed to the College as a result of the student's failure to make required payments or failure to comply with the terms of the applicable program as governed by Northshore Technical Community College will result in a violation of the terms and conditions. Students with an outstanding balance will not be allowed to register for future semesters or receive academic transcripts until the debt is paid in full. Failure to respond to demands for payment made by Northshore Technical Community College may result in such debts being transferred to the State of Louisiana Attorney General's Office or other outside collection agency for collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of thirty-three and one-third percent (33 1/3 percent) of the unpaid debt, and all court costs.

## **Returned Check (NSF)**

The charge for each returned check is \$25. The student's provisional registration shall be cancelled after the return of a check issued to the College through CASHNet for payment of tuition and fees unless payment is made in full or other appropriate action is taken to fulfill the student's financial obligation. Future checks will not be accepted from students issuing an NSF check. Cash, money order, or credit card (CASHNet ONLY) will be required. A student whose registration is cancelled because of the issuance of a bad check to NTCC will not be permitted to re-enroll (even though cancellation of his/her registration prohibited the earning of any credit) until the financial obligation has been cleared. When registration is cancelled, the student is not allowed to continue attending classes.

## **Failure to Pay for Courses**

If a student fails to pay for courses due to incomplete or inaccurate financial aid information, payment plan default, or a dishonored check, he/she is responsible for full payment in cash or money order for all outstanding tuition and fees. Students unwilling or unable to make full payment will be allowed to drop the courses with a "W" or will be dropped from the courses by the Registrar with an "F". In either case, the student will still owe any outstanding balance. Failure to pay an outstanding balance will prevent the student from obtaining a transcript, award, or other documentation as well as enrolling for future semesters/sessions.

## **Payment Plan Default**

Students may not default on payment plan because they are expecting a PELL or other financial aid award. Students who default on payment plans will have their plan terminated and will not be allowed to participate in payment plans in future semesters.

## Refund Policy

Tuition and fees are assessed to all who enroll at NTCC. This policy covers refunds of tuition, fees, and other charges in the event the college cancels a class or a student withdraws from a class or resigns from the college.

A student who resigns from the college may be entitled to some refund of tuition and certain fees based upon the 14th instructional day of the semester refund policy (7th instructional day of the semester refund policy for summer session). The amount of the refund, if any, will depend upon the amounts paid by the student and the date of withdrawal.

NTCC will first apply refunds to outstanding obligations of the student and then return any remaining funds to the student. At the time of withdrawal, students are responsible for any unpaid portion of their accounts and for any other obligations to the College. At no time will the amount refunded exceed the amount paid by the student.

All refunds shall be made according to this policy and schedule and in accordance with any applicable federal guidelines. Unless otherwise provided by federal guidelines, governing the return to Title IV Funds (Federal Financial Aid), the refund schedule shall not provide for a refund after the official 14th instructional day of the semester for the fall and spring semesters or 7th instructional day of the semester for the summer semester, or alternative sessions.

Refund of tuition and fees for the fall and spring semesters is made on the following basis upon a reduction in credit hours or official withdrawal from NTCC:

### Fall and Spring Resignation Refund Schedule

- Prior to the 1st day of semester: 100% of all fees paid \*
- 1st – 4th instructional day of the semester: 100% of refundable fees \*
- 5th – 9th instructional day of the semester : 50% of refundable fees
- 10th – 14th instructional day of the semester: 25% of refundable fees
- After the 14th instructional day of the semester : No Refund

### Summer Resignation Refund Schedule

- Prior to the 1st day of semester: 100% of all fees paid \*
- 1st – 2nd instructional day of the semester: 100% of refundable fees \*
- 3rd – 7th instructional day of the semester: 50% of refundable fees
- After the 7th instructional day of the semester: No Refund

\*The following fees are considered refundable: Academic Excellence Fee, Operational Fee Building Use Fee, and Technology Fee (if assessed). All other fees are considered non-refundable.

## Refunds/Financial Aid Disbursement

All refunds and financial aid are disbursed electronically through a third party company, Higher One financial services. Each first time student receives a NTCC *My Gator Card* debit card from Higher One via mail about 14 days after the semester begins. Upon activation at [www.MyGatorCard.com](http://www.MyGatorCard.com), the student will be given the option to have financial aid and tuition refunds disbursed via NTCC *My Gator Card*, or an electronic transfer (ACH) to an existing bank account (checking or savings).

The first card and sign up is free. Non-activated replacement cards are \$10 and activated replacement cards are \$20. To order a replacement card that is activated, log on to your account at [www.MyGatorCard.com](http://www.MyGatorCard.com) or call Higher One customer service at 1-866-755-4887.

## **Financial Aid**

# The Office of Student Financial Aid

The mission of the Office of Student Financial Aid is to assist students with their financial needs, while attending Northshore Technical Community College. Students are offered the best possible financial aid package, based on student eligibility, institutional, state and federal guidelines.

Northshore Technical Community College participates in the Federal Pell Grant program for students who meet eligibility requirements.

## Applying for Financial Aid

Students must complete the requirements below in order to successfully apply for student financial aid.

Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) by March 1<sup>st</sup> of each year.

Receive the Student Aid Report (SAR) within two to four weeks. The Student Aid Report will list the Expected Family Contribution (EFC) calculated by the federal processor. The EFC is used to determine a student's eligibility for the Federal Pell Grant. The Office of Student Financial Aid will receive the FAFSA results electronically, please indicate NTCC's federal school code (006756) on the FAFSA application.

Return all requested documents to the Office of Student Financial Aid by deadline designated on the Academic Calendar. You may view any outstanding documents through your LOLA account at [www.northshorecollege.edu](http://www.northshorecollege.edu).

Accept your Terms/Conditions, and view your Financial Aid Awards.

## Financial Aid Policy

All students must be admitted to the College prior to federal student aid being awarded. To receive federal aid, students must meet the minimum academic progress standards or Satisfactory Academic Progress (SAP). Students are expected to review the Satisfactory Academic Progress policy available at [www.northshorecollege.edu](http://www.northshorecollege.edu) or pick up a copy of the SAP policy from the Office of Student Financial Aid.

Northshore Technical Community College reserves the right to review, adjust or cancel financial aid awards due to one or more of the following situations: hours of enrollment, dependency status, and residency status. Additional reasons that would cause the cancellation or adjustment to a student's financial aid package are: default on federal student loans, conflicting information received, and failure to comply with NTCC policies and regulations. A student who withdraws from school or receives all "F's" may owe the College, due to the required federal Return of Title IV calculations. Initial awards are made based upon the assumption that a student will complete the semester and earn passing grades for the courses attempted.

## Grants

Federal Pell Grants are available to students based on eligibility determined by the federal processor. The maximum grant award for 2015-2016 years is \$5,775.00.

The Louisiana Go Grant is available to students who are eligible for a Pell Grant, and are from moderate to low income Louisiana families.

## Withdrawals and No-Shows

A student who accepts financial aid awards but fails to withdraw or complete the registration process by the census date, will have all awarded financial aid canceled. A student who receives federal financial aid, begins classes and then withdraws from all classes before completing 60% of the semester or earns all "F's" will not



be eligible to keep all federal funds awarded. NTCC will calculate the amount to be returned to the Department of Education. Once the balance has been determined it will be billed to the student's account.

### **General Refund Policy**

If the total amount of a student's financial aid award exceeds the amount of his/her tuition and fees, the remaining funds are disbursed to the student's Higher One Account in accordance to the College's refund policy.

## **Non-Federal Title IV Aid Programs**

### **Louisiana Rehabilitation Services (LRS)**

The Louisiana Rehabilitation Services (LRS) assists persons with disabilities in their desire to obtain or maintain employment and/or achieve independence in their communities by providing rehabilitation services and working cooperatively with businesses and other community resources. For additional information please visit their website at [www.laworks.net](http://www.laworks.net).

### **Strategies to Empower People (STEP)**

The goal of the Strategies to Empower People (STEP) Program is to provide opportunities for work-eligible families of FITAP to receive job training, employment and supportive services to enable them to become self-sufficient. STEP is the result of the Personal Responsibility and Universal Engagement Act of 2003 passed by the Louisiana Legislature. For additional information please visit their website at [www.dss.louisiana.gov](http://www.dss.louisiana.gov).

### **Taylor Opportunity Program for Students**

The Taylor Opportunity Program for Students (TOPS) is a merit-based scholarship awarded to students based on the completion of a particular high school curriculum, ACT or SAT scores, and other requirements. Northshore Technical Community College accepts all TOPS scholarship awards based on program of study. For additional information please visit their website at [www.osfa.la.gov](http://www.osfa.la.gov).

### **Workforce Investment Act (WIA)**

The Workforce Investment Act is a federal aid program that assists students with costs of training. These costs include tuition, registration fees, books, tools and uniforms. For additional information please contact your local Career Solutions Center or visit their website at [www.lwia20.org](http://www.lwia20.org).

### **Department of Veteran Affairs (VA)**

Veterans may use any of the VA benefits at Northshore Technical Community College. To apply or check your eligibility for VA benefits please visit [www.gibill.va.gov](http://www.gibill.va.gov) for additional information.



## **Programs of Study**

The following section is a description of all programs of study offered at Northshore Technical Community College. The curricula area is accurate and complete as possible at the time of publication of this catalog. Since this catalog was prepared, some programs may have been added or deleted, and/or changes in curricula may have been made.

Exit level designations for these programs are as follows:

- TCA: “Technical Competency Area” is an applied course, or series of courses (1-16 credit hours) which provides a student with a specific technical competency.
- CTS: “Certificate of Technical Studies” is an applied technical program (16-33 credit hours) usually formed by combining multiple TCAs.
- CGS: “Certificate of General Studies” is an academic program (30 credit hours) of general education courses designed to prepare students for entry into an associate or baccalaureate program.
- TD: “Technical Diploma” is an applied technical degree program (45-60 credit hours) formed by combining multiple CTSs and/or TCAs.
- AAS: “Associate of Applied Science Degree” is an applied/academic degree program (60-75 credit hours) primarily designed to prepare students for immediate employment or career entry.
- AGS: “Associate of General Studies Degree” is an academic program (60 credit hours) that allows students to select a concentration to prepare them for career entry but which may also transfer to a baccalaureate program.

Degrees, technical diplomas, and certificates earned are recorded on the transcript upon verification of award requirements. Highest earned award is issued only when an applicant applies for graduation and pays the required graduation fee. Associate degrees have general education requirements.

Listing of a program does not necessarily mean that enrollment is accepted every semester. Program availability varies and start dates are often determined by the program coordinator. If no information is given in the program description, students should contact the department or Student Affairs to determine when the program is to be offered.

## SUMMARY OF PROGRAMS

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# Air Conditioning & Refrigeration Program

Division of Technical Studies

**Program Mission:** The mission of the Air Conditioning and Refrigeration Program is to provide specialized classroom instruction and practical shop experience to prepare individuals for employment as entry-level air conditioning and refrigeration technician.

**Divisional Dean:** Dewayne Lambert, MA

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS in Technical Studies)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Programmatic Accreditation:** HVAC Excellence

**Program Learning Outcomes:** Students who successfully complete the Air Conditioning and Refrigeration Program will be able to:

1. Evaluate refrigerant pressure and temperatures in an air conditioning system.
2. Use a schematic to troubleshoot an electrical system.
3. Measure the performance of a residential air conditioning system.
4. Troubleshoot a residential heating system.
5. Adjust a commercial air conditioning unit.

# Air Conditioning & Refrigeration Program Curriculum

## Residential Concentration

Course	Title	Lecture	Lab	Credit	Clock
HACR 1150	HVAC Introduction	1	2	3	75
HACR 1160	Principles of Refrigeration I	1	2	3	75
HACR 1170	Principles of Refrigeration II	1	2	3	75
<b>TCA Helper (CIP 470201)</b>				<b>9</b>	<b>225</b>
HACR 1180	Principles of Refrigeration III	1	2	3	75
HACR 1210	Electrical Fundamentals	1	2	3	75
HACR 1220	Electrical Components	1	2	3	75
HACR 1230	Electric Motors	1	2	3	75
HACR 1240	Applied Electricity and Troubleshooting	1	2	3	75
<b>Program Core Total</b>				<b>24</b>	<b>600</b>
HACR 1410	Domestic Refrigeration	1	1	2	45
HACR 1420	Room Air Conditioners	1	1	2	45
HACR 2510	Residential Central Air Conditioning I	1	2	3	75
HACR 2520	Residential Central Air Conditioning II	1	1	2	75
HACR 2530	Residential System Design	1	1	2	60
HACR 2540	Residential Heating I	1	2	3	75
HACR 2550	Residential Heating II	1	2	3	75
HACR 2560	Residential Heat Pumps	1	1	2	60
JOBS 2450	Job Seeking Skills	2	0	2	30
<b>CTS Residential (CIP 470201)</b>				<b>21</b>	<b>540</b>
<b>TD Air Conditioning and Refrigeration (CIP 470201)</b>				<b>45</b>	<b>1140</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Technical Studies (CIP 479999)</b>				<b>60</b>	<b>1365</b>

*\*General Education Discipline Electives located in course descriptions.*

# Air Conditioning & Refrigeration Program

## Curriculum

### Commercial A/C Concentration

Course	Title	Lecture	Lab	Credit	Clock
HACR 1150	HVAC Introduction	1	2	3	75
HACR 1160	Principles of Refrigeration I	1	2	3	75
HACR 1170	Principles of Refrigeration II	1	2	3	75
HACR 1180	Principles of Refrigeration III	1	2	3	75
HACR 1210	Electrical Fundamentals	1	2	3	75
HACR 1220	Electrical Components	1	2	3	75
HACR 1230	Electric Motors	1	2	3	75
HACR 1240	Applied Electricity and Troubleshooting	1	2	3	75
<b>Program Core Total</b>				<b>24</b>	<b>600</b>
HACR 2810	Commercial Air Conditioning I	2	4	6	165
HACR 2820	Commercial Air Conditioning Controls	3	4	7	180
HACR 2830	Commercial Air Conditioning II	2	4	6	165
JOBS 2450	Job Seeking Skills	2	0	2	30
<b>CTS Commercial A/C (CIP 470201)</b>				<b>21</b>	<b>540</b>
<b>TD Air Conditioning and Refrigeration (CIP 470201)</b>				<b>45</b>	<b>1140</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Technical Studies (CIP 479999)</b>				<b>60</b>	<b>1365</b>

*\*General Education Discipline Electives located in course descriptions.*

# Air Conditioning & Refrigeration Program

## Curriculum

### Commercial Refrigeration Concentration

Course	Title	Lecture	Lab	Credit	Clock
HACR 1150	HVAC Introduction	1	2	3	75
HACR 1160	Principles of Refrigeration I	1	2	3	75
HACR 1170	Principles of Refrigeration II	1	2	3	75
HACR 1180	Principles of Refrigeration III	1	2	3	75
HACR 1210	Electrical Fundamentals	1	2	3	75
HACR 1220	Electrical Components	1	2	3	75
HACR 1230	Electric Motors	1	2	3	75
HACR 1240	Applied Electricity and Troubleshooting	1	2	3	75
<b>Program Core Total</b>				<b>24</b>	<b>600</b>
HACR 2910	Commercial Refrigeration I	2	4	6	165
HACR 2920	Refrigeration Controls	3	4	7	180
HACR 2930	Commercial Refrigeration II	2	4	6	165
JOBS 2450	Job Seeking Skills	2	0	2	30
<b>CTS Commercial Refrigeration (CIP 470201)</b>				<b>21</b>	<b>540</b>
<b>TD Air Conditioning and Refrigeration (CIP 470201)</b>				<b>45</b>	<b>1140</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Technical Studies (CIP 479999)</b>				<b>60</b>	<b>1365</b>

*\*General Education Discipline Electives located in course descriptions.*



## Air Conditioning & Refrigeration Program

### Electives and Additional Exit Points

Course	Title	Lecture	Lab	Credit	Clock
HACR 2991	Special Projects I	0	1	1	30
HACR 2993	Special Projects II	0	2	2	60
HACR 2995	Special Projects III	0	3	3	90
HACR 2996	Special Projects IV	3	0	3	45
HACR 2997	Practicum	0	3	3	135
HACR 2999	Cooperative Education	0	3	3	135
<b>Additional Exit Points: Additional Exit Points:</b>					
HACR 1150	HVAC Introduction	1	2	3	75
HACR 1160	Principles of Refrigeration I	1	2	3	75
HACR 1170	Principles of Refrigeration II	1	2	3	75
<b>TCA Helper I (CIP 470201)</b>				<b>9</b>	<b>225</b>

# Automotive Technology Program

Division of Technical Studies

**Program Mission:** The mission of the Automotive Technology program is to equip students with concepts, skills, and motivation to become successful students and eventually, competent technicians.

**Divisional Dean:** Dewayne Lambert, MA

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Accreditation:** National Automotive Technician’s Education Foundation (NATEF).

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Automotive Technology Program will be able to:

1. Demonstrate the knowledge and skills that are required to perform vehicle service and maintenance per manufacture recommendations.
2. Demonstrate the knowledge and skills that are required to identify and interpret engine concerns and determine necessary action.
3. Demonstrate the knowledge and skills that are required to identify and interpret suspension and steering concerns and determine necessary action.
4. Demonstrate the knowledge and skills that are required to identify and interpret brake concerns and determine necessary actions.
5. Demonstrate the knowledge and skills that are required to identify and interpret automotive heating and air conditioning concerns and determine necessary actions.

## Automotive Technology Program Curriculum

Course	Title	Lecture	Lab	Credit	Credit
CSSK 1000	College Success	1	0	1	15
AUTO 1101	Introduction to Technology and Service	2	1	3	60
AUTO 1601	Basic Electrical Fundamentals	1	4	5	135
AUTO 1602	Advanced Electrical and Hybrid	1	4	5	135
<b>TCA Automotive Electrical Systems Technician (CIP 470604)</b>				<b>14</b>	<b>345</b>
AUTO 1501	Brake Systems	0	4	4	120
AUTO 1401	Suspension and Steering Systems	0	4	4	120
AUTO 1701	Automotive Heating and Air Conditioning	1	4	5	135
<b>TCA Brakes Alignment, Suspension &amp; Steering Tech. (CIP 470604)</b>				<b>13</b>	<b>375</b>
AUTO 1801	Engine Mechanical and Related Systems	1	1	2	45
AUTO 1802	Basic Engine Performance	1	2	3	105
AUTO 1803	Advanced Engine Performance	0	8	8	240
<b>TCA Engine Performance &amp; Diagnosis Technician (CIP 470604)</b>				<b>13</b>	<b>390</b>
AUTO 1301	Manual Transmissions	0	3	3	90
AUTO 1201	Automatic Transmissions	0	4	4	120
<b>TCA Transmissions and Power Trains Technician (CIP 470604)</b>				<b>7</b>	<b>210</b>
<b>TD Automotive Technician (CIP 470604)</b>				<b>47</b>	<b>1320</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Automotive Technology (CIP 470604)</b>				<b>62</b>	<b>1545</b>

*\*General Education Discipline Electives located in course descriptions.*

## Additional Exit Points

### **CTS Engine Performance Technician 27 credits (CIP 470604)**

complete TCA – Automotive Electrical Systems Technician and  
complete TCA – Engine Performance & Diagnosis Technician

### **CTS Electrical Technician 27 credits (CIP 470604)**

complete TCA - Automotive Electrical Systems Technician and  
complete TCA – Brakes Alignment, Suspension & Steering Technician

**The following courses may not be substituted for the above course requirements (\*required by Toyota endorsement):**

## **Automotive Technology Program**

### **Electives**

AUTO 2991	Special Projects I	0	1	1	30
AUTO 2993	Special Projects II	0	2	2	60
AUTO 2995	Special Projects III	0	3	3	90
AUTO 2996	Special Projects IV	3	0	3	45
AUTO 2997	Special Projects V	1	0	1	15
AUTO 2998	Practicum	0	3	3	135
AUTO 2999	Cooperative Education	0	3	3	135

# Building Technology Specialist Program

Division of Technical Studies

**Program Mission:** The mission of the Building Technology Specialist Program is to provide students with a basic core of specialized instruction and shop experience to prepare them for employment in the building trades in a global economy.

**Divisional Dean:** Dewayne Lambert, MA

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS in Technical Studies)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Building Technology Specialist Program will be able to:

1. Demonstrate a working knowledge of construction drawings.
2. Demonstrate the ability to properly place concrete.
3. Demonstrate the proper building of the roof of a structure.
4. Perform and identify proper wiring procedures for electrical systems in residential applications.
5. Perform and identify proper piping procedures for plumbing systems.

# Building Technology Specialist Program Curriculum

Course	Title	Lecture	Lab	Credit	Clock
CSSK 1000	College Success	1	0	1	15
BLDG 1110	Introduction and Safety	1	0	1	15
BLDG1120	Mathematics	3	0	3	45
BLDG1130	Communication and Employability Skills	2	0	2	30
BLDG1140	Blueprint Reading	1	1	2	60
BLDG1150	Hand/Power Tools	1	2	3	105
<b>TCA Construction Helper (CIP 460401)</b>				<b>12</b>	<b>270</b>
BLDG 1210	Carpentry	2	4	6	210
BLDG 1220	Masonry/Ceramic Tile	2	4	6	210
BLDG 1310	Electricity	2	4	6	210
BLDG 1320	Air Conditioning/Refrigeration	2	4	6	210
BLDG1410	Plumbing	2	4	6	210
CPTR 1000	Introduction to Computers	1	1	2	45
JOBS 2450	Job Seeking Skills	2	0	2	30
<b>TD Building Technology Specialist (CIP 460401)</b>				<b>46</b>	<b>1395</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Technical Studies (CIP 479999)</b>				<b>61</b>	<b>1620</b>

*\*General Education Discipline Electives located in course descriptions.*

## Building Technology Specialist Program

### Additional Exit Points and Electives

Course	Title	Lecture	Lab	Credit	Clock
BLDG 1420	Cabinetmaking	2	4	6	210
BLDG 1430	Ground Maintenance	1	1	2	60
BLDG 1440	Pool Maintenance	1	0	1	15
BLDG 2991	Special Projects I	0	1	1	30
BLDG 2993	Special Projects II	0	2	2	60
BLDG 2995	Special Projects III	0	3	3	90
BLDG 2996	Special Projects IV	3	0	3	45
BLDG 2997	Practicum	0	3	3	135
BLDG 2999	Cooperative Education	0	3	3	135

### Additional Exit Points

CSSK 1000	College Success	1	0	1	15
BLDG 1110	Introduction and Safety	1	0	1	15
BLDG1120	Mathematics	3	0	3	45
BLDG1130	Communication and Employability Skills	2	0	2	30
BLDG1140	Blueprint Reading	1	1	2	60
BLDG1150	Hand/Power Tools	1	2	3	105
BLDG1210	Carpentry	2	4	6	210
BLDG1220	Masonry/Ceramic Tile	2	4	6	210
<b>CTS Construction Specialist (CIP 460401)</b>				<b>24</b>	<b>690</b>

CSSK 1000	College Success	1	0	1	15
BLDG 1110	Introduction and Safety	1	0	1	15
BLDG1120	Mathematics	3	0	3	45
BLDG1130	Communication and Employability Skills	2	0	2	30
BLDG1140	Blueprint Reading	1	1	2	60
BLDG1150	Hand/Power Tools	1	2	3	105
BLDG1310	Electricity	2	4	6	210
BLDG1320	Air Conditioning/Refrigeration	2	4	6	210
<b>CTS Electrical A/C Specialist (CIP 460401)</b>				<b>24</b>	<b>690</b>



# Business Office Administration Program

Division of Academics

**Program Mission:** The mission of the Business Office Administration Program provides diverse students with opportunities to develop skills necessary to achieve successful business career in a global environment or to transfer for advanced studies at a four year university.

**Divisional Dean:** Jim Carlson, EdD

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Business Office Administration Program will be able to:

1. Demonstrate ability to produce and revise electronic documents using computer applications that include the Microsoft Office Suite.
2. Communicate effectively using generally-accepted written and/or oral formats to present factual data and analyses in the business and medical office.
3. Demonstrate use of appropriate business office procedures as well as customer service skills.
4. Ability to understand and apply principles of management, at various levels, in a business and medical office environment.
5. Ability to understand and apply basic financial math and accounting principles in a business and medical office environment.

**Business Office Administration Program**  
**Curriculum**  
**Office Assistant Specialist Concentration**

<b>Course</b>	<b>Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Credit</b>	<b>Clock</b>
CSSK 1000	College Success	1	0	1	15
KYBD 1010	Intro to Keyboarding	3	0	3	45
CPTR 1002	Computer Literacy & Apps.	3	0	3	45
KYBD 1111	College Keyboarding	2	1	3	60
BUSN 1100	Introduction to Business	3	0	3	45
CRSV 1000	Customer Service	3	0	3	45
ACCT 2100	Financial Accounting	3	0	3	45
BUSN 1000	Business Communications	3	0	3	45
BUSN 1010	Business Math	3	0	3	45
<b>Program Core Total</b>				<b>25</b>	<b>390</b>
BUSO 1320	Introduction to Spreadsheets	3	0	3	45
BUSO 1310	Introduction to Database Mgmt.	3	0	3	45
BUSO 1440	Basic Word Processing	3	0	3	45
BUSO 1650	Basic Desktop Publishing	3	0	3	45
BUSO 2530	Office Procedures	3	0	3	45
BUSO 1100	Records and Information Mgmt.	3	0	3	45
Elective		3	0	3	45
<b>CTS Office Assistant Specialist (CIP 520401)</b>				<b>21</b>	<b>315</b>
<b>TD Business Office Technology (CIP 520401)</b>				<b>46</b>	<b>705</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Business Office Administration (CIP 520401)</b>				<b>61</b>	<b>930</b>

*\*General Education Discipline Electives located in course descriptions.*

# Business Office Administration Program

## Curriculum

### Medical Records Office Specialist Concentration

Course	Title	Lecture	Lab	Credit	Clock
CSSK 1000	College Success	1	0	1	15
KYBD 1010	Intro to Keyboarding	3	0	3	45
CPTR 1002	Computer Literacy & Apps.	3	0	3	45
KYBD 1111	College Keyboarding	2	1	3	60
BUSN 1100	Introduction to Business	3	0	3	45
CRSV 1000	Customer Service	3	0	3	45
ACCT 2100	Financial Accounting	3	0	3	45
BUSN 1000	Business Communications	3	0	3	45
BUSN 1010	Business Math	3	0	3	45
<b>Program Core Total</b>				<b>25</b>	<b>390</b>

BOTH 1230	Insurance Billing & Coding	3	0	3	45
BOTH 1250	Advanced Coding	3	0	3	45
BOTH 2110	Medical Office Transcription	3	0	3	45
BOTH 1350	Gen. Body Structure/Med. Office Term.	3	0	3	45
BOTH 1210	Admin Procedures for Medical Office	3	0	3	45
BUSO 1100	Records and Information Mgmt.	3	0	3	45
*BOTH 1400	Electronic Health Records (EHR)	3	0	3	45
<b>CTS Medical Records Office Specialist (CIP 520401)</b>				<b>21</b>	<b>315</b>

\* BOTH 1400 substitution allowed upon approval from the Dean of Technical Studies .

<b>TD Business Office Technology (CIP 520401)</b>				<b>46</b>	<b>705</b>
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#### General Education Core

ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45

<b>AAS Business Office Administration (CIP 520401)</b>				<b>61</b>	<b>930</b>
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*\*General Education Discipline Electives located in course descriptions.*

## Business Office Administration Program

### Additional Exit Points and Electives

Course	Title	Lecture	Lab	Credit	Clock
CPTR 1002	Computer Literacy & Apps	3	0	3	45
KYBD 1111	College Keyboarding	2	1	3	60
BUSN 1100	Introduction to Business	3	0	3	45
CRSV 1000	Customer Service	3	0	3	45
<b>TCA General Clerk (CIP 520401)</b>				<b>12</b>	<b>195</b>

Course	Title	Lecture	Lab	Credit	Clock
ACCT 1500	Computerized Accounting	3	0	3	45
BUSO 1350	Machine Transcription	3	0	3	45
BUSO 1420	Advanced Spreadsheets	3	0	3	45
BUSO 1410	Advanced Database Mgmt.	3	0	3	45
BUSO 1540	Advanced Word-processing	3	0	3	45
BUSN 2010	Principles of Marketing	3	0	3	45
BUSN 2020	Principles of Management	3	0	3	45
BUSN 2030	Business Law	3	0	3	45
BUSN 2040	Intro. To International Business	3	0	3	45
BUSN 2050	Business Statistics	3	0	3	45
BUSN 2060	Money and Banking	3	0	3	45

# Care & Development of Young Children Program

Division of Technical Studies

**Program Mission:** The mission of the Care and Development of Young Children Program is to prepare our students to implement developmentally appropriate practice, maintain strong family and community relationships, rely on appropriate assessment procedures when making decisions, continue to learn and practice effective early childhood education methods, and grow as early childhood professionals.

**Divisional Dean:** Dewayne Lambert, MA

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Care and Development of Young Children Program will be able to:

1. Demonstrate knowledge of requirements for the Child Development Credential (CDA) and other state credentials.
2. Perform the responsibilities of effective and efficient teachers, caregivers, and administrators in a variety of settings and programs including center-based, family childcare, infant/toddler, preschool and primary school-age care settings.
3. Engage in professional development activities and opportunities related to the Child Development field.
4. Apply knowledge of early childhood development and best practices to plan, organize and implement appropriate learning experiences in an early childhood settings.
5. Describe why standards are important and what role standards play in teaching in order to meet expectations of NAEYC and Early Childhood Program Standards.

## Care & Development of Young Children Program Curriculum

Course	Title	Lecture	Lab	Credit	Clock
CDYC 1110	Introduction to ECDE	3	0	3	45
<b>TCA Basic Caregiver (CIP 190709)</b>				<b>3</b>	<b>45</b>
CDYC 1120	Health, Safety & Nutrition	3	0	3	45
CDYC 1151	Observation/Participation Lab	0	3	3	135
CDYC 1210	Growth & Development of Young Children	3	0	3	45
CDYC 1220	Infant/Toddler Care & Curriculum	2	1	3	60
CDYC 1320	Preschool Curriculum	2	1	3	60
CDYC 1241	Infant/Toddler Lab	0	3	3	135
CDYC 1341	Preschool Lab	0	3	3	135
<b>CTS Child Care Teacher (CIP 190709)</b>				<b>24</b>	<b>660</b>
CDYC 1130	Child Guidance & Behaviors	3	0	3	45
CDYC 1420	Organization & Administration	2	1	3	60
CDYC 1410	Children with Special Needs	2	1	3	60
CDYC 1330	Literature/Language Methods	2	1	3	60
CDYC 1332	Preschool Methods	2	1	3	60
CDYC 2211	ECDE Practicum	0	5	5	225
CDYC 1230	Family Relationships & Issues	3	0	3	45
<b>TD Care and Development of Young Children (CIP 190709)</b>				<b>47</b>	<b>1215</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
Elective		3	0	3	45
<b>AAS Care and Development of Young Children (CIP 190709)</b>				<b>65</b>	<b>1485</b>
<i>*General Education Discipline Electives located in course descriptions.</i>					

## Care & Development of Young Children Program

### Electives and Additional Exit Points

Course	Title	Lecture	Lab	Credit	Clock
CDYC 1340	Music and Motion	3	0	3	45
CDYC 2991	Special Projects I	0	1	1	30
CDYC 2993	Special Projects II	0	2	2	60
CDYC 2995	Special Projects III	0	3	3	90
CDYC 2996	Special Projects IV	3	0	3	45
CDYC 2997	Practicum	0	3	3	135
CDYC 2999	Cooperative Education	0	3	3	135
CPTR 1000	Introduction to Computers	1	1	2	45
CSRV 1000	Customer Service	3	0	3	45
CSRV 2000	Customer Service & Sales	3	0	3	45
CSSK 1000	College Success	1	0	1	15
ENTP 1000	Foundations of Entrepreneurship	3	0	3	45



# Criminal Justice Program General Concentration

Division of Academics

**Program Mission:** The mission of the Criminal Justice program is to prepare students for employment or promotional opportunities in the criminal justice field and/or for the pursuit of advanced degrees in criminal justice by educating students to think critically, solve problems, and apply the fundamental concepts of criminal justice.

**Divisional Dean:** Jim Carlson, EdD

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

NTCC holds a Criminal Justice 2+2 Agreement with Northwestern State University.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Criminal Justice Program will be able to:

1. Demonstrate knowledge of the history and philosophical background of the U.S. criminal justice system.
2. Analyze the fundamental theoretical concepts regarding juvenile and adult criminality.
3. Explore the role of the correctional system in the treatment of convicted law-violators.
4. Apply critical thinking skills to issues of substantive and procedural criminal law and societal problems relating to criminal justice.
5. Demonstrate competence and problem-solving skills relating to practical situations and tasks faced by employees in the criminal justice field.

# Criminal Justice Program

## Curriculum

### General Concentration

Course	Title	Lecture	Lab	Credit	Clock
CSSK 1000	College Success	1	0	1	15
CRMJ 1110	Introduction to Criminal Justice	3	0	3	45
CRMJ 1120	Introduction to Corrections	3	0	3	45
CRMJ 1220	Police Systems and Practice	3	0	3	45
CPTR 1000	Introduction to Computers	1	1	2	45
<b>TCA General Criminal Justice Studies (CIP 430104)</b>				<b>12</b>	<b>195</b>
CRMJ 1230	Technical Report Writing	3	0	3	45
CRMJ 1310	Community-Based Corrections	3	0	3	45
CRMJ 1322	Criminal Investigation	3	0	3	45
<b>TCA General Police Studies (CIP 430104)</b>				<b>9</b>	<b>135</b>
CRMJ 1330	Introduction to Criminal Law	3	0	3	45
CRMJ 1340	Deviance	3	0	3	45
CRMJ 1420	Judicial Process	3	0	3	45
<b>TCA General Legal Studies (CIP 430104)</b>				<b>9</b>	<b>135</b>
CRMJ 1410	Juvenile Justice	3	0	3	45
CRMJ 2112	Social Problems for Criminal Justice	3	0	3	45
CRMJ 2520	Drugs, Crime, and Society	3	0	3	45
<b>CTS Criminal Justice System Studies (CIP 430104)</b>				<b>39</b>	<b>600</b>
CRMJ 2552	Criminal Justice Externship	2	1	3	60
CRMJ 2700	Victimology	3	0	3	45
<b>TD Criminal Justice (CIP 430104)</b>				<b>45</b>	<b>705</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Criminal Justice (CIP 430104)</b>				<b>60</b>	<b>930</b>

*\*General Education Discipline Electives located in course descriptions.*

# Criminal Justice Program

## Curriculum

### Paralegal Concentration

Course	Title	Lecture	Lab	Credit	Clock
CSSK 1000	College Success	1	0	1	15
CRMJ 1110	Introduction to Criminal Justice	3	0	3	45
CRMJ 1120	Introduction to Corrections	3	0	3	45
CRMJ 1220	Police Systems and Practice	3	0	3	45
CPTR 1000	Introduction to Computers	1	1	2	45
<b>TCA General Criminal Justice Studies (CIP 430104)</b>				<b>12</b>	<b>195</b>

#### Paralegal Concentration Core:

CPTR 1002	Computer Literacy & Applications	3	0	3	45
PARL 1000	Introduction to Paralegal Studies	3	0	3	45
PARL 1200	Civil Procedure & Litigation	3	0	3	45

#### TCA General Paralegal Studies (CIP 220302)

PARL 1300	Tort Law for Paralegals	3	0	3	45
PARL 1400	Family Law for Paralegals	3	0	3	45
PARL 1500	Business Law for Paralegals	3	0	3	45

#### TCA Civil Law Studies (CIP 220302)

CRMJ 1330	Introduction to Criminal Law	3	0	3	45
CRMJ 1420	Judicial Process	3	0	3	45
PARL 2000	Legal Research and Writing	3	0	3	45

#### TCA Criminal Law Studies (CIP 220302)

<b>CTS Paralegal Studies (CIP 220302)</b>				<b>27</b>	<b>405</b>
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CRMJ 2552	Criminal Justice Externship	2	1	3	60
CRMJ 2700	Victimology	3	0	3	45
<b>TD Criminal Justice (CIP 430104)</b>				<b>45</b>	<b>705</b>

#### General Education Core

ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45

#### AAS Criminal Justice (CIP 430104)

*\*General Education Discipline Electives located in course descriptions.*

## **Criminal Justice Program**

### **Electives**

<b>Course</b>	<b>Title</b>	<b>Lecture</b>	<b>Lab</b>	<b>Credit</b>	<b>Clock</b>
CRMJ 2991	Special Projects I	0	1	1	30
CRMJ 2993	Special Projects II	0	2	2	60
CRMJ 2995	Special Projects III	0	3	3	90
CRMJ 2996	Special Projects IV	3	0	3	45
CRMJ 2997	Practicum	0	3	3	135
CRMJ 2999	Cooperative Education	0	3	3	135
CSRV 1000	Customer Service	3	0	3	45
CSRV 2000	Customer Service and Sales	3	0	3	45
ENTP 1000	Foundations of Entrepreneurship	3	0	3	45

# Culinary Arts & Occupations Program

Division of Technical Studies

**Program Mission:** The Mission of the Culinary Arts & Occupations Program is to educate its students to become highly trained culinary professionals, through both theoretical and hands-on experiences, as well as supervised practical work experience in the fields of food service, culinary arts & the hospitality industry.

**Divisional Dean:** Dewayne Lambert, MA

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Culinary Arts and Occupation Program will be able to:

1. Demonstrate safe and sanitary practice and preparation of a variety of food items.
2. Demonstrate basic kitchen management skills, including purchasing and inventory controls and front of-the-house operations.
3. Explain the international and regional diversity, history, and evolution of the culinary arts, and the principles of food identification
4. Understand and demonstrate basic food knowledge needed for any commercial kitchen application
5. Perform practical experience in a commercial kitchen operation

## Culinary Arts & Occupations Program Curriculum

Course	Title	Lecture	Lab	Credit	Clock
CSSK 1000	College Success	1	0	1	15
CULN 1101	Culinary History and Development	3	0	3	45
CULN 1130	Sanitation and Safety	2	0	2	30
CULN 1140	Introduction to Culinary Skills	2	1	3	60
CULN 1221	Fruits, Veg., & Farinaceous Products	2	1	3	60
<b>TCA Entry Level Prep Cook (CIP 120503)</b>				<b>12</b>	<b>210</b>
CULN1219	Meat Identification and Fabrication	1	2	3	75
CULN1222	Stocks, Sauces, and Soups	1	2	3	75
CULN1350	Introduction to Baking and Pastry	2	2	4	90
<b>CTS Production Cook (CIP 120503)</b>				<b>22</b>	<b>450</b>
CULN1420	Food, Beverage, & Labor Cost Controls	3	0	3	45
CULN1170	Essentials of Dining Room Service	1	1	2	45
CULN1410	Garde Manger	1	3	4	105
CULN2410	Regional Cuisine	0	2	2	60
<b>CTS Entry-Level Line Cook (CIP 120503)</b>				<b>33</b>	<b>705</b>
CULN2420	International Cuisine	0	2	2	60
CULN2540	Internship Part I Culinary Café	0	5	5	150
CULN2541	Internship Part II Culinary Café	0	5	5	150
<b>TD Culinary Arts and Occupations (CIP 120503)</b>				<b>45</b>	<b>1065</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Culinary Arts and Occupations (CIP 120503)</b>				<b>60</b>	<b>1290</b>
<i>*General Education Discipline Electives located in course descriptions.</i>					
<b>Additional Electives</b>					
CSRV1000	Customer Services	3	0	3	45
CSRV2000	Customer Service & Sales	3	0	3	45
CULN2991	Special Projects I	0	1	1	30
CULN2993	Special Projects II	0	2	2	60
CULN2995	Special Projects III	0	3	3	90
CULN2996	Special Projects IV	3	0	3	45
CULN2997	Practicum	0	3	3	135
CULN2999	Cooperative Education	0	3	3	135
ENTP1000	Foundations of Entrepreneurship	3	0	3	45

# Diesel Powered Equipment Technology Program

Division of Technical Studies

**Program Mission:** The mission of the Diesel Power Equipment Technology Program is to provide specialized classroom instruction and practical shop experience to prepare individuals for employment as a entry-level diesel technician.

**Divisional Dean:** Dewayne Lambert, MA

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS in Technical Studies)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Programmatic Accreditation:** National Automotive Technician’s Education Foundation (NATEF).

**Program Learning Outcomes:** Students who successfully complete the Diesel Powered Equipment Technology Program will be able to:

1. Demonstrate the ability to identify proper safety procedures and practices used in diesel industry.
2. Demonstrate the ability to identify tooling, and instruments and their uses in diesel equipment repair.
3. Demonstrate the ability to identify Diesel engine components and systems.
4. Apply proper adjustment procedures in basic engine tune up including location of service information.
5. Locate and distinguish the different components in a power train.

# Diesel Powered Equipment Technology Program Curriculum

Course	Title	Lecture	Lab	Credit	Clock
DPET 1130	Engine Parts Identification & Operating Principles	2	2	4	120
DPET 1140	Engines I	1	2	3	105
DPET 1141	Engines II	1	2	3	105
DPET 1210	Basic Diesel Electrical Systems	3	1	4	135
DPET 1220	Advanced Diesel Electrical Systems	3	1	4	135
DPET 1231	Diesel Engine Fuel and Control Systems	1	2	3	105
DPET 1150	General Engine Diagnostics	1	2	3	90
DPET 1310	Introduction to Power Trains	1	1	2	45
DPET 1320	Transmissions	1	2	3	105
DPET 1330	Differentials	1	1	2	45
DPET 2110	Basic Hydraulics	1	1	2	45
DPET 2130	Brakes	1	3	4	150
DPET 2140	Fundamentals of Steering	1	2	3	75
DPET 2210	Fundamentals of Suspension	1	2	3	75
DPET 2220	Air Conditioning	1	2	3	90
DPET 2240	Diesel Preventive Maintenance	2	2	4	105
<b>TD Diesel Powered Equipment Technician (CIP 470605)</b>				<b>50</b>	<b>1530</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Technical Studies (CIP 479999)</b>				<b>65</b>	<b>1755</b>
<i>*General Education Discipline Electives located in course descriptions.</i>					
<b>Electives</b>					
DPET 1251	Alternative Fuel Systems	1	1	2	45
DPET 2120	Advanced Hydraulics	1	2	3	105
DPET 2231	Welding	1	1	2	60
DPET 2991	Special Projects I	0	1	1	30
DPET 2993	Special Projects II	0	2	2	60
DPET 2995	Special Projects III	0	3	3	90
DPET 2997	Special Projects IV	3	0	3	45
DPET 2999	Practicum	0	3	3	135



## Diesel Powered Equipment Technology Program

### Additional Exit Points

Course	Title	Lecture	Lab	Credit	Clock
DPET 1130	Engine Parts Identification & Operating Principles	2	2	4	120
DPET 2220	Air Conditioning	1	2	3	90
<b>TCA Air Conditioning</b>				<b>7</b>	<b>210</b>
DPET 1130	Engine Parts Identification & Operating Principles	2	2	4	120
DPET 2140	Fundamentals of Steering	1	2	3	75
DPET 2210	Fundamentals of Suspension	1	2	3	75
<b>TCA Steering and Suspension Technician</b>				<b>10</b>	<b>270</b>
DPET 1130	Engine Parts Identification & Operating Principles	2	2	4	120
DPET 2110	Basic Hydraulics	1	1	2	45
DPET 2130	Brakes	1	3	4	150
<b>TCA Brake Technician</b>				<b>10</b>	<b>315</b>
DPET 1130	Engine Parts Identification & Operating Principles	2	2	4	120
DPET 1140	Engines I	1	2	3	105
<b>TCA Diesel Engine Technician Apprentice</b>				<b>7</b>	<b>225</b>
DPET 1130	Engine Parts Identification & Operating Principles	2	2	4	120
DPET 1310	Introduction to Power Trains	1	1	2	45
DPET 1320	Transmissions	1	2	3	105
DPET 1330	Differentials	1	1	2	45
<b>TCA Drive Train Technician</b>				<b>11</b>	<b>315</b>
DPET 1130	Engine Parts Identification & Operating Principles	2	2	4	120
DPET 1140	Engines I	1	2	3	105
DPET 1141	Engines II	1	2	3	105
DPET 1231	Diesel Engine Fuel and Control Systems	1	2	3	105
DPET 1210	Basic Diesel Electrical Systems	3	1	4	135
DPET 1220	Advanced Diesel Electrical Systems	3	1	4	135
DPET 1150	General Engine Diagnostics	1	2	3	90
<b>CTS Diesel Engine Technician</b>				<b>24</b>	<b>795</b>

# Drafting & Design Technology Program

Division of Academics

**Program Mission:** The mission of the Drafting and Design Technology Program is to provide career-focused technical education to students seeking high standards of knowledge and skills in all areas of professional drafting.

**Divisional Dean:** Jim Carlson, EdD

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS in Technical Studies)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Drafting and Design Technology Program will be able to:

1. Master the AutoCAD software (latest release).
2. Perform on-site project data collection (e.g. accurate hand-sketching and/or dimensioning).
3. Conduct efficient, accurate and fast project work (either individually or within a team).
4. Demonstrate knowledge of construction codes, rules and regulations.
5. Promote environmentally-friendly designs/methods, materials and sources of energy.

## Drafting & Design Technology Program Curriculum

Course	Title	Lecture	Lab	Credit	Clock
CSSK 1000	College Success	1	0	1	15
DRFT 1110	Drafting Fundamentals	1	1	2	45
DRFT 1120	Geometric Construction	1	1	2	45
DRFT 1130	Pictorial Drawing	1	1	2	45
DRFT 1145	Machine & Section Drawing	1	2	3	75
CADD 1210	Basic Computer Aided Drafting & Design	0	1	1	30
<b>TCA Engineering Aide I (CIP 151301)</b>				<b>11</b>	<b>255</b>
DRFT 1160	Drafting Mathematics	3	0	3	45
DRFT1161	Dimensioning	1	1	2	45
DRFT 1215	Auxiliary Views/Intersections & Developments	1	2	3	105
DRFT 1230	Fasteners	0	1	1	30
CADD 1215	Intermediate Computer Aided Drafting & Design	0	2	2	60
<b>CTS Engineering Aide II (CIP 151301)</b>				<b>22</b>	<b>540</b>
DRFT 2310	Intro to Manufacturing/Electrical	1	2	3	75
DRFT 2320	Introduction to Architectural/Civil/Structural	1	2	3	75
DRFT 2330	Introduction to Piping/Marine	1	2	3	75
CADD 1220	Advanced Computer Aided Drafting & Design	0	3	3	90
DRFT 2340	Advanced Manufacturing/Electrical	1	2	3	75
DRFT 2350	Advanced Architectural/Civil/Structural	1	2	3	75
DRFT 2360	Advanced Piping/Marine	1	2	3	75
DRFT 2400	Practicum/Portfolio Preparation	3	0	3	45
<b>TD Drafting and Design Technology (CIP 151301)</b>				<b>46</b>	<b>1125</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Technical Studies (CIP 479999)</b>				<b>61</b>	<b>1350</b>
<i>*General Education Discipline Electives located in course descriptions.</i>					
<b>Electives</b>					
DRFT 2991	Special Projects I	0	1	1	30
DRFT 2993	Special Projects II	0	2	2	60
DRFT 2995	Special Projects III	0	3	3	90
DRFT 2997	Special Projects IV	3	0	3	45
DRFT 2999	Practicum	0	3	3	135

# Electric Line Technology Program

Division of Technical Studies

**Program Mission:** The mission of the Electric Line Technology Program is to prepare individuals with safety and work skills needed to be highly productive on utility and construction company line crews.

**Divisional Dean:** Dewayne Lambert, MA

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS in Technical Studies)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Electric Line Technology Program will be able to:

1. Demonstrate the ability to safely climb utility-supply poles.
2. Demonstrate proper inspection and utilization of utility-specific equipment.
3. Demonstrate the ability to use electric, utility-specific equipment in hotwork environments and apply A/C 3 phase concepts.
4. Demonstrate the ability to properly perform the Electric Utility Systems and System Protections in simulated live-line situations.
5. Demonstrate the skills required to drive a Commercial Motor Vehicle.

# Electric Line Technician Program

## Curriculum

Course	Title	Lecture	Lab	Credit	Clock
ELLT 1200	Introduction to Power Safety	2	1	3	60
ELLT 1210	Introduction to the Power Industry	2	1	3	60
<b>TCA Electric Line Fundamentals (CIP 460301)</b>				<b>6</b>	<b>120</b>
ELLT 1300	Electric Line Safety	2	1	3	60
ELLT 1310	Pole Climbing	1	3	4	150
ELLT 1320	Line Equipment Operation	1	3	4	150
ELLT 1330	Underground Equipment	1	0	1	15
<b>TCA Electric Line Helper I (CIP 460301)</b>				<b>12</b>	<b>375</b>
CTDP 1110	Introduction to Commercial Vehicle Operation	3	0	3	45
ELLT 1410	A/C Phase Cable & Conductor	2	1	3	60
ELLT 1430	Distribution Line Maintenance	1	2	3	105
CTDP 1211	Commercial Vehicle Operations	0	2	2	90
ELLT 1510	Live Line Work Clearances/Switching	1	1	2	60
ELLT 1520	Three-Phased URD Systems	1	1	2	45
ELLT 1530	System Protection	1	1	2	60
ELLT 1540	Fundamental Skills for the Crew Leader	0	1	1	30
<b>CTS Electric Line Technician (CIP 460301)</b>				<b>18</b>	<b>495</b>
CSSK 1000	College Success	1	0	1	15
CPTR 1000	Introduction to Computers	1	1	2	45
ELEC 1120	Basic Electricity	4	1	5	90
CSRV 1000	Customer Service	3	0	3	45
<b>TD Electric Line Technology (CIP 460301)</b>				<b>47</b>	<b>1185</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Technical Studies (CIP 479999)</b>				<b>62</b>	<b>1410</b>

*\*General Education Discipline Electives located in course descriptions.*

# Electrician: Industrial Program

Division of Technical Studies

**Program Mission:** The mission of the Electrician Program is to provide a basic core of specialized instruction and practical shop experience, and students will be prepared for employment in electrical trades.

**Divisional Dean:** Dewayne Lambert, MA

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS in Technical Studies)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Electrician Program will be able to:

1. Demonstrate proficient knowledge of basic terminology and safe use of various types of tools.
2. Understand and apply math skills as they relate to construction math, basic circuitry, and electrical theory.
3. Learn to perform all aspects of conduit bending.
4. Develop knowledge and skills related to blueprint reading, trouble shooting, wiring techniques and motor controls.
5. Calculate circuitry based on total wattage of lighting load.

# Electrician: Industrial Program

## Curriculum

Course	Title	Lecture	Lab	Credit	Clock
CSSK 1000	College Success	1	0	1	15
ELEC 1120	Basic Electricity	4	1	5	90
ELEC 1210	Residential Wiring	4	1	5	90
<b>TCA Electrician Helper (CIP 460302)</b>				<b>11</b>	<b>195</b>
<b>Basic Electrical Core:</b>					
ELEC 2460	Technical Mathematics for Electricians	2	1	3	60
ELEC 1220	Electrical Raceways	0	3	3	90
ELEC 1230	National Electrical Code	2	2	4	90
ELEC 1311	Residential Wiring Installation	0	3	3	90
ELEC 1430	Blueprint Interpretation	2	3	4	90
CPTR 1000	Introduction to Computers	1	1	2	45
JOBS 2450	Job Seeking Skills	2	0	2	30
<b>CTS Residential Electrician (CIP 460302)</b>				<b>21</b>	<b>495</b>
ELEC 1330	Generators/Motors and Transformer Operation	2	2	4	90
ELEC 1420	Introduction to Motor Controls	0	2	2	90
ELEC 1440	Motor Controls	0	3	3	90
ELEC 2520	Solid State Theory	2	1	3	60
ELEC 2540	Logic Functions	0	2	2	60
ELEC 2720	Introduction to Programmable Logic Controllers	0	2	2	60
<b>TD Electrician: Industrial (CIP 460302)</b>				<b>48</b>	<b>1140</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Technical Studies (CIP 479999)</b>				<b>63</b>	<b>1365</b>
<i>*General Education Discipline Electives located in course descriptions.</i>					
<b>Electives</b>					
ELEC 2991	Special Projects I	0	1	1	30
ELEC 2993	Special Projects II	0	2	2	60
ELEC 2995	Special Projects III	0	3	3	90
ELEC 2997	Special Projects IV	3	0	3	45
ELEC 2999	Practicum	0	3	3	135

# General Studies Program

Division of Academics

**Program Mission:** The mission of the General Studies Program is to provide students with educational opportunities, experiences, and career direction to meet their professional and academic goals.

**Divisional Dean:** Jim Carlson, EdD

**Exit Points:** Certificate of General Studies (CGS) and Associate of General Studies (AGS)

**Program Length:** 2 years

**Special Comments:** Only one grade of “D” or higher is acceptable in a General Education course for the Certificate of General Studies and Associate of General Studies. All other General Education courses must be completed at a grade of “C” or higher, and all concentration courses must be completed at a grade of “C” or higher.

## North Oaks School of Radiologic Technology

Students seeking admission into the North Oaks School of Radiologic Technology must complete the Certificate of General Studies and then apply to the North Oaks School of Radiologic Technology. NTCC does not guarantee admission into the North Oaks School of Radiologic Technology, and financial aid awarded at NTCC does not apply to any courses offered at the North Oaks School of Radiologic Technology. After successful completion of the Radiology Technologist Program at North Oaks School of Radiologic Technology, NTCC will award the student with the Associate of General Studies degree with a concentration in Radiology Technologist.

**Programmatic Grade Point Average:** Program requirements must be completed with an programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the General Studies Program will be able to:

1. Communicate effectively through reading, writing, speaking, and listening.
2. Apply skills demonstrating proficiency in mathematics, quantitative reasoning, analysis, logical reasoning and problem solving.
3. Demonstrate knowledge of the scientific nature of the world and the role of the natural sciences as it pertains to their health and well being.
4. Develop an appreciation of significant ideas and achievements in literature, art, music and media
5. Develop an understanding of the diversity of the human experience through the study of social, historical, cultural, economic and political systems.
6. Acquire an appreciation for and skill in information literacy and the use of computer-based technology for communication, research and problem solving.



## General Studies Program Curriculum

Course	Title	Lecture	Lab	Credit	Clock
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Fine Arts Elective		3	0	3	45
Natural Science Elective I		3	0	3	45
Behavioral Science Elective I		3	0	3	45
ENGL 1025	English Composition II	3	0	3	45
SPCH 1015 Public Speaking		3	0	3	45
Behavioral Science Elective II		3	0	3	45
General Education Elective I		3	0	3	45
Natural Science Elective II		3	0	3	45
<b>Certificate of General Studies (CIP 240102)</b>				<b>30</b>	<b>450</b>
Humanities Elective I		3	0	3	45
General Education Elective II		3	0	3	45
Humanities Elective II		3	0	3	45
Natural Science Elective III		3	0	3	45
Concentration Area		3	0	3	45
Concentration Area		3	0	3	45
Concentration Area		3	0	3	45
Concentration Area		3	0	3	45
Concentration Area		3	0	3	45
Concentration Area		3	0	3	45
<b>Associate of General Studies (CIP 240102)</b>				<b>60</b>	<b>900</b>

### Students wishing to earn a Certificate of General Studies (CGS):

- Complete 27 hours in General Education Requirements
- Complete 3 hours in a General Education Elective

### Students wishing to earn an Associate of General Studies (AGS):

- Complete the 36 hours in General Education Requirements
- Complete 18 hours in a Concentration Area
- Complete 6 hours in a General Education Elective

# Industrial Maintenance Technology Program

Division of Technical Studies

**Program Mission:** The Industrial Maintenance Technology program prepares students to become competitive for employment in their selected track of Mechanic, Maritime Vessel or Automated Systems. The program provides training with credentials in Welding, Maintenance Mechanic, and Maritime Technology and ultimately a TD in Industrial Maintenance Technology.

**Divisional Dean:** Dewayne Lambert, MA

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS) in Technical Studies.

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Program Length:** 2 years

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

# Industrial Maintenance Technology Program Curriculum

Course	Title	Lecture	Lab	Credit	Clock
ELEC 1120	Basic Electricity	4	1	5	90
ELEC 1230	National Electrical Code	2	2	4	90
IMTC 1000	Basic Hydraulics	3	0	3	45
IMTC 1100	Welding Technology I	5	2	7	135
IMTC 1020	Leadership, Teamwork and Professional Ethics	2	0	2	30
<b>Student selects one of the three tracks below to attain Technical Diploma:</b>					
<b>Mechanic Track</b>					
IMTM 1200	Welding Technology II	3	3	6	135
IMTM 1210	Industrial Maintenance Mechanic Technology	3	3	6	135
IMTM 1300	Welding Technology III	3	3	6	135
	Elective (s) from any Technical Studies Program			6	60
<b>Maritime Vessel Track</b>					
IMTV 1500	Intro to Maritime Careers & Opportunities	2	0	2	30
IMTV 1510	SCTW	3	0	3	45
ELEC 1330	Generators/Motors and Transformer Operation	2	2	4	90
IMTV 2100	Marine Weather and Meteorology	2	1	3	60
IMTV 2110	Marine Hazardous Materials	2	1	3	60
IMTV 2120	Introduction to Marine Safety	2	1	3	60
IMTV 2130	Introduction Marine Electronic Navigation & Radar	2	1	3	60
IMTV 2140	Intro to Maritime Transportation	2	1	3	60
<b>Automated Systems Track</b>					
IMTV 1500	Intro to Maritime Careers & Opportunities	2	0	2	30
IMTV 1510	SCTW	3	0	3	45
ELEC 1330	Generators/Motors and Transformer Operation	2	2	4	90
IMTA 2000	Electronics & Electrical Control Systems	2	1	3	60
IMTA 2010	CAD & Blueprint Reading	2	1	3	60
IMTA 2050	Introduction to Programmable Logic Controllers (Automated Controllers)	2	1	3	60
INTE 2830	Cabling Infrastructure (Fiber Optics)	2	1	3	60
IMTA 2040	Intro to ROV Materials and Operations	2	1	3	60
<b>TD Industrial Maintenance Technology (CIP 470303)</b>				<b>45</b>	<b>855</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Technical Studies (CIP 479999)</b>				<b>60</b>	<b>1,080</b>

*\*General Education Discipline Electives located in course descrip-*

## Industrial Maintenance Technology Program

### Electives

IMTC 2991	Special Projects I	1	0	1	15
IMTC 2993	Special Projects II	2	0	2	30
IMTC 2995	Special Projects III	3	0	3	45
IMTC 2996	Special Projects IV	3	0	3	45
IMTC 2998	Special Projects V	3	0	3	45

### Additional Exit Points

Course	Title	Lecture	Lab	Credit	Clock
IMTC 1020	Leadership, Teamwork and Professional Ethics	2	0	2	30
ELEC 1120	Basic Electricity	4	1	5	90
<b>TCA IMT Foundations (CIP 470303)</b>				<b>7</b>	<b>120</b>
IMTV 1500	Intro to Maritime Careers & Opportunities	2	0	2	30
IMTV 1510	SCTW	3	0	3	45
<b>TCA Industrial Maintenance Maritime (CIP 470303)</b>				<b>5</b>	<b>75</b>
ELEC 1120	Basic Electricity	4	1	5	90
ELEC 1230	National Electrical Code	2	2	4	90
IMTC 1000	Basic Hydraulics	3	0	3	45
IMTC 1100	Welding Technology I	5	2	7	135
<b>CTS Industrial Maintenance Technology Core (CIP 470303)</b>				<b>19</b>	<b>360</b>
IMTC 1100	Welding Technology I	5	2	7	135
IMTM 1200	Welding Technology II	3	3	6	135
IMTM 1300	Welding Technology III	3	3	6	135
<b>CTS IMTM Welder (CIP 470303)</b>				<b>19</b>	<b>405</b>
IMTM 1200	Welding Technology II	3	3	6	135
IMTM 1210	Industrial Maintenance Mechanic Technology	3	3	6	135
<b>CTS Industrial Maintenance Mechanic (CIP 470303)</b>				<b>12</b>	<b>270</b>
IMTV 2100	Marine Weather and Meteorology	2	1	3	60
IMTV 2110	Marine Hazardous Materials	2	1	3	60
IMTV 2120	Introduction to Marine Safety	2	1	3	60
IMTV 2130	Introduction Marine Electronic Navigation & Radar	2	1	3	60
IMTV 2140	Intro to Maritime Transportation	2	1	3	60
<b>CTS IMT: General Marine Transportation Technology (CIP 470303)</b>				<b>15</b>	<b>300</b>
IMTA 2000	Electronics & Electrical Control Systems	2	1	3	60
IMTA 2010	CAD & Blueprint Reading	2	1	3	60
IMTA 2050	Introduction to Programmable Logic Controllers (Automated Controllers)	2	1	3	60
INTE 2830	Cabling Infrastructure (Fiber Optics)	2	1	3	60
IMTA 2040	Intro to ROV Materials and Operations	2	1	3	60
<b>CTS IMT: General Automated Systems (CIP 470303)</b>				<b>15</b>	<b>300</b>

# Information Technology Program

Division of Academics

**Program Mission:** The mission of the Information Technology Program is to deliver instruction that provides skilled employees for business and industry to contribute to overall economic development and workforce needs across the state and globe.

**Divisional Dean:** Jim Carlson, EdD

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Information Technology Program will be able to:

1. Demonstrate a general knowledge of all areas of the information technology field.
2. Perform effective basic PC troubleshooting techniques and procedures.
3. Install, configure, and maintain an operating system.
4. Successfully design and troubleshoot local area and wide area networks.
5. Attain certifications in specialized training areas of computer networking leading to job opportunities in the information technology field.

# Information Technology Program

## Curriculum

### Computer Network Specialist Concentration

Course	Title	Lecture	Lab	Credit	Clock
INTE 1000	Introduction to Information Technology	3	0	3	45
INTE 1100	IT Essentials: PC Hardware and Software	3	0	3	45
INTE 1110	IT Essentials: PC Hardware and Software Lab	0	3	3	90
INTE 1200	Operating Systems	1	2	3	75
INTE 1210	Introduction to Programming	1	2	3	75
INTE 2110	Network Fundamentals	1	2	3	75
<b>CTS Foundations of Information Technology (CIP 110901)</b>				<b>18</b>	<b>405</b>
INTE 2010	Introduction to Client/Server Networking	1	2	3	75
INTE 2020	Server Network Infrastructure	1	2	3	75
INTE 2030	Server Administration	1	2	3	75
INTE 2120	Routing Protocols and Concepts	1	2	3	75
Program Electives				6	150
<b>CTS Computer Network Specialist (CIP 110901)</b>				<b>18</b>	<b>450</b>
JOBS 2450	Job Seeking Skills	2	0	2	30
Program Electives				6	150
INTE 2902	Internship	0	3	3	135
<b>TD Information Technology (CIP 110901)</b>				<b>47</b>	<b>1170</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Information Technology (CIP 110901)</b>				<b>62</b>	<b>1395</b>

*\*General Education Discipline Electives located in course descriptions.*

# Information Technology Program

## Curriculum

### Computer Support Specialist Concentration

Course	Title	Lecture	Lab	Credit	Clock
INTE 1000	Introduction to Information Technology	3	0	3	45
INTE 1100	IT Essentials: PC Hardware and Software	3	0	3	45
INTE 1110	IT Essentials: PC Hardware and Software Lab	0	3	3	90
INTE 1200	Operating Systems	1	2	3	75
INTE 1210	Introduction to Programming	1	2	3	75
INTE 2110	Network Fundamentals	1	2	3	75
<b>CTS Foundations of Information Technology (CIP 110901)</b>				<b>18</b>	<b>405</b>
INTE 1900	Web Page Design	1	2	3	75
INTE 2840	Managing Network Security	1	2	3	75
INTE 2070	Administering & Managing SQL Server	1	2	3	75
Program Electives*				9	225
<b>CTS Computer Support Specialist (CIP 110901)</b>				<b>18</b>	<b>450</b>
JOBS 2450	Job Seeking Skills	2	0	2	30
Program Electives*				6	150
INTE 2902	Internship	0	3	3	135
<b>TD Information Technology (CIP 110901)</b>				<b>47</b>	<b>1170</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Information Technology (CIP 110901)</b>				<b>62</b>	<b>1395</b>

*\*General Education Discipline Electives located in course descriptions.*

# Information Technology Program

## Curriculum

### Network Associates Concentration

Course	Title	Lecture	Lab	Credit	Clock
INTE 1000	Introduction to Information Technology	3	0	3	45
INTE 1100	IT Essentials: PC Hardware and Software	3	0	3	45
INTE 1110	IT Essentials: PC Hardware and Software Lab	0	3	3	90
INTE 1200	Operating Systems	1	2	3	75
INTE 1210	Introduction to Programming	1	2	3	75
INTE 2110	Network Fundamentals	1	2	3	75
<b>CTS Foundations of Information Technology (CIP 110901)</b>				<b>18</b>	<b>405</b>
INTE 2120	Routing Protocols and Concepts	1	2	3	75
INTE 2130	LAN Switching and Wireless	1	2	3	75
INTE 2140	Accessing the WAN	1	2	3	75
INTE 2840	Managing Network Security	1	2	3	75
Program Electives				6	150
<b>CTS Network Associates (CIP 110901)</b>				<b>18</b>	<b>450</b>
JOBS 2450	Job Seeking Skills	2	0	2	30
Program Electives				6	150
INTE 2902	Internship	0	3	3	135
<b>TD Information Technology (CIP 110901)</b>				<b>47</b>	<b>1170</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Information Technology (CIP 110901)</b>				<b>62</b>	<b>1395</b>

*\*General Education Discipline Electives located in course descriptions.*



## Information Technology Program

### Additional Exit Points and Electives

Course	Title	Lecture	Lab	Credit	Clock
INTE 1000	Introduction to Information Technology	3	0	3	45
INTE 1100	IT Essentials: PC Hardware and Software	3	0	3	45
INTE 1110	IT Essentials: PC Hardware and Software Lab	0	3	3	90
<b>TCA Computer Operator (CIP 110901)</b>				<b>9</b>	<b>180</b>
INTE 1200	Operating Systems	1	2	3	75
INTE 2010	Introduction to Client/Server Networking	1	2	3	75
INTE 2020	Server Network Infrastructure	1	2	3	75
<b>TCA System Administrator (CIP 110901)</b>				<b>9</b>	<b>225</b>
INTE 1000	Introduction to Information Technology	3	0	3	45
INTE 1200	Operating Systems	1	2	3	75
INTE 1900	Web Page Design	1	2	3	75
<b>TCA Software Application Specialist (CIP 110901)</b>				<b>9</b>	<b>195</b>
INTE 2120	Routing Protocols and Concepts	1	2	3	75
INTE 2130	LAN Switching and Wireless	1	2	3	75
INTE 2140	Accessing the WAN	1	2	3	75
<b>TCA Wide Area Network Technician (CIP 110901)</b>				<b>9</b>	<b>225</b>

Course	Title	Lecture	Lab	Credit	Clock
BUSO 1310	Introduction to Database	3	0	3	45
BUSO 1320	Introduction to Spreadsheets	3	0	3	45
CSRV 1000	Customer Service	3	0	3	45
INTE 1170	Multimedia Application	2	1	3	60
INTE 1330	Introduction to Networking	2	1	3	60
INTE 1800	Introduction to Unix/Linux	2	1	3	60
INTE 2545	Network Security: Ethical Hacking	2	1	3	60
INTE 2830	Cabling Infrastructure	2	1	3	60
INTE 2850	Emerging Technologies	2	1	3	60

# MMT: Industrial Machine Shop Technician Program

Division of Technical Studies

**Program Mission:** The mission of the MMT: Industrial Machine Shop Technician Program is to prepare students to make parts from metals and plastics using lathes, mills, drill presses, grinders and hand tools for future employment in a global economy.

**Divisional Dean:** Dewayne Lambert, MA

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS in Technical Studies)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the MMT: Industrial Machine Shop Technician Program will be able to:

1. Demonstrate a working knowledge of engineered drawings and specifications.
2. Layout and construct precision parts using hand tools.
3. Construct parts using precision metal working machines.
4. Demonstrate understanding of CAD/CAM programs for part design and generation of CNC code.
5. Demonstrate skills using computer numerical control machines.

## MMT: Industrial Machine Shop Technician Program Curriculum

Course	Title	Lecture	Lab	Credit	Clock
CSSK 1000	College Success	1	0	1	15
MTTC 2110	Blueprint Reading	2	1	3	60
MTTC 2120	Introduction to Machine Tools	3	3	6	135
MTTC 2210	Bench Work	2	1	3	60
MTTC 2220	Forming and Shaping	2	1	3	60
MTTC 2230	Drill Press	3	3	6	135
MTTC 2310	Basic Lathe I	1	3	4	105
MTTC 2331	Advanced Lathe	0	4	4	120
MTTC 2410	Basic Mill I	1	3	4	105
MTTC 2431	Advanced Mill	0	4	4	120
MTTC 2510	Precision Grinding	1	1	2	60
MTTC 2710	CNC	3	3	6	135
<b>TD MMT: Industrial Machine Shop Technician (CIP 480501)</b>				<b>46</b>	<b>1110</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Technical Studies (CIP 479999)</b>				<b>61</b>	<b>1335</b>
<b>Electives</b>					
CSRV 1000	Customer Service	3	0	3	45
CSRV 2000	Customer Service & Sales	3	0	3	45
ENTP 1000	Foundations of Entrepreneurship	3	0	3	45
MTTC 2991	Special Projects I	0	1	1	30
MTTC 2993	Special Projects II	0	2	2	60
MTTC 2995	Special Projects III	0	3	3	90
MTTC 2996	Special Projects IV	3	0	3	45
MTTC 2997	Practicum	0	3	3	135
MTTC 2999	Cooperative Education	0	3	3	135

## MMT: Industrial Machine Shop Technician Program

### Additional Exit Points

Course	Title	Lecture	Lab	Credit	Clock
MTTC 2110	Blueprint Reading	2	1	3	60
MTTC 2120	Introduction to Machine Tools	3	3	6	135
MTTC 2230	Drill Press	3	3	6	135
<b>TCA Drill Press Operator (CIP 480501)</b>				<b>15</b>	<b>330</b>
MTTC 2110	Blueprint Reading	2	1	3	60
MTTC 2120	Introduction to Machine Tools	3	3	6	135
MTTC 2310	Basic Lathe I	1	3	4	105
MTTC 2230	Drill Press	3	3	6	135
MTTC 2331	Advanced Lathe	1	3	4	120
<b>CTS Lathe Operator (CIP 480501)</b>				<b>23</b>	<b>555</b>
MTTC 2110	Blueprint Reading	2	1	3	60
MTTC 2120	Introduction to Machine Tools	3	3	6	180
MTTC 2410	Basic Mill I	1	3	4	105
MTTC 2230	Drill Press	3	3	6	135
MTTC 2431	Advanced Mill	0	4	4	120
<b>CTS Mill Operator (CIP 480501)</b>				<b>23</b>	<b>600</b>
MTTC 2110	Blueprint Reading	2	1	3	60
MTTC 2120	Introduction to Machine Tools	3	3	6	135
MTTC 2310	Basic Lathe I	1	3	4	105
MTTC 2410	Basic Mill I	1	3	4	105
MTTC 2710	CNC	3	3	6	135
<b>CTS CNC Operator (CIP 480501)</b>				<b>23</b>	<b>540</b>

# Medical Assistant Program

Division of Health Sciences and Nursing

**Program Mission:** The mission of the Medical Assistant Program is to offer a comprehensive, student-centered education designed to prepare the graduate for entry-level employment in a multitude of healthcare settings, national certification and obtain knowledge and skills that serves as the foundation to build a successful career.

**Divisional Dean:** Michele Lyons, DNP

**Exit Points:** Certificate of Technical Studies (CTS)

**Program Length:** 12 months

**Special Comments:** All courses in the Certificate of Technical Studies exit points must be completed with a grade of “C” or higher.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Medical Assistant Program will be able to:

1. Utilize knowledge from behavioral and biological sciences as a basis of medical assistant practices.
2. Perform duties safely and effectively within their scope of practice.
3. Display professional behavior as defined by the discipline of medical assisting.
4. Effectively engage in written and oral communication as demonstrated through charting and communication with patients and other health professionals.
5. Perform as competent entry-level medical assistants with the knowledge and skills necessary to successfully obtain national certification exam through National Healthcareer Association.

## Medical Assistant Program Curriculum

Course	Title	Lecture	Lab	Credit	Clock
CPTR 1000	Introduction to Computers	1	1	2	45
HMDT 1170	Medical Terminology	1	0	1	15
HCOR 1120	Basic Body Structure and Function	2	0	2	30
MAST 1110	Introduction to Medical Assistant	1	0	1	15
MAST 1120	Law and Ethics for Medical Assistant	2	0	2	30
MAST 1130	Medical Assistant Applications	1	1	2	45
MAST 1210	Administrative Procedures I	4	0	4	60
MAST 1220	Clinical Procedures I	0	1	1	90
MAST 1230	Insurance and Medical Coding	1	1	2	45
MAST 2110	Medical Transcription	2	1	3	75
MAST 2130	Clinical Procedures II	0	1	1	90
MAST 2140	Pharmacology for Medical Assistants	1	1	2	60
MAST 2210	Clinical Procedures III	0	1	1	90
MAST 2222	Medical Assistant Externship	0	2	2	180
HCOR 1160	Professionalism for Healthcare Providers	1	0	1	15
ENGL 1030	Business English	3	0	3	45
<b>CTS Medical Assistant (CIP 510801)</b>				<b>30</b>	<b>930</b>

### Electives

CSRV 1000	Customer Service	3	0	3	45
CSRV 2000	Customer Service & Sales	3	0	3	45
ENTP 1000	Foundations of Entrepreneurship	3	0	3	45
HCOR 2991	Special projects I	0	1	1	30
HCOR 2993	Special Projects II	0	2	2	60
HCOR 2995	Special Projects III	0	3	3	90
HCOR 2996	Special Projects IV	3	0	3	45
HCOR 2997	Special projects V	1	0	1	15

# Patient Care Technician Program

Division of Health Sciences and Nursing

**Program Mission:** The mission of the Patient Care Technician Program is to provide training and education in the fundamentals of patient care and basic nursing skills, basic venipuncture and electrocardiogram to meet current and future health needs.

**Divisional Dean:** Michele Lyons, DNP

**Exit Points:** Technical Competency Area (TCA) and Certificate of Technical Studies (CTS)

**Program Length:** 12 months

**Special Comments:** All courses in the Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher.

A student can only be enrolled in one developmental course when entering the second semester of PCT coursework. Due to the clinical requirements the student does not have enough time to take more than one developmental course.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Patient Care Technician Program will be able to:

1. Demonstrate appropriate professional behavior.
2. Apply problem solving and critical thinking skills to foster optimal patient outcomes.
3. Use effective written and oral communication in interactions within the healthcare setting.
4. Apply the knowledge of medical law & ethics to the practice of Patient Care Technician.
5. Perform as competent entry-level patient care technicians with the knowledge and skills necessary to successfully obtain national certification through the National Healthcareer Association.

## Patient Care Technician Program Curriculum

Course	Title	Lecture	Lab	Credit	Clock
HNUR 1211	Nursing Fundamentals	3	1	4	75
HCOR 1212	Skills Application	0	1	1	80
<b>TCA Nurse Assistant (CIP 512601)</b>				<b>5</b>	<b>155</b>
CPTR 1000	Introduction to Computers	1	1	2	45
HCOR1200	Introduction to Anatomy & Physiology (with Med	3	0	3	60
HPHL 1013	Phlebotomy	3	1	4	210
<b>TCA Phlebotomy Skills (CIP 512601)</b>				<b>9</b>	<b>315</b>
HCOR 1601	Communication Techniques in Healthcare	2	1	3	60
HEKG 1113	EKG	2	0	2	90
HCOR 1801	Professional Aspects for Healthcare Providers	1	1	2	60
<b>TCA EKG Skills (CIP 512601)</b>				<b>7</b>	<b>210</b>
BOTH 1210	Administrative Procedures for Medical Offices	3	0	3	45
<b>CTS Patient Care Technician (CIP 512601)</b>				<b>24</b>	<b>725</b>

### Electives

CSRV 1000	Customer Service	3	0	3	45
CSRV 2000	Customer Service & Sales	3	0	3	45
ENTP 1000	Foundations of Entrepreneurship	3	0	3	45
HCOR 2991	Special Projects I	0	1	1	30
HCOR 2993	Special Projects II	0	2	2	60
HCOR 2995	Special Projects III	0	3	3	90
HCOR 2996	Special Projects IV	3	0	3	45
HCOR 2997	Special Projects V	1	0	1	15



# Pharmacy Technician Program

Division of Health Sciences and Nursing

**Program Mission:** The mission of the mission of the Pharmacy Technician program is to provide strong foundations in pharmaceutical knowledge, integration, and application in order to support pharmacists in the safe and efficient preparation of medications.

**Divisional Dean:** Michele Lyons, DNP

**Exit Points:** Certificate of Technical Studies (CTS)

**Program Length:** 12-24 Months

Program instruction plus 630 clinical hours can take up to 24 months.

**Special Comments:** All courses in the Certificate of Technical Studies exit points must be completed with a grade of “C” or higher.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Programmatic Accreditation:** Louisiana Board of Pharmacy

**Program Learning Outcomes:** Students who successfully complete the Pharmacy Technician Program will be able to:

1. Assist the pharmacist in the preparation, dispensing, and consulting activities of pharmacy practice.
2. Demonstrate knowledge of pharmacy laws and regulations as they pertain to pharmacy technician responsibilities, including application of procedures of the Drug Enforcement Administration (DEA) and state requirements for controlled substances; ethical responsibilities; and the role of the Louisiana Board of Pharmacy.
3. Demonstrate knowledge and skills in areas of science relevant to the pharmacy technician’s role, including anatomy and physiology and pharmacology.
4. Utilize effective verbal and written communication skills to meet the needs of diverse patient populations and function effectively as a member of the health care team.
5. Demonstrate critical thinking skills needed to prioritize, anticipate and analyze problems, and to evaluate and implement solutions within accepted guidelines and laws.

## Pharmacy Technician Program Curriculum

Course	Title	Lecture	Lab	Credit	Clock
HMDT 1170	Medical Terminology	1	0	1	15
CPTR 1000	Introduction to Computers	1	1	2	45
HPHM 1200	Pharmacy Technician Fundamentals	3	0	3	45
HPHM 1300	Pharmacy Law and Ethics	3	0	3	45
HPHM 1400	Pharmacy Math and Dosage Calculations	2	0	2	30
HPHM 1500	Fundamentals of Pharmacy Practice Lab	0	2	2	60
HPHM 1503	Pharmacology for Pharmacy Technicians I	2	0	2	45
HPHM 1513	Pharmacology for Pharmacy Technicians II	2	0	2	45
HPHM 1600	Sterile Compounding Lab	0	2	2	60
HPHM 2000	Professionalism for Pharmacy Technicians	2	0	2	30
HPHM 2012	Pharmacy Clinical Externship I	0	4	4	180
HPHM 2022	Pharmacy Clinical Externship II	0	5	5	225
HPHM 2023	Pharmacy Clinical Externship II	0	5	5	225
<b>CTS Pharmacy Technician (CIP 510805)</b>				<b>35</b>	<b>1050</b>

### Electives

CSRV 1000	Customer Service	3	0	3	45
CSRV 2000	Customer Service & Sales	3	0	3	45
ENTP 1000	Foundations of Entrepreneurship	3	0	3	45
HPHM 2991	Special Projects I	0	1	1	30
HPHM 2993	Special Projects II	0	2	2	60
HPHM 2995	Special Projects III	0	3	3	90
HPHM 2996	Special Projects IV	3	0	3	45

# Practical Nursing Program

Division of Health Sciences and Nursing

**Program Mission:** The mission of the Practical Nurse Program is to provide the knowledge, skills and attitudes necessary for successful licensure and practice as a practical nurse in a diverse healthcare environment and to foster continued knowledge seeking behaviors.

**Divisional Dean:** Michele Lyons, DNP

**Exit Points:** Technical Competency Area (TCA) and Technical Diploma (TD)

**Program Length:** 17 months

**Special Comments:** All courses in the Technical Competency Area/Certificate of Technical Studies/ Technical Diploma exit points must be completed with a grade of “C” or higher.

Students will be placed in Allied Health courses or applicable developmental courses, depending upon scores achieved. Students receiving adequate scores for Allied Health courses may also be exempted from the Allied Health courses if they present official college transcripts indicating successful completion of a comparable college level course (not a developmental course). Courses should have been completed within the last four years and a minimum grade of “C” received.

Students may retake the COMPASS test with a minimum 2 week waiting period between each retest. The student can retest two times only (total of 3 attempts for any test to meet scores). After a third attempt, the student must enroll in developmental education or Allied Health courses as applicable.

**AHSC 1000 Course:** A placement exam for the Science course is available in EDUTEST. Students are only eligible for the placement exam PRIOR to the start of the semester. Students must score 70% or higher on the AHSC Placement exam. Students may take the placement exam one time only and must pay (\$15 fee) for the exam. Students should be given the course syllabus for AHSC 1000 as a reference/study guide.

Practical Nursing students required to take a developmental education course must retest on the COMPASS/ ASSET/ACT after completing the developmental education course(s) regardless of the grade received in the course. This is a requirement of the Louisiana State Board of Practical Nurse Examiners and cannot be bypassed. COMPASS/Placement retesting is not required after a student successfully completes required Allied Health course. An overall grade of “C” is mandated.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

## Practical Nursing Program (continued)

**Program Learning Outcomes:** Students who successfully complete the Practical Nursing Program will be able to:

1. Evaluate and utilize data from all relevant sources, including technology, to inform and improve the delivery of patient care.
2. Apply, analyze and utilize knowledge and skills as the basis for safe, holistic nursing practice.
3. Make sound clinical judgments based on nursing science and related theory using critical thinking and ethical decision making.
4. Demonstrate the ability to form and maintain a therapeutic and professional nurse patient relationship.
5. Identify patient' needs and deliver comprehensive nursing care demonstrating evidence of the realization of limitations.

### **Program Admissions Requirements:**

The Practical Nursing program is designed to prepare the student to meet the licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The program progresses from simple to complex and consists of classroom instruction, lab practicum and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies. Students should note that some courses have prerequisites, which must be completed before enrolling into upper level courses and continuing in the program. Students must demonstrate basic computer skills prior to advancement into the acute care clinical component of the program. Practical Nursing Program Coordinators or their designees may assess a student's basic computer skills by administering a competency exam or having the student successfully complete CPTR 1000 or a comparable computer course.

Articulated courses are determined at the discretion of the Practical Nurse Program Coordinator and based upon individual evaluation as described in the Louisiana Nursing Education Articulation Model. Each course in the PN program must be completed with a minimum score of 80%. Upon graduation, the student is awarded a diploma and is eligible to apply for the National Council of State Boards Licensure Examination for Practical Nurses (NCLEX-PN).

This is a **limited enrollment program**. Students must be admitted to the program to enroll in any of the PN courses. For **direct admission**, students must meet or exceed entrance test scores as indicated in table below:

Type of test	Mathematics	Reading	Language	Science
ACT (sub score)	18+	20+	18+	20
COMPASS	55+ pre-algebra 39+ algebra	85+	70+	N/A
ASSET	42+	44+	44+	N/A

**NOTE:** Students with **lower scores MUST enroll in the appropriate preparation course(s).**

1. The COMPASS test will be the initial assessment tool used to place the student in the appropriate preparation course. A campus/regional level test administrator will administer the COMPASS/Placement test.
2. PN students may retake the COMPASS with a minimum **1 week waiting period** between each retest
  - a. Can **retest two times only** (total of 3 attempts to meet scores)
  - b. After 3<sup>rd</sup> attempt, must enroll in preparation course(s) as applicable
  - c. COMPASS test scores are valid for (3) three years.

## Practical Nursing Program (continued)

3. Students whose **scores meet or exceed the ranges listed above are exempted** from preparation course(s). Students may also be exempted from the science preparation course(s) if they present **official college transcripts** indicating successful completion of a **comparable college level science course**. *Comparable courses include but are not limited to: Biology; Physical Science; Anatomy & Physiology; Chemistry; Microbiology; Physics, etc.* Courses should have been completed within the last 4 years and a *minimum grade of C* received. Contact Statewide Coordinator for questions.

4. **AHSC 1000 - A placement exam for the Science course is available.** Students are only eligible for the placement exam PRIOR to the start of the semester. Students must score 70% or higher on the AHSC Placement exam. Students may take the placement exam **one time only** and must pay applicable fees (\$15) for the exam. The score is valid for three years. Students should be given the *course syllabus for AHSC 1000 as a reference/study guide*.

5. Practical Nursing students must meet the test scores outlined above regardless of the completion of previous coursework! This is a requirement of the Louisiana State Board of Practical Nurse Examiners and **cannot** be bypassed.

**Admission Requirements:** Students must apply to the campus/program of their choice and meet the minimum admission standards, **including:**

- Ability to obtain CPR for Healthcare Providers certification **prior** to first clinical course – or as directed by program coordinator
- Official birth certificate
- Official HS or GED transcript
- Proof of current immunizations
- History and Physical exam
- TB skin test or Chest x-ray
- Two sets of fingerprints and \$26.00 money order payable to Louisiana Department of Public Safety and Corrections
- \$50.00 money order payable to Louisiana State Board of Practical Nurse Examiners
- Additional criminal background check required for clinical courses – check with the campus for specific information
- Drug screening – check with the campus for specific information
- Applicants must NOT be currently serving under any court-imposed order of supervised probation, work release, school release or parole in conjunction with **any felony conviction(s) or plea agreement**.
- **As documented by a physician** on the history & physical exam document, students must demonstrate ability to meet following technical/performance standards (related to ADA compliance) while receiving the instruction as outlined in each course syllabus:
  - a) Read and communicate orally and in writing using the English language.
  - b) Hear with or without auditory aids to understand normal speaking voice without viewing the speakers face.
  - c) Visually, with or without corrective lenses, observe changes in client's condition and actively participate in learning process.
  - d) Utilize stamina, strength and psychomotor coordination necessary to perform routine practical nursing procedures at floor or bed level.
  - e) Demonstrate use of gross and fine motor skills necessary to provide independent, safe and effective practical nursing care.
  - f) Solve problems and apply critical thinking skills while providing safe and efficient client care.
  - g) Interact with individuals/families/groups from various socioeconomic and cultural backgrounds.
  - h) Adapt and function in a multi stressor environment while adhering to legal/ethical guidelines of the school, Louisiana Practical Nurse (PN) Practice Act and clinical agencies.

## Practical Nursing Program (continued)

### Curriculum

Course	Title	Lecture	Lab	Credit	Clock
HNUR 1211	Nursing Fundamentals I	3	1	4	75
HNUR 1212	Skills Application	0	1	1	40
<b>TCA Nurse Assistant (CIP 513901)</b>				<b>5</b>	<b>115</b>
HNUR 1270	PN Perspectives	1	1	2	45
HNUR 1300	A&P for PNs (including medical terminology)	3	0	3	90
HNUR 1320	Nutritional Aspects	2	0	2	30
HNUR 1361	Pharmacology Applications	1	1	2	75
HNUR 1411	Nursing Fundamentals II	2	1	3	90
HNUR 2611	IV Therapy	1	0	1	30
HNUR 2113	Medical Surgical I	5	3	8	275
HNUR 2123	Medical Surgical II	5	3	8	275
HNUR 2133	Medical Surgical III	5	3	8	275
HNUR 2523	Mental Illness/Psychiatric Nursing	2	0	2	60
HNUR 2713	Obstetrics	2	0	2	60
HNUR 2723	Pediatrics	2	0	2	60
HNUR 2813	PN Leadership & Management	2	0	2	60
HNUR 2991	Special Projects	1	0	1	30
<b>TD Practical Nursing (CIP 513901)</b>				<b>51</b>	<b>1570</b>

### Electives

CSRV 1000	Customer Service	3	0	3	45
CSRV 2000	Customer Service & Sales	3	0	3	45
ENTP 1000	Foundations of Entrepreneurship	3	0	3	45
HNUR 2993	Special Projects II	0	2	2	60
HNUR 2995	Special Projects III	0	3	3	90
HNUR 2996	Special Projects IV	3	0	3	45

# Veterinary Technology Program

Division of Health Sciences and Nursing

**Program Mission:** The mission of the Veterinary Technology Program is to serve the veterinary profession and the public by providing superior veterinary technology instruction that incorporates cutting edge technology and hands on opportunities for students in an innovative learning environment.

**Divisional Dean:** Michele Lyons, DNP

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), and Associate of Applied Science (AAS)

**Program Length:** 2 years

**Special Comments:** All courses in the Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with a programmatic grade point average of 2.0 or higher.

**Programmatic Accreditation:** American Veterinary Medical Association (AVMA).

**Program Learning Outcomes:** Students who successfully complete the Veterinary Technology Program will be able to:

1. Demonstrate the use of critical thinking skills to solve problems in discipline-specific situations
2. Apply effective written and verbal communication skills within the practice setting
3. Apply ethical and legal principles in the veterinary setting and within the client-technician-doctor relationship
4. Demonstrate a working knowledge and understanding of disease processes and the subsequent therapeutic procedures needed to aid in patient care.
5. Demonstrate proficiency in the Essential Skills dictated by the American Veterinary Medical Association’s Committee on Veterinary Technician Education and Activities.

## Veterinary Technology Program Curriculum

Course	Title	Lecture	Lab	Credit	Clock
VETA 1100	Clinical Experience I			1	75
VETA 1101	Introduction to Veterinary Technology			1	15
VETA 1102	Veterinary Office & Hospital Procedures			2	30
VETA 1103	Animal Care & Handling			2	30
VETA 1104	Veterinary Medical Terminology			2	30
VETA 1200	Clinical Experience II			1	75
VETA 1201	Introduction to Clinical Procedures			3	45
VETA 1202	Human Animal Bond			1	15
VETA 1203	Avian & Exotic Medicine			2	30
VETA 1204	Animal Nursing I			3	45
VETA 1300	Externship I			2	200
VETA 1302	Lab Animal Medicine			2	30
VETA 1207	Parasitology for Veterinary Technicians			2	30
VETA 1209	Parasitology Lab for Veterinary Technicians			1	30
<b>CTS Veterinary Assistant (CIP 510808)</b>				<b>25</b>	<b>680</b>
VETT 2100	Clinical Experience III			1	75
VETT 2102	Pharmacology for Veterinary Technicians			3	45
VETT 2103	Animal Nursing			3	45
VETT 2104	Animal Anatomy & Physiology			3	45
VETT 2105	Clinical Pathology for Veterinary Technicians			3	45
VETT 2107	Animal Nursing & Imaging Lab for VT			1	30
VETT 2108	Animal Anatomy & Physiology Lab			1	30
VETT 2109	Clinical Pathology Lab for Veterinary Technicians			1	30
VETT 2110	Imaging for Veterinary Technicians			2	30
VETT 2200	Clinical Experience IV			1	75
VETT 2203	Microbiology & Immunology for Veterinary Technicians			3	45
VETT 2204	Surgical Nursing & Anesthesia for VT			3	45
VETT 2207	Microbiology & Immunology Lab for VT			1	30
VETT 2208	Surgical Nursing & Anesthesia Lab for VT			1	30
VETT 2300	Externship II			2	200
VETT 2301	Small and Large Animal Medicine			3	45
<b>General Education Core</b>					
ENGL 1015	English Composition I			3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)				3	45
Natural Science Elective				3	45
Behavioral Science Elective				3	45
Humanities Elective				3	45
<b>AAS Veterinarian Technology (CIP 510808)</b>				<b>72</b>	<b>1750</b>

*\*General Education Discipline Electives located in course descriptions.*



## Veterinary Technology Program

### Additional Exit Points

Course	Title	Lecture	Lab	Credit	Clock
VETA 1101	Introduction to Veterinary Technology	1	0	1	15
VETA 1102	Veterinary Office & Hospital Procedures	2	0	2	30
VETA 1104	Veterinary Medical Terminology	2	0	2	30
VETA 1107	Understanding Animal Behavior, Handling and Care	3	0	3	45
VETA 1202	Human Animal Bond	1	0	1	15
<b>TCA Animal Handling (CIP 510808)</b>				<b>9</b>	<b>135</b>
VETA 1101	Introduction to Veterinary Technology	1	0	1	15
VETA 1102	Veterinary Office & Hospital Procedures	2	0	2	30
VETA 1104	Veterinary Medical Terminology	2	0	2	30
VETA 1108	Understanding Equine Behavior, Handling and Care	3	0	3	45
VETA 1202	Human Animal Bond	1	0	1	15
<b>TCA Equine Handling (CIP 51808)</b>				<b>9</b>	<b>135</b>

# **Welding Program**

Division of Technical Studies

**Program Mission:** The mission of the Welding Program is to provide instruction and related hands-on experience in the world of cutting and welding technology.

**Divisional Dean:** Dewayne Lambert, MA

**Exit Points:** Technical Competency Area (TCA), Certificate of Technical Studies (CTS), Technical Diploma (TD), and Associate of Applied Science (AAS in Technical Studies)

**Program Length:** 2 years

**Special Comments:** All courses in the Technical Diploma/Certificate of Technical Studies/Technical Competency Area exit points must be completed with a grade of “C” or higher. Only one grade of “D” or higher is acceptable in the general education core.

**Programmatic Grade Point Average:** Program requirements must be completed with an programmatic grade point average of 2.0 or higher.

**Program Learning Outcomes:** Students who successfully complete the Veterinary Technology Program will be able to:

1. Demonstrate knowledge in safety procedures, hazards, housekeeping, and appropriate cautions in the welding industry.
2. Demonstrate fundamental proficiencies in the use of hand tools, portable, and power equipment.
3. Demonstrate a working knowledge of drawings and specifications related to welding problems and jobs.
4. Demonstrate modern welding techniques and skills to enhance employability.
5. Demonstrate modern cutting techniques and skills to enhance employability.

# Welding Program

## Curriculum

Course	Title	Lecture	Lab	Credit	Clock
WELD 1110	Occupational Orientation & Safety	2	1	3	60
WELD 1120	Basic Blueprint, Metallurgy, & Weld Symbols	2	1	3	75
WELD 1130	Welding Inspection, & Testing	1	1	2	60
WELD 1140	Electrical Fundamentals	1	1	2	45
WELD 1210	Oxyfuel Systems	1	1	2	60
WELD 1310	Cutting Processes CAC/PAC	1	1	2	45
WELD 1410	SMAW Basic Beads	1	1	2	60
WELD 1411	SMAW Fillet Weld	0	3	3	105
WELD 1412	SMAW V-Groove Bu/Gouge	0	3	3	105
WELD 2110	FCAW Basic Fillet Welds	1	2	3	105
WELD 2111	FCAW Groove Welds	0	3	3	105
WELD 2210	GTAW Basic Multi-Joint	1	2	3	105
WELD 2230	GTAW Aluminum Multi-Joint	1	2	3	105
WELD 2310	GMAW Basic Fillet Weld	1	2	3	105
WELD 2311	GMAW Groove Weld	0	3	3	105
CPTR 1000	Introduction to Computers	1	1	2	45
JOBS 2450	Job Seeking Skills	2	0	2	30
<b>Program Core Totals</b>				<b>44</b>	<b>1320</b>
<b>Required Electives*</b>				<b>16</b>	<b>480</b>
<b>TD Welding (CIP 480508)</b>				<b>60</b>	<b>1800</b>
<b>General Education Core</b>					
ENGL 1015	English Composition I	3	0	3	45
Math Elective (MATH 1015 , MATH 1005 or MATH 1500 only)		3	0	3	45
Natural Science Elective		3	0	3	45
Behavioral Science Elective		3	0	3	45
Humanities Elective		3	0	3	45
<b>AAS Technical Studies (CIP 479999)</b>				<b>75</b>	<b>2025</b>

*\*General Education Discipline Electives located in course descriptions.*

## Welding Program

### Required Electives\* and Electives

#### Required Electives\*

##### SMAW Process

WELD 1420	SMAW V-Groove Open	1	3	4	120
WELD 1510	SMAW Pipe 2G	1	3	4	120
WELD 1511	SMAW Pipe 5G	0	4	4	120
WELD 1512	SMAW Pipe 6G	0	4	4	120

##### FCAW Process

WELD 2112	FCAW Pipe 5G	1	3	4	120
WELD 2113	FCAW Pipe 2G	0	4	4	120
WELD 2114	FCAW Pipe 6G	0	4	4	120

##### GTAW Process

WELD 2220	GTAW Pipe 5G	1	3	4	120
WELD 2221	GTAW Pipe 2G	0	4	4	120
WELD 2222	GTAW Pipe 6G	0	4	4	120

##### GMAW Process

WELD 2320	GMAW Pipe 2G	1	3	4	120
WELD 2321	GMAW Pipe 5G	0	4	4	120
WELD 2322	GMAW Pipe 6G	0	4	4	120
WELD 2330	GMAW Aluminum Multi-Joint	1	3	4	120

#### Electives

Course	Title	Lecture	Lab	Credit	Clock
WELD 2893	SMAW Certification Preparation			3	90
WELD 2895	FCAW Certification Preparation			3	90
WELD 2897	GTAW Certification Preparation			3	90
WELD 2899	GMAW Certification Preparation			3	90
WELD 2996	Certification I			4	120
WELD 2997	Practicum			3	135
WELD 2999	Cooperative Education			3	135
WELD 2991	Special Projects I			1	30
WELD 2993	Special Projects II			2	60
WELD 2995	Special Projects III			3	90
WELD 2992	Special Projects IV			2	45

## Welding Program

### Additional Exit Points

WELD 1110	Occupational Orientation & Safety	2	1	3	60
WELD 1140	Electrical Fundamentals	1	1	2	45
<b>TCA Welder Helper</b>				<b>5</b>	<b>105</b>
WELD 1110	Occupational Orientation & Safety	2	1	3	60
WELD 1210	Oxyfuels Systems	1	1	2	60
<b>TCA Thermal Cutter</b>				<b>5</b>	<b>120</b>
WELD 1110	Occupational Orientation & Safety	2	1	3	60
WELD 1140	Electrical Fundamentals	1	1	2	45
WELD 1310	Cutting Processes - CAC/PAC	1	1	2	45
<b>TCA Arc Cutter</b>				<b>7</b>	<b>150</b>
WELD 1110	Occupational Orientation & Safety	2	1	3	60
WELD 1120	Basic Blueprint, Metallurgy & Weld Symbols	2	1	3	75
WELD 1210	Oxyfuels Systems	1	1	2	60
WELD 1410	SMAW - Basic Beads	1	1	2	60
<b>TCA - Tack Welder/Fitter Helper</b>				<b>10</b>	<b>255</b>
WELD 1110	Occupational Orientation & Safety	2	1	3	60
WELD 1140	Electrical Fundamentals	1	1	2	45
WELD 1210	Oxyfuels Systems	1	1	2	60
WELD 1310	Cutting Processes - CAC/PAC	1	1	2	45
WELD 2210	GTAW - Basic Multi-joint	1	2	3	105
Welding Electives (GTAW courses only)				12	360
<b>CTS Arc Welder GTAW</b>				<b>24</b>	<b>675</b>

## Welding Program

### Additional Exit Points

WELD 1110	Occupational Orientation & Safety	2	1	3	60
WELD 1140	Electrical Fundamentals	1	1	2	45
WELD 1210	Oxyfuels Systems	1	1	2	60
WELD 1310	Cutting Processes - CAC/PAC	1	1	2	45
WELD 2310	GMAW - Basic Fillet Weld	1	2	3	105
WELD 2311	GMAW - Groove Weld	0	3	3	105
Welding Electives (GMAW courses only)				12	360
<b>CTS Arc Welder GMAW</b>				<b>27</b>	<b>780</b>

WELD 1110	Occupational Orientation & Safety	2	1	3	60
WELD 1140	Electrical Fundamentals	1	1	2	45
WELD 1210	Oxyfuels Systems	1	1	2	60
WELD 1310	Cutting Processes - CAC/PAC	1	1	2	45
WELD 2110	FCAW - Basic Fillet Welds	1	2	3	105
WELD 2111	FCAW - Groove Welds	0	3	3	105
Welding Electives (FCAW courses only)				12	360
<b>CTS Arc Welder FCAW</b>				<b>27</b>	<b>780</b>

WELD 1110	Occupational Orientation & Safety	2	1	3	60
WELD 1140	Electrical Fundamentals	1	1	2	45
WELD 1210	Oxyfuels Systems	1	1	2	60
WELD 1310	Cutting Processes - CAC/PAC	1	1	2	45
WELD 1410	SMAW - Basic Beads	1	1	2	60
WELD 1411	SMAW - Fillet Weld	0	3	3	105
WELD 1412	SMAW - V - Groove BU/Gouge	0	3	3	105
WELD 1420	SMAW - V - Groove Open	1	3	4	120
Welding Electives (SMAW courses only)				12	360
<b>CTS Arc Welder SMAW</b>				<b>33</b>	<b>960</b>

## Course Descriptions

The following is a listing of all courses of instruction offered by divisions at Northshore Technical Community College. This listing is as accurate and complete as possible at the time of publication of this catalog. Since this catalog was prepared, some courses may have been added, others may have been deleted, and/or changes in content may have been made.

The course numbering system implies the following:

- Courses numbered below 00## are developmental courses.
- Courses in the 1### series are designed for freshmen.
- Courses in the 2### series are designed for sophomores.

Courses numbered below 1000 are developmental and are not acceptable for credit toward a diploma or an associate degree. Some other courses numbered 1000 and above may not carry credit toward some associate degrees.

The numerical listing after the course titles gives the following information:

- First number, lecture credit hours per course
- Second number, laboratory credit hours per course
- Third number, total semester credit hours

All courses used as prerequisites to other courses must be completed with a “C” or higher in order to satisfy the prerequisite requirement for the subsequent course.

# Air Conditioning & Refrigeration

## **HACR 1150 - HVAC Introduction (1/2/3)**

Prerequisite: None. This course is designed to provide information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. Topics include: Basic safety and health, inventory control, stock management, licensing, certification requirements, and basic business management practices.

## **HACR 1160 - Principles of Refrigeration I (1/2/3)**

Prerequisite: None. This course teaches the proper and safe use of hand tools including power tools and materials in the HVAC Industry. This course also provides for a review of HVAC and refrigeration processes and applications. Topics include: identify various types of pipe, tubing, and fittings; swaging, flaring and cutting copper tubing; set-up and use of an oxyacetylene torch set and proper soldering and brazing techniques.

## **HACR 1170 - Principles of Refrigeration II (1/2/3)**

Co-requisite: HACR 1150/HACR 1160. This course provides the student with skills and knowledge to install, repair and service major components of a refrigeration system. Topics include: compressors; evaporators; condensers; metering devices; service procedures; refrigeration systems; and safety.

## **HACR 1180 - Principles of Refrigeration III (1/2/3)**

Co-requisite: HACR 1160/HACR 1170. This course teaches the skills and knowledge to evacuate, charge, and leak check a sealed system according to EPA and Industry standards. Topics include: triple Evacuation, burn-out cleanup of system, weigh-in charging, superheat settings, and sub-cool adjustments and safety.

## **HACR 1210 - Electrical Fundamentals (1/2/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30. This course presents an introduction to fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include: AC and DC theory; ohms law; electric meters; electric diagrams; distribution systems; electrical panels; voltage circuits; code requirements; and safety.

## **HACR 1220 - Electrical Components (1/2/3)**

Co-requisite: HACR 1210 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30. This course provides instruction in identifying, installing and testing commonly used components in an air conditioning system. Topics include: pressure switches; overload devices; transformers; magnetic starters; other commonly used controls; diagnostic techniques; installation procedures; and safety.

## **HACR 1230 - Electric Motors (1/2/3)**

Prerequisite: HACR 1210/HACR 1220 and Co-requisite: HACR 1240 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30. This course continues the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include: diagnostic techniques; capacitors; installation procedures; types of electric motors; electric motor service; and safety.

## **HACR 1240 - Applied Electricity and Troubleshooting (1/2/3)**

Prerequisites: HACR 1210/HACR 1220 and Co-requisite: HACR 1230 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course provides instruction on wiring various types of air conditioning systems. Topics include: servicing procedures; troubleshooting procedures; solid state controls; system wiring; control circuits; and safety.

## **HACR 1410 - Domestic Refrigeration (1/1/2)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course presents the proper procedures to diagnose and repair domestic refrigerators and freezers.



## **Air Conditioning & Refrigeration (continued)**

### **HACR 1420 - Room Air Conditioners (1/1/2)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course covers the operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair.

### **HACR 2510 – Residential Central Air Conditioning I (1/2/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course presents the study and theory of the major components and functions of central air conditioning systems. Topics include the study of different air conditioning systems types and the proper and safe use of instruments and safety.

### **HACR 2520 – Residential Central Air Conditioning II (1/1/2)**

Co-requisite: HACR 2510 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course presents the operation, diagnosis and service of central air conditioning systems and the care of associated instruments. Topics include the various types of A/C systems, and safety principles.

### **HACR 2530 - Residential System Design (1/1/2)**

Co-requisite: HACR 2520 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course presents theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices.

### **HACR 2540 - Residential Heating I (1/2/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course covers theory and study of the principles and practices for the operation, diagnosis and service of residential and small commercial heating systems. Topics covered will include electrical controls, gas valves, piping, venting, code requirements, and principles of combustion and safety for gas and electrical heating.

### **HACR 2550 - Residential Heating II (1/2/3)**

Co-requisite: HACR 2540 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course presents the application of service procedures, controls (electrical & gas), gas valves, piping, ventilation, code requirements and safety for gas and electrical heating systems for residential and small commercial uses.

### **HACR 2560 - Residential Heat Pumps (1/1/2)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course presents the theory and study of heat pumps and related systems, providing information for the fundamentals of heat pump operation and diagnosis techniques. Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included.

### **HACR 2810 - Commercial Air Conditioning I (2/4/6)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course introduces fundamental theory and techniques to identify major components and functions of commercial systems. Instruction is given on types of commercial air conditioning systems pressure, and temperature charts.

### **HACR 2820 - Commercial Air Conditioning Controls (3/4/7)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course places emphasis on the service of split-systems, add-on package system, and safety. Also provides troubleshooting and repair of major component parts of a commercial air conditioning system.

## **Air Conditioning & Refrigeration (continued)**

### **HACR 2830 - Commercial Air Conditioning II (2/4/6)**

Co-requisite: HACR 2820 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course teaches topics that will include types of commercial air conditioning systems heat loads, calculations, duct design, air filtration, and safety principles.

### **HACR 2910 - Commercial Refrigeration I (2/4/6)**

Co-requisite: HACR 2920 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is an introduction to the fundamental theories and techniques to identify major components and function of commercial system. Instruction is given on types of commercial refrigeration systems, and pressure and temperature charts.

### **HACR 2920 - Commercial Refrigeration Controls (3/4/7)**

Co-requisite: HACR 2910 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course places emphasis on the service of commercial refrigeration systems and safety. Also provides troubleshooting and repair of major component parts of a commercial refrigeration systems.

### **HACR 2930 - Commercial Refrigeration II (2/4/6)**

Co-requisite: HACR 2920 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course teaches topics that will include types of commercial refrigeration systems heat loads, calculations, duct design, air filtration, and safety principles.

### **JOBS 2450 - Job Seeking Skills (2/0/2)**

Prerequisite: None. This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. It also includes personal/career assessments including foundational Work Keys assessments, application for the Louisiana Work Ready! (National Career Ready) Certificate. The completion of a student career presentation portfolio to minimum specifications will be a requirement for course completion.

### **HACR 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **HACR 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **HACR 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

## **Automotive Technology**

### **AUTO 1101 - Introduction to Technology and Service (2/1/3)**

Prerequisite: None. An introductory course in shop operations, customer relations, flat rate manuals, safety, organizational design, pay structure, equipment, tools, and basic operational theories. Topics include the proper use of hand tools, measuring instruments, equipment; service procedures for lubrication, batteries, the cooling system, wheels and tires.

## **Automotive Technology (continued)**

### **AUTO 1201 - Automatic Transmissions (0/4/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. A comprehensive course that teaches the procedures for removal, disassembly, reassembly, and reinstallation of automatic transmissions and transaxles. Topics include transmission rebuilding with emphasis on in-service automobile repair including the repair of torque converters and oil pump assemblies.

### **AUTO 1301 - Manual Transmissions (0/3/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. A comprehensive course on standard transmissions, drive lines and differentials. Topics include automotive drive shafts, universal joints, axles, differentials, bearings and deals, and standard shift transmissions.

### **AUTO 1401 - Suspension and Steering Systems (0/4/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30. A comprehensive study of suspension systems with emphasis on wheel alignment and suspension rebuilding. Topics include principles of geometry necessary to understand the procedures and methods for diagnosis and alignment of steering systems and servicing automotive tire and wheel assemblies including rotating, balancing, and repair.

### **AUTO 1501 - Brake Systems (0/4/4)**

Prerequisite: None. A comprehensive course in types of braking systems and their service requirements. Topics include teaching the principles of physics as related to fluid pressures and hydraulics, machine turning of brake drums and rotors, system operation, diagnosis, adjustment, testing, replacement, and repair procedures.

### **AUTO 1601 - Basic Electrical Fundamentals (1/4/5)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30. An introductory course in the basic concepts in D.C. and A.C. automotive electricity. Topics include Ohm's Law, series and parallel circuits, Kirchhoff's Voltage and Current Laws, Thevenin's equivalent circuits, and A.C. power generation.

### **AUTO 1602 - Advanced Electrical and Hybrid (1/4/5)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30. This is a continuation of AUTO 1601. Topics include semiconductor devices with emphasis on the junction diode, the bipolar transistor, and the field effect transistor; electro-mechanical devices, specifically the operation and fault diagnosis and repair of self-rectifying D.C. generators; cranking motors; and mechanical and electrical testing equipment used to diagnose malfunctions of the ignition systems and to determine the general condition of the engine.

### **AUTO 1701 - Automotive Heating and Air Conditioning (1/4/5)**

Prerequisite: None. A comprehensive course on the principles of operation and service techniques applied to automobile heating and air conditioning systems. Topics include components, testing, diagnosing, charting, and repair practices.

### **AUTO 1801 - Engine Mechanical and Related Systems (1/1/2)**

Prerequisite: None. A comprehensive course in the operational theory of internal combustion engines. Topics include engine rebuilding, mechanical diagnosis, and failure analysis.

### **AUTO 1802 - Basic Engine Performance (1/2/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. A basic engine performance course that teaches the procedures and methods necessary to diagnose and repair computerized engine controls by retrieving and storing diagnostics codes. Topics include the various types of ignition systems in use today.

## **Automotive Technology (continued)**

### **AUTO 1803 - Advanced Engine Performance (0/8/8)**

Prerequisite: None. A comprehensive course in the procedures and methods necessary to diagnose and repair fuel supply and fuel delivery systems. Topics include intake and exhaust systems, emissions controls systems, mechanical timing devices, and cooling system components.

### **AUTO 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **AUTO 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **AUTO 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **AUTO 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **AUTO 2997 - Practicum (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

### **AUTO 2999 - Cooperative Education (0/3/3)**

Prerequisite: Dean of Technical Studies approval. Cooperative Education provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Cooperative Education receive compensation for their work.

### **CSSK 1000 - College Success (1/0/1)**

Prerequisite: None. This course is designed to provide and teach strategies for the college freshman, cultivate essential academic skills, and promote understanding of the learning process. This course is recommended for all first-time freshmen and required for all students who need developmental studies courses.

## **Building Technology Specialist**

### **BLDG 1110 - Introduction and Safety (1/0/1)**

Prerequisite: None. This course provides an overview of the Building Technology Specialist occupational area. Topics include basic safety and health information to prepare individuals entering the work force.

### **BLDG 1120 - Applied Building Technology Math (3/0/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30. A course covering the basic concepts of arithmetic, percentage, ratio, proportion, and plane geometry.

### **BLDG 1130 - Communication and Employability Skills (2/0/2)**

Prerequisite: None. This course is designed to develop communication skills and interpersonal skills of individuals entering the work force. Contact hours:

### **BLDG 1140 - Blueprint Reading (1/1/2)**

Prerequisite: None. Identification of symbols and lines, reading, and interpreting various types of construction drawings.

## **Building Technology Specialist (continued)**

### **BLDG 1150 - Hand/Power Tools (1/2/3)**

Prerequisites: None. Basic skills and safety in the use of hand and power tools.

### **BLDG 1210 - Carpentry (2/4/6)**

Prerequisite: None. A course covering the basic concepts and applications of carpentry. Topics include safety, use of basic hand and power tools, and repair and construction techniques.

### **BLDG 1220 - Masonry/Ceramic Tile (2/4/6)**

Prerequisite: None. A course covering the basic concepts of masonry and repairing and installing ceramic tile. Emphasis is placed on identification and use of tools and equipment, correct mixture ratios, layout, and jointing.

### **BLDG 1310 - Electricity (2/4/6)**

Prerequisite: None. A study of the application of electricity and electrical wiring and components found in residential and commercial buildings. Topics include electrical safety, use of common tools and equipment, troubleshooting and repair or replacement of electrical components and appliances.

### **BLDG 1410 - Plumbing (2/4/6)**

Prerequisite: None. A study of the tools, equipment, materials, and techniques used in the maintenance of plumbing systems. Emphasizes working with and joining pipe and tubing.

### **BLDG 1320 - Air Conditioning/Refrigeration (2/4/6)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30 and DVEN 0091; or ACT English 17+; or COMPASS English 39+. A course covering the theory of refrigeration, the refrigeration cycle, the identification and function of the major components of air conditioning and refrigeration systems. This course also covers the service, repair, and maintenance of heating, cooling, and refrigeration systems used in residential and commercial applications.

### **BLDG 1420 - Cabinetmaking (2/4/6)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30. This course teaches cabinetmaking skills. Topics include face frames, drawers, and raised panels.

### **BLDG 1430 - Ground Maintenance (1/1/2)**

Prerequisite: Dean of Technical Studies approval. Identification and use of equipment and chemicals used in daily pool maintenance. Also daily procedures, water analysis and treatment, filter and pump maintenance, and precautions in using and mixing chemicals.

### **BLDG 1440 - Pool Maintenance (1/0/1)**

Prerequisite: Dean of Technical Studies approval. Identification and use of equipment and chemicals used in daily pool maintenance. Also daily procedures, water analysis and treatment, filter and pump maintenance, and precautions in using and mixing chemicals.

### **BLDG 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **BLDG 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **BLDG 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.



## **Building Technology Specialist (continued)**

### **BLDG 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **BLDG 2997 - Practicum (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

### **CPTR 1000 - Introduction to Computers (1/1/2)**

Prerequisite: None. An introductory study of computer system components, operating system environments, Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features.

### **JOBS 2450 - Job Seeking Skills (2/0/2)**

This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. It also includes personal/career assessments including foundational Work Keys assessments, application for the Louisiana Work Ready! (National Career Ready) Certificate. The completion of a student career presentation portfolio to minimum specifications will be a requirement for course completion.

## **Business Office Administration**

### **ACCT 1500 - Computerized Accounting (3/0/3)**

Prerequisite: ACCT 2100. Students will learn how to set up a new company, manage bank account transactions, maintain customer, job, and vendor information, manage inventory, generate reports, and use the Company Snapshot window. Students will also create invoices and credit memos, write and print checks, add custom fields, set up budgets, and learn how to protect and back up their data.

### **ACCT 2100 - Financial Accounting (3/0/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30. Financial accounting teaches the basic means of recording and reporting financial information in a business. This course addresses how accounting functions as an information development and communication system that supports economic decision making and provides value to entities and society. Students will discover the uses and limitations of financial statements and related information and apply analytical tools in making both business and financial decisions. Topics examined include those related to corporate financial position, operating results, cash flows, and financial strength.

### **BOTH 1210 - Administrative Procedures for Medical Office (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is a discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities in a medical office such as scheduling, insurance, billing, using and maintaining office equipment, legal and ethical issues in the medical office, maintaining patient records, and patient/client education methods are covered. Practical application activities are integrated throughout this course.

### **BOTH 1230 - Insurance Billing and Coding (3/0/3)**

Prerequisite: None. Discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) and Current Procedural Terminology (CPT).

## **Business Office Administration (continued)**

### **BOTH 1250 - Advanced Coding (3/0/3)**

Prerequisite: BOTH 1230. This course covers advanced diagnosis and procedure coding in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available.

### **BOTH 1350 - General Body Structure and Medical Office Terminology (3/0/3)**

Prerequisite: None. This course covers identification of the organs and basic functions of the human body and disorders as it relates to each system and medical terminology by use of prefixes, suffixes, and anatomical roots.

### **BOTH 1400 - Electronic Health Records (3/0/3)**

Prerequisite: None. This course covers the history, benefits, standards, functionality, security, and confidentiality as well as the impact of electronic health records (EHR) in the healthcare environment. Students will have hands-on experience using EHR software to complete common work tasks in the health care setting.

### **BOTH 2110 - Medical Office Transcription (3/0/3)**

Prerequisite: BOTH 1350 and KYBD 1111. This course covers principles of medical transcription along with practical application and usage of medical forms, reports and case studies with integrated medical terminology and medical keyboarding. Students may participate in selected clinical sites as part of this course, if available.

### **BUSN 1000 - Business Communication (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. A study of business functions, methods of business operation, types of business ownership, and the role of business organizations in contemporary society. The purpose of this course is to introduce business principles and concepts. Both theory and practical application will be addressed.

### **BUSN 1010 - Business Math (3/0/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30. A study of various business-related mathematical processes, principles, and techniques used to solve business problems on the electronic calculator.

### **BUSN 1100 - Introduction To Business (3/0/3)**

Prerequisite: None. This course is designed to provide students with a broad introduction to the functions of business enterprises within the U.S. economic framework. Students are introduced to essential elements including terminology of business organizations, production, human resource management, marketing, accounting, and finance.

### **BUSN 2010 - Principles of Marketing (3/0/3)**

Prerequisite: None. An introductory analysis of the marketing functions and institutions; problems involved in the methods of marketing products; introduction to the area of marketing management.

### **BUSN 2020 - Principles of Management (3/0/3)**

Prerequisite: None. Introduction to theory and practice of managing formal organizations, including planning, organizational theory, human behavior, and control.

### **BUSN 2030 - Business Law (3/0/3)**

Prerequisite: DVEN 92; or ACT English 18+; or COMPASS English 68+. A study of the laws affecting the operation of businesses. Topics include commercial paper (checks, promissory notes, certificates of deposit, etc.), credit transactions and security devices (mortgages, pledges, liens, etc.), agency, and bankruptcy.

## **Business Office Administration (continued)**

### **BUSN 2040 - Introduction to International Business (3/0/3)**

Prerequisite: BUSN 1100. Students are introduced to the techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.

### **BUSN 2050 - Business Statistics (3/0/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30. This course teaches new ways to analyze data in order to come up with inferences and decisions. The course uses real data to explain methods to make more informed decisions. The course will cover graphs, sampling, distributions, hypothesis testing, and regression. These topics will give you the tools needed for making judgments about aspects of a population based on sample data.

### **BUSN 2060 - Money and Banking (3/0/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30. This course covers the banking system and the role of money and interest rates in the economy. Topics include: financial instruments and their purposes; asset pricing; the determination and behavior of interest rates and exchange rates; the management, structure and regulation of the banking system; the role of the Federal Reserve system in the determination of money supply, interest rates, and economic goals; the money-creation process; the effect of money and credit on output, employment, and inflation.

### **BUSN 2100 - Career and Technical Communication (3/0/3)**

Prerequisite: ENGL 1015. This course provides opportunities for students to learn how to use computer networks and other traditional methods to facilitate the following tasks: compose and submit routine business messages; interact with peers on problem-solving teams; research, draft, format, and submit business reports; create and deliver business presentation; and seek and maximize job search resources. Activities in this class are designed to help achieve the following: effective communication skills and functional business knowledge.

### **BUSN 2220 - Small Business Management (3/0/3)**

Prerequisite: None. A study designed to introduce students to the start-up and operation of a small business. Business planning, decision making, and critical thinking will be topics of discussion. A research paper (business plan) and presentation will be required.

### **BUSO 1100 - Records and Information Management (3/0/3)**

Prerequisite: None. Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, basic filing procedures and rules. This course examines how different organizational, technological, regulatory, and cultural factors affect the strategies, practices, and tools that organizations can employ to manage electronic records. Problems of long-term preservation and continuing access to electronic records are analyzed and addressed.

### **BUSO 1310 - Introduction To Database (3/0/3)**

Prerequisite: CPTR 1002 or INTE 1000 or CPTR 1000. This course covers basic methods for creating a database, adding, changing and deleting information in a database, query processing and optimization, and printing data in the form of reports.

### **BUSO 1320 - Introduction To Spreadsheets (3/0/3)**

Prerequisite: CPTR 1002 or INTE 1000 or CPTR 1000. This course focuses on the basic fundamentals of producing spreadsheets and graphs through problem-solving activities.

### **BUSO 1350 - Machine Transcription (3/0/3)**

Prerequisite: KYBD 1111. This course includes hands-on applications of machine transcription equipment, as well as production of documents (mailable copy) from various fields of employment. Emphasis is on English language skills: punctuation, spelling, grammar, and vocabulary.



## **Business Office Administration (continued)**

### **BUSO 1410 - Advanced Database Management (3/0/3)**

Prerequisite: BUSO 1310. A further study of database applications including advanced concepts such as action queries, switchboards, custom toolbars and menus, converting objects to html files, and hyperlinks.

### **BUSO 1420 - Advanced Spreadsheets (3/0/3)**

Prerequisite: BUSO 1320. This course contains advanced techniques for developing and modifying spreadsheets, and includes macros and data analysis functions, linked worksheets, workgroup features, creation of “what-if” scenarios and pivot tables.

### **BUSO 1440 - Basic Word Processing (3/0/3)**

Prerequisite: KYBD 1111. This course provides hands-on experience of word processing techniques and functions with emphasis on features and commands using a current version of word processing software.

### **BUSO 1540 - Advanced Word Processing (3/0/3)**

Prerequisite: BUSO 1440. Hands-on application of advanced word processing, with emphasis on features and commands using current version of word processing software.

### **BUSO 1650 - Basic Desktop Publishing (3/0/3)**

Prerequisite: BUSO 1440. This course introduces students to the principles of design applicable to publications created using desktop publishing software and computer technology. Emphasis is on efficient use of a page layout software package to create, design, and print publications.

### **BUSO 2530 - Office Procedures (3/0/3)**

Prerequisite: BUSN 1000 and BUSO 1440. This course focuses on understanding the role of the office professional in today’s changing office environment. Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects. Specific items covered in this course include interpersonal communications, professional presence and success behaviors, stress and time management, work ethics and diversity, current technology, telecommunications, mail and records management, business correspondence, teamwork, meetings and presentations, travel and conference arrangements, and career development.

### **CPTR 1002 - Computer Literacy and Application (3/0/3)**

Prerequisite: None. This course is an introductory study and application of computer system components and operating system environments. Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed.

### **CSRV 1000 - Customer Service (3/0/3)**

Prerequisite: None. This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

### **CSSK 1000 - College Success (1/0/1)**

Prerequisite: None. This course is designed to provide and teach strategies for the college freshman, cultivate essential academic skills, and promote understanding of the learning process. This course is recommended for all first-time freshmen and required for all students who need developmental studies courses.

### **ECON 2010 - Principles of Macro Economics (3/0/3)**

Prerequisite: DVMA 0099; or ACT Math 19+; or COMPASS Algebra 40+ and DVEN 0092; or ACT English 18+; or COMPASS English 68+. The nature of economics, economic concepts and institutions, monetary theory, national income theory, financing of business, population problems and economic stability.

### **ECON 2020 - Principles of Micro Economics (3/0/3)**

Prerequisite: MATH 1005 or MATH 1015. The theories of production, determination of price, distribution of income, problems of industrial relations, monopolies, and comparative economics systems.

## **Business Office Administration (continued)**

### **KYBD 1010 - Introduction to Keyboarding (3/0/3)**

Prerequisite: None. This course is an introduction to basic keyboarding terminology and touch typing. Emphasis is placed on speed, accuracy, and correct techniques.

## **Care & Development of Young Children**

### **KYBD 1111 - College Keyboarding (2/1/3)**

Prerequisite: KYBD 1010. This course covers continued development and application of introductory to intermediate keyboarding techniques combined with basic word processing techniques and functions. Emphasis is also placed on an increase in speed, accuracy, and correct keyboarding techniques.

### **CDYC 1110 - Introduction to Early Childhood Education (3/0/3)**

Prerequisite: None. An introduction to Care and Development of Young Children as a part of total education to include the study of theory, models, contemporary issues, professionalism, career opportunities, observing and recording, technology, and developmentally appropriate practices (DAP).

### **CDYC 1120 - Health, Safety & Nutrition (3/0/3)**

Prerequisite: None. This course examines health, safety, and nutrition for children. Topics covered include: signs and symptoms of common communicable diseases, pediatric first aid, and infant/child Cardiopulmonary Resuscitation (CPR). Also covered is application of the principles of nutrition to children with emphasis on prenatal nutrition, the special requirements of various age levels from birth through adolescence, and problems related to children and nutrition. Menus that meet nutritional needs for all children are planned and prepared.

### **CDYC - 1130 Child Guidance & Behaviors (3/0/3)**

Prerequisite: None. Typical, age-related behavior patterns, child guidance practices and their consequences; techniques and procedures for successful management.

### **CDYC - 1151 Observation/Participation Lab (0/3/3)**

Prerequisite: None. Directed observation, documentation, and supervised participation of practical experiences and situations in the early childhood environment.

### **CDYC - 1210 Growth & Development of Young Children (3/0/3)**

Prerequisite: None. A holistic approach to the study of the physical, cognitive, social, and emotional development needs and related theories of infant/toddlers and preschooler age children.

### **CDYC - 1220 Infant/Toddler Care & Curriculum (2/1/3)**

Prerequisite: None. Designing culturally sensitive environments and education practices appropriate to developmental needs of infant/toddlers from conception to age 3, including facilities, schedules, activities, and regulations.

### **CDYC - 1230 Family Relationships & Issues (3/0/3)**

Prerequisite: None. A study of the dynamics of family cycles, interpersonal relationships and application of principles of child and family development to relationships among young children, their families and teachers/communities.

### **CDYC - 1241 Infant/Toddler Lab (0/3/3)**

Prerequisite: None. Directed observation, documentation, and supervised participation in practical experiences and situations with infants and/or toddlers in the early childhood environment.

### **CDYC - 1320 Preschool Curriculum (2/1/3)**

Prerequisite: None. A study of developmentally appropriate practices, including cultural diversity scheduling, classroom environments, and assessing needs to individualize activities and utilize emergent curricula with young children.

## Care & Development of Young Children (continued)

### **CDYC - 1330 Literature/Language Methods (2/1/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course will examine young children's emergent use and understanding of literacy. Topics covered include to analyze current practices in teaching language arts, as well as, the methods and materials appropriate for promoting and assessing the literacy development of young children, to consider and promote issues of individual and cultural differences, and to explore technology in language and literacy development.

### **CDYC - 1332 Preschool Methods (2/1/3)**

Prerequisite: None. Survey of principles, methods, techniques, and materials for teaching music, movement, art, creative dramatics, social studies, math and science in an early childhood setting. Emphasis will be on exploring best practices for teaching young children through a combination of naturalistic, informal, and structured activities as well as planning, implementing, and evaluating developmentally appropriate activities in these content areas. Includes selection, development, and presentation of instructional materials with an integrated curriculum approach.

### **CDYC - 1340 Music and Motion (3/0/3)**

Prerequisite: None. A study of music and movement needs of the young child, especially sensory motor development.

### **CDYC - 1341 Preschool Lab (0/3/3)**

Prerequisite: None. Directed observation, documentation, and supervised participation of practical experiences and situations with preschool children.

### **CDYC - 1410 Children with Special Needs (2/1/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. A study of information regarding children with special needs including assessment and programming, strategies for developing adaptive environments, utilizing family input and community resources, legislation, and possible causes and characteristics of exceptionalities.

### **CDYC - 1420 Organization & Administration (2/1/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. Philosophy, objectives, and methods of organizing and operations of early childhood programs to include licensing issues, budgeting, personnel, policy development, facilities, supervisory/management skills, and advocacy.

### **CDYC 2211 - ECDE Practicum (0/5/5)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. Individualized program under supervision and guidance; practical or field experience in organized programs in Care and Development of Young Children.

### **CDYC 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **CDYC 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **CDYC 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **CDYC 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

## **Care & Development of Young Children (continued)**

### **CDYC 2997 - Practicum (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

### **CDYC 2999 - Cooperative Education (0/3/3)**

Prerequisite: Dean of Technical Studies approval. Cooperative Education provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Cooperative Education receive compensation for their work.

## **Criminal Justice & Paralegal Studies**

### **CPTR 1000 - Introduction to Computers (1/1/2)**

Prerequisite: None. An introductory study of computer system components and operating system environments. Topics include internet concepts and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features.

### **CPTR 1002 - Computer Literacy and Application (3/0/3)**

Prerequisite: None. This course is an introductory study and application of computer system components and operating system environments. Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed.

### **CSRV 1000 - Customer Service (3/0/3)**

Prerequisite: None. This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

### **CSRV 2000 - Customer Service and Sales (3/0/3)**

Prerequisite: None. This course is intended to help students to understand the importance of recognizing a customer's needs and offering solutions. This course will provide the student with more confidence and skills to transition calls from issue resolution to offering additional products or services.

### **CSSK 1000 - College Success (1/0/1)**

Prerequisite: None. This course is designed to provide and teach strategies for the college freshman, cultivate essential academic skills, and promote understanding of the learning process. This course is recommended for all first-time freshmen and required for all students who need developmental studies courses.

### **CRMJ 1110 - Introduction to Criminal Justice (3/0/3)**

Prerequisite: None. A review of history and philosophical background of the US criminal justice systems; organization of its agencies and processes including the legislature, police, prosecutor, courts, corrections; including their development of modern practices and their roles in today's society.

### **CRMJ 1120 - Introduction to Corrections (3/0/3)**

Prerequisite: None. A study of the history, philosophy, theories, and practices involved in treatment of convicted law violators. Focus is given to roles of correctional system as it relates to other components of the criminal justice system.

### **CRMJ 1220 - Police Systems and Practice (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. A study of organization and management of police agencies, focus on the role, scope, and functions of these agencies.

## **Criminal Justice & Paralegal Studies (continued)**

### **CRMJ 1230 - Technical Report Writing (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. General procedures in writing police reports and law enforcement related reports, including development and organization of thoughts and ideas; covers grammar skills, proper punctuation, capitalization, and effective.

### **CRMJ - 1310 Community-Based Corrections (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. History, philosophy, operations of the correctional system's absence of incarceration, including probation, parole, diversion, other alternatives; stress on community role and responsibility in crime prevention, offender programs, and improvement of correctional processes.

### **CRMJ 1322 - Criminal Investigation (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is designed to explore the fundamental components of interviewing and investigations. Topics include investigative practices in apprehending suspects, preparing criminal cases, gathering and analyzing evidence, management of major cases, and an in-depth examination of the science and art of criminal investigations.

### **CRMJ 1330 - Introduction to Criminal Law (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. Study of the substantive criminal law including definitions of law, crime, defenses, criminal responsibility, punishments, and court systems.

### **CRMJ 1340 - Deviance (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. A study of the theories used to explain criminal behavior.

### **CRMJ 1410 - Juvenile Justice (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. Study of juvenile delinquency with emphasis on theories, preventive programs, juvenile courts, treatment, and current problems in juvenile delinquency.

### **CRMJ 1420 - Judicial Process (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course examines the role, function, and structure of the courts and their relationship to the criminal justice system. (Social or Behavioral Science Elective)

### **CRMJ 2112 - Social Problems for Criminal Justice (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is designed to provide students with an introduction to the issues of social problems in our world. The primary focus of this course is to provide students with knowledge and understanding of human behavior and development from a social systems approach as affected by biological, cultural, environmental, and psychosocial factors. Emphasis is on the role of individual, family, small group, organization and community in human behavior as related to criminal justice practice areas. Cultural, ethnic and life-style diversity and their effects on the development of human systems is stressed.

### **CRMJ 2520 - Drugs, Crime, and Society (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course provides an overview of drug use in modern society, with a focus on relating the latest information on drugs to their effects on society and human behavior. (Social or Behavioral Science Elective)



## **Criminal Justice & Paralegal Studies (continued)**

### **CRMJ 2552 - Criminal Justice Externship (2/1/3)**

Prerequisite: None. Students will become familiar with the daily aspects and duties of various criminal justice agencies. They will be introduced to areas of law enforcement, corrections, parole, probation, juvenile facilities, marshal office, and border patrol agencies. They will apply theories and concepts introduced in the classroom to the realities of life that criminal justice agents face on a daily basis. This experience will add to the students' classroom knowledge.

### **CRMJ 2700 - Victimology (3/0/3)**

Prerequisite: None. This course is an overview of victims of crime in America, focusing on index crime victims, as well as the victim's role in preventing or assisting crime, and the relation of the victim to the criminal justice system. Special crime victims such as missing children, abused children, the elderly and battered women will be given attention.

### **CRMJ 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Academics approval. A course designed for the student who has demonstrated specific special needs.

### **CRMJ 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Academics approval. A course designed for the student who has demonstrated specific special needs.

### **CRMJ 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Academics approval. A course designed for the student who has demonstrated specific special needs.

### **CRMJ 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Academics approval. A course designed for the student who has demonstrated specific special needs.

### **CRMJ 2997 - Practicum (0/3/3)**

Prerequisite: Dean of Academics approval. A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

### **CRMJ 2999 - Cooperative Education (0/3/3)**

Prerequisite: Dean of Academics approval. Cooperative Education provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Cooperative Education receive compensation for their work.

### **ENTP 1000 - Foundations of Entrepreneurship (3/0/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. The purpose of this course is to introduce the students to those basic thoughts, skills, and ideas that are common to new ventures. The course is taught by leading the students through the process of finding and developing an idea and summarizing what they discover and conclude in a "business concept plan." Topics include an introduction to major business concepts, including strategy, finance, and industrial organization.

### **PARL 1000 - Introduction to Paralegal Studies (3/0/3)**

Prerequisite: None. This course introduces students to the United States legal system, the legal profession in general, and the paralegal profession in particular. Special focus is given to the skills necessary to obtain paralegal employment, the various duties performed by paralegals, and the ethical obligations of paralegals.

## **Criminal Justice & Paralegal Studies (continued)**

### **PARL 1200 - Civil Procedure and Litigation (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course presents a general overview of civil procedure and litigation, with a special emphasis on the pretrial discovery component. This course offers students practical experience in fulfilling a paralegal's role in the litigation context, with exercises in organizing and maintaining a client's file, producing and managing litigation documents, and summarizing depositions and medical records.

### **PARL 1300 - Tort Law for Paralegals (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course introduces students to tort liability, more commonly known as personal injury law. The course examines the topics of intentional torts, negligence, strict liability, and products liability through statutory law and selected case law.

### **PARL 1400 - Family Law for Paralegals (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course focuses on the current law involving marriage, divorce, and community property regimes, as well as the ancillary topics of child support, alimony, custody, and visitation. This course will include a unit on the law of successions.

### **PARL 1500 - Business Law for Paralegals (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This is a survey course focusing on legal issues typically related to business. The course serves as an introduction to various business entities, including partnerships and corporations, and the laws that structure them. Additionally, this course examines the general principles of contract law and also includes a unit focusing on real estate transactions.

### **PARL 2000 - Legal Research and Writing (3/0/3)**

Co-Requisite: ENGL 1015. This course introduces the fundamental skills necessary to conduct legal research. Students learn to use law library resources, as well as computerized research engines. This course also helps students develop effective legal writing skills. Students are required to do research projects, draft legal memoranda, and write opinion letters.

## **Culinary Arts & Occupations**

### **CSSK 1000 - College Success (1/0/1)**

Prerequisite: None. This course is designed to provide and teach strategies for the college freshman, cultivate essential academic skills, and promote understanding of the learning process. This course is recommended for all first-time freshmen and required for all students who need developmental studies courses.

### **CSRV 1000 - Customer Service (3/0/3)**

Prerequisite: None. This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

### **CSRV 2000 - Customer Service (3/0/3)**

Prerequisite: None. This course is intended to help students to understand the importance of recognizing a customer's needs and offering solutions. This course will provide the student with more confidence and skills to transition calls from issue resolution to offering additional products or services.

### **CULN 1101 - Culinary History and Development (3/0/3)**

Prerequisite: None. History and progression of world cuisines, including influences of geography, politics, religion, and cultural characteristics. Emphasis on international and regional American foodways as well as current trends and career opportunities in the foodservice industry.

### **CULN 1130 - Sanitation and Safety (2/0/2)**

Co-requisite: CULN 1140. Safety, personal hygiene, and sanitary work procedures required to prevent food-borne illnesses.

## **Culinary Arts & Occupations (continued)**

### **CULN 1140 - Introduction to Culinary Skills (2/1/3)**

Co-requisite: CULN 1130. General and classical knife skills; professionalism; operation of large and small commercial kitchen equipment; mise en place; beginning cooking methods and techniques; plate presentation; recipe measurements and conversions; culinary terminology.

### **CULN 1170 - Essentials of Dining Room Service (1/1/2)**

Prerequisite: None. A study of types of service used to enhance dining pleasure, as well as the preparation of beverages.

### **CULN 1219 - Meat Identification and Fabrication (1/2/3)**

Prerequisite: CULN 1130 and CULN 1140. Identification and fabrication of meat, seafood, and poultry. Selection, procurement, and preparation of products in commercial food service.

### **CULN 1221 - Fruits, Vegetables, and Farinaceous Products (2/1/3)**

Prerequisite: CULN 1130 and CULN 1140. Characteristics of fats, oils, and egg and dairy products. Principles of preparation of vegetables, fruits, farinaceous products, and other food products will be studied and applied in the laboratory kitchen.

### **CULN 1222 - Stocks, Sauces, and Soups (1/2/3)**

Prerequisite: CULN 1130 and CULN 1140. Principles of preparation of stocks, soups, sauces, and various types of meat, poultry and seafood dishes, and their application.

### **CULN 1350 - Introduction to Baking and Pastry (2/2/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. Preparation of yeast dough products, quick breads, cakes and icings, cookies, pies, puff pastry, éclair and cream puffs, meringues, soufflés, as well as creams, custards, puddings, sauces, and frozen and fruit desserts.

### **CULN 1410 - Garde Manger (1/3/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. Principles of preparation of salads, cold sauces, appetizers, and garnishes and their applications. Emphasis on color, texture, and temperature in preparation and presentation.

### **CULN 1420 - Food, Beverage and Labor Cost Control (3/0/3)**

Prerequisite: None. Principles of menu development; menu writing; recipe costing, usage, and conversion; yield percentage; production control; and food selection and procurement.

### **CULN 2410 - Regional Cuisine (0/2/2)**

Prerequisite: CULN 1130 and CULN 1140. This course includes the team preparation of a specified number and variety of regional dishes for portfolio, using advanced skills, instructor-prepared criteria, and evaluation processes. Includes a research project.

### **CULN 2420 - International Cuisine (0/2/2)**

Prerequisite: CULN 1130 and CULN 1140. Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course includes the team preparation of a specified number and variety of international meals for portfolio, using advanced skills, instructor-prepared criteria, and evaluation processes. Includes a research project.

### **CULN 2540 - Internship Part I, Culinary Café (0/5/5)**

Prerequisite: Instructor approval. Experiential course involving all facets of food preparation and operations in a culinary enterprise.



## **Culinary Arts & Occupations (continued)**

### **CULN 2541 - Internship Part II, Culinary Café (0/5/5)**

Prerequisite: Instructor approval. Advanced experiential course involving all facets in regional foods preparation and in operations of culinary enterprises.

### **CULN 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **CULN 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **CULN 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **CULN 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **CULN 2997 - Practicum (3/0/3)**

Prerequisite: Dean of Technical Studies approval. A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

### **CULN 2999 - Cooperative Education (0/3/3)**

Prerequisite: Dean of Technical Studies approval. Cooperative Education provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Cooperative Education receive compensation for their work.

### **ENTP 1000 - Foundations of Entrepreneurship (3/0/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. The purpose of this course is to introduce the students to those basic thoughts, skills, and ideas that are common to new ventures. The course is taught by leading the students through the process of finding and developing an idea and summarizing what they discover and conclude in a "business concept plan." Topics include an introduction to major business concepts, including strategy, finance, and industrial organization.

## **Diesel Powered Equipment Technology**

### **DPET 1130 - Safety Skills, Introduction, Diesel Engine Parts Identification & Operating Prin. (2/2/4)**

Prerequisite: None. This course is an introduction to basic safety information, the design and construction of diesel engines, and identification of diesel engine parts, tools, test equipment, fasteners, bearings, and seals. Laboratory work requires using tools and fasteners.

### **DPET 1140 - Engines I (1/2/3)**

Prerequisite: None. Engine disassembly is performed and basic parts operation and service are explained for rebuilding of light- and medium-duty diesel engines. Troubleshooting and tune-up procedures are performed on the different engine designs. The course will include disassembly, inspection and evaluation, repair and re-assembly of engines.

## **Diesel Powered Equipment Technology (continued)**

### **DPET 1141 - Engines II (1/2/3)**

Co-requisite: DPET 1140. This course is a continuation of Engines I, but covers heavy-duty diesel engines. Students gain knowledge in operation, troubleshooting, rebuilding and tuning all types of diesel engines. Work includes disassembly, assembly, injection timing and adjustment common to diesel engines used in the transportation and industrial industries.

### **DPET 1150 - General Engine Diagnostics (1/2/3)**

Prerequisite: None. The course will include performance of preventive maintenance on diesel engines, diagnosis of engine malfunctions, performance of tune-ups using related service manuals and test equipment.

### **DPET 1210 - Basic Diesel Electrical Systems (3/1/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. An introductory class in electrical fundamentals. Topics covered in this course will include electrical safety practices; tool use; connecting and disconnecting techniques; direct current symbols, components, and schematics; principles of DC voltage and current; Ohm's Law; and trouble-shoot, repair, and calibrate electrical/electronic systems.

### **DPET 1220 - Advanced Diesel Electrical Systems (3/1/4)**

Co-requisite: DPET 1210 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. A course covering the theory of operation, repair and diagnostic procedures used on heavy-duty truck and tractor electrical systems, electronic engines and transmissions. Topics covered in this course will include the study of DC resistance and conductors, principles of DC circuits, fundamentals of alternating current and semiconductors, basic electronic circuits, and digital electronics.

### **DPET 1231 - Diesel Engine Fuel and Control Systems (1/2/3)**

Prerequisite: None. This course will include the identity of type and functions of fuel injectors, nozzles, and unit injectors. Also, this course includes identification and functions of vehicle computer control systems.

### **DPET 1310 - Introduction to Power Trains (1/1/2)**

Prerequisite: None. A course teaching the fundamentals of transmitting power. Topics covered in this course include the theory of operation and application of various mechanical gearing components.

### **DPET 1320 - Transmissions (1/2/3)**

Co-requisite: DPET 1310 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. The course includes a detailed study of the function, construction, operation and servicing of automatic and manual transmissions.

### **DPET 1330 - Differentials (1/1/2)**

Co-requisite: DPET 1310 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course includes identifying the parts of drive lines and differentials for medium/heavy duty trucks and heavy equipment. Live work will be a part of this course.

### **DPET 2110 - Basic Hydraulics (1/1/2)**

Prerequisite: None. This course includes the principles of basic hydraulic systems and general maintenance procedures of a hydraulic system. Also included are the disassembly and assembly of hydraulic components and the application of safety rules and regulations.

### **DPET 2140 - Fundamentals of Steering (1/2/3)**

Prerequisite: None. The course contains the theory of operation and service procedures for medium/heavy duty truck steering systems.

## **Diesel Powered Equipment Technology (continued)**

### **DPET 2130 - Brakes (1/3/4)**

Prerequisite: DPET 1120, and DPET 1130. The course includes nomenclature, theory of operation, and service procedure for medium/heavy duty truck braking systems to include air and hydraulics.

### **DPET 2210 - Fundamentals of Suspension (1/2/3)**

Prerequisite: None. The course includes the theory of operation and service procedures for medium/heavy duty truck suspension systems.

### **DPET 2220 - Air Conditioning (1/2/3)**

Prerequisite: None. This course covers the physical and chemical laws governing the principles of refrigeration. The basic cycle and components will be covered. Applications will include alternate refrigerants, transferring, evacuation and system reprocessing.

### **DPET 2240 - Diesel Preventive Maintenance (2/2/4)**

Prerequisite: None. The course includes the importance of preventive maintenance, types of preventive maintenance, types of preventive maintenance inspection, vehicle overview, and the knowledge and use of specialty tools.

### **DPET 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **DPET 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **DPET 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **DPET 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **DPET 2997 - Practicum (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

## **Drafting & Design Technology**

### **CSSK 1000 - College Success (1/0/1)**

Prerequisite: None. This course is designed to provide and teach strategies for the college freshman, cultivate essential academic skills, and promote understanding of the learning process. This course is recommended for all first-time freshmen and required for all students who need developmental studies courses.

### **CADD 1210 - Basic Computer Aided Drafting and Design (0/1/1)**

Prerequisite: None. Introduction to basic concepts and principles of CAD, covering basic CAD commands and creating non-3D entities.

### **CADD 1215 - Intermediate Computer Aided Drafting and Design (0/2/2)**

Prerequisite: None. Introduction to intermediate concepts and principles of CAD, covering intermediate CAD commands and creating solid 3D models.

## **Drafting & Design Technology (continued)**

### **CADD 1220 - Advanced Computer Aided Drafting and Design (0/3/3)**

Co-requisite: CADD 1215. This course covers the advanced principles of CAD; makes use of advanced commands to develop complex drawings; the development of symbol libraries; and application of parametric principles.

### **DRFT 1110 - Drafting Fundamentals (1/1/2)**

Prerequisite: None. This course covers orientation to the drafting profession, sketching techniques, drafting instruments, equipment, and materials. Also includes lettering techniques.

### **DRFT 1120 - Geometric Construction (1/1/2)**

Co-requisite: DRFT 1110. and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. This course covers terms used to describe geometric shapes. The student will be constructing a variety of geometric shapes using proper construction methods, and applying geometric principles to technical drawings.

### **DRFT 1130 - Pictorial Drawing (1/1/2)**

Co-requisite: DRFT 1161 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. This course is a study of pictorial drawings including isometrics, oblique, perspectives, charts, and graphs. Emphasis is on rendering and using different media.

### **DRFT 1145 - Machine and Section Drawing (1/2/3)**

Prerequisite: DRFT 1120/DRFT 1140. This course covers the fundamentals of orthographic projection, the application of dimensioning practices in the preparation of formal multi-view drawings, the identification and drawing of section conventions, and different types of sectional views.

### **DRFT 1161 - Dimensioning (1/1/2)**

Co-requisite: DRFT 1145. and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. The fundamentals and application of standard dimensioning practices used in preparation of technical drawings.

### **DRFT 1215 - Auxiliary Views/Intersections and Developments (1/2/3)**

Co-requisite: DRFT 1130 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. The identification and drawing of primary and secondary auxiliary views, construction of points, lines, and planes in space are covered in this course, as well as, the determination of the true size of angles and distances of lines and surfaces, the development of intersections of geometric surfaces and flat patterns of geometric shapes.

### **DRFT 1230 - Fasteners (0/1/1)**

Co-requisite: DRFT 1215. The drawing of various types of threads, springs, and fastening devices and their designations are covered in this course, as well as, the drawing of welding symbols.

### **DRFT 2310 - Introduction to Manufacturing/Electrical (1/2/3)**

Co-requisite: CADD 1215. This course covers the advanced principles of CAD; makes use of advanced commands to develop complex drawings; the development of symbol libraries; and application of parametric principles.

### **DRFT 2320 - Introduction to Architectural/Civil/Structural (1/2/3)**

Co-requisite: DRFT 2310. This course introduces general background information, terms and conventions, the various types of working drawings used in Civil, and Structural Drafting.

### **DRFT 2330 - Introduction to Piping/Marine (1/2/3)**

Co-requisite: DRFT 2320 and DRFT 1130 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course introduces general background information, terms and conventions, the various types of working drawings used in Marine, and Piping Drafting.

## **Drafting & Design Technology (continued)**

### **DRFT 2340 - Advanced Manufacturing/Electrical (1/2/3)**

Prerequisite: None. Co-requisite: DRFT 1130 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. The Manufacturing section of this course will present advanced technologies related to engineering design applications used for different materials: Metals, Plastics/ Polymers, Resins and Composite materials. The Electrical section of this course will review in detail the current Electrical Design Standards applied to both Architectural and Engineering fields.

### **DRFT 2350 - Advanced Architectural/Civil/Structural (1/2/3)**

Co-requisite: DRFT 2320 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. The Architectural section of this course will expose the students to the most advanced construction materials and the latest building technologies used in both residential and commercial construction. The Civil section of this course will present concepts and techniques related to surveys and site mapping/ preparation/ planning. The Structural section of this course will analyze advanced principles and methods of completing structural drawings for commercial construction in concrete, wood, steel and composite materials.

### **DRFT 2360 - Advanced Piping/Marine (1/2/3)**

Co-requisite: DRFT 2330 and DRFT 1130 and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. The Piping section of this course presents advanced methods and techniques needed for the completion of process pipe drawings –including P&ID and ISOs. The Marine section of this course will review the latest aspects of marine and offshore construction, including materials and techniques associated with them.

### **DRFT 2400 - Practicum/Portfolio Preparation (3/0/3)**

Prerequisite: Dean of Academics approval. This practicum course, offered during the very last semester of study, guides the graduating student through the stages of portfolio preparation enabling him/her to meet the high standards associated with project completion. Students will update their class projects -for both substance and format- in order to meet the prospective employer's expectations and present themselves as knowledgeable, well-rounded and reliable candidates ready to attain professional employment.

### **DRFT 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Academics approval. A course designed for the student who has demonstrated specific special needs.

### **DRFT 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Academics approval. A course designed for the student who has demonstrated specific special needs.

### **DRFT 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Academics approval. A course designed for the student who has demonstrated specific special needs.

### **DRFT 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Academics approval. A course designed for the student who has demonstrated specific special needs.

### **DRFT 2999 - Cooperative Education (0/3/3)**

Prerequisite: Dean of Academics approval. Cooperative Education provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Cooperative Education receive compensation for their work.



# Electric Line Technology

## **CSSK 1000 - College Success (1/0/1)**

Prerequisite: None. This course is designed to provide and teach strategies for the college freshman, cultivate essential academic skills, and promote understanding of the learning process. This course is recommended for all first-time freshmen and required for all students who need developmental studies courses.

## **CPTR 1000 - Introduction to Computers (1/1/2)**

Prerequisite: None. An introductory study of computer system components, operating system environments, Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features.

## **CSRV 1000 - Customer Service (3/0/3)**

Prerequisite: None. This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

## **CTDP 1110 - Introduction to Commercial Vehicle Operation (3/0/3)**

Prerequisite: None. An introductory course that includes work ethics, pay, and other occupational descriptions. Also included are associated work problems and information for the student to pass written tests for a learner's permit.

## **CTDP 1211 - Commercial Vehicle Operations (0/2/2)**

Co-requisite: CTDP 1110. Learners are familiarized with five axle commercial vehicles. The student learns to operate all types of transmissions in real life city and highway traffic. During this course, the learner receives varying miles of road experience.

## **ELEC 1120 - Basic Electricity (4/1/5)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. An Introduction to the occupation, shop safety, electrical safety hazards and prevention and OSHA regulations, tools and equipment some laboratory required for functions of common tools and equipment. Introduction to the concepts of DC/AC electricity fundamentals, matter and atomic theory; a study of Ohm's Law, series, and series-parallel circuits and meters. Laboratory requirements include constructing circuits, measuring voltage, amperage, and resistance.

## **ELLT 1200 - Introduction to Power Safety (2/1/3)**

Prerequisite: None. This course will begin with a basic introduction to the systems and components that make up a basic electrical system, including generation, transmission and distribution.

## **ELLT 1210 - Introduction to the Power Industry (2/1/3)**

Prerequisite: None. This course will study the history behind electrical utility industry. Students will study how the electrical system in the United States was established and how Thomas Edison and George Westinghouse influenced the development of electrical systems. Students will also learn how the electrical industry was first regulated and how regulation of the industry has changed. Students will also gain knowledge of how the electrical industry is currently being "re-regulated" to encourage competition and gain knowledge of the system operations and marketing of electricity. Finally, this course will teach how the electrical industry is segmented into utility sectors, such as investor owned, Federally owned, publicly owned and cooperatively owned utilities.

## **ELLT 1300 - Electric Line Safety (2/1/3)**

Prerequisite: None. Meets OSHA's requirements for a construction industry training program. This course provides employees with best practices for some of the most common and hazardous situations on the job site.

## **ELLT 1310 - Pole climbing (1/3/4)**

Co-requisite: ELLT 1120. This course is designed to provide instruction on climbing a utility pole safely using the latest OSHA fall resistant requirements. At the completion of this course, you will be able to safely ascend and descend a utility pole using gaffs.

## **Electric Line Technology (continued)**

### **ELLT 1320 - Line Equipment Operation (1/3/4)**

Prerequisite: None. This course teaches the maintenance of a company's machinery and equipment. Topics include how to run samples to ensure conformity to quality assurance standards, set up machines for production runs, and resolve operating problems and defects in manufacturing processes.

### **ELLT 1330 - Underground Equipment (1/0/1)**

Prerequisite: None. This hands-on course prepares you to install a variety of underground system components on both 15 and 25 kV systems. Learn to install primary and secondary cable, in conduit systems as well as using direct burial methods in both single- and three-phase applications. Install underground system components, such as underground risers, transformers, switchgear and pedestals to facilitate the proper termination of both primary and secondary cable systems. Use cable preparation tools to prepare the cable for installation of termination kits, elbow and inline splicing sleeves to connect equipment to systems.

### **ELLT 1410 - A/C Phase Cable & Conductor (2/1/3)**

Prerequisite: None. Students successfully completing this course will be able to correctly size circuit conductors and apply necessary temperature correction and derating factors. Students will also be shown the difference between continuous and non-continuous loads and the considerations that must be adhered to when working with them.

### **ELLT 1430 - A/C Distribution Line Maintenance (1/2/3)**

Prerequisite: None. The course exposes distribution linesmen into advanced distribution lines construction maintenance system. The course covers theory and practical sessions in various lines construction & maintenance.

### **ELLT 1510 - Live Line Work Clearances/Switching (1/1/2)**

Prerequisites: None. This course is to establish clear and consistent guidelines for live-line work. The term live-line maintenance, as used in this manual, includes maintenance activities using the hot-stick or the barehanded technique.

### **ELLT 1520 - Three-Phased URD Systems (1/1/2)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. Three-phase circuits and power flow, analysis of magnetic circuits, performance of single-phase and three-phase transformers, principles of electromechanical energy conversion, steady-state characteristics and performance of alternating current and direct current machinery.

### **ELLT 1530 - System Protection (1/1/2)**

Prerequisites: None. This course is an introduction to power system components and power system protection. Topics include protection of generators and motors, protection of transformers and reactors, and protection of transmission lines.

### **ELLT 1540 - Fundamental Skills for the Crew Leader (0/1/1)**

Prerequisite: None. The course covers basic leadership skills and explains different leadership styles, communication, delegating, and problem solving. Job-site safety and the crew leader's role in safety are also discussed.

## **Electrician: Industrial**

### **CPTR 1000 - Introduction to Computers (1/1/2)**

Prerequisite: None. An introductory study of computer system components, operating system environments, Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features.

## **Electrician: Industrial (continued)**

### **CSSK 1000 - College Success (1/0/1)**

Prerequisite: None. This course is designed to provide and teach strategies for the college freshman, cultivate essential academic skills, and promote understanding of the learning process. This course is recommended for all first-time freshmen and required for all students who need developmental studies courses.

### **ELEC 1120 - Basic Electricity (4/1/5)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. An Introduction to the occupation, shop safety, electrical safety hazards and prevention and OSHA regulations, tools and equipment-some laboratory required for functions of common tools and equipment. Introduction to the concepts of DC/AC electricity fundamentals, matter and atomic theory; a study of Ohm's Law, series, and series-parallel circuits and meters. Laboratory requirements include constructing circuits, measuring voltage, amperage, and resistance.

### **ELEC 1210 - Residential Wiring (4/1/5)**

Prerequisite: None. The course includes the identification of various types of conductors in residential wiring, connections, types of boxes, parts of a breaker panel and service entrance, switches, and installation devices.

### **ELEC 2460 - Technical Mathematics for Electricians (2/1/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. The basics of addition, subtraction, multiplication, and division, square roots, decimals, fractions, and fundamentals of algebra, plane geometry, and trigonometry. The course includes basic concepts of Scientific Notation and the metric system.

### **ELEC 1220 - Electrical Raceways (0/3/3)**

Prerequisite: None. An introduction to various methods of installing AC cable, EMT, rigid metallic conduit, PVC, flexible and surface raceway. Lab requirements include cutting, bending, and installing conduit.

### **ELEC 1230 - National Electrical Code (2/2/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. A study of the NEC calculations including: voltage/drops, fill capacities for boxes and conduits, service sizing, box sizing, grounding, and bonding.

### **ELECT 1311 - Residential Wiring Installation (0/3/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. The installation and troubleshooting of single pole, 3/w, 4/w, and receptacle circuits, and breaker panels. The course includes building a residential service.

### **ELEC 1330 - Generators/Motors and Transform Operation (2/2/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics.

### **ELEC 1420 - Introduction to Motors Controls (0/2/2)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. An introduction to manual and push button motor control systems. Topics include an understanding of ladder logic and its various components, and basic motor and control installations.

### **ELEC 1430 - Blueprint Interpretation (2/2/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. An introduction to blueprint reading skills, which includes specifications and trade-related elements. The course includes making a material list from a blueprint.

### **ELEC 1440 - Motor Controls (0/3/3)**

Prerequisite: None. This course presents information on advanced motor control applications. Topics include: installation and troubleshooting of motors, reversing starters, and VFD (Variable Frequency Drive).



## **Electrician: Industrial (continued)**

### **ELEC 2520 - Solid State Theory (2/1/3)**

Prerequisite: ELEC 1120. Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. An introduction to solid state devices, diodes, transistors; half-wave, full-wave, and bridge rectifiers; and filters. Includes analyzing circuits in transistors, SCR, TRIAC, FET, Zener, VDR, and optical devices. The course includes testing and analyzing circuits.

### **ELEC 2540 - Logic Functions (0/2/2)**

Prerequisite: ELEC 1120. Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. An introduction to the uses and applications of logic technology. The course utilizes test equipment and schematic diagrams to troubleshoot and repair circuits while practicing safety procedures.

### **ELEC 2720 - Introduction to Programmable Logic Controllers (0/2/2)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. An introduction to the uses and applications of logic technology. The course utilizes test equipment and schematic diagrams to troubleshoot and repair circuits while practicing safety procedures.

### **ELEC 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **ELEC 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **ELEC 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **ELEC 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **ELEC 2997 - Practicum (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

### **JOBS 2450 - Job Seeking Skills (2/0/2)**

Prerequisite: None. This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. It also includes personal/career assessments including foundational Work Keys assessments, application for the Louisiana Work Ready! (National Career Ready) Certificate. The completion of a student career presentation portfolio to minimum specifications will be a requirement for course completion.

## **Emergency Medical Technician: Basic**

### **HEMS 1110 - Introduction to Basic EMT (1/0/1)**

Prerequisite: None. Role, responsibility and well being of the EMT-Basic. Discussion of medical/legal/ethical and cultural issues, communication and documentations techniques, the human body and methods utilized in lifting and moving patients.

### **HEMS 1120 - Patient Assessment and Airway Management (1/1/2)**

Prerequisite: None. The study of airway anatomy and physiology, maintaining open airways, resuscitation and its special variations, use of suction equipment, and oxygen equipment and delivery. Scene size-up, initial assessment, focused history and physical exam for trauma and medical detailed physical exam, on-going assessment are discussed and demonstrated in this course. Integrated supervised labs are part of this course.

### **HEMS 1140 - Medical & Behavioral Emergencies and Trauma Management (1/1/2)**

Prerequisite: None. The study of general pharmacology, respiratory and cardiovascular emergencies, allergies, poisoning/overdose, environmental and behavioral emergencies. Instruction also provided in assessments and prehospital care of patients with bleeding and shock, soft tissue injuries, musculoskeletal injuries, and injuries to the head and spine and the elderly. Integrated supervised labs are part of the course.

### **HEMS 1160 - Maternal Pediatric Management (1/0/1)**

Prerequisite: None. Instruction in the management of normal and complicated deliveries, neonatal resuscitation, and gynecological emergencies. The study of developmental information and anatomical differences in infants and children. Discussion of common medical and trauma situations and infants/children who are dependent on special technology. Integrated supervised labs are part of this course.

### **HEMS 1170 - EMT - Ambulance Operation (1/0/1)**

Prerequisite: None. Discussion of emergency vehicles operation, gaining access, roles and responsibilities at the crash scene, hazardous materials, incident management systems, mass casualty situations, and basic triage. Included are observation and the practical application of EMT-Basic skills in various clinical sites under the supervision of a preceptor and /or faculty.

### **HEMS 1172 - EMT - Basic Clinical (1/0/1)**

Prerequisite: None. Observation and the practical application of EMT-Basic skills in various clinical sites under the supervision of a preceptor and/or faculty.

## **General Education & Developmental Courses**

### **ARTS 1000 - Basic Drawing (2/1/3)**

Pre-Requisite: None. (Board of Regents: CART 2203). An introduction to the materials, skills, and techniques of the drawing process. Six hours of studio a week. Not counted as a Fine Arts Elective.

### **ARTS 1005 – Beginning Painting (2/1/3)**

Pre-Requisite: None. This course introduces students to classical and contemporary painting, techniques and concepts, with emphasis on the understanding of its formal language and the fundamentals of artistic expression. Six hours studio a week. Not counted as a Fine Arts Elective.

### **ARTS 1010 - Survey of World Art History I (3/0/3)**

Prerequisite: None. (Board of Regents: CART 2103) One semester chronological survey of world art and architecture from the Paleolithic to the Late Gothic eras. (Fine Arts)

## **General Education & Developmental Courses (continued)**

### **ARTS 1020 - Survey of World Art History II (3/0/3)**

Prerequisite: None. (Board of Regents: CART 2113) Art History is a chronological study of the visual arts - sculpture, painting and architecture - and of the various geographic, economic, cultural, social and religious aspects which influence its appearance from Pre-Renaissance to Modern eras. Included in this study are the various mediums and processes incorporated in creating works of art. (Fine Arts)

### **BIOL 1010 - Principles of Biology I (3/0/3)**

Prerequisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. (Board of Regents: CBIO 1013) (Non-science Majors) Broad biological principles for non-science majors: scientific method; biological molecules, cell structure and function; genetics and evolution. (Natural Science)

### **BIOL 1015 - General Biology Lab I (0/1/1)**

Prerequisite: BIOL 1010 or Co-requisite: BIOL 1100. (Board of Regents: CBIO 1031) (For Science Majors) Laboratory exercises for studying the principles of biology from the cellular level including biochemistry, cell biology, molecular biology, and genetics. Two hours of laboratory per week. A Laboratory fee is required for this course. (Natural Science)

### **BIOL 1020 - Principles of Biology II (3/0/3)**

Prerequisite: BIOL 1010 or BIOL 1100. (Board of Regents: CBIO 1023) (Non-science Majors) Broad biological principles for non-science majors: evolution and biological diversity. (Natural Science)

### **BIOL 1100 - General Biology I (3/0/3)**

Prerequisite: ENGL 1015. Co-requisite: BIOL 1015. (Board of Regents: CBIO 1033) (For Science Majors) Principles of biology from the cellular level including biochemistry, cell biology, metabolism, photosynthesis, molecular biology, and genetics. This course is designed for students planning to major in biology or related discipline. Three hours lecture per week. (Natural Science)

### **BIOL 1110 – Environmental Biology (3/0/3)**

Prerequisite: None. (Board of Regents: CEVS 1103) This course will provide students the opportunity to learn about human interactions and the effects of those interactions on the natural environment. During the course students will learn what measures as individuals, we can take to achieve a more sustained existence while protecting and rebuilding our environment. (Natural Science)

### **BIOL 1200 - General Biology II (3/0/3)**

Prerequisite: BIOL 1100. (Board of Regents: CBIO 1043) (For Science Majors) A systematic study of the structure, function, evolution, ecology and relationships of organisms including viruses, bacteria, protists, fungi, plants, and animals. This course is designed for students planning to major in biology or related disciplines. Three hours lecture per week. (Natural Science)

### **BIOL 1025 - General Biology Lab II (0/1/1)**

Prerequisite: BIOL 1020 or Co-requisite: BIOL 1200. (Board of Regents: CBIO 1041) (For Science Majors) Laboratory exercises for systematically studying the structure, function, evolution, ecology, and relationships of organisms including protists, fungi, plants and animals. Two hours of laboratory per week. A Laboratory fee is required for this course. (Natural Science)

### **BIOL 2200 - Human Anatomy and Physiology I (3/0/3)**

Prerequisites: BIOL 1100 and BIOL 1015. Co-requisite: BIOL 2215. (Board of Regents: CBIO 2213). Topics covered include: anatomical terminology and the structure and function of molecules, cells, tissues, and the integumentary, skeletal, muscular, and nervous systems. (Natural Science)

## **General Education & Developmental Courses (continued)**

### **BIOL 2215 - Human Anatomy and Physiology Lab I (0/1/1)**

Co-requisite: BIOL 2200. (Board of Regents: CBIO 2211). A series of laboratory exercises designed to illustrate the course material in ZOO 250. Two hours of laboratory per week. Persons majoring in Biology may not use this course to fulfill their major requirements; however, it may be used to fulfill an elective requirement. A Laboratory fee is required for this course. (Natural Science)

### **BIOL 2300 - Human Anatomy and Physiology II (3/0/3)**

Prerequisites: BIOL 2200 and BIOL 2215. Co-requisite: BIOL 2315. (Board of Regents: CBIO 2223). Topics covered include the structure and function of the endocrine, cardiovascular, digestive, reproductive, respiratory, lymphatic, urinary, and excretory systems energy & metabolism as well as water and ion homeostasis. (Natural Science)

### **BIOL 2315 - Human Anatomy and Physiology Lab II (0/1/1)**

Co-requisite: BIOL 2300. (Board of Regents: CBIO 2221). A series of laboratory exercises designed to illustrate the course material in BIOL 2300. Two hours of laboratory per week. Persons majoring in Biology may not use this course to fulfill their major requirements; however, it may be used to fulfill an elective requirement. A Laboratory fee is required for this course. (Natural Science)

### **BUSN 1100 – Introduction to Business (3/0/3)**

Prerequisite: None. (Board of Regents: CBUS 1003) This course is an orientation in business activity, including a study of organization, ownership, marketing, personnel, finance, and management. (General Education Elective)

### **CHEM 1010 - Chemistry I (3/0/3)**

Prerequisite: DVMA 0099; or ACT Math 19+; or COMPASS Algebra 40+. (Board of Regents: CCEM 1103) (Non-science Majors) The first of a two semester sequence covering the following general topics: metric and temperature conversions, density, calorimetry, mixtures/compounds/elements, chemical and physical properties, structure of the atom and electron configuration, periodic table, bonding, chemical formulas and nomenclature, moles, stoichiometry, chemical reactions, gas laws, and properties of gases, liquids and solids. (Natural Science)

### **CHEM 1015 - Chemistry Lab I (0/1/1)**

Co-requisite: CHEM 1010. (Board of Regents: CCEM 1101) (Non-science Majors) A series of laboratory experiments designed to illustrate the material studied in Chemistry 101 covering such topics as density determination, chromatography, calorimetry, emission spectra, gas laws, chemical changes and data collection. Two hours of laboratory per week. A Laboratory fee is required for this course. (Natural Science)

### **CPTR 1002 - Computer Literacy and Application (3/0/3)**

Prerequisite: None. This course is an introductory study and application of computer system components and operating system environments. Internet concepts, electronic mail, and core components of word processing, database management, spreadsheets, and presentation software will also be addressed.

### **ECON 2010 - Principles of Macro Economics (3/0/3)**

Prerequisite: DVMA 0099; or ACT Math 19+; or COMPASS Algebra 40+ and DVEN 0092; or ACT English 18+; or COMPASS English 68+. The nature of economics, economic concepts and institutions, monetary theory, national income theory, financing of business, population problems and economic stability. (Behavioral Science)

### **ECON 2020 - Principles of Micro Economics (3/0/3)**

Prerequisite: MATH 1005 or MATH 1500. The theories of production, determination of price, distribution of income, problems of industrial relations, monopolies, and comparative economics systems. (Behavioral Science)

## **General Education & Developmental Courses (continued)**

### **ENGL 1015 - English Composition I (3/0/3)**

Prerequisite: DVEN 0092; or ACT English 18+; or COMPASS English 69+. (Board of Regents: CENL 1013) Introduces students to the critical thinking, reading, writing and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process, audience awareness; and writing effective essays. (English)

### **ENGL 1025 - English Composition II (3/0/3)**

Prerequisite: ENGL 1015. (Board of Regents: CENL 1023) Continuation and further development of material and strategies introduced in ENGL 1015 Composition I. Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis. (English and Humanities)

### **ENGL 2010 - British Literature (3/0/3)**

Prerequisite: ENGL 1025. A course in the study of prose, drama, and poetry by major writers of English literature. The course includes a survey of British writers from the beginning to the Romantic era, as well as literary analysis and writing about literature.

### **ENGL 2020 - American Literature (3/0/3)**

Prerequisite: ENGL 1025. (Board of Regents: CENL 2153). A course in the study of prose, drama, and poetry by major writers of American literature. The course includes literary analysis and writing about literature. (Humanities)

### **HIST 1010 - Western Civilization I (3/0/3)**

Prerequisite: None. (Board of Regents: CHIS 1013) Survey of western civilization from ancient times to the Reformation era. (Humanities)

### **HIST 1020 - Western Civilization II (3/0/3)**

Prerequisite: None. (Board of Regents: CHIS 1023) Survey of western civilization from the Reformation era to the present. (Humanities)

### **HIST 1500 – World History from the Perspective of Oil (3/0/3)**

Prerequisite: None. This course focuses on the major events, themes, and people who influenced the oil industry from its beginnings in the Industrial Revolution to the present day. Emphasis will be placed on the political and social importance of oil on modern history. (Humanities)

### **HIST 2010 - American History I (3/0/3)**

Prerequisite: None. (Board of Regents: CHIS 2013) Survey of United States history from earliest times to the Civil War era. (Humanities)

### **HIST 2020 - American History II (3/0/3)**

Prerequisite: None. (Board of Regents: CHIS 2023) Survey of United States history from the Civil War era to the present. (Humanities)

### **HIST 2100 - History of Louisiana (3/0/3)**

Prerequisite: None. (Board of Regents: CHIS 2033). The course explores major political, economic and cultural influences on the development of Louisiana. Includes in-depth coverage of the role of women and minorities, with particular attention to African-American and Cajun influence. Lectures, readings, and discussions. This course transfers to Southeastern as a History elective.

### **MATH 1001 - Applied Algebra (3/0/3)**

Prerequisite: DVMA 0099; or ACT Math 19+; or COMPASS Algebra 40+. (Board of Regents: CMAT 1203) Emphasis on applications involving: solving equations and inequalities; function properties and graphs; linear, quadratic, polynomial, exponential and logarithmic functions. (Math)



## General Education & Developmental Courses (continued)

### **MATH 1005 - Algebra for College Students (5/0/5)**

Prerequisite: DVMA 0099; or ACT Math 19+; or COMPASS Algebra 40+. (Board of Regents: N/A) A study of families of functions and their graphs. Topics include linear, polynomial, rational, exponential and logarithmic functions, and systems of equations. Functions will be used to model and solve application-based problems. This course will also include algebra fundamentals including operations with exponents, polynomial and rational expression, factoring polynomial expressions, solving linear, polynomial, rational, and literal equations. A student may not receive credit for both MATH 1005 and MATH 1015. A laboratory fee is required for this course. (Math)

### **MATH 1015 - College Algebra (3/0/3)**

Prerequisite: DVMA 0099; or ACT Math 20+; or COMPASS Algebra 41+. (Board of Regents: CMAT 1213) In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations. (Math)

### **MATH 1500 – Finite Math (3/0/3)**

Prerequisite: DVMA 0099; or ACT Math 19+; or COMPASS Algebra 40+. (Board of Regents: CMAT 1313) The course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students of the social sciences, communications, and liberal arts. Topics include linear equations, linear inequalities, financial math, sets, counting, permutations, combinations, an introduction to probability and statistics, matrices. Additional topics will include symbolic logic, linear models, linear programming, and the Simplex method. (Math)

### **MUSC 1010 - Music Appreciation (3/0/3)**

Prerequisite: None. (Board of Regents: CMUS 1013) Basic elements and vocabulary of music; appreciation and understanding of diverse styles of music past and present; developing listening skills. Includes opportunities for experiencing music (recorded and/or live). (Fine Arts)

### **PHYS 1010 - Elementary Physics (3/0/3)**

Prerequisite: DVMA 0099; or ACT Math 19+; or COMPASS Algebra 40+. (Board of Regents: CPHY 1013). Introductory physics focuses on fundamental problem-solving strategies, motion in one and two dimensions, vectors, force, power, energy, momentum and principles of light and sound to expose students without high-school physics to basic physics principles and concepts. This course serves as an introductory course and is not transferable to Southeastern Louisiana University.

### **POLI 1100 - American Politics (3/0/3)**

The principles, institutions, processes, and functions of the government of the United States, and American political behavior. (Behavioral Science)

### **PSYC 1500 - Psychology of Addictive Behavior and Substance Abuse (3/0/3)**

Prerequisite: None. The purpose of this course focuses on addictive substances and their effects, therapy and counseling techniques, and methods of addiction recovery. Topics considered include drug taking behavior, illegal drugs, legal drugs, medicinal drugs, prevention, and substance abuse treatment. (Behavioral Science)

### **PSYC 2015 - Introduction to Psychology (3/0/3)**

Prerequisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. (Board of Regents: CPSY 2013) The purpose of this course is to provide you with an introduction to psychological theory and research. Topics considered include the nature of psychology and its history, research practices, learning and conditioning, developmental psychology, personality, social psychology, psychopathology and psychotherapy. (Behavioral Science)

## **General Education & Developmental Courses (continued)**

### **PSYC 2020 - Educational Psychology (3/0/3)**

Prerequisites: None. Principles of learning, motivation, development and evaluation as related to the classroom teacher.

### **RELG 1011 - Old Testament Survey (3/0/3)**

Prerequisite: None. The purpose of this course is to prepare the student for more intensive studies in the Old Testament. Emphasis is placed upon gaining an overview of the Old Testament through a survey of geographical and historical backgrounds and a book-by-book study. Attention is given to the structure of each biblical book, significant interpretation problems, and major theological themes. This course is a prerequisite to all Old Testament Interpretation courses.

### **RELG 1021 - New Testament Survey (3/0/3)**

Prerequisite: None. The purpose of this course is to introduce the student to the background and literature of the New Testament. After a background study of the historical and cultural factors of the inter-biblical period and of pertinent political and geographical factors, the remainder of the course is devoted to a book-by-book study, including introductory matters for each book and a content summary. This course is a prerequisite to all New Testament Interpretation courses.

### **RELG 1501 - Christian Doctrine (3/0/3)**

Prerequisite: None. The purpose of this course is to survey the doctrines of the Christian faith. Students are introduced to the biblical, historical, philosophical, and systematic aspects of theology. Special attention is given to Baptist doctrine.

### **RELG 1001 - Introduction to Ministry (3/0/3)**

Prerequisite: None. The purpose of this course is to introduce students to the philosophical and theological aspects of ministry. The primary thrust of the course is to help students develop a practical approach and skills which will enable them to function as undershepherds in various ministry settings. Lectures are devoted to emphasizing a team orientation to the organization and administration of pastoral nurturing. This course is a prerequisite for all other pastoral care classes.

### **RELG 1201 - Introduction to Preaching (3/0/3)**

Prerequisite: None. The purpose of this course is to introduce students to the fundamentals of sermon construction. As a basic course in homiletics, attention is given to understanding a definition of preaching, practical aspects of sermon preparation, various resources available for sermonic development, and learning how to plan for regular preaching opportunities based on challenges related to a contemporary preaching ministry.

### **RELG 1301 - Practice of Evangelism (3/0/3)**

Prerequisite: None. The purpose of this course is to introduce the student to the biblical basis for evangelism and missions. Particular attention will be given to the role of the local church and its ministers in evangelism and missions. Students will learn and practice the basic principles of witnessing during the semester.

### **RELG 1401 - Worship Perspectives (3/0/3)**

Prerequisite: None. The purpose of this course is to examine the development of worship in the Old Testament, New Testament, and throughout Christian history in order to evaluate the ways historical perspectives and practices of worship may relate to worship in contemporary settings.

### **SOCL 2015 - Introduction to Sociology (3/0/3)**

Prerequisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. (Board of Regents: CSOC 2013) This course is designed to help the uninformed student to come to a realization of the role that sociology can play in his or her everyday life. We will look at the forces and practices that create our world socially and examine some of the reasons why and how individuals, groups and even governments do what they do. (Behavioral Science)

## **General Education & Developmental Courses (continued)**

### **SPAN 1010 – Elementary Spanish I (3/0/3)**

Prerequisite: None. This course is an elementary level course designed to develop and strengthen oral and written communication, reading, and listening skills. Students will be exposed to the language as a means of communication in order to develop communicative language ability. Therefore, your instructor will speak mainly Spanish in class, and English will be kept to a minimum. A laboratory fee is required for this course. (Humanities)

### **SPAN 1020 – Elementary Spanish II (3/0/3)**

Prerequisite: SPAN 1010. This course is an elementary level course designed to develop and strengthen oral and written communication, reading, and listening skills. Students will be exposed to the language as a means of communication in order to develop communicative language ability. Therefore, your instructor will speak mainly Spanish in class, and English will be kept to a minimum. A laboratory fee is required for this course. (Humanities)

### **SPCH 1015 - Public Speaking (3/0/3)**

Prerequisite: None. (Board of Regents: CCOM 2013) Study and application of basic principles of effective extemporaneous speaking, including audience analysis and adaptation, topic selection, research, organization, and presentation skills. Students deliver, listen to, and critique a variety of speeches. (Humanities)

### **SPCH 1025 - Introduction to Interpersonal Communication (3/0/3)**

Prerequisite: None.. (Board of Regents: CCOM 2213). An introduction to the communication process. Survey and application of intra-and interpersonal communication with special emphasis given to communication models, the message, the sender, and resulting behavior.

### **SSPA 1000 - Student Success Pathways (3/0/3)**

Prerequisite: Program Coordinator. Student Success Pathways is designed to help students create greater success in college and in life. In the course students will learn proven strategies for academic, professional and personal achievement. Topics covered in the course include, but are not limited to, accepting personal responsibility, gaining self-awareness, discovering self-motivation, adopting lifelong learning, goal setting, decision making, study techniques, time/priority management, critical thinking skills, leaning styles, stress management, and career exploration.

### **DVEN 0091 - Intermediate Composition I (3/0/3)**

Prerequisite: None. Basic writing sequence focusing on fluency, idea generation, revision, and proofreading.

### **DVEN 0092 - Intermediate Composition II (3/0/3)**

Prerequisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is designed to improve reading, writing, critical thinking and revision skills. Students practice these skills through reading and writing assignments, classroom discussions, and group critiques.

### **DVMA 0098 - Intermediate Algebra I (3/0/3)**

Prerequisite: None. This course is designed as a foundation of algebraic concepts for students with limited algebraic background, but who possess a foundation in arithmetic. The major topics include algebraic expressions, solving equations, solving inequalities, exponents, polynomials, graphs and equations of lines, functions and systems of linear equations. A grade of "C" or better must be earned for the student to have satisfactorily completed MATH 0098 to meet the pre-requisite for MATH 0099.



## **General Education & Developmental Courses (continued)**

### **DVMA 0099 - Intermediate Algebra II (3/0/3)**

Prerequisite: DVMA 0098; or ACT Math 17-18; or COMPASS Algebra 30-39 . This course is designed as a foundation of additional algebraic skills for students to gain understanding of algebra before taking an entry level college math course. The major topics include polynomials and factoring, rational expressions and equations, radical expressions and equations, and solving and graphing with quadratics. A grade of “C” or better must be earned for the student to have satisfactorily completed MATH 0099 to meet the pre-requisite for an entry level college math course.

## **Industrial Maintenance Technology**

### **ELEC 1120 - Basic Electricity (4/1/5)**

Prerequisite: None. An Introduction to the occupation, shop safety, electrical safety hazards and prevention and OSHA regulations, tools and equipment-some laboratory required for functions of common tools and equipment. Introduction to the concepts of DC/AC electricity fundamentals, matter and atomic theory; a study of Ohm’s Law, series, and series-parallel circuits and meters. Laboratory requirements include constructing circuits, measuring voltage, amperage, and resistance.

### **ELEC 1230 - National Electrical Code (2/2/4)**

Prerequisite: None. Focuses on standards for the safe installation of electrical wiring and equipment in the United States. Introduces students to codes typically adopted to standardize safe electrical practices. Emphasis is given to marine applications.

### **ELEC 1330 - Generators/Motors and Transform Operation (2/2/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Math 38+ Pre-Algebra (30+ Algebra). This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics.

### **IMTA 2000 - Electronics and Electrical Control Systems (2/1/3)**

Prerequisite: ELEC 1120 and ELEC 1230. The course includes the identification of various types of conductors, connections, types of boxes, parts of a breaker panels,, switches, and installation devices. An introduction to various methods of installing AC cable, EMT, rigid metallic conduit, PVC, flexible and surface raceway. Lab requirements include cutting, bending, and installing conduit.

### **IMTA 2010 – CAD and Blueprint Reading (2/1/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Math 38+ Pre-Algebra (30+ Algebra). This course teaches basic interpretation of shop blueprints with basic knowledge of reading shop prints to the extent that they can actually produce the part. Topics include identifying types and uses of blueprints, identifying lines, and interpreting views, dimensions and tolerances. The course introduces CAD blueprint reading skills which includes specifications and trade-related elements. The course includes making a material list from a blueprint.

### **IMTA 2040 - Introduction to ROV Materials and Operations (3/0/3)**

Prerequisite: IMTA 2000. Topics include the history of ROVs, applications and tooling; safe working practices, , vessels and offshore operations; basic seamanship; ROV procedures and principles; launch and recovery, safety management and lifting systems. Remotely Operated Vehicles (ROVs) will be built and launched underwater.

### **IMTA 2050 - Introduction to Programmable Logic Controllers (1/2/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Math 38+ Pre-Algebra (30+ Algebra) and DVEN 0091; or ACT English 17+; or COMPASS 39+ English. An introduction to the uses and applications of logic technology. The course utilizes test equipment and schematic diagrams to troubleshoot and repair circuits while practicing safety procedures.

## **Industrial Maintenance Technology (continued)**

### **IMTC 1000 - Basic Hydraulics (3/0/3)**

Co or Pre-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Math 38+ Pre-Algebra (30+ Algebra). This course includes the principles of basic hydraulic systems and general maintenance procedures of a hydraulic system. Also included are the disassembly and assembly of hydraulic components and the application of safety rules and regulations.

### **IMTC 1020 - Leadership, Teamwork and Professional Ethics (2/0/2)**

Prerequisite: None. Students identify, apply and reflect on aspects of leadership, teamwork and professionalism, including concepts of personal change toward effective leadership in response to changing environments. Topics cover values and ethics, motivation, group dynamics, conflict resolution, interpersonal and communication skills, personal assessment and development and citizenship. A variety of delivery methods including lecture, critical thinking activities, role playing, interviews and learning projects are incorporated into course delivery.

### **IMTC 1100 - Welding Technology I (7/0/7)**

Prerequisite: None. Topics covered in this course include: Welding Safety: Covers safety equipment, protective clothing, and procedures applicable to the cutting and welding of metals. Oxyfuel Cutting: Explains the safety requirements for oxyfuel cutting. Identifies oxyfuel cutting equipment and setup requirements. Explains how to light, adjust, and shut down oxyfuel equipment. Trainees will perform cutting techniques that include straight line, piercing, bevels, washing, and gouging. Plasma Arc Cutting: Explains plasma arc cutting equipment and safe work area preparation. Identifies correct amperage, gas pressures, and flow rates. Covers plasma-arc cutting methods for piercing, slotting, squaring, and beveling metals. Explains how to store equipment and clean the work area. Air Carbon Arc Cutting and Gouging: Describes air carbon arc cutting equipment and processes. Identifies the electrodes and safe operation of the equipment. Provides step-by-step instructions for performing air carbon arc washing and gouging activities. Base Metal Preparation: Describes how to clean and prepare all types of base metals for cutting or welding. Identifies and explains joint design and base metal preparation for all welding tasks. Weld Quality: Identifies the codes that govern welding, including marine welds. Identifies and explains weld imperfections and causes. Describes non-destructive examination practices, visual inspection criteria, welder qualification tests, and the importance of quality workmanship. SMAW-Equipment and Setup: Describes SMAW welding and welding safety. Explains how to connect welding current and setup arc welding equipment. Identifies and explains using tools for cleaning welds. Shielded Metal Arc Electrode: Explains electrode characteristics and different types of filler metals. Describes the role of the American Welding Society (AWS) and the American Society of Mechanical Engineers (ASME). Explains proper storage and control of filler metals and identifies the use of codes.

### **IMTV 1500 - Introduction to Maritime Careers and Opportunities (2/0/2)**

Prerequisite: None. Students are introduced to maritime careers and the maritime culture. The introduction to maritime studies is designed to familiarize students with the dynamic cultural and natural resources of the maritime environment. Students will gain knowledge and understanding of maritime environments with an emphasis on safety. Regulations and requirements for maritime employability are a required component of this course. Field trips are integrated into the instructional delivery.

### **IMTV 1510 - SCTW: Personal Safety & Responsibility, Firefighting, Water Survival, Social Responsibilities, and First Aid/CPR (2/1/3)**

This course covers the requirements of Personal Safety and Responsibility and meets the minimum standard of competence in Elementary First Aid, Personal Survival Techniques, Personal Safety and Responsibilities and Basic Fire Fighting. The PSSR course encompasses material including emergency types and actions, safety equipment, drills and training, safe working environments, shipboard escape routes, effective communication, precautions for confined space entry and the importance of maintaining appropriate employee relations.

## **Industrial Maintenance Technology (continued)**

### **IMTV 2100 - Marine Weather and Meteorology (3/0/3)**

Prerequisite: Math 1005 or 1015. This course provides an overview of marine weather and meteorology and the practical techniques of coastal navigation with regard to wind, tides, visibility, shoal water and vessel positioning. The program utilizes a marine navigation lab and teaches techniques to plot the position of a vessel, predict tidal levels, current velocity and the effect of these forces on future vessel position.

### **IMTV 2110 - Marine Hazardous Materials (3/0/3)**

Prerequisite: None. This course will introduce the student to the laws, standards and regulations that apply to hazardous materials incidents and response and provide the student with information to recognize a hazardous materials incident, appropriate notification procedures, appropriate authorities, and how to maintain the safety of personnel. The student will acquire the knowledge and skills of how to take defensive actions at a scene involving hazardous materials or hazardous waste and in doing so protect themselves, the public, property, and the environment.

### **IMTV 2120 - Introduction to Marine Safety (3/0/3)**

Prerequisite: None. This course indoctrinates students to a comprehensive maritime safety culture. Personal conduct, awareness and knowledge focused on understanding the laws and liabilities associated with employment in the industry is emphasized to ensure marine safety competencies and compliance.

### **IMTV 2130 - Introduction to Marine Electronic Navigation and Radar (2/1/3)**

Prerequisite: Math 1005, 1015, or 1500. Introduction to marine electronic navigation with an emphasis on GNSS, the Global Navigation Satellite System. Coursework includes technical understanding of the US Global Positioning System, the Russian GLONASS system, Europe's Galileo system, India's INRSS and other emerging global GNSS systems. A major focus is on various types of radar navigation with emphasis on position accuracy and assurance given the challenges of natural GNSS error, spoofing, jamming and other threats. The program includes a technical lab providing an introduction to the use of marine charting systems aboard a vessel as a marine watch stander, including an introduction to marine Electronic Chart Display Information Systems (ECDIS).

### **IMTV 2140 - Introduction to Maritime Transportation (3/0/3)**

Prerequisite: None. Introduction to the business of maritime transportation focusing on the commercial aspects of shipping. The maritime transportation system as a whole is analyzed starting from the source of cargo to the end destination. Topics include concepts of shipping management, shipping regulatory frameworks, types of shipping, the role of marine terminals, and understanding freight rates. Several types of ships, shipping services and types of cargos are described including tramp shipping, chartering, passenger operations, industrial carriers, and inland waterway vessels.

### **INTE 2830 - Cabling Infrastructure (2/1/3)**

Prerequisite: INTE 1000. Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Math 38+ PreAlgebra (30+ Algebra) and DVEN 0091; or ACT English 17+; or COMPASS 39+ English. This course is an elective designed to provide an in-depth understanding of the planning, installing, configuring, and maintaining servers, including knowledge of server-level hardware implementations, data storage subsystems, data recovery, and I/O subsystems. This specialist should know the interrelationships of all parts of the server system and understand the ramifications of their actions. This course provides the skills and knowledge to prepare the students for Server+ CompTIA certification.

# Information Technology

## **BUSO 1310 - Database Management (3/0/3)**

Prerequisite: CPTR 1002. This course is an elective designed to cover basic methods for creating a database, adding, changing and deleting information in a database, printing data in the form of reports, and the printing of address labels.

## **BUSO 1320 - Spreadsheets (3/0/3)**

Prerequisite: CPTR 1002. This course is an elective designed to focus on the basic fundamentals of producing spreadsheets and graphs.

## **CSRV 1000 - Customer Service (3/0/3)**

Prerequisite: None. This course is an elective intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

## **INTE 1000 - Introduction to Information Technology (3/0/3)**

Prerequisite: None. This course is designed to provide students with the skills and best practices necessary to be successful in the Information Technology program, as well as, within Business and Industry. It will give students a solid and concise foundation in the fundamentals of information systems through the most recent research, references and examples in the field. Students will be provided with an introductory overview of the internet, impact of computers on society and business, historic development of data processing, basic functions and use of computer hardware, software applications, system software, basic skills in the use of application software, using a Web browser and search engine and careers in the field of Information Technology.

## **INTE 1100 - IT Essentials PC Hardware & Software (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. The IT Essentials: PC Hardware and Software curriculum provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to advanced concepts. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Hands-on labs and Virtual Laptop and Virtual Desktop learning tools help students develop critical thinking and complex problem-solving skills. Cisco Packet Tracer simulation-based learning activities promote the exploration of network and networking security concepts and allow students to experiment with network behavior.

## **INTE 1110 - IT Essentials PC Hardware & Software Lab (0/3/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. IT Essentials: PC Hardware and Software is a hands-on, career-oriented e-learning solution with an emphasis on practical experience to help students develop fundamental computer skills, along with essential career skills. The curriculum helps students prepare for entry-level ICT career opportunities and the CompTIA A+ certification, which helps students differentiate themselves in the marketplace to advance their careers.

## **INTE 1170 - Multimedia Applications (1/1/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is an elective designed to be a hands-on approach in the use of microcomputer applications software spreadsheets, word processing, and database concepts. Students will learn to create spreadsheets, word processing documents, and databases as well as the general function and purpose of each.

## **Information Technology (continued)**

### **INTE 1200 - Operating Systems (1/2/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. (Microsoft 1 or Apple) This course is designed to be a hands-on study of operating systems which prepares students for an industry-based certification such as the MCP examination. The course includes the installation and administration of a network operating system as well as troubleshooting and optimizing techniques.

### **INTE 1210 - Introduction to Programming (1/2/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is designed for the student to develop an understanding of the basic logic structures used in application development. An introductory programming language such as Visual Basic may be used for the application of these logic structures.

### **INTE 1330 - Introduction to Networking (2/1/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is an elective designed as an introduction and is a foundation networking course that will cover the following topics: media and topologies, protocols and standards, network implementation, and network support. The course maps to CompTIA's Network+ certification exam.

### **INTE 1800 - Introduction to UNIX/LINUX (2/1/3)**

Prerequisite: INTE 1000. Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is an elective designed for a hands-on study of the Unix or Linux operating system which includes installation of the operating system, administration and configuration of the system, and troubleshooting techniques involved in maintaining the system.

### **INTE 1900 - Web Page Design (1/2/3)**

Prerequisite: None. This course is designed to allow the student to develop a working knowledge of a web site programming software package such as FrontPage. The student will plan, design, build, and publish an easy to navigate web site. Good designs fundamentals will be covered.

### **INTE 2010 - Introduction To Client/Server Networking (1/2/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. (Microsoft 2 or Apple) This course is designed to provide students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server™ 2003 environment. Also, this course provides the skills and knowledge to prepare for Microsoft Certified Professional Exam 70-290.

### **INTE 2020 - Server Network Infrastructure (1/2/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. (Microsoft 3) This course is designed to provide students with the knowledge and skills to implement, manage, and maintain a Microsoft Windows Server™ 2003 network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. This course provides the skills and knowledge to prepare for Microsoft Certified Professional Exam 70-291.



## **Information Technology (continued)**

### **INTE 2030 -Server Administration (1/2/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is designed to provide students with the knowledge and skills to successfully plan, implement, and troubleshoot a Microsoft Windows Server™ 2003 Active Directory® directory service infrastructure. The course focuses on a Windows Server 2003 directory service environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies. This course provides the skills and knowledge to prepare for Microsoft Certified Professional Exam 70-294.

### **INTE 2070 - Administering & Managing SQL Server (1/2/3)**

Prerequisite: INTE 2010. Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is designed to provide system administrators, network administrators, and IT professionals with the ability to design and implement database solutions by using Microsoft SQL Server 2000 Enterprise Edition. This course provides the skills and knowledge to prepare for Microsoft Certified Professional Exam 70-229.

### **INTE 2110 - Network Fundamentals (1/2/3)**

Prerequisite: None. (Cisco 1) A course introducing the architecture, structure, functions, components, and models of the Internet. Describes the use of OSI and TCP layered models to examine the nature and roles of protocols and services at the applications, network, data link, and physical layers. Covers the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations. Build simple LAN topologies by applying basic principles of cabling; perform basic configurations of network devices, including routers and switches; and implementing IP addressing schemes.

### **INTE 2120 - Routing Protocols & Concepts (1/2/3)**

Prerequisite: INTE 2020. Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. (Cisco 2) This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, OSPF. Recognize and correct common routing issues and problems. Model and analyze processes. CCNA Discovery helps prepare students for entry-level career opportunities, continuing education, and globally-recognized Cisco CCENT Certification.

### **INTE 2130 – LAN Switching & Wireless (1/2/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. (Cisco 3) This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Detailed explanations of LAN switch operations, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced.

### **INTE 2140 – Accessing the WAN (1/2/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. (Cisco 4) This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Describes user access technologies and devices and discovers how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. Discuss the special network services required by converged applications and an introduction to quality of service (QoS). CCNA Discovery helps prepare students for entry-level career opportunities, continuing education, and globally-recognized Cisco CCENT and CCNA certifications.

## **Information Technology (continued)**

### **INTE 2545 Network Security and Ethical Hacking (2/1/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is an elective designed to immerse the student into an interactive environment where they will be shown how to scan, test and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be lead into scanning and attacking their own networks, no real network is harmed. Students then learn how intruders escalate privileges and what steps can be taken to secure a system.

### **INTE 2830 Cabling Infrastructure (2/1/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is an elective designed to provide an in-depth understanding of the planning, installing, configuring, and maintaining servers, including knowledge of server-level hardware implementations, data storage subsystems, data recovery, and I/O subsystems. This specialist should know the interrelationships of all parts of the server system and understand the ramifications of their actions. This course provides the skills and knowledge to prepare the students for Server+ CompTIA certification.

### **INTE 2840 Managing Network Security (1/2/3)**

Prerequisite: None. This course is intended to serve the needs of individuals interested in understanding the field of network security and how the field relates to other areas of information technology. Individuals will study, design, configure, and implement solutions that will reduce the risk of revenue lost and vulnerability.

### **INTE 2850 Emerging Technologies (2/1/3)**

Prerequisite: None. This course is an elective designed to teach students the newest technological advances using hands-on demonstrations and lecture.

### **INTE 2902 Internship (1/2/3)**

Prerequisite: Instructor approval. This course is designed to be the final course taken by students in their last semester. Students will be assigned one or more projects at the school site or at an employer's site to gain practical hands-on workplace related skills.

### **JOBS 2450 - Job Seeking Skills (2/0/2)**

Prerequisite: None. This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. It also includes personal/career assessments including foundational Work Keys assessments, application for the Louisiana Work Ready! (National Career Ready) Certificate. The completion of a student career presentation portfolio to minimum specifications will be a requirement for course completion.

# **MMT: Industrial Machine Shop Technician**

## **CSSK 1000 - College Success (1/0/1)**

Prerequisite: None. This course is designed to provide and teach strategies for the college freshman, cultivate essential academic skills, and promote understanding of the learning process. This course is recommended for all first-time freshmen and required for all students who need developmental studies courses.

## **CSRV 1000 - Customer Service (3/0/3)**

Prerequisite: None. This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

## **CSRV 2000 - Customer Service and Sales (3/0/3)**

Prerequisite: None. This course is intended to help students to understand the importance of recognizing a customer's needs and offering solutions. This course will provide the student with more confidence and skills to transition calls from issue resolution to offering additional products or services.

## **MTTC 2110 - Blueprint Reading (2/1/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. This course teaches basic interpretation of shop blueprints with basic knowledge of reading shop prints to the extent that they can actually produce the part. Topics include identifying types and uses of blueprints, identifying lines, and interpreting views, dimensions and tolerances.

## **MTTC 2120 - Introduction to Machine Tools (3/3/6)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. This course teaches the manufacturing of metal parts using machine tool operations. Topics include use of layout tools, precision measuring tools, applied shop math, hand tools, grinders and grinding wheels. The course includes lecture, discussion, and demonstrations.

## **MTTC 2210 Bench Work (2/1/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. A course that teaches the proper use and care of tools that are used by precision metalworkers. Topics include the techniques of manufacturing mechanical parts using layout tools, precision measuring tools, and various types of measuring instruments.

## **MTTC 2220 Forming and Shaping (2/1/3)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. Forming and Shaping will allow students to be able to satisfactorily manufacture parts using hydraulic and arbor presses. Topics include: identifying, manufacturing, and assembling hydraulic, arbor presses and accessories, machine maintenance and repair. Also, the associated geometry of cutting tools, and the proper use of carbide inserts and tooling will be covered.

## **MTTC 2230 Drill Press (3/3/6)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. A course to manufacture parts using drill presses, and drilling machines. Topics include identifying types and uses of drill presses, parts and controls, and manufacturing mechanical parts using drilling, boring, counter boring, counter sink, spot facing, and tapping operations.

## **MTTC 2310 Basic Lathe I (1/3/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. This course teaches the types of lathes, accessories, parts and controls. Topics include to calculate proper feeds and speeds, facing, turning, drilling, reaming, and boring operations; sharpening cutting tools, manufacturing mechanical parts, boring, taper-turning, and thread cutting; learning how to use steady rest, follow rest, and taper attachment; and learning the use of index-able carbide tooling.



## **MMT: Industrial Machine Shop Technician (continued)**

### **MTTC 2331 Advanced Lathe (0/4/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course will cover the assembling and removing of all lathe accessories and producing projects to a given size. Topics include precision cutting of tapers, advanced threading operations, multi-lead threading, and other advanced cutting operations.

### **MTTC 2410 Basic Mill I (1/3/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. A basic course to manufacture parts using milling machines and accessories. Topics include types of milling machines, accessories, parts, and controls; milling to length, squaring part, milling set-ups, associated cutting tool, and calculating proper feeds and speeds; realigning a vertical milling head, squaring up a milling vise, manufacturing 3-D parts, manufacturing mechanical parts that include, key-seats; indexing procedures using rotary table and dividing heads.

### **MTTC 2431 Advanced Mill (0/4/4)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. The advanced mill course allows students to perform multi-angular set-ups, gear cutting, advanced indexing operations and other advanced cutting operations.

### **MTTC 2510 Precision Grinding (1/1/2)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. This course will use surface grinders to perform precision grinding operations. Topics include types of grinders, accessories, set-up operations, wheel dressing and maintenance.

### **MTTC 2710 Computer Numerical Control (3/3/6)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+ and DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course teaches manufacturing parts using CNC technology. Topics include coding used in CNC technology, writing CNC programs, CAD/CAM software and installing programs in CNC machines.

### **MTTC 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **MTTC 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **MTTC 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **MTTC 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **MTTC 2997 - Practicum (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

# Medical Assistant

## **CPTR 1000 - Introduction to Computers (1/1/2)**

Prerequisite: None. An introductory study of computer system components, operating system environments, Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features.

## **CSRV 1000 - Customer Service (3/0/3)**

Prerequisite: None. This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

## **CSRV 2000 - Customer Service and Sales (3/0/3)**

Prerequisite: None. This course is intended to help students to understand the importance of recognizing a customer's needs and offering solutions. This course will provide the student with more confidence and skills to transition calls from issue resolution to offering additional products or services.

## **ENGL 1030 - Business English (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is a concentrated and intensive study of English grammar and usage as applied to business documents and applications.

## **ENTP 1000 - Foundations of Entrepreneurship (3/0/3)**

Prerequisite: None. The purpose of this course is to introduce the students to those basic thoughts, skills, and ideas that are common to new ventures. The course is taught by leading the students through the process of finding and developing an idea and summarizing what they discover and conclude in a "business concept plan." Topics include an introduction to major business concepts, including strategy, finance, and industrial organization.

## **HCOR 1120 - Basic Body Structure and Function (2/0/2)**

Co-requisite: HMDT 1170. Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated into each.

## **HCOR 1160 - Professionalism for Health Providers (1/0/1)**

Prerequisite: None. Identifying and performing skills necessary to secure employment in the health care industry and make immediate and future decisions regarding job choices and educational growth. Selected computer application skills are incorporated into this course.

## **HCOR 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program.

## **HCOR 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program.

## **HCOR 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program.

## **HCOR 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program.

## **HCOR 2997 - Special Projects V (1/0/1)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program.

## **Medical Assistant (continued)**

### **HMDT 1170 - Medical Terminology (1/0/1)**

Prerequisite: None. Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms. Medical abbreviations are included.

### **MAST 1110 - Introduction to Medical Assistant (1/0/1)**

Prerequisite: None. Analysis of the job market, salaries, working conditions, and job responsibilities and desirable attributes required of the Medical Assistant. Historical issues and current health care trends are also discussed.

### **MAST 1120 - Law and Ethics for Medical Assistant (2/0/2)**

Prerequisite: None. Discussion of AMA principles of medical ethics and the law, Patient's Bill of Rights, confidentiality, medical records, and other medical/legal/ethical issues and responsibilities of the Medical Assistant.

### **MAST 1130 - Medical Assistant Applications (1/1/2)**

Co-requisite: MAST 1110, HMDT 1170, and HCOR 1120. Keyboarding principles, which integrate language arts, medical terminology, and medical document processing with emphasis on utilizing correct techniques, accuracy and speed.

### **MAST 1210 - Administrative Procedures I (4/0/4)**

Co-requisite: CPTR 1000 and MAST 1130. Prerequisite: MAST 1110. Discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities such as scheduling, insurance, billing and patient/client education methods are covered. Practical application activities are integrated throughout this course.

### **MAST 1220 - Clinical Procedures I (0/1/1)**

Co-requisite: MAST 1110 and MAST 1120. This course discusses federal regulations and guidelines including CDC, CLIA88, OSHA Standards, and universal precaution. Emergency procedures, first aid and CPR, infection control measures, laboratory safety and quality control issues, rehabilitation medical practices, general safety measures/precautions used in the office/facility environment for employee/patient/client safety issues are also included. Orientation to clinical facilities is introduced.

### **MAST 1230 - Insurance and Medical Coding (1/1/2)**

Prerequisite: HCOR 1120 and HMDT 1170. Discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM and ICD-10-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available.

### **MAST 2110 - Medical Transcription (2/1/3)**

Prerequisite: HCOR 1120, HMDT 1170, and (MAST 1130 or KYBD 1110). Principles of medical transcription along with practical application and usage of medical forms, reports and case studies with integrated medical terminology and medical keyboarding. Students may participate in selected clinical sites as part of this course, if available.

### **MAST 2130 - Clinical Procedures II (0/1/1)**

Prerequisite: MAST 1220. This course will review methods to obtain and document assessment data obtained from the patient/client techniques needed to assist with the basic physical examination, special medical exams and procedures, minor surgical procedures, and the administration of selected medications will be identified. Practical application in selected clinical sites may be a part of this course.

## **Medical Assistant (continued)**

### **MAST 2140 - Pharmacology for Medical Assistants (1/1/2)**

Prerequisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+; and HCOR 1120; and HMDT 1170. Basic knowledge of drug classifications, mathematical computations and principles of medication administration as it related to the Medical Assistant.

### **MAST 2210 - Clinical Procedures III (0/1/1)**

Prerequisite: MAST 2130. Students will utilize methods to obtain specimen samples for diagnostic tests, perform diagnostic studies, assist with electrocardiography and cardiac diagnostic tests, pulmonary function tests and procedures, venipuncture, hematology, radiography and other specialty laboratory tests.

### **MAST 2222 - Medical Assistant Externship (0/2/2)**

Prerequisite: HCOR 1120, HCOR 1160, MAST 1110, MAST 1120, MAST 1130, MAST 1210, MAST 1220, MAST 1230, MAST 2110, MAST 2140, and MAST 2210. Students will experience 180 hours of preceptor clinical experience in a variety of health care agencies allowing practical application of medical assistant principles, theories and skills.

### **MATH 1160 - Medical Math (3/0/3)**

Prerequisites: None. This applied mathematics course provides a review for the student who needs to master the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. This course also assists the student in acquiring a better understanding of percent, ratio and proportion, and measurements. This course is designed to provide a foundation for enrollment into an health science program and improving proficiency in career preparation courses. An essential part of the course is utilizing the concepts to solve application problems.

## **Patient Care Technician**

### **BOTH 1210 - Administrative Procedures for Medical Office (3/0/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course is a discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities in a medical office such as scheduling, insurance, billing, using and maintaining office equipment, legal and ethical issues in the medical office, maintaining patient records, and patient/client education methods are covered. Practical application activities are integrated throughout this course.

### **CPTR 1000 - Introduction to Computers (1/1/2)**

Prerequisite: None. An introductory study of computer system components, operating system environments. Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features.

### **CSRV 1000 - Customer Service (3/0/3)**

Prerequisite: None. This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

### **CSRV 2000 - Customer Service and Sales (3/0/3)**

Prerequisite: None. This course is intended to help students to understand the importance of recognizing a customer's needs and offering solutions. This course will provide the student with more confidence and skills to transition calls from issue resolution to offering additional products or services.

### **ENTP 1000 - Foundations of Entrepreneurship (3/0/3)**

Prerequisite: None. The purpose of this course is to introduce the students to those basic thoughts, skills, and ideas that are common to new ventures. The course is taught by leading the students through the process of finding and developing an idea and summarizing what they discover and conclude in a "business concept plan." Topics include an introduction to major business concepts, including strategy, finance, and industrial organization.

## **Patient Care Technician (continued)**

### **HEKG 1113 - EKG (2/0/2)**

Prerequisite: HNUR1211; HCOR 1212 or currently on the Louisiana CNA registry. Co-requisite: HCOR 1200. This course introduces the student to the electrocardiogram (EKG) purposes and procedures. Students will gain knowledge regarding the normal structure and function of the heart with emphasis on the conduction system. A supervised lab portion (30 hrs.) is an integral portion of this course and will allow student performance of EKG procedures. This course includes a minimum of 30 hours of clinical externship to be performed by the student under the supervision of a preceptor or course instructor in a variety of health care settings.

### **HCOR 1212 - Skills Application (0/1/1)**

Co-requisite: HNUR 1211. The student will perform, demonstrate, and practice a minimum of 80 hours of basic nursing assistant care in approved facilities, to include a minimum of 40 hours of long term care, under the supervision of NTCC faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric clients in selected environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.

### **HCOR 1200 - Introduction to Anatomy and Physiology (3/0/3)**

Prerequisite: None. Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each body system. Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms is included in the course. Medical abbreviations are also included.

### **HCOR 1601 - Communication Techniques in Healthcare (2/1/3)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. This course introduces effective and therapeutic communication (written and verbal) skills essential for the student to be successful in a variety of healthcare professions. Communication principles will be presented with subsequent examples, scenarios and role-playing to assist the student in mastering the communication techniques necessary for healthcare providers to deliver quality care. Specific areas such as the communication process, verbal & non-verbal communication skills, professional behavior, interviewing techniques, adapting to client disabilities (ADA), effective client teaching skills, multicultural and ethnic sensitivity, writing skills and use of electronic communication are included.

### **HCOR 1801 - Professional Aspects for Healthcare Providers (1/1/2)**

Co-requisite: DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. Students are expected to identify and perform skills necessary to secure employment in the healthcare industry and make immediate and future decisions regarding job choices and educational growth. Soft skills and personal attributes (such as enthusiasm, honesty, self-esteem, patience, cooperation, organization, responsibility, flexibility, sociability, motivation, and communication skills), necessary for successful employment are discussed and practiced.

### **HCOR 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Patient Care Technician program.

### **HCOR 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Patient Care Technician program.

### **HCOR 1995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Patient Care Technician program.



## **Patient Care Technician (continued)**

### **HCOR 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Patient Care Technician program.

### **HCOR 2997 - Special Projects V (1/0/1)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Patient Care Technician program.

### **HNUR 1211 - Nursing Fundamentals I (3/1/4)**

Prerequisite: None. Theory (45 hours) and supervised skills lab (30 hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations.

### **HPHL 1013 - Phlebotomy (3/1/4)**

Co-requisite: HCOR 1200; HNUR1211; HCOR 1212 or currently on the Louisiana CNA registry. This course discusses introductory information relative to phlebotomy theory and fundamental phlebotomy skills, including venipuncture, capillary sticks, infection control procedures, and lab tests that the Phlebotomist may perform, including a 75-hour classroom and 45-hour laboratory practice. Study of advanced phlebotomy skills and procedures that include laboratory administrative procedures, tube identification, and laboratory equipment usage is also included. Students perform introductory, fundamental and advanced phlebotomy skills in the lab for instructor evaluation in preparation for clinical externship. Students spend an additional 90 hours of supervised preceptor clinical hours in a variety of health care sites in order to obtain the necessary course requirements for a total of 210 clock hours.

## **Pharmacy Technician**

### **CPTR 1000 - Introduction to Computers (1/1/2)**

Prerequisite: None. An introductory study of computer system components, operating system environments. Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features.

### **CSRV 1000 - Customer Service (3/0/3)**

Prerequisite: None. This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

### **CSRV 2000 - Customer Service and Sales (3/0/3)**

Prerequisite: None. This course is intended to help students to understand the importance of recognizing a customer's needs and offering solutions. This course will provide the student with more confidence and skills to transition calls from issue resolution to offering additional products or services.

### **HMDT 1170 - Medical Terminology (1/0/1)**

Prerequisite: None. Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms. Medical abbreviations are included.

### **HPHM 1200 - Pharmacy Technician Fundamentals (3/0/3)**

Prerequisite: None. This course introduces the student to the role of the Pharmacy Technician and provides an overview of pharmacy practice and the current and emerging opportunities available to Certified Pharmacy Technicians. Students are introduced to the responsibilities and roles within various pharmacy settings.

## **Pharmacy Technician (continued)**

### **HPHM 1300 - Pharmacy Law and Ethics (3/0/3)**

Prerequisite: None. This course familiarizes the student with federal and state laws as well as ethical issues relative to the pharmacy technician. The student is introduced to laws including the Pharmacy Practice Act and scope of practice for pharmacy technicians and candidates, certification, accreditation, core values, ethics and professional attitudes.

### **HPHM 1400 - Pharmacy Math and Dosage Calculations (2/0/2)**

Co-requisite: MATH 1160; or DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. This course is a review of basic mathematics as well as use of systems of measurements, dosage calculations, concentrations and dilutions involving pharmaceutical calculations. It involves the application of formulas, calculations of fractional dosages, and methods of calculating dosages from all drug forms. Instruction in the written and oral communications used in the pharmacy setting and medication safety.

### **HPHM 1500 - Fundamentals of Pharmacy Lab (0/2/2)**

Co-requisite: HPHM 1200, HPHM 1400, and HPHM 1503. Designed to give practical, hands-on experience to develop and equip individuals with knowledge and practical skills in pharmacy practice. Provides hands-on experience in medication preparation, dispensing, calculations and business applications.

### **HPHM 1503 - Pharmacology for Pharmacy Technicians I (2/0/2)**

Co-requisite: HPHM 1400 and HPHM 1500. This course emphasizes drug therapy, defines major drug classifications, drug nomenclature and drug dosage forms. The course is designed to provide the Pharmacy Technician candidate with a foundation in drug related information and for actual preparation to dispense medications.

### **HPHM 1513 - Pharmacology for Pharmacy Technicians II (2/0/2)**

Prerequisite: HPHM 1200, HPHM 1503, HPHM 1400 and HPHM 1500. Co-requisite: HPHM 1600 and HPHM 1300. The course is designed to provide the Pharmacy Technician candidate with a foundation in drug related information and pharmacokinetics as they apply to the clinical setting. The course also describes therapeutic and adverse effects of routes of drug administration.

### **HPHM 1600 - Sterile Compounding Lab (0/2/2)**

Prerequisite: HPHM 1500 and HPHM 1503. Co-requisite: HPHM 1300 and HPHM 1513. Provides hands-on experience in aseptic techniques, admixture preparation, incompatibility and stability, irrigation solutions, calculations for intravenous solutions, total parenteral nutrition and chemotherapy.

### **HPHM 2000 - Professionalism for Pharmacy Technicians (2/0/2)**

Co-requisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. Co-requisite: HPHM 1300, HPHM 1513 and HPHM 1600. This course assists students in making immediate and future decisions regarding job choices and educational growth. It includes techniques on setting goals, creating a positive professional image, preparing a portfolio, and compiling a resume. Included is a review of the topics covered on the National Certification Exam.

### **HPHM 2012 - Pharmacy Clinical Externship I (0/4/4)**

Co-requisite: SPCH 1015 or SPCH 1025. Prerequisite: Approval of LA Board of Pharmacy; HPHM 1300, HPHM 1513, HPHM 1600, and HPHM 2000. This course provides the Pharmacy Technician clinical student the opportunity to work in pharmacy setting under the supervision of a registered pharmacist. Emphasis is placed on effective communication, understanding pharmacy operations, and dispensing of medications. The student will be assigned to retail and/or hospital pharmacies for 180 hours.



## Pharmacy Technician (continued)

### **HPHM 2022 - Pharmacy Clinical Externship II (0/5/5)**

Co-requisite: SPCH 1015 or SPCH 1025, HPHM 2012, HPHM 2022. Prerequisite: Approval of LA Board of Pharmacy; HPHM 1300, HPHM 1513, HPHM 1600 and HPHM 2000. This course provides the Pharmacy Technician clinical student the continued opportunity to work in pharmacy settings under the supervision of a registered pharmacist. Emphasis is placed on effective communication, understanding pharmacy operations, and dispensing of medications. The student will be assigned to retail and/or hospital pharmacies for approximately 225 hours. This course is a continuation of HPHM 2012.

### **HPHM 2023 - Pharmacy Clinical Externship III (0/5/5)**

Co-requisite: SPCH 1015 or SPCH 1025, HPHM 2012, and HPHM 2022. Prerequisite: Acceptance into Pharmacy Technician program and approval of LA Board of Pharmacy; HPHM 1300, HPHM 1513, and HPHM 1600. This course provides the Pharmacy Technician clinical student the opportunity to work in pharmacy setting under the supervision of a registered pharmacist. Emphasis is placed on effective communication, understanding pharmacy operations, and dispensing of medications. The student will be assigned to retail and/or hospital pharmacies for 225 hours.

### **HPHM 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Pharmacy Technician program.

### **HPHM 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Pharmacy Technician program.

### **HPHM 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Pharmacy Technician program.

### **HPHM 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Pharmacy Technician program.

### **MATH 1160 - Medical Math (3/0/3)**

Prerequisites: None. This applied mathematics course provides a review for the student who needs to master the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. This course also assists the student in acquiring a better understanding of percent, ratio and proportion, and measurements. This course is designed to provide a foundation for enrollment into an health science program and improving proficiency in career preparation courses. An essential part of the course is utilizing the concepts to solve application problems.

## Practical Nursing

### **AHSC 1000 - Allied Health Science (2/1/3)**

Prerequisite: None. This Science course provides entry level introduction to biology and chemistry thus providing a foundation for enrollment into an allied health program and improving proficiency in career preparation courses.

### **CSRV 1000 - Customer Service (3/0/3)**

Prerequisite: None. This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

## **Practical Nursing (continued)**

### **CSRV 2000 - Customer Service and Sales (3/0/3)**

Prerequisite: None. This course is intended to help students to understand the importance of recognizing a customer's needs and offering solutions. This course will provide the student with more confidence and skills to transition calls from issue resolution to offering additional products or services.

### **ENTP 1000 - Foundations of Entrepreneurship (3/0/3)**

Prerequisite: None. The purpose of this course is to introduce the students to those basic thoughts, skills, and ideas that are common to new ventures. The course is taught by leading the students through the process of finding and developing an idea and summarizing what they discover and conclude in a "business concept plan." Topics include an introduction to major business concepts, including strategy, finance, and industrial organization.

### **HNUR 1211 - Nursing Fundamentals I (3/1/4)**

Prerequisite: None. Theory (45 hrs) and supervised skills lab (30 hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations.

### **HNUR 1212 - Geriatric Clinical (0/1/1)**

Co-requisite: HNUR 1211. The student will perform, demonstrate, and practice a minimum of 40 hours of basic geriatric nursing care and skills in long term care facilities under the supervision and discretion of the LTC nursing faculty.

### **HNUR 1270 - Practical Nurse Perspectives (1/1/2)**

Prerequisite: Admitted in to Practical Nursing program. This course includes information regarding vocational adjustments and personal, family, and community health issues. It expounds on the role of the practical nurse, practical nursing education and the Law Relating to the Practice of Practical Nursing as defined by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). Ethical/legal/cultural issues and trends, communication techniques, and personality development are addressed. It includes discussion of the concepts of health maintenance with identification of local, state and national health resources available for maintenance of health. Also included is an introduction to the normal aging process, including biological, psychosocial, cultural, spiritual, and pharmacological factors, including health maintenance throughout the life cycle. Additional topics covered in this course will include rehabilitative/restorative care and support of end-of-life issues utilizing therapeutic and preventive measures.

### **HNUR 1300 - A&P for Healthcare Providers with Medical Terminology (3/0/3)**

Prerequisite: Admitted in to Practical Nursing program. This course is a study of structure and function of the human body systems to include cells, skeletal, muscular, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems. Medical terms and commonly used medical/nursing abbreviations related to each body system are addressed in detail in this course.

### **HNUR 1320 - Nutritional Aspects (2/0/2)**

Prerequisite: Admitted in to Practical Nursing program. Normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes are studied. This course includes the role of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals and water in the maintenance of good health and wellness for all ages.

## **Practical Nursing (continued)**

### **HNUR 1361 - Pharmacology Applications (1/1/2)**

Co-requisite: HNUR 1411. Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, and HNUR 1320. Medical math is an integral component of this course. The terminology and principles of medication administration are presented in this course. Drug classifications and their effect on the various body systems are presented. Specific drugs in each classification are emphasized according to expected effects, side effects, and adverse effects. Routes of drug administration and variables that influence drug action are covered including dangerous drug interactions and nursing implications related to each drug. Safety precautions which will help to decrease the incidence of errors in medication administration are stressed. Advanced medication calculations will be required to demonstrate knowledge of safe dosing parameters. The nursing process is utilized to assess the client's learning needs and effects of all pharmacological interventions.

### **HNUR 1411 - Nursing Fundamentals II (2/1/3)**

Co-requisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, and HNUR 1320. This course includes 30 hours of theory and 60 hours of supervised skills lab experiences that focus on providing practical nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various healthcare environments. Advanced skills are presented through the application of the nursing process to assist in the management of all aged clients with health alterations.

### **HNUR 2611 - IV Therapy (1/0/1)**

Co-requisite: HNUR 1361, HNUR 1411, and HNUR 2113. Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, and HNUR 1320. The role of the practical nurse, legal implications of intravenous (IV) therapy, and equipment/devices used, anatomy/physiology, methods and techniques, infection control measures, complications, and other vital information related to intravenous therapy is discussed. Supervised lab performance (15hrs) is an integral part of this course.

### **HNUR 2113 - Medical Surgical I (5/3/8)**

Co-requisite: HNUR 1411. Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, and HNUR 1320. This course is a study of the nursing process as a method of individualizing patient care with special emphasis directed towards essential concepts related to body fluid/water, electrolytes, and acid-base balance, care of the perioperative adult client and the adult client experiencing alterations in cardiovascular/lymphatic/immune functioning. Included is a review of anatomy & physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Students will begin to utilize a nursing process approach, and will perform applicable practical nursing clinical skills to assigned client/s in approved health care facilities under the supervision and discretion of practical nursing faculty. This course includes a 180-hour clinical component.

### **HNUR 2123 - Medical Surgical II (5/3/8)**

Co-requisite: HNUR 1361. Prerequisite: HNUR 2113. This course includes theory related to nursing care provided to adult clients experiencing alterations in the respiratory, gastrointestinal, endocrine and integumentary function. Care of the adult client with a neoplastic disorder is also included. Included is a review of anatomy and physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are encouraged while the student learns to make interdependent practical nursing decisions. This course includes a 180-hour clinical component.

## **Practical Nursing (continued)**

### **HNUR 2133 - Medical Surgical III (5/3/8)**

Prerequisite: HNUR 1361 and HNUR 2123. This course includes the study of genitourinary, reproductive, sensory, neurological and musculoskeletal disorders with emphasis on pathophysiology and pharmacology for the adult client. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients experiencing serious illnesses in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are utilized while the student begins to make interdependent practical nursing decisions. Students will be expected to perform clinical skills with indirect supervision of the clinical instructor. This course includes a 180-hour clinical component.

### **HNUR 2523 - Mental Illness/Psychiatric Nursing (2/0/2)**

Co-requisite: HNUR 1411, HNUR 1361 and HNUR 2113. Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR and 1320. This course is the study of the client experiencing emotional, mental and social alterations utilizing the nursing process approach with integrated pharmacology and application of life span principles. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in mental health facilities under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component.

### **HNUR 2713 - Obstetrics (2/0/2)**

Co-requisite: HNUR 1361, HNUR 1411, and HNUR 2113. Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, and HNUR 1320. Current issues, growth and development of the childbearing family, fetal development and gestation are studied. Care of the client during the antepartal, intrapartal, and postpartal periods is included, as well as care of the neonate. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system and condition are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to maternal & neonatal clients during the antepartal, intrapartal, and postpartal periods, in appropriate clinical sites, under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component.

### **HNUR 2723 - Pediatrics (2/0/2)**

Co-requisite: HNUR 1411, HNUR 2113, and HNUR 1361. Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, and HNUR 1320. This course presents essential information related to growth and development of infants, toddlers, preschool through school age and adolescents, and those diseases common but not exclusive to the particular age groups. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system and age group are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to pediatric clients in appropriate clinical sites under the supervision and at the discretion of practical nursing faculty. This course includes a 30-hour clinical component.

## **Practical Nursing (continued)**

### **HNUR 2813 - PN Leadership and Management (2/0/2)**

Co-requisite: HNUR 2133, HNUR 2723, HNUR 2523 and HNUR 2713. Prerequisite: HNUR 1411 and HNUR 2123. This course presents the laws, rules and regulations which govern licensure to practice practical nursing in the state of Louisiana. Students are prepared for the NCLEX-PN licensure examination. It is designed to prepare the future LPN for compliance with the laws, to explain the procedures which facilitate necessary operations of the Louisiana State Board of Practical Nurse Examiners (LSBPNE) and to outline the obligations which accompany the privilege of service in health care. Legal responsibilities, confidentiality and ethical practice along with concepts of management and supervision are emphasized. Preparation for employment is introduced by evaluating job opportunities, compiling a resume, and outlining information essential to finding, applying for and terminating a job in the healthcare industry. A study of common health problems and etiologies seen in nursing home residents, including safe administration of medications, selected acute illnesses, and typical health emergencies. In addition, a review of documentation requirements, health protection guidelines, and health promotion activities in long-term facilities are presented. Appropriate teaching of related

diagnostic results in the elderly are summarized. The leadership/management role in the nursing home setting is outlined including the delegation of tasks to support staff. The course focuses on issues such as the relationship of management and quality improvement for care of the elderly in long-term facilities. In addition, the organization and structure of the nursing home and the function of various departments are included. The Louisiana Department of Health and Hospitals and the survey process is integrated throughout the course. Common legal and ethical issues encountered in long-term care facilities are discussed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in geriatric care facilities under the supervision and at the discretion of practical nursing faculty. Critical thinking skills are encouraged while the student makes interdependent practical nursing decisions. Students will perform in management and leadership roles in the facility and will administer medications to groups of residents comparable to industry's entry-level expectations of a beginning practitioner. This course includes a 30-hr clinical component.

### **HNUR 2991 - Special Projects I (1/0/1)**

Prerequisite: Dean of Health Sciences approval. This course is designed to prepare the practical nursing student for the NCLEX-PN exam. The course will provide the student with an overall review of material taught within the program, and it will assist the student in developing constructive test taking skills and strategies in order to successfully complete their licensure examination.

### **HNUR 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Practical Nursing program.

### **HNUR 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Practical Nursing program.

### **HNUR 2996 - Special Projects IV (3/0/3)**

Prerequisite: Dean of Health Sciences approval. Course designed for students who have demonstrated specific special needs in instruction through the Practical Nursing program.

### **MATH 1160 - Medical Math (3/0/3)**

Prerequisites: None. This applied mathematics course provides a review for the student who needs to master the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. This course also assists the student in acquiring a better understanding of percent, ratio and proportion, and measurements. This course is designed to provide a foundation for enrollment into a health science program and improving proficiency in career preparation courses. An essential part of the course is utilizing the concepts to solve application problems.



# Veterinary Technology

## **CSRV 1000 - Customer Service (3/0/3)**

Prerequisite: None. This course is intended to help participants' progress from learning about themselves, to learning how to relate to their internal customers as well as their external customers in the workplace.

## **CSRV 2000 - Customer Service and Sales (3/0/3)**

Prerequisite: None. This course is intended to help students to understand the importance of recognizing a customer's needs and offering solutions. This course will provide the student with more confidence and skills to transition calls from issue resolution to offering additional products or services.

## **ENTP 1000 - Foundations of Entrepreneurship (3/0/3)**

Prerequisite: None. The purpose of this course is to introduce the students to those basic thoughts, skills, and ideas that are common to new ventures. The course is taught by leading the students through the process of finding and developing an idea and summarizing what they discover and conclude in a "business concept plan." Topics include an introduction to major business concepts, including strategy, finance, and industrial organization.

## **VETA 1100 - Clinical Experience I (0/1/1)**

Co-requisite: VETA 1101, VETA 1102, VETA 1103, VETA 1104, and VETA 1202. This clinical class parallels the course material in VETA 1102, 1103, and 1104 in both clinical and lab settings in order to assist students in completing essential tasks. 75 hours are required to be completed between an approved veterinary facility, scheduled on-campus labs, and scheduled off-campus labs for large animal experience. School orientation material will be covered in this class.

## **VETA 1101 - Introduction to Veterinary Technology (1/0/1)**

Prerequisite: None. An on-line course that will give the student information on the history of veterinary medicine and various employment opportunities available in the animal health care field, with emphasis on the duties and responsibilities of veterinary technicians. Various job opportunities for veterinary technicians will also be discussed. Additional topics include licensing, registration, and professional organizations.

## **VETA 1102 - Veterinary Office and Hospital Procedures (2/0/2)**

Prerequisite: None. This on-line course teaches understanding of veterinary clinical and hospital operations including office and managerial duties such as client communication, admitting and discharging patients, scheduling, ordering, and inventory control. This course will also focus on teamwork dynamics and compassion fatigue in regards to the veterinary profession as well as general cleaning and maintenance protocols found in various clinical settings.

## **VETA 1103 - Animal Care and Handling (2/0/2)**

Co-requisite: VETA 1100. An on-line course that introduces students to the basic care and management of common companion and farm animals, including breed identification, basic nutritional requirements, reproduction, and neonatal care. Animal behavior and restraint will also be covered. Hands-on practice of the lessons will be done within the VETA 1100 class during scheduled lab sessions.

## **VETA 1104 - Veterinary Medical Terminology (2/0/2)**

Prerequisite: None. An on-line course that introduces students to veterinary medical terminology as it relates to the basic comparative anatomy of domestic animals including integument, musculoskeletal, nervous, digestive, urinary, reproductive, respiratory, and cardiovascular systems. Proper terminology is utilized to describe the major organs of each system, their location, and functions, as well as pharmacology terms.

## **VETA 1107 - Understanding Animal Behavior, Handling, and Care (3/0/3)**

Prerequisites: None. This course gives the student a foundation of practical knowledge about the natures of dogs and cats and how to properly and safely handle and care for these species. The course will also provide an overview of basic husbandry and nursing skills for dogs and cats.

## **Veterinary Technology (continued)**

### **VETA 1108 - Understanding Equine Behavior, Handling and Care (3/0/3)**

Prerequisites: None. This course gives the student a foundation of practical knowledge about the nature of horses and how to properly and safely handle and care for this species. The course will also provide an overview of basic husbandry and nursing skills for horses.

### **VETA 1200 - Clinical Experience II (1/0/1)**

Prerequisite VETA 1100. Co-requisite: VETA 1201, VETA 1203, VETA 1204, VETA 1207, and VETA 1209. Parallels the course material in VETA 1201, 1202, 1203, and 1204 in both clinical and lab settings in order to assist students in completing essential tasks. 75 hours are required to be completed between an approved veterinary facility, scheduled on-campus labs, and scheduled off-campus labs for large animal experience.

### **VETA 1201 - Introduction to Clinical Procedures (3/0/3)**

Co-requisite: VETA 1200; and DVMA 0098; or ACT Math 17+; or COMPASS Algebra 30+. Prerequisite: VETA 1100. An on-line class that introduces students to basic knowledge and skills needed to work in a clinical setting. Topics to be covered include pharmacy and pharmacology, radiology, surgical nursing and anesthesia, and laboratory and clinical pathology procedures.

### **VETA 1202 - Human Animal Bond (1/0/1)**

Prerequisite: None. This is on-line course that focuses on the use of the human animal bond to enrich the life of humans and the role of the veterinary health care team in protecting and promoting the human animal bond. Grief management and the practice of euthanasia will also be discussed.

### **VETA 1203 - Avian and Exotic Medicine (2/0/2)**

Co-requisite: VETA 1200. Prerequisite: VETA 1100. Online class that covers avian, reptile, amphibian, small mammals, fish and other miscellaneous exotic animals kept as pets. Safe and effective handling and care of these animals will be taught. Common diseases and zoonosis will also be covered. This class will require attendance to on-campus and/or off-campus labs for hands-on experience.

### **VETA 1204 - Animal Nursing I (3/0/3)**

Co-requisite: VETA 1200. Prerequisite: VETA 1100. This on-line course provides information on animal nursing skills required in a clinical setting including patient assessment, grooming, and nursing therapeutics such as administration of medication and fluids, dentistry, and emergency care. This course also provides introduction to common diseases and zoonosis.

### **VETA 1300 - Externship I (0/2/2)**

Co-requisite: VETA 1302; and Prerequisite: DVEN 0091; or ACT English 17+; or COMPASS English 39+. Prerequisite: VETA 1200. This clinical experience is designed to expound upon the student's knowledge, skill, and attitude. The tasks and duties to be performed will parallel each of the classes already successfully completed in the first year of the program. This course also assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. 200 hours are required to be completed at an approved veterinary facility, and in class and/or of campus labs.

### **VETA 1302 - Lab Animal Medicine (2/0/2)**

Co-requisite: VETA 1300. Prerequisite: VETA 1200. Online course that covers lab animal procedures by teaching safe and effective handling and care of Lab animals (rats, mice, and rabbits, as well as non-human primates). Common diseases and zoonosis of lab animals will be covered. Lab animal regulatory agencies will be discussed. Wildlife and Zoo medicine will also be included in this class. This class will require attendance to on-campus and/or off-campus labs for hands, on experience.



## **Veterinary Technology (continued)**

### **VETA 1207 - Parasitology for Veterinary Technicians (2/0/2)**

Co-requisite: VETA 1200 and VETA 1209. Prerequisite: VETA 1100. An on-line course that studies common internal and external parasites found in domestic and food animals, including characteristics, methods of transmission, life cycles, and clinical signs. Sample collection safety and blood parasites will also be covered.

### **VETA 1209 - Parasitology Lab for Veterinary Technicians (0/1/1)**

Co-requisite: VETA 1200 and VETA 1207. Prerequisite: VETA 1100. An on-line course that studies common internal and external parasites found in domestic and food animals, including characteristics, methods of transmission, life cycles, and clinical signs. Sample collection safety and blood parasites will also be covered.

### **VETT 2100 - Clinical Experience III (0/1/1)**

Co-requisite: VETT 2102, VETT 2103, VETT 2107, VETA 2104, VETA 2108, and VETA 2110. Prerequisite: VETA 1300. Parallels the course material in VETT 2102, 2103/2107, 2104/2108, and 2105/2109 in both clinical and lab settings in order to assist students in completing essential tasks. 75 hours are required to be completed at an approved veterinary facility.

### **VETT 2102 - Pharmacology for Veterinary Technicians (3/0/3)**

Co-requisite: VETT 2100; and DVMA 0099; or ACT Math 19+; or COMPASS Algebra 40+. Prerequisite: VETA 1300. An on-line course that studies the theory and application of pharmacology, including classifications of drugs and their usage, with specific information on mechanism of action, side effects, and dosing. Preparation and administration of medications, interpreting prescriptions, and dispensing medication will also be covered.

### **VETT 2103 - Animal Nursing II (3/0/3)**

Co-requisite: VETT 2100, VETT 2107, and VETT 2110. Prerequisite: VETA 1300. An on-line course that covers animal nursing practices including patient assessment through physical examination and collection of diagnostic specimens including blood and urine. Therapeutics will also be covered including administration of medications, bandaging, and wound management. This course will also cover emergency and critical care.

### **VETT 2104 - Animal Anatomy and Physiology (3/0/3)**

Co-requisite: VETT 2100 and VETT 2108. Prerequisite: VETA 1300. An on-line course that includes the study of the physiological and anatomical systems of domestic animals and includes discussions on the chemical basis for life, the cell, tissues, the integument, skeletal system, muscular system, cardiovascular system, blood, lymph and immunity, respiratory system, digestive system, nutrients and metabolism, the nervous system, sense organs, the endocrine system, urinary system, reproductive system, pregnancy, development, and lactation, avian anatomy and physiology, and amphibian and reptile anatomy and physiology.

### **VETT 2105 - Clinical Pathology for Veterinary Technicians (3/0/3)**

Co-requisite: VETT 2200 and VETT 2109. Prerequisite: VETT 2100. An on-line course designed to familiarize the student with diagnostic laboratory procedures commonly performed in the veterinary field. Discussion includes clinical chemistry, veterinary hematology, urology and cytology. In addition, sample collection and handling is covered along with instrumentation and equipment maintenance.

### **VETT 2107 - Animal Nursing and Imaging Lab for Veterinary Technicians (0/1/1)**

Co-requisite: 2100, VETT 2103, and VETT 2110. Prerequisite: VETA 1300. An on-campus lab setting designed to enhance and reinforce lecture material in both the Animal Nursing II and Diagnostic Imaging courses and allow students to practice and perform physical examinations, urine collection, venipuncture, medication administration, ocular diagnostics, bandaging, and diagnostic imaging techniques. Off-campus labs are also scheduled for large animal techniques.

## **Veterinary Technology (continued)**

### **VETT 2108 - Animal Anatomy and Physiology Lab (0/1/1)**

Co-requisite: VETT 2100 and VETT 2104. Prerequisite: VETA 1300. An on-campus lab setting designed to reinforce lecture material and allow students to practice bone and joint identification and dissection of preserved specimens in order to identify major muscles and organs of the cardiovascular, respiratory, digestive, nervous, reproductive, and urinary systems.

### **VETT 2109 - Clinical Pathology Lab for Veterinary Technicians (0/1/1)**

Co-requisite: VETT 2200 and VETT 2105. Prerequisite: VETT 2100. An on-campus lab setting designed to enhance and reinforce lecture material and allow students to perform hematological analysis, clinical chemistries, urinalysis, and ear and skin cytology.

### **VETT 2110 - Imaging for Veterinary Technicians (2/0/2)**

Co-requisite: VETT 2100, VETT 2103, and VETT 2107. Prerequisite: VETA 1300. This on-line course covers the safe and effective production of diagnostic radiographic images, as well as the use of ultrasonography and endoscopic equipment. Students will learn to properly prepare equipment, measure and position animals, choose appropriate radiographic techniques, produce and process x-ray film, and analyze radiographs for diagnostic quality. This course will also cover preparation of equipment and patients for non-radiographic studies.

### **VETT 2200 - Clinical Experience IV (0/1/1)**

Co-requisite: VETT 2105, VETT 2109, VETT 2203, VETT 2207, VETT 2204, and VETT 2208. Prerequisite: VETT 2100. Parallels the course material in VETT 2201, 2202/2206, 2203/2207, and 2204/2208 in both clinical and lab settings in order to assist students in completing essential tasks. 75 hours are required to be completed at an approved veterinary facility.

### **VETT 2203 - Microbiology and Immunology for Veterinary Technicians (3/0/3)**

Co-requisite: VETT 2200 and VETT 2207. Prerequisite: VETT 2100. An on-line course that studies the history, classification, and nomenclature of bacteria, fungi, and viruses. Sample collection and handling and laboratory procedures in bacteriology, mycology, virology, and immunology will also be covered.

### **VETT 2204 - Surgical Nursing and Anesthesia for Veterinary Technicians (3/0/3)**

Co-requisite: VETT 2200 and VETT 2208. Prerequisite: VETT 2100. An on-line course that focuses on anesthesia practices and standard surgical procedures. Students will be exposed to anesthetics and the principles of anesthesia. This course covers the role of a surgical technician in regards to preoperative procedures, peri-operative procedures, and post-operative procedures. This course also focuses on common surgical procedures of both small and large animals as well as dental procedures.

### **VETT 2207 - Microbiology and Immunology Lab for Veterinary Technicians (0/1/1)**

Co-requisite: VETT 2200 and VETT 2203. Prerequisite: VETT 2100. An on-campus lab setting designed to allow students to follow proper procedures for identification of common bacteria and to perform biochemical tests involved in identifying microorganisms. Sample collection, handling, preparation, and safety will also be practiced, as well as common laboratory tests used to identify viral diseases.

### **VETT 2208 - Surgical Nursing and Anesthesia Lab for Veterinary Technicians (0/1/1)**

Co-requisite: VETT 2200 and VETT 2204. Prerequisite: VETT 2100. An on-campus lab setting designed to enhance and reinforce lecture by allowing students the opportunity to focus on anesthesia practices and surgical nursing. Students will be exposed to spay and neuter surgeries, as well as dentistry. Students will have the opportunity to perform routine dental prophylaxis, administer anesthetic related drugs, place endotracheal tubes, monitor patient status in all planes of anesthetic procedures, and maintain and operate anesthetic delivery and monitoring equipment.

## **Veterinary Technology (continued)**

### **VETT 2300 - Externship I (0/2/2)**

Co-requisite: VETT 2301. Prerequisite: VETT 2200. Final summer externship is designed to allow students to practice and improve their clinical skills. This class is intended to expound upon the student's knowledge, skill, and attitude as an entry-level technician. All courses except VETT 2301 (student will take in conjunction) need to be successfully completed to enroll in this externship. This course will also help to prepare the student to take the Veterinary Technician National Exam (VTNE) by providing a comprehensive review of the topics that will be covered on the exam. 200 hours are required to be completed at an approved veterinary facility.

### **VETT 2301 - Small and Large Animal Medicine**

Co-requisite: VETT 2300. Prerequisite: VETT 2200. An on-line course that studies diseases affecting common domestic animals including etiology, clinical signs, diagnosis, prevention, treatments, and public health issues. Vaccination, nutrition, and necropsy will also be covered.

## **Welding**

### **JOBS 2450 - Job Seeking Skills (2/0/2)**

Prerequisite: None. This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. It also includes personal/career assessments including foundational Work Keys assessments, application for the Louisiana Work Ready! (National Career Ready) Certificate. The completion of a student career presentation portfolio to minimum specifications will be a requirement for course completion.

### **WELD 1110 - Occupational Orientation and Safety (2/1/3)**

Prerequisite: None.. An introduction to the occupation of welding including facility layout, policies, safety and health procedures, information and practice concerning basic safety, safe operation of hand and power tools, materials handling and maintenance of a safe working environment. Students are also introduced to safe welding practices, communication skills, and essential workplace skills.

### **WELD 1120 - Basic Blueprint, Metallurgy and Weld Symbols (2/1/3)**

Prerequisite: None. This course provides instruction and review of basic construction mathematics, weld symbol interpretation, reading welding detail drawings, basic metallurgy, metal identification, and heat treatment of metals.

### **WELD 1130 - Welding Inspection and Testing (1/1/2)**

Prerequisite: None. An introduction to codes, standards, and agencies regulating the welding industry, a review of weld quality standards, concepts in proper visual and destructive testing methods, and a study of proper base metal preparation and joint fit-up.

### **WELD 1140 - Electrical Fundamentals (1/1/2)**

Prerequisite: None. An introduction to welding equipment fundamentals of operation, polarity, equipment types, safety and systems setup including welding related equipment connection and a review of tools used in welding procedures.

### **WELD 1310 - Cutting Processes - CAC/PAC (1/1/2)**

Prerequisite: None. An introduction to the principals of safely operating Air Carbon Arc Cutting (CAC-A) and Plasma Arc Cutting (PAC) equipment including practice cutting and gouging ferrous and non-ferrous metals.

## **Welding (continued)**

### **WELD 1410 - SMAW - Basic Beads (1/1/2)**

Prerequisite: None. An introduction to the principals of Shielded Metal Arc Welding (SMAW), component and consumable identification including the safe setup of equipment and practice of welding stinger beads, weave beads, and overlapping beads in various positions using various electrodes.

### **WELD 1411 - SMAW - Fillet Weld (0/3/3)**

Prerequisite: None. Safely setup and operate Shielded Metal Arc Welding (SMAW) equipment with practice of single and multi-pass fillet welds in the flat, horizontal, vertical, and overhead positions using various electrodes.

### **WELD 1412 - SMAW - V - Groove BU/Gouge (0/3/3)**

Prerequisite: None.. Safely setup and operate Shielded Metal Arc Welding (SMAW) equipment with practice of V-Groove welds with a backing or back gouging in the flat, horizontal, vertical, and overhead positions using various electrodes.

### **WELD 1420 - SMAW - V - Groove Open (1/3/4)**

Prerequisite: None. An introduction to the safe setup of equipment and principals of Shielded Metal Arc Welding (SMAW) for open V-Groove welds, joint preparation, proper weld quality, qualification testing, and practice welding open V-Groove welds in the flat, horizontal, vertical, and overhead positions.

### **WELD 1510 - SMAW - Pipe 2G (1/3/4)**

Prerequisite: None.. An introduction to the safe setup of equipment and principals of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 2G vertical fixed position, joint preparation, proper weld quality, qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 2G vertical fixed position.

### **WELD 1511 - SMAW - Pipe 5G (0/4/4)**

Prerequisite: None. Safely setup equipment and apply principals of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 5G horizontal fixed position.

### **WELD 1512 - SMAW - Pipe 6G (0/4/4)**

Prerequisite: None. Safely setup equipment and apply principals of Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 6G - 45° fixed position, review joint preparation, review proper weld quality and qualification testing, and practice welding Shielded Metal Arc Welding of Pipe (SMAW-Pipe) in the 6G - 45° fixed position.

### **WELD 1210 - Oxyfuel Systems (1/1/2)**

Prerequisite: None. An introduction to the principals of cutting with an Oxyfuel (OFC) apparatus, cylinder and equipment safety, proper handling and setup including practice cutting mild steel using both the manual and machine process.

### **WELD 2110 - FCAW - Basic Fillet Welds (1/2/3)**

Prerequisite: None. An introduction to the principals of Flux Core Arc Welding (FCAW), component and consumable identification including the safe setup of equipment and practice of fillet welds in the flat, vertical, horizontal, and overhead positions.

### **WELD 2111 - FCAW - Groove Welds (0/3/3)**

Prerequisite: None. Safely setup and operate Flux Core Arc Welding (FCAW) equipment with practice of V-Groove welds with a backing or back gouging in the flat, horizontal, vertical, and overhead positions.

## **Welding (continued)**

### **WELD 2112 - FCAW - Pipe 5G (1/3/4)**

Prerequisite: None. Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 5G - horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G pipe joint.

### **WELD 2113 - FCAW - Pipe 2G (0/4/4)**

Prerequisite: None. Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 2G – vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G pipe joint.

### **WELD 2114 - FCAW Pipe 6G (0/4/4)**

Prerequisite: None. Safely setup and operate Flux Core Arc Welding pipe (FCAW-Pipe) equipment, proper assembly of a 6G(R) - 45° fixed position pipe joint with/without a restriction ring, proper weld quality, safe setup of equipment and practice welding a 6G(R) pipe joint.

### **WELD 2210 - GTAW - Basic Multi-joint (1/2/3)**

Prerequisite: None. An introduction to the principals of Gas Tungsten Arc Welding (GTAW), component and consumable identification including the safe setup of equipment and practice of welding beads (fillet welds), and groove welds in the flat, vertical, horizontal, and overhead positions using carbon steel consumables.

### **WELD 2220 - GTAW - Pipe 5G (1/3/4)**

Prerequisite: None. An introduction to the principals of Gas Tungsten Arc Welding of Pipe (GTAW-Pipe) in the 5G horizontal fixed position, proper assembly of a 5G pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.

### **WELD 2221 - GTAW - Pipe 2G (0/4/4)**

Prerequisite: None. Safely setup and operate Gas Tungsten Arc Welding Pipe (GTAW-Pipe) equipment, proper assembly of a 2G vertical fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G vertical fixed position pipe joint.

### **WELD 2222 GTAW – PIPE 6G (0/4/4)**

Prerequisite: None. Safely setup and operate Gas Tungsten Arc Welding Pipe (GTAW-Pipe) equipment, proper assembly of a 6G - 45° fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 6G - 45° fixed position pipe joint.

### **WELD 2230 - GTAW - Aluminum Multi-joint (1/2/3)**

Prerequisite: None. An introduction to the principles of Gas Tungsten Arc Welding Aluminum (GTAW-A), component and consumable identification including the safe setup of equipment and practice of welding fillet and groove welds in the flat, horizontal, vertical, and overhead positions.

### **WELD 2310 - GMAW - Basic Fillet Weld (1/2/3)**

Prerequisite: None. An introduction to the principals of Gas Metal Arc Welding (GMAW), types of weld transfer, weld quality, and component and consumable identification including the safe setup of equipment and practice of welding fillet welds in the flat, horizontal, vertical, and overhead positions.

### **WELD 2311 - GMAW - Groove Weld (0/3/3)**

Prerequisite: None. Safely setup and operate Gas Metal Arc Welding (GMAW) equipment with practice of open V-Groove welds in the flat, horizontal, vertical, and overhead positions

### **WELD 2320 - GTAW - Pipe 2G (1/3/4)**

Prerequisite: None. An introduction to the principles of Gas Metal Arc Welding of Pipe (GMAW-Pipe) in the 2G vertical fixed position, proper assembly of a 2G pipe joint, proper weld quality, safe setup of equipment, and practice welding a 2G vertical fixed position pipe joint.



## **Welding (continued)**

### **WELD 2321 - GTAW - Pipe 5G (0/4/4)**

Prerequisite: None. Safely setup and operate Gas Metal Arc Welding pipe (GMAW-Pipe) equipment, proper assembly of a 5G horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G horizontal fixed position pipe joint.

### **WELD 2322 - GTAW - Pipe 6G (0/4/4)**

Prerequisite: None. Safely setup and operate Gas Metal Arc Welding Pipe (GMAW-Pipe) equipment, proper assembly of a 6G - 45° fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 6G - 45° fixed position pipe joint.

### **WELD 2330 - GMAW - Aluminum Multi-joint (1/3/4)**

Prerequisite: None. An introduction to the principles of Gas Metal Arc Welding Aluminum (GMAW-A), component and consumable identification including the safe setup of equipment and practice of welding beads, fillet welds, and groove welds in the flat, vertical, horizontal, and overhead position.

### **WELD 2893 - SMAW Certification Preparation (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A review and practice of skills and procedures associated with advanced Shielded Metal Arc Welding (SMAW) to prepare for industry certification.

### **WELD 2895 - FCAW Certification Preparation (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A review and practice of skills and procedures associated with advanced Shielded Metal Arc Welding (SMAW) to prepare for industry certification.

### **WELD 2897 - GTAW Certification Preparation (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A review and practice of skills and procedures associated with advanced Shielded Metal Arc Welding (SMAW) to prepare for industry certification.

### **WELD 2899 - GMAW Certification Preparation (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A review and practice of skills and procedures associated with advanced Shielded Metal Arc Welding (SMAW) to prepare for industry certification.

### **WELD 2991 - Special Projects I (0/1/1)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **WELD 2992 - Special Projects IV (2/0/2)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **WELD 2993 - Special Projects II (0/2/2)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **WELD 2995 - Special Projects III (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A course designed for the student who has demonstrated specific special needs.

### **WELD 2996 - Certification I (2/2/4)**

Prerequisite: Dean of Technical Studies approval. A review of American Welding Society certification requirements, materials and mastered student skills, compare completed records; take an AWS closed book certification exam, and prepare workmanship qualification samples according to the AWS QC10- Entry Level Welder standard.

## **Welding (continued)**

### **WELD 2997 - Practicum (0/3/3)**

Prerequisite: Dean of Technical Studies approval. A Practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

### **WELD 2999 - Cooperative Education (0/3/3)**

Prerequisite: Dean of Technical Studies approval. Cooperative Education provides supervised on-the-job work experience related to the student's educational objectives. Students participating in Cooperative Education receive compensation for their work.



## Faculty

### Division of Health Sciences and Nursing

(Full-time “F” and Part-time “P”)

Bowen, Phyllis (P)	Associate Degree in Nursing
	Delgado Community College
Bruno, Debra (F)	Bachelor of Science in Nursing
	Southeastern Louisiana University
Caminita, Lizabeth (F)	Bachelor of Science in Nursing
	Southeastern Louisiana University
Carambat, Deborah (F)	Associate in Science in Nursing
	Excelsior College
Castleberry, Kim (F)	Associate Degree in Nursing
	Southwest Mississippi Community College
Cooper, Christie (F)	Bachelor of Science in Nursing
	Southern University
	Bachelor of Arts in Health Promotion
	Southeastern Louisiana University
Dunham, Kenneth (F)	Associate Degree in Nursing
	Our Lady of the Lake College of Nursing and
	Allied Health
Dunn, DeLisa (F)	Associate Degree in Nursing
	Delgado Community College
Fitzgerald, Brennan (F)	Doctor of Veterinary Medicine
	Louisiana State University
Fradella, Cassi (P)	Associate of Applied Science in Veterinary
	Technology
	Northshore Technical Community College
Haddox, Lora (F)	Bachelor of Science in Nursing
	University of Tennessee at Chattanooga
Harrington, Patricia (F)	Diploma in Nursing
	Quincy City Hospital School of Nursing
Ingles, Melissa (P)	Technical Diploma in Practical Nursing
	Northshore Technical Community College
Johnson, Takisha (F)	Associate Degree in Nursing
	Delgado Community College
Lang, Beth (F)	Bachelor of Science in Nursing
	Northwestern State University of Louisiana
Leat, Annette (F)	Associate Degree in Nursing
	Rio Hondo College
Lee, Joycelyn (F)	Bachelor of Science in Pharmacy
	Xavier University of Louisiana
Marcus, David (P)	Technical Competency Area in Emergency
	Medical Technician
	Northshore Technical Community College
Marvil, Cassandra (F)	Associate Degree in Nursing
	Excelsior College
Mumphrey, Sheila (F)	Licensed Practical Nurse
	Delgado Community College
	Associate of Arts in Business
	University of Phoenix
Needham, Patricia (F)	Associate Degree in Nursing
	Southwest Mississippi Community College

Rodosta, Sherry (P)	Associate Degree in Nursing
	Mississippi Gulf Coast Community College
Schwegmann, Sarah (F)	Associate Degree in Nursing
	Mississippi Gulf Coast Community College
Shepard, Daisy (P)	Bachelor of Science in Nursing
	Southeastern Louisiana University
St. Pierre, Shanda (F)	Associate of Applied Science in Nursing
	Pearl River Community College
Sheridan, Jenafer (F)	Licensed Practical Nurse
	Northshore Technical Community College
Smith, Rebecca (F)	Bachelor of Science in Zoology
	Southeastern Louisiana University
	Southwest Mississippi Community College
Sterling, Lori (F)	Bachelor of Science in Nursing
	Southeastern Louisiana University
Thompson, Amy (P)	Bachelor of Arts
	University of New Orleans
Uitley, Agnes (P)	Technical Diploma in Practical Nursing
	Northshore Technical Community College
Weary, Juawanna (P)	Technical Diploma in Practical Nursing
	Northshore Technical Community College

## Division of Technical Studies

(Full-time “F” and Part-time “P”)

Adams, Louis (P)	Bachelor of Science
	Southeastern Louisiana University
Alkadi, Ihssan (P)	Doctor of Philosophy
	Louisiana State University
Banner, William (P)	High School Diploma
Brown, Owen (F)	High School Diploma
Brownlow, Dawn (F)	Bachelors of Arts in Business Management
	Southeastern Louisiana University
Burmester, Lee (P)	High School Diploma
	Northshore Technical Community College
Calderone, Vincent (F)	High School Diploma
Casanave, Louis (F)	High School Diploma
Celestin, Gregory (P)	High School Diploma
Chapman, Iris (P)	Bachelor of Arts in Management
	Bachelor of Science in Accounting
	Southeastern Louisiana University
Corkern, Mark (F)	Associate of Applied Technology in
	Occupational Education
	Sowela Technical Community College
Curole, Daniel (P)	Associates Degree
	United Association Instructor Training
Curry, Stephen (F)	Associate of Applied Science
	Culinary Arts Institute of Louisiana
Darce, James (P)	High School Diploma
Delatte, Earl (P)	Associates of Applied Technology in
	Occupational Education
	Sowela Technical Community College
Dickens, Sharon (F)	Bachelor of Science in Accounting
	University of South Alabama

Dumbleton, Bryon (P)	High School Diploma
Durnin, Karly (F)	Associate of Applied Science in Information Technology
	ITI Technical College
Dykes, Alan (P)	High School Diploma
Ellzey, Lance (F)	High School Diploma
Florea, Viorel (F)	Master of Arts in Architecture and Town Planning
	Romania Bucharest University
George, Rhonda (F)	Bachelor of General Studies
	Southeastern Louisiana University
Graves, Phil (F)	Associate of Applied Technology in Occupational Education
	Sowela Technical Community College
Hames, Donald (P)	Master of Arts
	Webster University of St. Louis
Harrell, Karolyn (F)	Masters of Science in Criminal Justice
	NOVA Southeastern University
Harris, Neal (F)	Bachelor of Arts in Management
	Southeastern Louisiana University
Hodges, Jeffrey (F)	High School Diploma
Honzinger, Zachary (P)	High School Diploma
Jenkins, Justin (F)	Technical Diploma in Welding
	Northshore Technical Community College
Keller, Neal (P)	High School Diploma
Kinchen, Wallace (F)	High School Diploma
Konzelman, Mark (F)	High School Diploma
Laborde, Cleophas (P)	High School Diploma
Lafferty, Scott (P)	High School Diploma
Laurant, Daniel (F)	Bachelor of Arts in Public Administration
	California Technical University
Maki, Galen (F)	Associates of Applied Science in Air Conditioning and Refrigeration
	Northshore Technical Community College
Mandina, Paul (P)	Associate of General Studies
	Delgado Community College
Marquet, Steven (P)	High School Diploma
McCord, Stephen (F)	Bachelor of Business Administration in Management
	Northwood University
McDonald, Raymond (P)	High School Diploma
McNabb, Barry (F)	Associate of Applied Technology in Occupational Education
	Sowela Technical Community College
Mingo, Phelsher (P)	Master of Arts
	University of Southern Mississippi
Mizell, Robin (F)	High School Diploma
Mizell, Tony (F)	Associates of Applied Technology in Occupational Education
	Sowela Technical Community College
Morel, Mark (P)	High School Diploma
Ngo, Khiem (P)	Technical Diploma in Computer Network Specialist
	Baton Rouge School of Computers
Owens, Newton (P)	High School Diploma

Parker, Paul (P)	High School Diploma
Pate, Robert (P)	High School Diploma
Perrin, Toshia (P)	Associate of Applied Science
	Ashworth College in Georgia
Plauche, Mark (P)	High School Diploma
Polk, John (P)	High School Diploma
Renaud, Anthony (F)	High School Diploma
Rush, Rita (F)	Juris Doctor
	Tulane University
Scott, Kenneth (P)	High School Diploma
Singley, Michael (F)	Associate of Applied Technology in
	Occupational Education
	Sowela Technical Community College
Smith, Chelsea (F)	Associate of Science in Office Administration
	Southeastern Louisiana University
Spears, Louis (P)	Bachelor of Science in Computer Science
	Southeastern LA University
Stevens, Marina (P)	Master of Science and Architecture
	Louisiana State University
Stewart, David (P)	High School Diploma
Stewart, Wilbert (P)	High School Diploma
Theriot, Albert (P)	High School Diploma
Vespar, Harold (F)	High School Diploma
Waldrop, Katrina (P)	High School Diploma
Weary, Clifford (F)	High School Diploma
Wascom, Thomas (P)	High School Diploma
Williams, Raymond (F)	High School Diploma
Williams, Remy (F)	Bachelors of Arts in Public Administration
	San Diego State University
Wilson, Gregory (F)	Bachelor of Science in Industrial Arts
	Education
	Southeastern Louisiana University
Winston, Wendy (F)	Bachelor of Science in Coaching/History
	The University of Southern Mississippi
Witkowski, Paul (F)	Associates of Applied Technology in
	Occupational Education
	Capitol Area Technical College
Zenon, Arlendra (F)	Master of Arts in Education/Early Childhood
	Concordia University

### **Division of Academics** (Full-time “F” and Part-time “P”)

Alford, Beth (F)	Master of Education in Curriculum and
	Instruction
	University of New Orleans
	Master of Natural Sciences
	Louisiana State University
Alford, Sarah (F)	Master of Science in Clinical Psychology
	Mississippi State University
Berkeley, Kimberly (F)	Master of Fine Arts in Painting & Drawing
	Academy of Art
Brannon, Christopher (P)	Master of Arts in Organizational
	Communication
	Southeastern Louisiana University

Brouillette, Chaundell (P)	Bachelor of Science in Secondary Mathematics Education Nicholls State University
Busekist, David (P)	Master's in Education in Mathematics Southeastern Louisiana University
Chandler, Christopher (F)	Masters of Arts in English Southeastern Louisiana University
Crabtree, Charles (F)	Master of Science University of Maryland
Crippin, Phoebe (F)	Master of Science in Biology Southeastern Louisiana University
Cutrer, Brittany (F)	Bachelor of Arts Southeastern Louisiana University
Dieutto, Brandy (F)	Master of Business Administration Southeastern Louisiana University
Fleming, Amy (F)	Master of Arts in English Southeastern Louisiana University
Florea, Viorel (F)	Master of Arts in Architecture and Town Planning Romania Bucharest University
Gallion, Brian (F)	Doctorate of Musical Arts Louisiana State University
Gerald, Grant (P)	Doctor of Education in Education Leadership Master of Arts in Education Southeastern Louisiana University
Hames, Donald (P)	Master of Arts in Computer Resources and Information Management Webster University
Karolyn Harrell (F)	Master of Science in Criminal Justice Nova Southeastern University
Johnson, Carolyn (F)	Master of Arts in Adult Education Northwestern State University of Louisiana
Jones, Wilburn (P)	Bachelor of Science in Math Education Southeastern Louisiana University
Laamarti, Abdellah (F)	Master of Education in Adult Education Northwestern State Louisiana University
Ladner, Gayle (P)	Master of Science in Mathematics University of New Orleans
Laurent, Dianna (P)	Master of Education Southeastern Louisiana University
Leader, Lizette (F)	Doctor of Philosophy in Education University of Mississippi
Lodrigue, Kenneth (P)	Master of Business Administration Louisiana State University
Meier, Adam (F)	Master of Education in Educational Leadership and Administration Nicholls State University
McElveen, Ashley (P)	Master of Science Louisiana State University
	Master of Arts in History Southeastern Louisiana University
	Master of Arts in English Master of Education in Administration and Supervision Southeastern Louisiana University

Meier, Adam (F)	Master of Art Southeastern Louisiana University
Orser, Daniel (P)	Master of Science/Applied Sociology Southeastern Louisiana University
Parker, Jerry (P)	Master of Arts in Foreign Languages University of Louisiana at Lafayette
Perez, Andy (P)	Bachelor of Science Southeastern Louisiana University
Piner, Lisa (P)	Master of Education in Mathematics William Carey University
Prescott, Pamela (P)	Master of Education Pensacola College
Rickels, Jo (P)	Master of Education in Counselor Education University of New Orleans
Roberts, Kimberly (P)	Doctor of Philosophy in Human Resource Education Louisiana State University
	Master of Business Administration Southeastern Louisiana University
	Bachelor of Science in Mathematics Education Secondary Southeastern Louisiana University
Robinson, Felicia (P)	Education Specialist in Secondary Education University of Southern Mississippi
	Master of Education in School Counseling William Carey University
Rush, Rita (F)	Juris Doctorate Tulane University
Settoon, Cheryll (P)	Master of Arts in Communications Regent University
Spears, Louis (P)	Bachelor of Science in Computer Science Southeastern Louisiana University
Sylvest, Telisa (F)	Master of Education in Business Education University of Southern Mississippi
Terrillion, Sue (P)	Master of Education in English and Language Arts Southeastern Louisiana University
Thomas, Susan (P)	Master of Education in Secondary Education/ Minor in Mathematics Bachelor of Science in Mathematics Southeastern Louisiana University
Vance, Charley (P)	Master of Arts in Speech Louisiana State University
Vargas, Maria (P)	Master of Arts in Foreign Languages New York University

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