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Home

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.

OVERVIEW

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NTCC MISSION AND WELCOME

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.

CAMPUSES & HISTORY

Northshore Technical Community College is comprised of campuses in the region north of New Orleans and east of Baton Rouge. With locations from Slidell to Hammond and from Bogalusa to Greensburg, we offer a wide range of in-demand educational programs to students in the Florida Parishes.

Campuses:

Lacombe Campus (Main Campus)

65556 Centerpoint Blvd, Lacombe, LA 70445

Opened in Spring 2017, the Lacombe Campus serves as the main campus for Northshore Technical Community College. Located in the center of St. Tammany, the campus is conveniently accessible from from destinations across the parish. With over 30,000 square foot of building space planned, the campus will features a heavy focus on science, technology, engineering, and math (STEM).

Sullivan Campus (Bogalusa)

1710 Sullivan Drive, Bogalusa, LA 70427

Northshore Technical Community College's Sullivan Campus sits on approximately 16.9 acres of land in Bogalusa, Louisiana. It is easily accessed from Highways 21, 10 and 41. The Sullivan Campus serves citizens of St. Tammany, Tangipahoa and Washington Parishes as well as Walthall County, Mississippi. The Sullivan Campus also supports the B. B. "Sixty" Rayburn Correctional Center Extension Campus located at 27268 Highway 21 in Angie.

Hammond Area Campus

111 Pride Drive, Hammond, LA 70401

Northshore Technical Community College's Hammond Area Campus is located on 13 acres next to the Hammond Northshore Regional Airport, approximately 2 miles east of downtown Hammond. The campus, with easy access to Interstate 12, is situated along Hwy 190, a main thoroughfare for the northshore area. This campus is located in Tangipahoa Parish and serves the citizens of Tangipahoa, Livingston and portions of St. Helena, Washington and St. Tammany Parishes.

Florida Parishes Campus (Greensburg)

7067 Hwy 10 (P.O. Box 1300), Greensburg, LA 70441

Northshore Technical Community College's Florida Parishes Campus is located at 7067 Hwy 10 in Greensburg on 58 acres of land south of Highway 10 (the throughway in Greensburg) and approximately 3/4-mile west of Highway 37 (Greenwell Springs Road). The campus is located in St. Helena Parish but serves citizens of St. Helena as well as Livingston, Tangipahoa, East Feliciana and Washington Parishes.

Sites and Instructional Service Centers

- Pearl River Instructional Service Center - 39110 Rebel Lane, Pearl River, LA 70452
- Southeastern Instructional Service Center - 900 B West University Ave, Hammond, LA 70402

NTCC History

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 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.

GOVERNANCE & ACCREDITATION

Governance

Louisiana Community and Technical College System (LCTCS)

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.

More information about the LCTCS Board of Supervisors can be found at the following webpage: <https://www.lctcs.edu/board/index>.

College Administration

The College is led by Dr. William S. Wainwright, serving in the capacity of Chancellor, since August 2011. Learn more about Dr. Wainwright and his administrative team members on the following webpage: Link to NTCC Administration webpage (<https://www.northshorecollege.edu/about/administration/index>).

Accreditation

Council on Occupational 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>)

In February 2018, 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.

ADMISSIONS

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.

NTCC welcomes all eligible prospective students. The College has an open-admissions policy and serves persons on an equal priority basis.

Admission to all programs is made without regard to race, religion, national origin, sexual orientation, gender, or qualifying disability.

A guide to the admissions process at NTCC is available on the College's Future Students webpage: <https://www.northshorecollege.edu/admissions/future-students/index>.

General Admissions Requirements

Upon filing an application for admission to Northshore Technical Community College, a student is considered provisionally admitted. In order to be fully admitted to NTCC, students must adhere to the general NTCC admissions requirements listed below.

The requirements for general admissions to NTCC are as follows:

1. **Application.** A completed application (apply online at <https://app.lctcs.edu/Home/Register?College=NSHORE>). Incomplete or false information may jeopardize admission to NTCC.
2. **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 (waiver available online at <https://form.jotform.com/acaballr/proof-of-immunization-waiver>). Students enrolling in nursing and health science programs are not allowed to sign a waiver, 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
3. **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. Selective service registration may be completed online at <https://www.sss.gov/>. A selective service exemption form for NTCC admissions purposes may be completed online at <https://form.jotform.com/acaballr/selective-service-appeal>.

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.
4. **Age Requirement.** In order to be fully admitted to NTCC, students must be 17 years of age or older. Students under 17 years of age may be admitted to NTCC but must complete an Early Admissions Application in order to enroll. Applicants in this category are not eligible for federal financial assistance.

Exceptional Admissions Requirements

Students who meet the general admissions requirements are admitted to Northshore Technical Community College, but not necessarily into specific programs of study. Certain academic and technical programs at NTCC may have additional admissions requirements which must be satisfied in order to become eligible for admission into the specific program of study. Programs with exceptional admissions requirements include:

- Associate of Applied Science programs
- Health Science programs including: Medical Assistant, Patient Care Technician, Pharmacy Technician, Practical Nursing, and Veterinary Technology.

Students should consult the listing for the specific program of interest in the Programs of Study section of this catalog for information about exceptional admissions requirements.

Optional Admissions Steps

In addition to the required admissions steps, NTCC recommends (but does not require) that students submit or complete the following admissions steps:

1. **Submit Proof of High School Graduation (or equivalency).** Students are encouraged to submit an official high school transcript(s) which indicates high school graduation or proof of high school equivalency completion (i.e. HiSET or GED). Certain programs at NTCC may require proof of high school graduation (or equivalency) for program-specific admissions.
2. **Submit Official College Transcript(s).** In order to appropriately gauge a student's academic progress and satisfy program requirements, it is strongly recommended that a student submit an official transcript from previously attended institutions of higher learning. Official transcripts are used to determine appropriate course placements, transfer in coursework towards graduation requirements, and to satisfy course pre-requisites. Though it is not required for full admissions to the College, failure to submit official transcripts from previous institutions may cause the student to miss an opportunity for transfer credit and to be ineligible for courses with pre-requisites that the student may have otherwise qualified for based on transfer coursework.
3. **Complete Assessment of College Readiness.** It is recommended that students submit proof of college readiness assessment during the admissions period. College readiness is assessed at NTCC in order to determine appropriate course placement in the subjects of English and mathematics. Students which have not satisfied one of the below criteria in order to determine college readiness may still be fully admitted to the College (if all requirements are met), but will be placed at the lowest level of developmental courses in the subjects of English and mathematics, and may be ineligible for particular courses with English and mathematics pre-requisites. The following criteria is utilized by NTCC in order to determine course placement in English and mathematics:

- Accuplacer exam scores (completed with three years of the first day of the term in which the student is applying for entry),
 - ACT scores (completed with three years of the first day of the term in which the student is applying for entry),
 - Satisfactory completion of applicable and transferable college-level English or mathematics course at an approved higher education institution.
 - Completion of a bachelor's degree at an approved higher education institution.
4. **Attend New Student Orientation.** Orientation is conducted by the Student Affairs Office at each NTCC campus. It is recommended that students participate in orientation during the admissions period in order to acquaint themselves with the staff, buildings, grounds, College Catalog and Student Handbook of the College.
5. **Apply for Financial Assistance.** Though not all students qualify for financial assistance to cover the cost of attending NTCC, it is strongly encouraged that students apply for financial assistance in order to determine available resources. Specifically, all students are encouraged to complete a Free Application for Federal Student Aid (FAFSA) and submit it to NTCC. More information about methods and resources available to help cover the cost of attendance is available on our Paying for College webpage: <https://www.northshorecollege.edu/financial-aid/paying-for-college>.

Admission Status

Students are classified as one of the following upon applying for admission: First-Time Freshman, Returning Student, Transfer Student, High School Dual Enrollment, Visiting Student and Non-Degree Seeking.

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.

Returning 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 are subject to any curriculum, program, assessment score requirements, and/or catalog changes and may be required to reapply to programs with exceptional admissions requirements. Returning students must:

- Re-submit all documentation required for a completed application.
- Meet the admission requirements for the program of application.

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. Transfer students are encouraged to submit an official transcript from all previously attended institutions of higher learning so that the College can determine appropriate course placement and degree progress through the awarding of transfer credit.

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.

Non-Degree Seeking Student

A student enrolled at NTCC with the intention of completing credit-bearing coursework but is not seeking to earn a credential or degree. Non-degree seeking students are ineligible for certain types of financial assistance.

Visiting Student

An applicant who is currently attending another college or university, but plans to attend NTCC for one semester/session only and to return to his or her home institution for the following semester. Visiting students are ineligible for certain types of financial assistance.

Residency

The residence status of an applicant or student is determined by the Student Affairs Office. A resident student 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. Students wishing to change their assigned residency type after completing an application for admissions may do so by submitting a Residency Reclassification Form (<https://campussuite-storage.s3.amazonaws.com/prod/1558527/b8284a7c-b2b7-11e7-934d-0ad27657f4d8/1695623/db3a8174-0c12-11e8-b727-120f35064a64/file/Residency%20Reclassification%20Application%20Form.pdf>) and including acceptable forms of documentation as identified on the form.

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).

Academic Renewal

Northshore Technical Community College's Academic Renewal policy is designed to give a fresh start to students who have been away from college or university for a minimum of one semester and who return to complete a degree, technical diploma, or certificate. Consult the policy recorded on NTCC's academic Amnesty policy for more information: <http://www.northshorecollege.edu/academic-affairs/index>.

International Transcripts

It is the responsibility of the student to have their international high school or collegiate transcript evaluated by an authorized International Transcript Credential Evaluation service in order for Northshore Technical Community College to accept and process the transcript. Students are responsible for any and all costs for this service.

Authorized International Transcript Credential Evaluation Centers include but are not limited to:

- Center for Educational Documentation, Inc. Telephone: (512) 687-3885 Fax: (512) 692-9677 Email: info@cedevaluations.com Website: <http://www.cedevaluations.com>
- Academic Credentials Evaluations Institute, Inc. Toll Free: (800) 234-1597 (USA only) Telephone: (310) 275-3530 Fax: (310) 275-3528 Website: <http://www.acei1.com>
- World Education Services Telephone: (212) 966-6311 Fax: (212) 739-6100 Website: <http://www.wes.org>
- Educational Credential Evaluators, Inc. Telephone: (414) 289-3400 Fax: (414) 289-3411 Email: eval@ece.org Website: <https://www.ece.org>
- Global Credential Evaluators, Inc. Telephone: (800) 707-0979 Fax: (979) 690-6342 Website: <http://www.gceus.com>

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 ensure that veteran and active duty students experience a seamless process while attending our college. The admissions related provisions are as follows:

- 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 (must complete and submit a Refund Appeal Form).
- 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.

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.

Academic Calendar

The academic year at Northshore Technical Community College begins with the fall semester, is followed by the spring semester, and concludes with the summer semester. An academic calendar is established for each semester within the academic year. Key dates, including the opening of registration, first day of instruction, add/drop deadlines, and college-recognized holidays, are included in each academic calendar.

To view the academic calendars, access the link below:

- Click to view NTCC Academic Calendars (<https://www.northshorecollege.edu/programs/academic-calendar>)

Family Education Rights and Privacy Act (FERPA)

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

In accordance with the Family Education Rights and Privacy Act (Sec. 513 of P.L. 93- 380, Education Amendments of 1974, which amends the General Education Provisions Act Sec. 438), postsecondary students attending Northshore Technical Community College have access to their official records as follows:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations authorize disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of the Act and the regulations.
5. The right to obtain a copy of the institution's student record policy.

FERPA requires that a student's education records be disclosed only to persons who meet the strict definition of a school official who has a legitimate educational interest in the records (or others explicitly granted access under the law). Students may authorize individuals to access their education records at the College by filing a Consent to Release Student Information Form to the Student Affairs office.

The Act provides that certain information, designated as directory information, concerning the student may be released by the College unless the student has informed the College that such information should not be released.

Directory information at NTCC includes: name/s, address(es), telephone number, email address, date of birth, dates of attendance, degrees and dates received, current schedule of classes (released to NTCC, local, state, and federal law enforcement agencies only), classification (e.g., freshman, sophomore), program and major, full- and part-time status, and level (i.e., undergraduate).

A student who desires that any or all of the above listed information not be released must notify the Student Affairs office by filing a Withhold Directory Information form each semester within 10 days after the final day of registration.

Requests for further information should be made to the Student Affairs office. NTCC's FERPA policy is available on our website at the following link: FERPA Policy (#004).

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/mailed 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 applied towards the completion of a credential at NTCC (excluding grades for courses deleted through academic renewal or repeat/delete).
- Earn at least a 2.0 programmatic, cumulative Grade Point Average.
- Complete 25% of credit hours in residence (excluding hours gained through credit for prior learning) required for a program credential.
- 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 program Grade Point Average.

| Award | GPA |
|-----------------|--------------|
| 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 resignation form which is available in Student Affairs Office. 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. Students seeking to resign from the college after the final withdraw date must complete an Academic Appeals Form. Students who do not officially resign by the designated final withdraw date or who discontinue attendance may receive an "F" in their 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 may be automatically 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. Administrative withdrawals are not guaranteed, and as a result, excessive absences can result in a grade of "F" for all coursework missed.

Credit for Prior Learning

Student may petition for credit to be awarded based on prior learning methods, which may include the following: credit by work/life experience, credit by exam, and/or non-credit to credit conversion. The total amount of credit earned by any credit for prior learning method that can be applied toward completion of a Technical Competency Area, Certificate of Technical Studies, Technical Diploma, or Associate Degree is limited to 24 credit hours and meeting the in residence credit hours of 25%.

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, and transfer credit grades do not count toward the NTCC Grade Point Average. The NTCC Grade Point Average is established after the first term of classes. 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:

| Code | Title | Hours |
|-------------|--------------------------|-------|
| | English Composition I | 3 |
| | Math Elective | 3 |
| | Social Science Elective | 3 |
| | Natural Science Elective | 3 |
| | Humanities Elective | 3 |
| Total Hours | | 15 |

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 Associate Provost.
- Finally, a student can appeal the Divisional Associate Provost's decision to the Provost and Vice Chancellor of Academic Affairs, who has final decision for the College on final grade challenges.

Grading Systems

| Grade | Points |
|-------|--------|
| A | 4.0 |
| B | 3.0 |

| | |
|---------------------|--|
| C | 2.0 |
| D | 1.0 |
| F | Failure |
| Other Grades | Definition |
| W | Official withdraw from a course and is not calculated into a student's cumulative grade point average. |
| P | 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. |
| S | Satisfactory grade and is not calculated into a student's cumulative grade point average. |
| U | Unsatisfactory grade and is not calculated into a student's cumulative grade point average. |
| I | 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. |
| AU | Assigned for a course not taken for credit and is not calculated into a student's cumulative grade point average. |
| R | Assigned in addition to a grade for a course that a student repeats. |
| T | Assigned in addition to a grade for a course that is transferred from another institution. |

TUITION AND FEES

Paying for College

At Northshore Technical Community College, there are several options available for managing payment for tuition and fees. Payment options, requirements and responsibilities are reviewed below. NTCC is committed to keeping the cost of attendance affordable.

Tuition and Fees: Credit Coursework

Review the credit coursework tuition and fee schedule(s), visit our "Paying for College" webpage:

- Link to Paying for College webpage (<https://www.northshorecollege.edu/financial-aid/paying-for-college>)

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.

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.

Please visit the following website for additional details on tuition and fee refunds: **Refund Policy #012**

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 (866) 755-4887.

FINANCIAL AID

The Office of Student Financial Aid

The Office of Student Financial Assistance assists students with their financial needs while they are attending Northshore Technical Community College. Students are offered the best possible financial aid package based on eligibility and institutional, state and federal guidelines.

Utilize the links below for additional information about the financial aid process and eligibility:

- **Applying for Financial Aid**
- **Financial Aid Policy**
- **Forms of Payment/Assistance for College Tuition and Fees**
- **Return of Title IV Funds**
- **Rights and Responsibilities**
- **Satisfactory Academic Progress**
- **Scholarships**
- **Veteran's Benefit**

PROGRAMS OF STUDY

The following section of the catalog 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.

Programs of Study:

- Air Conditioning & Refrigeration (p. 20)
- Automotive Technology (p. 24)
- Building Technology Specialist (p. 27)
- Business Office Administration (p. 30)
- Care and Development of Young Children (p. 35)
- Criminal Justice (p. 39)
- Culinary Arts and Occupations (p. 43)
- Diesel Powered Equipment Technology (p. 46)
- Drafting and Design Technology (p. 50)
- Electrician (p. 56)
- Electric Line Technology (p. 53)
- Information Technology (p. 59)
- Machine Tool Technology (p. 64)
- Maritime Technology (p. 67)
- Medical Assistant (p. 70)
- Patient Care Technician (p. 72)
- Pharmacy Technician (p. 75)
- Practical Nursing (p. 77)
- Veterinary Technology (p. 82)
- Welding (p. 87)

Degrees, Diplomas and Exit Points

Exit level designations for these programs are as follows:

- **TCA - Technical Competency Area:** 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:** an applied technical program (16-33 credit hours) usually formed by combining multiple TCAs.
- **TD - Technical Diploma:** an applied technical degree program (45-60 credit hours) formed by combining multiple CTSs and/or TCAs.
- **AAS - Associate of Applied Science Degree:** an applied/academic degree program (60-75 credit hours) primarily designed to prepare students for immediate employment or career entry.

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.*

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.

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.

Campus/Sites Offered

- Hammond Area Campus (Hammond)
- Pearl River High School Instructional Service Center (Pearl River)
- Sullivan Campus (Bogalusa)

Programmatic Accreditation

HVAC Excellence (Sullivan Campus)

Associate of Applied Science in Technical Studies

The highest exit point in the Air Conditioning and Refrigeration program is the Associate of Applied Science in Technical Studies with a concentration in Air Conditioning and Refrigeration. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Technical Studies with a concentration in Air Conditioning and Refrigeration:

| Code | Title | Hours |
|--|---|-------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 21) | |
| | Natural Science Elective (p. 21) | |
| | Behavioral Science Elective (p. 21) | |
| | Humanities Elective (p. 21) | |
| Technical Diploma in Air Conditioning and Refrigeration | | 45 |
| | Program Core (24 hours) | |
| | Certification of Technical Studies Concentration (21 hours) | |
| Total Hours | | 60 |

Technical Diploma in Air Conditioning and Refrigeration

The following criteria must be satisfied towards completion of the Technical Diploma in Air Conditioning and Refrigeration:

| Code | Title | Hours |
|---|--------------------------------|-------|
| Program Core | | 24 |
| Certificate of Technical Studies Concentration (choose one of three below) | | 21 |
| | CTS - Commercial A/C | |
| | CTS - Residential | |
| | CTS - Commercial Refrigeration | |
| Total Hours | | 45 |

Course options for completing the Program Core and Certificate of Technical Studies concentrations are listed below.

Program Core:

Towards completion of the Technical Diploma, the Program Core must be completed, along with one of the Certificate of Technical Studies options identified below.

| Code | Title | Hours |
|--------------------|--------------------------------|-------|
| HACR 1150 | HVAC Introduction | 3 |
| HACR 1160 | Principles of Refrigeration I | 3 |
| HACR 1170 | Principles of Refrigeration II | 3 |
| HACR 1180 | Principle of Refrigeration III | 3 |
| HACR 1210 | Electrical Fundamentals | 3 |
| HACR 1220 | Electrical Components | 3 |
| HACR 1230 | Electric Motors | 3 |
| HACR 1240 | Applied Elec & Troubleshooting | 3 |
| Total Hours | | 24 |

Certificate of Technical Studies:

Choose one of three Certificate of Technical Studies options listed below towards completion of Technical Diploma.

CTS in Commercial A/C:

| Code | Title | Hours |
|--------------------|-------------------------------|-------|
| HACR 2810 | Commercial Air Conditioning I | 6 |
| HACR 2820 | Commercial Air Cond Controls | 7 |
| HACR 2830 | Commercial Air Cond II | 6 |
| JOBS 2450 | Job Seeking Skills | 2 |
| Total Hours | | 21 |

-or- CTS in Residential:

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| HACR 1410 | Domestic Refrigeration | 2 |
| HACR 1420 | Room Air Conditioners | 2 |
| HACR 2510 | Residential Central Air Cond I | 3 |
| HACR 2520 | Residential Air Cond II | 2 |
| HACR 2530 | Residential System Design | 2 |
| HACR 2540 | Residential Heating I | 3 |
| HACR 2550 | Residential Heating II | 3 |
| HACR 2560 | Residential Heat Pumps | 2 |

| | | |
|-------------|--------------------|----|
| JOB 2450 | Job Seeking Skills | 2 |
| Total Hours | | 21 |

-or- CTS in Commercial Refrigeration:

| Code | Title | Hours |
|-------------|-----------------------------|-------|
| HACR 2910 | Commercial Refrigeration I | 6 |
| HACR 2920 | Commercial Refrig Controls | 7 |
| HACR 2930 | Commercial Refrigeration II | 6 |
| JOB 2450 | Job Seeking Skills | 2 |
| Total Hours | | 21 |

Electives and Additional Exit Points**Electives**

| Code | Title | Hours |
|-----------|-----------------------|-------|
| HACR 2991 | Special Projects I | 1 |
| HACR 2993 | Special Projects II | 2 |
| HACR 2995 | Special Projects III | 3 |
| HACR 2996 | Special Projects IV | 3 |
| HACR 2997 | Practicum | 3 |
| HACR 2999 | Cooperative Education | 3 |

Additional Exit Points: TCA Helper I (CIP 47.0201)

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| HACR 1150 | HVAC Introduction | 3 |
| HACR 1160 | Principles of Refrigeration I | 3 |
| HACR 1170 | Principles of Refrigeration II | 3 |
| Total Hours | | 9 |

General Education Core**Math Electives**

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |

| | | |
|-----------|-------------------------------|---|
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

HACR 1150 - HVAC Introduction (3 Credit Hours)

This course is designed to provide information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. Topics include: Basic safety, fire prevention and health, inventory control, stock management, licensing, certification requirements, and basic business management practices.

Prerequisite(s): None

(1/2/3)

HACR 1160 - Principles of Refrigeration I (3 Credit Hours)

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.

Prerequisite(s): HACR 1150

(1/2/3)

HACR 1170 - Principles of Refrigeration II (3 Credit Hours)

This course teaches the student with the 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.

Co-requisite(s): HACR 1150, HACR 1160

(1/2/3)

HACR 1180 - Principle of Refrigeration III (3 Credit Hours)

This course teaches the skills and knowledge to evacuate, charge, and leak checking 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.

Co-requisite(s): HACR 1160, HACR 1170

(1/2/3)

HACR 1210 - Electrical Fundamentals (3 Credit Hours)

This course presents 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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015

(1/2/3)

HACR 1220 - Electrical Components (3 Credit Hours)

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.

Co-requisite(s): HACR 1210

(1/2/3)

HACR 1230 - Electric Motors (3 Credit Hours)

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.

Prerequisite(s): HACR 1210 and HACR 1220

Co-requisite(s): HACR 1240

(1/2/3)

HACR 1240 - Applied Elec & Troubleshooting (3 Credit Hours)

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.

Prerequisite(s): HACR 1210 and HACR 1220

Co-requisite(s): HACR 1230

(1/2/3)

HACR 1410 - Domestic Refrigeration (2 Credit Hours)

This course presents the proper procedures to diagnose and repair domestic refrigerators and freezers.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Sentence Skills with a score of 65) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(1/1/2)

HACR 1420 - Room Air Conditioners (2 Credit Hours)

This course covers the operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(1/1/2)

HACR 2510 - Residential Central Air Cond I (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(1/2/3)

HACR 2520 - Residential Air Cond II (2 Credit Hours)

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.

Co-requisite(s): HACR 2510

(1/1/2)

HACR 2530 - Residential System Design (2 Credit Hours)

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.

Co-requisite(s): HACR 2520

(1/1/2)

HACR 2540 - Residential Heating I (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60)

Co-requisite(s): MATH 0098, DVMA 0091, DVMA 0098, MATH 0099, DVMA 0092, DVMA 0099, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(1/2/3)

HACR 2550 - Residential Heating II (3 Credit Hours)

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.

Co-requisite(s): HACR 2540

(1/2/3)

HACR 2560 - Residential Heat Pumps (2 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025 (1/1/2)

HACR 2810 - Commercial Air Conditioning I (6 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 60 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025 (2/4/6)

HACR 2820 - Commercial Air Cond Controls (7 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015 (3/4/7)

HACR 2830 - Commercial Air Cond II (6 Credit Hours)

This course teaches topics that will include types of commercial air conditioning systems heat loads, calculations, duct design, air filtration, and safety principles.

Co-requisite(s): HACR 2820 (2/4/6)

HACR 2910 - Commercial Refrigeration I (6 Credit Hours)

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.

Co-requisite(s): HACR 2920 (2/4/6)

HACR 2920 - Commercial Refrig Controls (7 Credit Hours)

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.

Co-requisite(s): HACR 2910 (3/4/7)

HACR 2930 - Commercial Refrigeration II (6 Credit Hours)

This course teaches topics that will include types of commercial refrigeration systems heat loads, calculations, duct design, air filtration, and safety principles.

Co-requisite(s): HACR 2920 (2/4/6)

HACR 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None (0/1/1)

HACR 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None (0/2/2)

HACR 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None (0/3/3)

HACR 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None (3/0/3)

HACR 2997 - Practicum (3 Credit Hours)

A practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in practicum do not receive compensation.

Prerequisite(s): None (0/3/3)

HACR 2998 - Special Projects V (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None (1/0/1)

HACR 2999 - Cooperative Education (3 Credit Hours)

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.

Prerequisite(s): None (0/0/3)

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.

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.

Campuses/Sites Offered:

- Florida Parishes Campus (Greensburg)
- Hammond Area Campus (Hammond)
- B.B. "Sixty" Rayburn Correctional Center (Angie)

Programmatic Accreditation

National Automotive Technician's Education Foundation (NATEF).

Associate of Applied Science in Automotive Technology

The highest exit point in the Automotive Technology program is the Associate of Applied Science in Automotive Technology. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Automotive Technology:

| Code | Title | Hours |
|---|-----------------------|-------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| Math Elective (p. 25) | | |
| Natural Science Elective (p. 25) | | |
| Behavioral Science Elective (p. 25) | | |
| Humanities Elective (p. 25) | | |
| Technical Diploma in Automotive Technician | | 47 |
| Total Hours | | 62 |

Technical Diploma in Automotive Technician

The following criteria must be satisfied towards completion of the Technical Diploma in Automotive Technician:

| Code | Title | Hours |
|---|---------------------------------|-------|
| Automotive Electrical Systems Technician (TCA): | | |
| CSSK 1000 | College Success | 1 |
| AUTO 1101 | Intro To Technology & Service | 3 |
| AUTO 1601 | Basic Electrical Fundamentals | 5 |
| AUTO 1602 | Advance Electrical & Hybrid | 5 |
| Brakes, Alignment, Suspension & Steering Technician (TCA): | | |
| AUTO 1501 | Brake Systems | 4 |
| AUTO 1401 | Suspension & Steering Systems | 4 |
| AUTO 1701 | Auto Heating & Air Conditioning | 5 |
| Engine Performance & Diagnosis Technician (TCA): | | |
| AUTO 1801 | Engine Mech & Related Problems | 2 |
| AUTO 1802 | Basic Engine Performance | 3 |
| AUTO 1803 | Advance Engine Performance | 8 |
| Transmission and Power Trains Technician (TCA): | | |
| AUTO 1301 | Manual Transmissions | 3 |
| AUTO 1201 | Automatic Transmissions | 4 |
| Total Hours | | 47 |

Electives and Additional Exit Points

Additional Exit Points

CTS Engine Performance Technician (CIP 470604)

| Code | Title | Hours |
|---|--------------------------------|-------|
| TCA Automotive Electrical Systems Technician | | |
| CSSK 1000 | College Success | 1 |
| AUTO 1101 | Intro To Technology & Service | 3 |
| AUTO 1601 | Basic Electrical Fundamentals | 5 |
| AUTO 1602 | Advance Electrical & Hybrid | 5 |
| TCA Engine Performance & Dignosis Technician | | |
| AUTO 1801 | Engine Mech & Related Problems | 2 |
| AUTO 1802 | Basic Engine Performance | 3 |
| AUTO 1803 | Advance Engine Performance | 8 |
| Total Hours | | 27 |

CTS Electrical Technician (CIP 470604)

| Code | Title | Hours |
|---|---------------------------------|-------|
| Automotive Electrical Systems Technicians | | |
| CSSK 1000 | College Success | 1 |
| AUTO 1101 | Intro To Technology & Service | 3 |
| AUTO 1601 | Basic Electrical Fundamentals | 5 |
| AUTO 1602 | Advance Electrical & Hybrid | 5 |
| Brakes Alignment, Suspension & Steering Tech | | |
| AUTO 1401 | Suspension & Steering Systems | 4 |
| AUTO 1501 | Brake Systems | 4 |
| AUTO 1701 | Auto Heating & Air Conditioning | 5 |
| Total Hours | | 27 |

Electives

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

| Code | Title | Hours |
|-----------|-----------------------|-------|
| AUTO 2991 | Special Projects I | 1 |
| AUTO 2993 | Special Projects II | 2 |
| AUTO 2995 | Special Projects III | 3 |
| AUTO 2996 | Special Projects, IV | 3 |
| AUTO 2997 | Special Projects V | 1 |
| AUTO 2998 | Practicum | 3 |
| AUTO 2999 | Cooperative Education | 3 |

General Education Core

Math Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |

| | | |
|-----------|-----------------------|---|
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

AUTO 1101 - Intro To Technology & Service (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

AUTO 1201 - Automatic Transmissions (4 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065) or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060 or ACT English with a score of 17)
Co-requisite(s): MATH 0098, ENGL 0098
(0/4/4)

AUTO 1301 - Manual Transmissions (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)
Co-requisite(s): MATH 0098, ENGL 0098
(0/3/3)

AUTO 1401 - Suspension & Steering Systems (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

AUTO 1501 - Brake Systems (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

AUTO 1601 - Basic Electrical Fundamentals (5 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015
(1/4/5)

AUTO 1602 - Advance Electrical & Hybrid (5 Credit Hours)

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; mechanical and electrical testing equipment used to diagnose malfunctions of the ignition systems and to determine the general condition of the engine.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015
(1/4/5)

AUTO 1701 - Auto Heating & Air Conditioning (5 Credit Hours)

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.

Prerequisite(s): None
(1/4/5)

AUTO 1801 - Engine Mech & Related Problems (2 Credit Hours)

A comprehensive course in the operational theory of internal combustion engines. Topics include engine rebuilding, mechanical diagnosis, and failure analysis.

Prerequisite(s): None
(1/1/2)

AUTO 1802 - Basic Engine Performance (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39) or ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30)
Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025, MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015
(1/2/3)

AUTO 1803 - Advance Engine Performance (8 Credit Hours)

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.

Prerequisite(s): None
(0/8/8)

AUTO 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/1/1)

AUTO 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/2/2)

AUTO 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/3/3)

AUTO 2996 - Special Projects, IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(3/0/3)

AUTO 2997 - Special Projects V (1 Credit Hour)

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

Prerequisite(s): None
(1/0/1)

AUTO 2998 - Practicum (3 Credit Hours)

A practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in practicum do not receive compensation.

Prerequisite(s): None
(0/3/3)

AUTO 2999 - Cooperative Education (3 Credit Hours)

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. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/3/3)

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.

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.

Campuses/Sites Offered:

- Sullivan Campus (Bogalusa)
- B.B. "Sixty" Rayburn Correctional Center (Angie)

Associate of Applied Science in Technical Studies

The highest exit point in the Building Technology Specialist program is the Associate of Applied Science in Technical Studies with a concentration in Building Technology Specialist. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Technical Studies with a concentration in Building Technology Specialist:

| Code | Title | Hours |
|--|-------------------------------------|-----------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 28) | |
| | Natural Science Elective (p. 28) | |
| | Behavioral Science Elective (p. 28) | |
| | Humanities Elective (p. 28) | |
| Technical Diploma in Building Technology Specialist | | 46 |
| Total Hours | | 61 |

Technical Diploma in Building Technology Specialist

Towards completion of the Technical Diploma in Building Technology Specialist, both the TCA in Construction Helper and the courses listed under TD in Building Technology Specialist must be completed. Course options/requirements are listed below.

| Code | Title | Hours |
|---|------------------------------|-----------|
| TCA Construction Helper: | | |
| CSSK 1000 | College Success | 1 |
| BLDG 1110 | Introduction & Safety | 1 |
| BLDG 1120 | Applied Bldg Technology Math | 3 |
| BLDG 1130 | Communication & Emp Skills | 2 |
| BLDG 1140 | Blueprint Reading | 2 |
| BLDG 1150 | Hand/Power Tools | 3 |
| TD Building Technology Specialist: | | |
| BLDG 1210 | Carpentry | 6 |
| BLDG 1220 | Masonry/Ceramic Tile | 6 |
| BLDG 1310 | Electricity | 6 |
| BLDG 1320 | A/C & Refrigeration | 6 |
| BLDG 1410 | Plumbing I | 6 |
| CPTR 1000 | Introduction to Computers | 2 |
| JOBS 2450 | Job Seeking Skills | 2 |
| Total Hours | | 46 |

Additional Exit Points and Electives

| Code | Title | Hours |
|-----------|-----------------------|-------|
| BLDG 1420 | Cabinetmaking | 6 |
| BLDG 1430 | Ground Maintenance | 2 |
| BLDG 1440 | Pool Maintenance | 1 |
| BLDG 2991 | Special Projects I | 1 |
| BLDG 2993 | Special Projects II | 2 |
| BLDG 2995 | Special Projects III | 3 |
| BLDG 2996 | Special Projects IV | 3 |
| BLDG 2997 | Practicum | 3 |
| BLDG 2999 | Cooperative Education | 3 |

Additional Exit Points

CTS Construction Specialist (CIP 46.0401)

| Code | Title | Hours |
|--------------------|------------------------------|-----------|
| CSSK 1000 | College Success | 1 |
| BLDG 1110 | Introduction & Safety | 1 |
| BLDG 1120 | Applied Bldg Technology Math | 3 |
| BLDG 1130 | Communication & Emp Skills | 2 |
| BLDG 1140 | Blueprint Reading | 2 |
| BLDG 1150 | Hand/Power Tools | 3 |
| BLDG 1210 | Carpentry | 6 |
| BLDG 1220 | Masonry/Ceramic Tile | 6 |
| Total Hours | | 24 |

CTS Electrical A/C Specialist (CIP 46.0401)

| Code | Title | Hours |
|-----------|------------------------------|-------|
| CSSK 1000 | College Success | 1 |
| BLDG 1110 | Introduction & Safety | 1 |
| BLDG 1120 | Applied Bldg Technology Math | 3 |
| BLDG 1130 | Communication & Emp Skills | 2 |
| BLDG 1140 | Blueprint Reading | 2 |
| BLDG 1150 | Hand/Power Tools | 3 |
| BLDG 1310 | Electricity | 6 |

| | | |
|-------------|---------------------|----|
| BLDG 1320 | A/C & Refrigeration | 6 |
| Total Hours | | 24 |

General Education Core

Math Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

BLDG 1110 - Introduction & Safety (1 Credit Hour)

This course provides an overview of the Building Technology Specialist occupational area. Topics include basic safety, fire prevention and health information to prepare individuals entering the work force.

Prerequisite(s): None
(1/0/1)

BLDG 1120 - Applied Bldg Technology Math (3 Credit Hours)

A course covering the basic concepts of arithmetic, percentage, ratio, proportion, and plane geometry.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(3/0/3)

BLDG 1130 - Communication & Emp Skills (2 Credit Hours)

This course is designed to develop communication skills and interpersonal skills of individuals entering the workforce.

Prerequisite(s): None
(2/0/2)

BLDG 1140 - Blueprint Reading (2 Credit Hours)

Identification of symbols and lines, reading, and interpreting various types of construction drawings.

Prerequisite(s): None
(1/1/2)

BLDG 1150 - Hand/Power Tools (3 Credit Hours)

Basic skills and safety in the use of hand and power tools.

Prerequisite(s): None
(1/2/3)

BLDG 1200 - Basic Industrial Scaffolding (3 Credit Hours)

BLDG 1210 - Carpentry (6 Credit Hours)

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.

Prerequisite(s): None
(2/4/6)

BLDG 1220 - Masonry/Ceramic Tile (6 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/4/6)

BLDG 1310 - Electricity (6 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(2/4/6)

BLDG 1320 - A/C & Refrigeration (6 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(2/4/6)

BLDG 1410 - Plumbing I (6 Credit Hours)

A study of the tools, equipment, materials, and techniques used in the maintenance of plumbing systems. Emphasizes working with and joining pipe and tubing.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(2/4/6)

BLDG 1420 - Cabinetmaking (6 Credit Hours)

This course teaches cabinetmaking skills. Topics include face frames, drawers, and raised panels.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015

(2/4/6)

BLDG 1430 - Ground Maintenance (2 Credit Hours)

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.

Dean of Technical Studies approval required.

Prerequisite(s): None

(1/1/2)

BLDG 1440 - Pool Maintenance (1 Credit Hour)

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.

Dean of Technical Studies approval required.

Prerequisite(s): None

(1/0/1)

BLDG 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/1/1)

BLDG 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/2/2)

BLDG 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

BLDG 2996 - Special Projects IV (3 Credit Hours)

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

Prerequisite(s): None

(3/0/3)

BLDG 2997 - Practicum (3 Credit Hours)

A practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in practicum do not receive compensation. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

BLDG 2999 - Cooperative Education (3 Credit Hours)

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.

Prerequisite(s): None

(0/3/3)

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 careers in a global environment or to proceed to advanced studies at a four-year university.

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. Demonstrate the ability to understand and apply principles of management, at various levels, in a business and medical office environment.
5. Demonstrate the ability to understand and apply basic financial math and accounting principles in a business and medical office environment.

Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)
- Southeastern Instructional Services Center (Hammond; SLU Campus)
- Sullivan Campus (Bogalusa)

Associate of Applied Science in Business Office Administration

The highest exit point in the Business Office Administration program is the Associate of Applied Science in Business Office Administration. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Business Office Administration:

| Code | Title | Hours |
|--|-------------------------------------|-------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 31) | |
| | Natural Science Elective (p. 31) | |
| | Behavioral Science Elective (p. 31) | |
| | Humanities Elective (p. 31) | |
| Technical Diploma in Business Office Technology | | 46 |
| Total Hours | | 61 |

Technical Diploma in Business Office Technology

The following criteria must be satisfied towards completion of the Technical Diploma in Business Office Technology:

| Code | Title | Hours |
|---|---|-------|
| Program Core | | 25 |
| Certificate of Technical Studies Concentration (choose one of two below) | | 21 |
| | CTS - Office Assistant Specialist | |
| | CTS - Medical Records Office Specialist | |
| Total Hours | | 46 |

Course options for completing the Program Core and Certificate of Technical Studies concentrations are listed below.

Program Core:

Towards completion of the Technical Diploma, the Program Core must be completed, along with one of the Certificate of Technical Studies options identified below.

| Code | Title | Hours |
|--------------------|---|-------|
| CSSK 1000 | College Success | 1 |
| KYBD 1010 | Introductory Keyboarding | 3 |
| CPTR 1500 | Introduction to Computers | 3 |
| | or CPTR 1002 Computer Lit. & Applications | |
| KYBD 1111 | College Keyboarding | 3 |
| BUSN 1100 | Introduction To Business | 3 |
| CSRV 1000 | Customer Service | 3 |
| ACCT 2100 | Financial Accounting | 3 |
| BUSN 1000 | Business Communications | 3 |
| BUSN 1010 | Business Math | 3 |
| Total Hours | | 25 |

Certificate of Technical Studies:

Choose one of three Certificate of Technical Studies options listed below towards completion of Technical Diploma.

CTS in Office Assistant Specialist:

| Code | Title | Hours |
|--------------------|--------------------------------|-------|
| BUSO 1320 | Introduction to Spreadsheets | 3 |
| BUSO 1310 | Introduction to Database Mgmt. | 3 |
| BUSO 1440 | Basic Word Processing | 3 |
| BUSO 1650 | Basic Desktop Publishing | 3 |
| BUSO 2530 | Office Procedures | 3 |
| BUSO 1100 | Records and Information Mgmt | 3 |
| Elective | | 3 |
| Total Hours | | 21 |

-or- CTS in Medical Records Office Specialist:

| Code | Title | Hours |
|-----------|-------------------------------|-------|
| BOTH 1230 | Insurance Billing & Coding | 3 |
| BOTH 1250 | Advanced Coding | 3 |
| BOTH 2110 | Medical Office Transcription | 3 |
| BOTH 1350 | Gen Body Structr/Med Off Term | 3 |

| | | |
|-------------|--|----|
| BOTH 1210 | Adm Procedures Med Offices | 3 |
| BUSO 1100 | Records and Information Mgmt | 3 |
| BOTH 1400 | Electronic Health Records (EHR) ¹ | 3 |
| Total Hours | | 21 |

¹ Electronic Health Records (EHR) (BOTH 1400) substitution allows upon approval from the Dean of Technical Studies

Additional Exit Points and Electives

Additional Exit Points: TCA General Clerk (CIP 52.0401)

| Code | Title | Hours |
|-------------|---------------------------|-------|
| CPTR 1500 | Introduction to Computers | 3 |
| KYBD 1111 | College Keyboarding | 3 |
| BUSN 1100 | Introduction To Business | 3 |
| CSRV 1000 | Customer Service | 3 |
| Total Hours | | 12 |

Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ACCT 1500 | Computerized Accounting | 3 |
| BUSO 1350 | Machine Transcription | 3 |
| BUSO 1420 | Advanced Spreadsheets | 3 |
| BUSO 1410 | Advanced Database Mgmt | 3 |
| BUSO 1540 | Advanced Word Processing | 3 |
| BUSN 2010 | Principles of Marketing | 3 |
| BUSN 2020 | Principles of Management | 3 |
| BUSN 2030 | Business Law | 3 |
| BUSN 2040 | Intr to International Business | 3 |
| BUSN 2050 | Business Statistics | 3 |
| BUSN 2060 | Money and Banking | 3 |

General Education Core

Math Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

ACCT 1010 - Accounting Fundamentals (3 Credit Hours)

ACCT 1010 is designed to help students understand fundamental accounting concepts and principles, as well as to develop the capability to perform the basic accounting functions: the recognition, valuation, measurement and recording of the most common business transactions and the preparation of accounting statements.

Prerequisite(s): None
(3/0/3)

ACCT 1500 - Computerized Accounting (3 Credit Hours)

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.

Prerequisite(s): ACCT 2100
(3/0/3)

ACCT 2100 - Financial Accounting (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, MATH 1005, MATH 1015, MATH 1500

(3/0/3)

BOTH 1210 - Adm Procedures Med Offices (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60

Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(3/0/3)

BOTH 1230 - Insurance Billing & Coding (3 Credit Hours)

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).

Prerequisite(s): None

(3/0/3)

BOTH 1250 - Advanced Coding (3 Credit Hours)

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.

Prerequisite(s): BOTH 1230

(3/0/3)

BOTH 1350 - Gen Body Structr/Med Off Term (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

BOTH 1400 - Electronic Health Records (EHR) (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

BOTH 2110 - Medical Office Transcription (3 Credit Hours)

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.

Prerequisite(s): BOTH 1350 and KYBD 1111

(3/0/3)

BUSN 1000 - Business Communications (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60

Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(3/0/3)

BUSN 1010 - Business Math (3 Credit Hours)

A study of various business-related mathematical processes, principles, and techniques used to solve business problems on the electronic calculator.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500

(3/0/3)

BUSN 1100 - Introduction To Business (3 Credit Hours)

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..

Prerequisite(s): None

(3/0/3)

BUSN 1200 - Personal & Social Media Brand (3 Credit Hours)

In this course, students will learn how to utilize social media and other tools to effectively present their personal brand to employers and clients. Students will learn about a wide range of media channels and how to best deploy their brand through the most appropriate channels. The active utilization of these channels for both personal and business application will be explored.

Prerequisite(s): None

(3/0/3)

BUSN 1300 - Personal Finance (3 Credit Hours)

This course surveys family finances and personal money management, including budgeting, banking, insurance, installment financing, rent/purchase decisions, real estate, personal taxes, and lifetime financial planning.

Prerequisite(s): None

(3/0/3)

BUSN 2010 - Principles of Marketing (3 Credit Hours)

An introductory analysis of the marketing functions and institutions; problems involved in the methods of marketing products; introduction to the area of marketing management.

Prerequisite(s): None

(3/0/3)

BUSN 2020 - Principles of Management (3 Credit Hours)

Introduction to theory and practice of managing formal organizations, including planning, organizational theory, human behavior, and control.

Prerequisite(s): None

(3/0/3)

BUSN 2030 - Business Law (3 Credit Hours)

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.

Prerequisite(s): ENGL 0099 or DVEN 0099 or DVEN 0092 or ENGL 1015 or ENGL 1025 or ACT English with a score of 18 or COMPASS English with a score of 68 or ACCUPLACER Sentence Skills with a score of 86

(3/0/3)

BUSN 2040 - Intr to International Business (3 Credit Hours)

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.

Prerequisite(s): BUSN 1100

(3/0/3)

BUSN 2050 - Business Statistics (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500

(3/0/3)

BUSN 2060 - Money and Banking (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500

(3/0/3)

BUSN 2100 - Career Mgmt & Communication (3 Credit Hours)

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.

Prerequisite(s): ENGL 1015 or ENGL 1025

(3/0/3)

BUSN 2220 - Small Business Mgmt (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

BUSN 2530 - Office Procedures (3 Credit Hours)

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.

Prerequisite(s): BUSN 1000

(3/0/3)

BUSO 1100 - Records and Information Mgmt (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

BUSO 1310 - Introduction to Database Mgmt. (3 Credit Hours)

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.

Prerequisite(s): CPTR 1002 or INTE 1000 or CPTR 1000 or CPTR 1500

(3/0/3)

BUSO 1320 - Introduction to Spreadsheets (3 Credit Hours)

This course focuses on the basic fundamentals of producing spreadsheets and graphs through problem-solving activities.

Prerequisite(s): CPTR 1002 or INTE 1000 or CPTR 1000 or CPTR 1500

(3/0/3)

BUSO 1350 - Machine Transcription (3 Credit Hours)

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.

Prerequisite(s): KYBD 1111

(3/0/3)

BUSO 1410 - Advanced Database Mgmt (3 Credit Hours)

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.

Prerequisite(s): BUSO 1310

(3/0/3)

BUSO 1420 - Advanced Spreadsheets (3 Credit Hours)

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.

Prerequisite(s): BUSO 1320

(3/0/3)

BUSO 1440 - Basic Word Processing (3 Credit Hours)

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.

Prerequisite(s): KYBD 1111

(3/0/3)

BUSO 1540 - Advanced Word Processing (3 Credit Hours)

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

Prerequisite(s): BUSO 1440

(3/0/3)

BUSO 1650 - Basic Desktop Publishing (3 Credit Hours)

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.

Prerequisite(s): BUSO 1440

(3/0/3)

BUSO 2530 - Office Procedures (3 Credit Hours)

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.

Prerequisite(s): BUSN 1000 and BUSO 1440

(3/0/3)

CSRV 1000 - Customer Service (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CSRV 2000 - Customer Service & Sales (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

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.

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.

Campuses/Sites Offered

- Hammond Area Campus (Hammond)
- Sullivan Campus (Bogalusa)

Associate of Applied Science in Care and Development of Young Children

The highest exit point in the Care and Development of Young Children program is the Associate of Applied Science in Care and Development of Young Children. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Care and Development of Young Children:

| Code | Title | Hours |
|--|-------------------------------------|-------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 35) | |
| | Natural Science Elective (p. 36) | |
| | Behavioral Science Elective (p. 36) | |
| | Humanities Elective (p. 36) | |
| Technical Diploma in Care and Development of Young Children | | 47 |
| Total Hours | | 62 |

Technical Diploma in Care and Development of Young Children

Towards completion of the Technical Diploma in Care and Development of Young Children, the TCA in Basic Caregiver, CTS in Child Care Teacher and the courses listed under TD in Care and Development of Young Children must be completed. Course options/requirements are listed below.

| Code | Title | Hours |
|------------------------------|---------------------------------|-------|
| CDYC 1110 | Working With Young Children | 3 |
| TCA Basic Caregiver | | |
| CDYC 1120 | Health, Safety & Nutrition | 3 |
| CDYC 1151 | Observation/Participation Lab | 3 |
| CDYC 1210 | Growth/Develop of Young Childre | 3 |
| CDYC 1220 | Infant/Todd Care & Curriculum | 3 |
| CDYC 1320 | Preschool Curriculum | 3 |
| CDYC 1241 | Infant/Toddler Lab | 3 |
| CDYC 1341 | Preschool Lab | 3 |
| CTS Childcare Teacher | | |
| CDYC 1130 | Child Guidance and Behaviors | 3 |
| CDYC 1420 | Organization & Administration | 3 |
| CDYC 1410 | Children With Special Needs | 3 |
| CDYC 1330 | Literature/Language Methods | 3 |
| CDYC 1332 | Preschool Methods | 3 |
| CDYC 2211 | Practicum In CDYC | 5 |
| CDYC 1230 | Family Relationships & Issues | 3 |
| Total Hours | | 47 |

Electives and Additional Exit Points

| Code | Title | Hours |
|-----------|------------------------------|-------|
| CDYC 2991 | Special Projects I | 1 |
| CDYC 2993 | Special Projects II | 2 |
| CDYC 2995 | Special Projects III | 3 |
| CDYC 2996 | Special Projects IV | 3 |
| CDYC 2997 | Practicum | 3 |
| CDYC 2999 | Cooperative Education | 3 |
| CPTR 1000 | Introduction to Computers | 2 |
| CSRV 1000 | Customer Service | 3 |
| CSRV 2000 | Customer Service & Sales | 3 |
| CSSK 1000 | College Success | 1 |
| ENTP 1000 | Fundamentals of Entrepreneur | 3 |

General Education Core

Math Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

CDYC 1110 - Working With Young Children (3 Credit Hours)

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 and employability skills, observing and recording, technology, and developmentally appropriate practices (DAP).

Prerequisite(s): None
(3/0/3)

CDYC 1120 - Health, Safety & Nutrition (3 Credit Hours)

This course examines fire prevention, 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.

Prerequisite(s): None
(3/0/3)

CDYC 1130 - Child Guidance and Behaviors (3 Credit Hours)

Typical, age-related behavior patterns, child guidance practices and their consequences; techniques and procedures for successful management.

Prerequisite(s): None
(3/0/3)

CDYC 1151 - Observation/Participation Lab (3 Credit Hours)

Directed observation, documentation, and supervised participation of practical experiences and situations in the early childhood environment.

Prerequisite(s): None
(0/3/3)

CDYC 1210 - Growth/Develop of Young Childre (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

CDYC 1220 - Infant/Todd Care & Curriculum (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

CDYC 1230 - Family Relationships & Issues (3 Credit Hours)

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

Prerequisite(s): None
(3/0/3)

CDYC 1241 - Infant/Toddler Lab (3 Credit Hours)

Directed observation, documentation, and supervised participation in practical experiences and situations with infants and/or toddlers in the early childhood environment.

Prerequisite(s): None
(0/3/3)

CDYC 1320 - Preschool Curriculum (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

CDYC 1330 - Literature/Language Methods (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60
Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(2/1/3)

CDYC 1332 - Preschool Methods (3 Credit Hours)

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.

Prerequisite(s): None

(2/1/3)

CDYC 1333 - Social Studies/TheArts Methods (3 Credit Hours)

Survey of principals, methods, techniques, and materials for teaching music, movement, art, creative dramatics and social studies in an early childhood setting. Includes planning, implementing, and evaluating developmentally appropriate creative experiences with an integrated curriculum approach.

Prerequisite(s): None

(3/0/3)

CDYC 1341 - Preschool Lab (3 Credit Hours)

Directed observation, documentation, and supervised participation of practical experiences and situations with preschool children.

Prerequisite(s): None

(0/3/3)

CDYC 1410 - Children With Special Needs (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(2/1/3)

CDYC 1420 - Organization & Administration (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60) or ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30)

Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025, MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500

(2/1/3)

CDYC 2211 - Practicum In CDYC (5 Credit Hours)

Individualized program under supervision and guidance; practical or field experience in organized programs in Care and Development of Young Children.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(0/5/5)

CDYC 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/1/1)

CDYC 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/2/2)

CDYC 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

CDYC 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(3/0/3)

CDYC 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None

(0/3/3)

CDYC 2999 - Cooperative Education (3 Credit Hours)

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. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

CRIMINAL JUSTICE PROGRAM

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.

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.

Campuses/Sites Offered:

- Florida Parishes Campus (Greensburg)
- Lacombe Campus (Lacombe)
- Southeastern Instructional Services Center (Hammond; SLU Campus)

Associate of Applied Science in Criminal Justice

The highest exit point in the Criminal Justice program is the Associate of Applied Science in Criminal Justice. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Criminal Justice:

| Code | Title | Hours |
|--|-------------------------------------|-------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 40) | |
| | Natural Science Elective (p. 40) | |
| | Behavioral Science Elective (p. 40) | |
| | Humanities Elective (p. 40) | |
| Technical Diploma in Criminal Justice | | 45 |
| Total Hours | | 60 |

Technical Diploma in Criminal Justice

The following criteria must be satisfied towards completion of the Technical Diploma in Criminal Justice:

| Code | Title | Hours |
|---|--|-------|
| Program Core | | 6 |
| Certificate of Technical Studies Concentration (choose one of two below) | | 39 |
| | CTS - Criminal Justice Systems Studies | |
| | CTS - Paralegal Studies | |
| Total Hours | | 45 |

Course options for completing the Program Core and Certificate of Technical Studies concentrations are listed below.

Program Core:

Towards completion of the Technical Diploma, the Program Core must be completed, along with one of the Certificate of Technical Studies options identified below.

| Code | Title | Hours |
|--------------------|-----------------------------|-------|
| CRMJ 2552 | Criminal Justice Externship | 3 |
| CRMJ 2700 | Victimology | 3 |
| Total Hours | | 6 |

Certificate of Technical Studies:

Choose one of three Certificate of Technical Studies options listed below towards completion of Technical Diploma.

CTS in Criminal Justice System Studies

| Code | Title | Hours |
|--|------------------------------|-------|
| TCA General Criminal Justice Studies: | | |
| CSSK 1000 | College Success | 1 |
| CRMJ 1110 | Intro to Criminal Justice | 3 |
| CRMJ 1120 | Introduction to Corrections | 3 |
| CRMJ 1220 | Police Systems and Practices | 3 |
| CPTR 1000 | Introduction to Computers | 2 |

TCA General Police Studies:

| | | |
|-----------|-----------------------------|---|
| CRMJ 1230 | Technical Report Writing | 3 |
| CRMJ 1310 | Community Based Corrections | 3 |
| CRMJ 1322 | Criminal Investigation | 3 |

TCA General Legal Studies:

| | | |
|-----------|------------------------------|---|
| CRMJ 1330 | Introduction to Criminal Law | 3 |
| CRMJ 1340 | Deviance | 3 |
| CRMJ 1420 | Judicial Process | 3 |

CTS Criminal Justice System Studies:

| | | |
|--------------------|-------------------------|----|
| CRMJ 1410 | Juvenile Justice | 3 |
| CRMJ 2112 | Social Problems for CJ | 3 |
| CRMJ 2520 | Drugs Crime and Society | 3 |
| Total Hours | | 39 |

-or- CTS in Paralegal Studies

| Code | Title | Hours |
|--|------------------------------|-------|
| TCA General Criminal Justice Studies: | | |
| CSSK 1000 | College Success | 1 |
| CRMJ 1110 | Intro to Criminal Justice | 3 |
| CRMJ 1120 | Introduction to Corrections | 3 |
| CRMJ 1220 | Police Systems and Practices | 3 |
| CPTR 1000 | Introduction to Computers | 2 |

TCA General Paralegal Studies:

| | | |
|-----------|------------------------------|---|
| PARL 1000 | Intro to Paralegal Studies | 3 |
| PARL 1200 | Civil Procedure & Litigation | 3 |
| CPTR 1002 | Computer Lit. & Applications | 3 |

TCA Civil Law Studies:

| | | |
|-----------|-----------------------------|---|
| PARL 1300 | Tort Law for Paralegals | 3 |
| PARL 1400 | Family Law for Paralegals | 3 |
| PARL 1500 | Business Law for Paralegals | 3 |

TCA Criminal Law Studies:

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

| | | |
|-------------|--|----|
| Total Hours | | 39 |
|-------------|--|----|

Additional Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| CRMJ 2991 | Special Projects I | 1 |
| CRMJ 2993 | Special Projects II | 2 |
| CRMJ 2995 | Special Projects III | 3 |
| CRMJ 2996 | Special Projects IV | 3 |
| CRMJ 2997 | Practicum | 3 |
| CRMJ 2999 | Cooperative Education | 3 |
| CSRV 1000 | Customer Service | 3 |
| CSRV 2000 | Customer Service & Sales | 3 |
| ENTP 1000 | Fundamentals of Entrepreneur | 3 |

General Education Core

Math Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |

| | | |
|-----------|-------------------------------|---|
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

CRMJ 1110 - Intro to Criminal Justice (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CRMJ 1120 - Introduction to Corrections (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CRMJ 1220 - Police Systems and Practices (3 Credit Hours)

A study of organization and management of police agencies, focus on the role, scope, and functions of these agencies.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060

Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(3/0/3)

CRMJ 1230 - Technical Report Writing (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CRMJ 1310 - Community Based Corrections (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

CRMJ 1322 - Criminal Investigation (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

CRMJ 1330 - Introduction to Criminal Law (3 Credit Hours)

Study of the substantive criminal law including definitions of law, crime, defenses, criminal responsibility, punishments, and court systems.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060
Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, ENGL 1015, ENGL 1025
(3/0/3)

CRMJ 1340 - Deviance (3 Credit Hours)

A study of the theories used to explain criminal behavior.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060
Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(3/0/3)

CRMJ 1410 - Juvenile Justice (3 Credit Hours)

Study of juvenile delinquency with emphasis on theories, preventive programs, juvenile courts, treatment, and current problems in juvenile delinquency.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60
Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/1/3)

CRMJ 1420 - Judicial Process (3 Credit Hours)

This course examines the role, function, and structure of the courts and their relationship to the criminal justice system.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060
Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(3/0/3)

CRMJ 2112 - Social Problems for CJ (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

CRMJ 2520 - Drugs Crime and Society (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

CRMJ 2552 - Criminal Justice Externship (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

CRMJ 2700 - Victimology (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

CRMJ 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None
(0/1/1)

CRMJ 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None
(0/2/2)

CRMJ 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None
(0/3/3)

CRMJ 2996 - Special Projects IV (3 Credit Hours)

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

Prerequisite(s): None
(3/0/3)

CRMJ 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None
(0/3/3)

CRMJ 2998 - Special Projects V (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None
(1/0/1)

CRMJ 2999 - Cooperative Education (3 Credit Hours)

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. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/3/3)

PARL 1000 - Intro to Paralegal Studies (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

PARL 1200 - Civil Procedure & Litigation (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

PARL 1300 - Tort Law for Paralegals (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

PARL 1400 - Family Law for Paralegals (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

PARL 1500 - Business Law for Paralegals (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

PARL 2000 - Legal Research and Writing (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

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.

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

Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)

Associate of Applied Science in Culinary Arts and Occupations

The highest exit point in the Culinary Arts and Occupations program is the Associate of Applied Science in Culinary Arts and Occupations. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Culinary Arts and Occupations:

| Code | Title | Hours |
|---|-------------------------------------|-------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 44) | |
| | Natural Science Elective (p. 44) | |
| | Behavioral Science Elective (p. 44) | |
| | Humanities Elective (p. 44) | |
| Technical Diploma in Culinary Arts and Occupations | | 45 |
| Total Hours | | 60 |

Technical Diploma in Culinary Arts and Occupations

Towards completion of the Technical Diploma in Culinary Arts and Occupations, the CTS Entry-Level Line Cook and the Program Core must be completed.

| Code | Title | Hours |
|--------------------|------------------------------|-------|
| | Program Core | 12 |
| | CTS in Entry-Level Line Cook | 33 |
| Total Hours | | 45 |

Course options for completing the Program Core and Certificate of Technical Studies concentrations are listed below.

Certificate of Technical Studies in Entry-Level Line Cook:

| Code | Title | Hours |
|-----------------------------------|--------------------------------|-------|
| TCA Entry Level Prep Cook: | | |
| CSSK 1000 | College Success | 1 |
| CULN 1101 | Culinary History & Development | 3 |
| CULN 1130 | Sanitation and Safety | 2 |
| CULN 1140 | Introduction to Culinary Skill | 3 |
| CULN 1221 | Fruits, Veg, & Farinaceous Pro | 3 |

CTS Production Cook:

Complete TCA Entry Level Prep Cook plus three courses below to complete CTS Production Cook..

| | | |
|-----------|--------------------------------|---|
| CULN 1219 | Meat Identification & Fabricat | 3 |
| CULN 1222 | Stocks, Sauces & Soups | 3 |
| CULN 1350 | Intro to Baking & Pastry | 4 |

CTS Entry-Level Line Cook:

Complete TCA Entry Level Prep Cook and CTS Production Cook plus four courses below to complete CTS Entry-Level Line Cook.

| | | |
|-----------|--------------------------------|---|
| CULN 1420 | Food, Bev, & Labor Cost Contro | 3 |
| CULN 1170 | Essentials Dining Room Service | 2 |
| CULN 1410 | Garde Manager | 4 |
| CULN 2410 | Regional Cuisine | 2 |

| | | |
|--------------------|--|----|
| Total Hours | | 33 |
|--------------------|--|----|

Program Core:

| Code | Title | Hours |
|--------------------|--------------------------------|-------|
| CULN 2420 | International Cuisine | 2 |
| CULN 2540 | InternshipPart I:Culinary Cafe | 5 |
| CULN 2541 | Internship Part II: Culn Cafe | 5 |
| Total Hours | | 12 |

Additional Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| CSRV 1000 | Customer Service | 3 |
| CSRV 2000 | Customer Service & Sales | 3 |
| CULN 2991 | Special Projects I | 1 |
| CULN 2993 | Special Projects II | 2 |
| CULN 2995 | Special Projects III | 3 |
| CULN 2996 | Special Projects IV | 3 |
| CULN 2997 | Practicum | 3 |
| CULN 2999 | Cooperative Education | 3 |
| ENTP 1000 | Fundamentals of Entrepreneur | 3 |

General Education Core

Math Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

CULN 1101 - Culinary History & Development (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

CULN 1130 - Sanitation and Safety (2 Credit Hours)

Safety and fire prevention, personal hygiene, and sanitary work procedures required to prevent food-borne illnesses.

Co-requisite(s): CULN 1140
(2/0/2)

CULN 1140 - Introduction to Culinary Skill (3 Credit Hours)

General and classical knife skills; professionalism and employability skills; operation of large and small commercial kitchen equipment; Mise en Place; beginning cooking methods and techniques; plate presentation; recipe measurements and conversions; culinary terminology.

Co-requisite(s): CULN 1130
(2/1/3)

CULN 1170 - Essentials Dining Room Service (2 Credit Hours)

A study of types of service used to enhance dining pleasure, as well as the preparation of beverages.

Prerequisite(s): None
(1/1/2)

CULN 1219 - Meat Identification & Fabricat (3 Credit Hours)

Identification and fabrication of meat, seafood, and poultry. Selection, procurement, and preparation of products in commercial food service.

Prerequisite(s): CULN 1130 and CULN 1140
(1/2/3)

CULN 1221 - Fruits, Veg, & Farinaceous Pro (3 Credit Hours)

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.

Prerequisite(s): CULN 1130 and CULN 1140
(2/1/3)

CULN 1222 - Stocks, Sauces & Soups (3 Credit Hours)

Principles of preparation of stocks, soups, sauces, and various types of meat, poultry and seafood dishes, and their application.

Prerequisite(s): CULN 1130 and CULN 1140
(1/2/3)

CULN 1350 - Intro to Baking & Pastry (4 Credit Hours)

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.

Prerequisite(s): None
(2/2/4)

CULN 1410 - Garde Manager (4 Credit Hours)

Principles of preparation of salads, cold sauces, appetizers, and garnishes and their applications. Emphasis on color, texture, and temperature in preparation and presentation.

Prerequisite(s): None
(1/3/4)

CULN 1420 - Food, Bev, & Labor Cost Contro (3 Credit Hours)

Principles of menu development; menu writing; recipe costing, usage, and conversion; yield percentage; production control; and food selection and procurement.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020 or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)

Co-requisite(s): MATH 0098, MATH 0098, DVMA 0098, ENGL 0098, ENGL 0098, DVEN 0098

(3/0/3)

CULN 2410 - Regional Cuisine (2 Credit Hours)

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.

Prerequisite(s): CULN 1130 and CULN 1140

(0/2/2)

CULN 2420 - International Cuisine (2 Credit Hours)

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.

Prerequisite(s): CULN 1130 and CULN 1140

(0/2/2)

CULN 2540 - InternshipPart I:Culinary Cafe (5 Credit Hours)

Experiential course involving all facets of food preparation and operations in a culinary enterprise. Instructor approval required.

Prerequisite(s): None

(0/5/5)

CULN 2541 - Internship Part II: Culn Cafe (5 Credit Hours)

Advanced experiential course involving all facets in regional foods preparation and in operations of culinary enterprises. Instructor approval required.

Prerequisite(s): None

(0/5/5)

CULN 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/1/1)

CULN 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/2/2)

CULN 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

CULN 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(3/0/3)

CULN 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None

(0/3/3)

CULN 2999 - Cooperative Education (3 Credit Hours)

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. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

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.

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.

Campuses/Sites Offered

- Sullivan Campus (Bogalusa)

Programmatic Accreditation

National Automotive Technician's Education Foundation (NATEF).

Associate of Applied Science in Technical Studies

The highest exit point in the Diesel Powered Equipment Technology program is the Associate of Applied Science in Technical Studies with a concentration in Diesel Powered Equipment Technology. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Technical Studies with a concentration in Diesel Powered Equipment Technology:

| Code | Title | Hours |
|---|-----------------------|-----------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| Math Elective (p. 47) | | |
| Natural Science Elective (p. 47) | | |
| Behavioral Science Elective (p. 47) | | |
| Humanities Elective (p. 47) | | |
| Technical Diploma in Diesel Powered Equipment Technician | | 50 |
| Total Hours | | 65 |

Technical Diploma in Diesel Powered Equipment Technician

The following criteria must be satisfied towards completion of the Technical Diploma in Diesel Powered Equipment Technician:

| Code | Title | Hours |
|--------------------|--------------------------------|-----------|
| DPET 1130 | Safety Skills, Intro Diesel En | 4 |
| DPET 1140 | Engines I | 3 |
| DPET 1141 | Engines II | 3 |
| DPET 1210 | Basic Diesel Electrical System | 4 |
| DPET 1220 | Advanced Diesel Electrical Sys | 4 |
| DPET 1231 | Diesel Engine Control Systems | 3 |
| DPET 1150 | General Engine Diagnostics | 3 |
| DPET 1310 | Introduction to Power Trains | 2 |
| DPET 1320 | Transmissions | 3 |
| DPET 1330 | Differentials | 2 |
| DPET 2110 | Basic Hydraulics | 2 |
| DPET 2130 | Brakes | 4 |
| DPET 2140 | Fundamentals of Steering | 3 |
| DPET 2210 | Fundamentals of Suspension | 3 |
| DPET 2220 | Air Conditioning | 3 |
| DPET 2240 | Diesel Preventive Maintenance | 4 |
| Total Hours | | 50 |

Additional Exit Points and Electives

| Code | Title | Hours |
|-----------|--------------------------|-------|
| DPET 1251 | Alternative Fuel Systems | 2 |
| DPET 2120 | Advanced Hydraulics | 3 |
| DPET 2231 | Welding | 2 |
| DPET 2991 | Special Projects I | 1 |
| DPET 2993 | Special Projects II | 2 |
| DPET 2995 | Special Projects III | 3 |
| DPET 2997 | Special Project IV | 3 |
| DPET 2999 | Practicum | 3 |

TCA Air Conditioning (CIP 47.0605)

| Code | Title | Hours |
|--------------------|--------------------------------|----------|
| DPET 1130 | Safety Skills, Intro Diesel En | 4 |
| DPET 2220 | Air Conditioning | 3 |
| Total Hours | | 7 |

TCA Steering and Suspension Technician (CIP 47.0605)

| Code | Title | Hours |
|--------------------|--------------------------------|-----------|
| DPET 1130 | Safety Skills, Intro Diesel En | 4 |
| DPET 2140 | Fundamentals of Steering | 3 |
| DPET 2210 | Fundamentals of Suspension | 3 |
| Total Hours | | 10 |

TCA Brake Technician (CIP 47.0605)

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| DPET 1130 | Safety Skills, Intro Diesel En | 4 |
| DPET 2110 | Basic Hydraulics | 2 |
| DPET 2130 | Brakes | 4 |
| Total Hours | | 10 |

TCA Diesel Engine Technician Apprentice (CIP 47.0605)

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| DPET 1130 | Safety Skills, Intro Diesel En | 4 |
| DPET 1140 | Engines I | 3 |
| Total Hours | | 7 |

TCA Drive Train Technician (CIP 47.0605)

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| DPET 1130 | Safety Skills, Intro Diesel En | 4 |
| DPET 1310 | Introduction to Power Trains | 2 |
| DPET 1320 | Transmissions | 3 |
| DPET 1330 | Differentials | 2 |
| Total Hours | | 11 |

CTS Diesel Engine Technician (CIP 47.0605)

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| DPET 1130 | Safety Skills, Intro Diesel En | 4 |
| DPET 1140 | Engines I | 3 |
| DPET 1141 | Engines II | 3 |
| DPET 1231 | Diesel Engine Control Systems | 3 |
| DPET 1210 | Basic Diesel Electrical System | 4 |
| DPET 1220 | Advanced Diesel Electrical Sys | 4 |
| DPET 1150 | General Engine Diagnostics | 3 |
| Total Hours | | 24 |

General Education Core**Math Electives**

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

DPET 1130 - Safety Skills, Intro Diesel En (4 Credit Hours)

This course is an introduction to fire prevention and basic safety information, the design and construction of diesel engines, and identification of diesel engine parts, tools, test equipment, fasteners, bearings, and seals. This course is also designed to prepare the student for employment in the industry. Laboratory work requires using tools and fasteners.

Co-requisite(s): DPET 1120
(2/2/4)

DPET 1140 - Engines I (3 Credit Hours)

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 reassembly of engines.

Co-requisite(s): DPET 1130
(1/2/3)

DPET 1141 - Engines II (3 Credit Hours)

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.

Co-requisite(s): DPET 1140

(1/2/3)

DPET 1150 - General Engine Diagnostics (3 Credit Hours)

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.

Prerequisite(s): None

(1/2/3)

DPET 1210 - Basic Diesel Electrical System (4 Credit Hours)

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 troubleshoot, repair, and calibrate electrical/electronic systems.

Prerequisite(s): None

(3/1/4)

DPET 1220 - Advanced Diesel Electrical Sys (4 Credit Hours)

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.

Co-requisite(s): DPET 1210

(3/1/4)

DPET 1231 - Diesel Engine Control Systems (3 Credit Hours)

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.

Prerequisite(s): None

(1/2/3)

DPET 1251 - Alternative Fuel Systems (2 Credit Hours)

This course includes an introduction to various fuel systems, components, and their functions and the proper storage, identification and grading of fuels.

Prerequisite(s): None

(1/1/2)

DPET 1310 - Introduction to Power Trains (2 Credit Hours)

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.

Prerequisite(s): None

(1/1/2)

DPET 1320 - Transmissions (3 Credit Hours)

The course includes a detailed study of the function, construction, operation and servicing of automatic and manual transmissions.

Co-requisite(s): DPET 1310

(1/2/3)

DPET 1330 - Differentials (2 Credit Hours)

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.

Co-requisite(s): DPET 1310

(1/1/2)

DPET 2110 - Basic Hydraulics (2 Credit Hours)

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.

Prerequisite(s): None

(1/1/2)

DPET 2120 - Advanced Hydraulics (3 Credit Hours)

The course includes principles of advanced hydraulic system, troubleshooting and application of open-centered and closed-centered systems, close-centered load sensing, variable displacement pump, positive displacement pump, hydrostatic systems, and electro-hydraulic systems.

Co-requisite(s): DPET 2110

(1/2/3)

DPET 2130 - Brakes (4 Credit Hours)

The course includes nomenclature, theory of operation, and service procedure for medium/heavy duty truck braking systems to include air and hydraulics.

Prerequisite(s): DPET 1120 and DPET 1130

(1/3/4)

DPET 2140 - Fundamentals of Steering (3 Credit Hours)

The course contains the theory of operation and service procedures for medium/heavy duty truck steering systems.

Prerequisite(s): None

(1/2/3)

DPET 2210 - Fundamentals of Suspension (3 Credit Hours)

The course includes the theory of operation and service procedures for medium/heavy duty truck suspension systems.

Prerequisite(s): None

(1/2/3)

DPET 2220 - Air Conditioning (3 Credit Hours)

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.

Prerequisite(s): None

(1/2/3)

DPET 2231 - Welding (2 Credit Hours)

The course includes practical experience in the use of oxyacetylene and shielded arc welding of steel plate in the flat position and an introduction of oxyacetylene/cutting procedures is also included.

Prerequisite(s): None

(1/1/2)

DPET 2240 - Diesel Preventive Maintenance (4 Credit Hours)

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.

Prerequisite(s): None

(2/2/4)

DPET 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/1/1)

DPET 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/2/2)

DPET 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

DPET 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(3/0/3)

DPET 2997 - Special Project IV (3 Credit Hours)

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

Prerequisite(s): None

(3/0/3)

DPET 2998 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(3/0/3)

DPET 2999 - Practicum (3 Credit Hours)

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. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

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.

Program Learning Outcomes

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

1. Master 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 as part of a team).
4. Demonstrate knowledge of construction codes, rules and regulations.
5. Promote environmentally friendly designs/methods, materials, and sources of energy.

Campuses/Sites Offered

- Lacombe Campus (Lacombe)

Associate of Applied Science in Technical Studies

The highest exit point in the Drafting and Design Technology program is the Associate of Applied Science in Technical Studies with a concentration in Drafting and Design Technology. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Technical Studies with a concentration in Drafting and Design Technology:

| Code | Title | Hours |
|--|-------------------------------------|-------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 51) | |
| | Natural Science Elective (p. 51) | |
| | Behavioral Science Elective (p. 51) | |
| | Humanities Elective (p. 51) | |
| Technical Diploma in Drafting and Design Technician | | 46 |
| Total Hours | | 61 |

Technical Diploma in Drafting and Design Technician

Towards completion of the Technical Diploma in Culinary Arts and Occupations, the CTS in Engineering Aide II and the Program Core must be completed.

| Code | Title | Hours |
|--------------------|----------------------------|-------|
| | Program Core | 24 |
| | CTS in Engineering Aide II | 22 |
| Total Hours | | 46 |

Course options for completing the Program Core and Certificate of Technical Studies concentrations are listed below.

CTS in Engineering Aide II:

| Code | Title | Hours |
|---|--------------------------------|-------|
| TCA Engineering Aide I | | |
| CSSK 1000 | College Success | 1 |
| DRFT 1110 | Drafting Fundamentals | 2 |
| DRFT 1120 | Geometric Construction | 2 |
| DRFT 1130 | Pictorial Drawing | 2 |
| DRFT 1145 | Machine & Section Drawing | 3 |
| CADD 1210 | Basic Computer Aided DRFT | 1 |
| CTS Engineering Aide II | | |
| Complete TCA Engineering Aide I plus five courses below to complete CTS Engineering Aide II | | |
| DRFT 1160 | Drafting Math I | 3 |
| DRFT 1161 | Dimensioning | 2 |
| DRFT 1215 | Aux Views/Intersections & Devl | 3 |
| DRFT 1230 | Fasteners | 1 |
| CADD 1215 | Intermediate Comp Aided Draft | 2 |
| Total Hours | | 22 |

Program Core:

| Code | Title | Hours |
|--------------------|--------------------------------|-------|
| DRFT 2310 | Intro to Manufacturing/Electri | 3 |
| DRFT 2320 | Intro Architectural/Civil/Stru | 3 |
| DRFT 2330 | Intro to Piping/Marine | 3 |
| CADD 1220 | Adv Comp Aided Draft/Design | 3 |
| DRFT 2340 | Advanced Mfg/Electrical | 3 |
| DRFT 2350 | Advanced Arch/Civil/Structural | 3 |
| DRFT 2360 | Advanced Piping/Marine | 3 |
| DRFT 2400 | Practicum/Portfolio Prep | 3 |
| Total Hours | | 24 |

Electives

| Code | Title | Hours |
|-----------|-----------------------|-------|
| DRFT 2991 | Special Projects I | 1 |
| DRFT 2993 | Special Projects II | 2 |
| DRFT 2995 | Special Projects III | 3 |
| DRFT 2997 | Practicum | 3 |
| DRFT 2999 | Cooperative Education | 3 |

General Education Core

Math Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

CADD 1210 - Basic Computer Aided DRFT (1 Credit Hour)

Introduction to basic concepts and principles of CAD, covering basic CAD commands and creating non-3D entities.

Prerequisite(s): DRFT 1230

(0/1/1)

CADD 1215 - Intermediate Comp Aided Draft (2 Credit Hours)

Introduction to intermediate concepts and principles of CAD, covering intermediate CAD commands and creating solid 3D models.

Prerequisite(s): None

(0/2/2)

CADD 1220 - Adv Comp Aided Draft/Design (3 Credit Hours)

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.

Co-requisite(s): CADD 1215

(0/3/3)

CADD 2300 - Inter Computer Aided DRFT (3 Credit Hours)

Introduction to intermediate concepts and principles of CAD, covering intermediate CAD commands and creating solid 3D models.

Prerequisite(s): DRFT 1210

(1/2/3)

DRFT 1110 - Drafting Fundamentals (2 Credit Hours)

This course covers orientation to the drafting profession, sketching techniques, drafting instruments, equipment, and materials. Also includes lettering techniques.

Prerequisite(s): None

(1/1/2)

DRFT 1120 - Geometric Construction (2 Credit Hours)

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.

Co-requisite(s): DRFT 1110

(1/1/2)

DRFT 1130 - Pictorial Drawing (2 Credit Hours)

This course is a study of pictorial drawings including isometrics, oblique, perspectives, charts, and graphs. Emphasis is on rendering and using different media.

Co-requisite(s): DRFT 1161

(1/1/2)

DRFT 1145 - Machine & Section Drawing (3 Credit Hours)

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.

Prerequisite(s): DRFT 1120 and DRFT 1140

(1/2/3)

DRFT 1160 - Drafting Math I (3 Credit Hours)

This course covers a comprehensive compilation of integrated math problems and CAD operations that facilitates critical thinking, problem solving, and basic mathematics literacy. Real-world, everyday applications includes use of a scientific calculator to solve math problems in drafting and CAD.

Prerequisite(s): None

(3/0/3)

DRFT 1161 - Dimensioning (2 Credit Hours)

The fundamentals and application of standard dimensioning practices used in preparation of technical drawings.

Co-requisite(s): DRFT 1145

(1/1/2)

DRFT 1215 - Aux Views/Intersections & Devl (3 Credit Hours)

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.

Co-requisite(s): DRFT 1130

(1/2/3)

DRFT 1230 - Fasteners (1 Credit Hour)

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.

Co-requisite(s): DRFT 1215

(0/1/1)

DRFT 2310 - Intro to Manufacturing/Electri (3 Credit Hours)

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.

Co-requisite(s): CADD 1215

(1/2/3)

DRFT 2320 - Intro Architectural/Civil/Stru (3 Credit Hours)

This course introduces general background information, terms and conventions, the various types of working drawings used in Civil, and Structural Drafting.

Co-requisite(s): DRFT 2310

(1/2/3)

DRFT 2330 - Intro to Piping/Marine (3 Credit Hours)

This course introduces general background information, terms and conventions, the various types of working drawings used in Marine, and Piping Drafting

Co-requisite(s): DRFT 2320, DRFT 1130

(1/2/3)

DRFT 2340 - Advanced Mfg/Electrical (3 Credit Hours)

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.

Co-requisite(s): DRFT 1130

(1/2/3)

DRFT 2350 - Advanced Arch/Civil/Structural (3 Credit Hours)

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.

Co-requisite(s): DRFT 2320

(1/2/3)

DRFT 2360 - Advanced Piping/Marine (3 Credit Hours)

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.

Co-requisite(s): DRFT 2330, DRFT 1130

(1/2/3)

DRFT 2400 - Practicum/Portfolio Prep (3 Credit Hours)

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. Associate Provost of Academics approval required.

Prerequisite(s): None

(3/0/3)

DRFT 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/1/1)

DRFT 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/2/2)

DRFT 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/3/3)

DRFT 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None

(3/0/3)

DRFT 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None

(0/3/3)

DRFT 2999 - Cooperative Education (3 Credit Hours)

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. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/3/3)

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.

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.

Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)

Associate of Applied Science in Technical Studies

The highest exit point in the Electric Line Technology program is the Associate of Applied Science in Technical Studies with a concentration in Electric Line Technology. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Technical Studies with a concentration in Electric Line Technology:

| Code | Title | Hours |
|--|-----------------------|-----------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| Math Elective (p. 53) | | |
| Natural Science Elective (p. 53) | | |
| Behavioral Science Elective (p. 53) | | |
| Humanities Elective (p. 54) | | |
| Technical Diploma in Electric Line Technology | | 47 |
| Total Hours | | 62 |

Technical Diploma in Electric Line Technology

The following criteria must be satisfied towards completion of the Technical Diploma in Electric Line Technology:

TD Electric Line Technology (CIP 46.0301)

| Code | Title | Hours |
|---------------------------------------|--------------------------------|-----------|
| TCA Electric Line Fundamentals | | |
| ELLT 1200 | Introduction To Power Safety | 3 |
| ELLT 1210 | Intro To The Power Industry | 3 |
| TCA Electric Line Helper I | | |
| ELLT 1300 | Electric Line Safety | 3 |
| ELLT 1310 | Pole Climbing | 4 |
| ELLT 1320 | Line Equipment Operation | 4 |
| ELLT 1330 | Underground Equipment | 1 |
| CTS Electric Line Technician | | |
| CTDP 1110 | Intro Commercial Vehicle Opera | 3 |
| ELLT 1410 | A/C Phase Cable & Conductor | 3 |
| ELLT 1430 | Distribution Line Maintenance | 3 |
| CTDP 1211 | Commercial Vehicle Operations | 2 |
| ELLT 1510 | Live Line Work Clearanc/Switch | 2 |
| ELLT 1520 | Three-Phase URD Systems | 2 |
| ELLT 1530 | System Protection | 2 |
| ELLT 1540 | Fundmen Skills For Crew Leader | 1 |
| TD Electric Line Technology | | |
| CSSK 1000 | College Success | 1 |
| CPTR 1000 | Introduction to Computers | 2 |
| ELEC 1120 | Basic Electricity | 5 |
| CSRV 1000 | Customer Service | 3 |
| Total Hours | | 47 |

Additional Exit Points and Electives

General Education Core

Math Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |

| | | |
|-----------|-------------------------------|---|
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

CTDP 1110 - Intro Commercial Vehicle Opera (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

CTDP 1211 - Commercial Vehicle Operations (2 Credit Hours)

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.

Co-requisite(s): CTDP 1110
(0/2/2)

ELLT 1200 - Introduction To Power Safety (3 Credit Hours)

This course will begin with a basic safety and fire prevention and an introduction to the systems and components that make up a basic electrical system, including generation, transmission and distribution.

Prerequisite(s): None
(2/1/3)

ELLT 1210 - Intro To The Power Industry (3 Credit Hours)

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, Jr. 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 as well as learning specific employability skills. 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, Federal owned, publicly owned and cooperatively owned utilities.

Prerequisite(s): None
(2/1/3)

ELLT 1300 - Electric Line Safety (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020 or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)

Co-requisite(s): MATH 0098, MATH 0098, DVMA 0098, ENGL 0098, ENGL 0098, DVEN 0098
(2/1/3)

ELLT 1310 - Pole Climbing (4 Credit Hours)

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.

Co-requisite(s): ELLT 1120
(1/3/4)

ELLT 1320 - Line Equipment Operation (4 Credit Hours)

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.

Co-requisite(s): ELLT 1120
(1/3/4)

ELLT 1330 - Underground Equipment (1 Credit Hour)

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.

Co-requisite(s): ELLT 1120
(1/0/1)

ELLT 1410 - A/C Phase Cable & Conductor (3 Credit Hours)

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.

Prerequisite(s): None

(2/1/3)

ELLT 1430 - Distribution Line Maintenance (3 Credit Hours)

The course exposes distribution linemen into advanced distribution lines construction maintenance system. The course covers theory and practical sessions in various lines construction & maintenance.

Prerequisite(s): None

(1/2/3)

ELLT 1510 - Live Line Work Clearanc/Switch (2 Credit Hours)

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 hotstick or the barehanded technique.

Prerequisite(s): None

(1/1/2)

ELLT 1520 - Three-Phase URD Systems (2 Credit Hours)

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.

Prerequisite(s): None

(1/1/2)

ELLT 1530 - System Protection (2 Credit Hours)

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.

Prerequisite(s): None

(1/1/2)

ELLT 1540 - Fundmen Skills For Crew Leader (1 Credit Hour)

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.

Prerequisite(s): None

(0/1/1)

ELECTRICIAN 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.

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.

Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)
- Hammond Area Campus (Hammond)
- Sullivan Campus (Bogalusa)

Associate of Applied Science in Technical Studies

The highest exit point in the Electrician: Industrial program is the Associate of Applied Science in Technical Studies with a concentration in Electrician: Industrial. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Technical Studies with a concentration in Electrician: Industrial:

| Code | Title | Hours |
|---|-------------------------------------|-------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 56) | |
| | Natural Science Elective (p. 56) | |
| | Behavioral Science Elective (p. 56) | |
| | Humanities Elective (p. 57) | |
| Technical Diploma in Electrician | | 48 |
| Total Hours | | 63 |

Technical Diploma in Electrician

The following criteria must be satisfied towards completion of the Technical Diploma in Electrician: Industrial:

| Code | Title | Hours |
|--------------------------------|-----------------|-------|
| TCA Electrician Helper: | | |
| CSSK 1000 | College Success | 1 |

| | | |
|-----------|--------------------|---|
| ELEC 1120 | Basic Electricity | 5 |
| ELEC 1210 | Residential Wiring | 5 |

CTS Residential Electricians:

| | | |
|-----------|--------------------------------|---|
| ELEC 2460 | Technical Math for Elec | 3 |
| ELEC 1220 | Electrical Raceways | 3 |
| ELEC 1230 | National Electric Code | 4 |
| ELEC 1311 | Residential Wiring Installatio | 3 |
| ELEC 1430 | Blueprint Interpretation | 4 |
| CPTR 1000 | Introduction to Computers | 2 |
| JOBS 2450 | Job Seeking Skills | 2 |

TD Electrician:

Complete TCA Electrician Helper and CTS Residential Electrician plus six courses below to complete TD Electrician.

| | | |
|-------------|--------------------------------|----|
| ELEC 1330 | Generators/Motors&Transformers | 4 |
| ELEC 1420 | Introd to Motor Controls | 2 |
| ELEC 1440 | Motor Controls | 3 |
| ELEC 2520 | Solid State Theory | 3 |
| ELEC 2540 | Logic Functions | 2 |
| ELEC 2720 | Intro to Programmable Logic | 2 |
| Total Hours | | 48 |

Electives

| Code | Title | Hours |
|-----------|----------------------|-------|
| ELEC 2991 | Special Projects I | 1 |
| ELEC 2993 | Special Projects II | 2 |
| ELEC 2995 | Special Projects III | 3 |
| ELEC 2997 | Practicum | 3 |
| ELEC 2999 | Cooperative Educ | 3 |

General Education Core

Math Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |

| | | |
|-----------|--------------------------------|---|
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

ELEC 1120 - Basic Electricity (5 Credit Hours)

This course is an introduction to the occupation, shop safety, fire prevention, electrical safety hazards and prevention and OSHA regulations. It also includes tools and equipment-some laboratory required for functions of common tools and equipment. Concepts taught include DC/AC electricity fundamentals, matter and atomic theory; a study of Ohm's Law, series, and series-parallel circuits and meters. Employability skills are also a component of this course.
Prerequisite(s): None
(4/1/5)

ELEC 1210 - Residential Wiring (5 Credit Hours)

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.
Prerequisite(s): None
(4/1/5)

ELEC 1220 - Electrical Raceways (3 Credit Hours)

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.
Prerequisite(s): INST 1111
(0/3/3)

ELEC 1230 - National Electric Code (4 Credit Hours)

A study of the NEC calculations including: voltage/drops, fill capacities for boxes and conduits, service sizing, box sizing, grounding, and bonding.
Prerequisite(s): ETRN 1112
(2/2/4)

ELEC 1311 - Residential Wiring Installatio (3 Credit Hours)

A study of the NEC calculations including: voltage/drops, fill capacities for boxes and conduits, service sizing, box sizing, grounding, and bonding.
Prerequisite(s): None
(0/3/3)

ELEC 1330 - Generators/Motors&Transformers (4 Credit Hours)

This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics.
Prerequisite(s): None
(2/2/4)

ELEC 1420 - Introd to Motor Controls (2 Credit Hours)

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.
Prerequisite(s): None
(0/2/2)

ELEC 1430 - Blueprint Interpretation (4 Credit Hours)

An introduction to blueprint reading skills, which includes specifications and trade-related elements. The course includes making a material list from a blueprint.
Prerequisite(s): None
(2/2/4)

ELEC 1440 - Motor Controls (3 Credit Hours)

This course presents information on advanced motor control applications. Topics in-clude: installation and troubleshooting of motors, reversing starters, and VFD (Variable Frequency Drive).
Prerequisite(s): ELEC 1420
(0/3/3)

ELEC 2460 - Technical Math for Elec (3 Credit Hours)

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.
Prerequisite(s): None
(2/1/3)

ELEC 2520 - Solid State Theory (3 Credit Hours)

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.
Prerequisite(s): ELEC 1120
(2/1/3)

ELEC 2540 - Logic Functions (2 Credit Hours)

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.
Prerequisite(s): ELEC 1120
(0/2/2)

ELEC 2720 - Intro to Programmable Logic (2 Credit Hours)

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.
Prerequisite(s): None
(0/2/2)

ELEC 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/1/1)

ELEC 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(2/0/2)

ELEC 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

ELEC 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(3/0/3)

ELEC 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None

(0/3/3)

ELEC 2998 - Special Projects V (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(1/0/1)

ELEC 2999 - Cooperative Educ (3 Credit Hours)

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. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

INFORMATION TECHNOLOGY PROGRAM

Division of Academics

Program Mission

The mission of the Information Technology Program is to provide skilled employees who contribute to the economic development of their communities and fulfill local and global workforce needs.

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 and wide area networks.
5. Attain certifications in specialized training areas of computer networking leading to job opportunities in the information technology field.

Campuses/Sites Offered

- Hammond Area Campus (Hammond)
- Sullivan Campus (Bogalusa)

Associate of Applied Science in Information Technology

The highest exit point in the Criminal Justice program is the Associate of Applied Science in Information Technology. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Information Technology:

| Code | Title | Hours |
|--|-------------------------------------|-----------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 60) | |
| | Natural Science Elective (p. 60) | |
| | Behavioral Science Elective (p. 60) | |
| | Humanities Elective (p. 60) | |
| Technical Diploma in Information Technology | | 47 |
| Total Hours | | 62 |

Technical Diploma in Information Technology

The following criteria must be satisfied towards completion of the Technical Diploma in Information Technology:

| Code | Title | Hours |
|---|-----------------------------------|-----------|
| CTS in Foundations of Information Technology | | 18 |
| Concentration Area | | 18 |
| | CTS - Computer Network Specialist | |
| | CTS - Computer Support Specialist | |
| | CTS - Network Associates | |
| Program Core | | 11 |
| Total Hours | | 47 |

Course options for completing the Program Core and Concentrations are listed below.

Certificate of Technical Studies in Foundations of Information Technology:

| Code | Title | Hours |
|---|---------------------------------|-----------|
| CTS Foundation of Information Technology | | |
| INTE 1000 | Intr to Information Technology | 3 |
| INTE 1100 | IT Essentials: Hardware/Softwar | 3 |
| INTE 1110 | IT Essentials: Lab | 3 |
| INTE 1200 | Operating Systems | 3 |
| INTE 1210 | Introduction to Programming | 3 |
| INTE 2110 | Network Fundamentals | 3 |
| Total Hours | | 18 |

Concentrations:

Choose one of three Certificate of Technical Studies options listed below towards completion of the Technical Diploma in Information Technology.

CTS Computer Network Specialist:

| Code | Title | Hours |
|--------------------------|--------------------------------|-----------|
| INTE 2010 | Intro to Client/Server Network | 3 |
| INTE 2020 | Server Network Infrastructure | 3 |
| INTE 2030 | Server Administration | 3 |
| INTE 2120 | Routing Protocols & Concepts | 3 |
| Program Electives | | 6 |
| Total Hours | | 18 |

-OR- CTS Computer Support Specialist

| Code | Title | Hours |
|--------------------------|--------------------------------|-----------|
| INTE 1900 | Web Page Design | 3 |
| INTE 2840 | Managing Network Security | 3 |
| INTE 2070 | Administering&Managing SQL Ser | 3 |
| Program Electives | | 9 |
| Total Hours | | 18 |

-OR- CTS Network Associates

| Code | Title | Hours |
|--------------------------|------------------------------|-----------|
| INTE 2120 | Routing Protocols & Concepts | 3 |
| INTE 2130 | LAN Switching & Wireless | 3 |
| INTE 2140 | Accessing the WAN | 3 |
| INTE 2840 | Managing Network Security | 3 |
| Program Electives | | 6 |
| Total Hours | | 18 |

Program Core:

| Code | Title | Hours |
|-------------------|--------------------|-------|
| JOBS 2450 | Job Seeking Skills | 2 |
| INTE 2902 | Internship | 3 |
| Program Electives | | 6 |
| Total Hours | | 11 |

Additional Exit Points and Electives**Additional Exit Points****TCA Computer Operator (CIP 11.0901)**

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| INTE 1000 | Intr to Information Technology | 3 |
| INTE 1100 | IT Essentials:Hardware/Softwar | 3 |
| INTE 1110 | IT Essentials: Lab | 3 |
| Total Hours | | 9 |

TCA System Administrator (CIP 110.901)

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| INTE 1200 | Operating Systems | 3 |
| INTE 2010 | Intro to Client/Server Network | 3 |
| INTE 2020 | Server Network Infrastructure | 3 |
| Total Hours | | 9 |

TCA Software Application Specialist (CIP 11.0901)

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| INTE 1000 | Intr to Information Technology | 3 |
| INTE 1200 | Operating Systems | 3 |
| INTE 1900 | Web Page Design | 3 |
| Total Hours | | 9 |

TCA Wide Area Network Technician (CIP 11.0901)

| Code | Title | Hours |
|-------------|------------------------------|-------|
| INTE 2120 | Routing Protocols & Concepts | 3 |
| INTE 2130 | LAN Switching & Wireless | 3 |
| INTE 2140 | Accessing the WAN | 3 |
| Total Hours | | 9 |

Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BUSO 1310 | Introduction to Database Mgmt. | 3 |
| BUSO 1320 | Introduction to Spreadsheets | 3 |
| CSRV 1000 | Customer Service | 3 |
| INTE 1170 | Multimedia Application | 3 |
| INTE 1330 | Introduction to Networking | 3 |
| INTE 1800 | Introduction to Unix/Linux | 3 |
| INTE 2545 | Network Security:Ethical Hack | 3 |
| INTE 2830 | Cabling Infrastructure | 3 |
| INTE 2850 | Emerging Technologies | 3 |

General Education Core**Math Electives**

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

INTE 1000 - Intr to Information Technology (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

INTE 1100 - IT Essentials:Hardware/Softwar (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39
Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/1/3)

INTE 1110 - IT Essentials: Lab (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39
Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092
(0/3/3)

INTE 1170 - Multimedia Application (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60) or ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65)
Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092, MATH 0098, MATH 0099, MATH 1005, MATH 1015, DVMA 0098, DVMA 0099, DVMA 0091, DVMA 0092
(2/1/3)

INTE 1200 - Operating Systems (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60
Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092
(1/2/3)

INTE 1210 - Introduction to Programming (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60
Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092
(1/2/3)

INTE 1330 - Introduction to Networking (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60
Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092
(2/1/3)

INTE 1800 - Introduction to Unix/Linux (3 Credit Hours)

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.

Prerequisite(s): INTE 1000
(2/1/3)

INTE 1900 - Web Page Design (3 Credit Hours)

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.

Prerequisite(s): None

(1/2/3)

INTE 2010 - Intro to Client/Server Network (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60) or ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65)

Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092, MATH 0098, MATH 0099, MATH 1005, MATH 1015, DVMA 0098, DVMA 0099, DVMA 0091, DVMA 0092

(1/2/3)

INTE 2020 - Server Network Infrastructure (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60) or ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65)

Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092, MATH 0098, MATH 0099, MATH 1005, MATH 1015, DVMA 0098, DVMA 0099, DVMA 0091, DVMA 0092

(1/2/3)

INTE 2030 - Server Administration (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60) or ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 60)

Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092, MATH 0098, MATH 0099, MATH 1005, MATH 1015, DVMA 0098, DVMA 0099, DVMA 0091, DVMA 0092

(1/2/3)

INTE 2070 - Administering&Managing SQL Ser (3 Credit Hours)

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.

Prerequisite(s): INTE 2010

(1/2/3)

INTE 2110 - Network Fundamentals (3 Credit Hours)

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.

Prerequisite(s): None

(1/2/3)

INTE 2120 - Routing Protocols & Concepts (3 Credit Hours)

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 entrylevel career opportunities, continuing education, and globally-recognized Cisco CCENT Certification.

Prerequisite(s): INTE 2020

(1/2/3)

INTE 2130 - LAN Switching & Wireless (3 Credit Hours)

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.

Prerequisite(s): None

(1/2/3)

INTE 2140 - Accessing the WAN (3 Credit Hours)

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.

Prerequisite(s): None
(1/2/3)

INTE 2545 - Network Security: Ethical Hack (3 Credit Hours)

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 indepth 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.

Prerequisite(s): None
(2/1/3)

INTE 2830 - Cabling Infrastructure (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60)
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/1/3)

INTE 2840 - Managing Network Security (3 Credit Hours)

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.

Prerequisite(s): INCT 2120
(1/2/3)

INTE 2850 - Emerging Technologies (3 Credit Hours)

This course is an elective designed to teach students the newest technological advances using hands-on demonstrations and lecture.

Prerequisite(s): None
(2/1/3)

INTE 2902 - Internship (3 Credit Hours)

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. Instructor approval required.

Prerequisite(s): None
(0/3/3)

INTE 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs.

Prerequisite(s): None
(0/1/1)

INTE 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs.

Prerequisite(s): None
(0/2/2)

INTE 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs.

Prerequisite(s): None
(0/3/3)

INTE 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs.

Prerequisite(s): None
(3/0/3)

INTE 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None
(0/3/3)

INTE 2999 - Cooperative Education (3 Credit Hours)

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.

Prerequisite(s): None
(0/3/3)

MACHINE TOOL TECHNOLOGY

Division of Technical Studies

Program Mission

The mission of the Machine Tool Technology 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.

Program Learning Outcomes

Students who successfully complete the Machine Tool Technology 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.

Campuses/Sites Offered

- Hammond Area Campus (Hammond)
- Sullivan Campus (Bogalusa)

Associate of Applied Science in Technical Studies

The highest exit point in the Machine Tool Technology program is the Associate of Applied Science in Technical Studies with a concentration in Machine Tool Technology. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Technical Studies with a concentration in Machine Tool Technology:

| Code | Title | Hours |
|--|-------------------------------------|-------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 65) | |
| | Natural Science Elective (p. 65) | |
| | Behavioral Science Elective (p. 65) | |
| | Humanities Elective (p. 65) | |
| Technical Diploma in Industrial Machine Shop Technician | | 46 |
| Total Hours | | 61 |

Technical Diploma in Industrial Machine Shop Technician

The following criteria must be satisfied towards completion of the Technical Diploma in Industrial Machine Shop Technician:

| Code | Title | Hours |
|-----------|-------------------|-------|
| CSSK 1000 | College Success | 1 |
| MTTC 2110 | Blueprint Reading | 3 |

| | | |
|--------------------|-------------------------------|----|
| MTTC 2120 | Introduction to Machine Tools | 6 |
| MTTC 2210 | Bench Work | 3 |
| MTTC 2220 | Forming and Shaping | 3 |
| MTTC 2230 | Drill Press | 6 |
| MTTC 2310 | Basic Lathe I | 4 |
| MTTC 2331 | Advanced Lathe | 4 |
| MTTC 2410 | Basic Mill I | 4 |
| MTTC 2431 | Advanced Mill | 4 |
| MTTC 2510 | Precision Grinding | 2 |
| MTTC 2710 | CNC | 6 |
| Total Hours | | 46 |

Additional Exit Points and Electives

Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| CSRV 1000 | Customer Service | 3 |
| CSRV 2000 | Customer Service & Sales | 3 |
| ENTP 1000 | Fundamentals of Entrepreneur | 3 |
| MTTC 2991 | Special Projects I | 1 |
| MTTC 2993 | Special Projects II | 2 |
| MTTC 2995 | Special Projects III | 3 |
| MTTC 2996 | Special Projects IV | 3 |
| MTTC 2997 | Practicum | 3 |
| MTTC 2999 | Cooperative Education | 3 |

Additional Exit Points

TCA Drill Press Operator (CIP 48.0501)

| Code | Title | Hours |
|--------------------|-------------------------------|-------|
| MTTC 2110 | Blueprint Reading | 3 |
| MTTC 2120 | Introduction to Machine Tools | 6 |
| MTTC 2230 | Drill Press | 6 |
| Total Hours | | 15 |

CST Lathe Operator (CIP 48.0501)

| Code | Title | Hours |
|--------------------|-------------------------------|-------|
| MTTC 2110 | Blueprint Reading | 3 |
| MTTC 2120 | Introduction to Machine Tools | 6 |
| MTTC 2310 | Basic Lathe I | 4 |
| MTTC 2230 | Drill Press | 6 |
| MTTC 2331 | Advanced Lathe | 4 |
| Total Hours | | 23 |

CST Mill Operator (CIP 48.0501)

| Code | Title | Hours |
|--------------------|-------------------------------|-------|
| MTTC 2110 | Blueprint Reading | 3 |
| MTTC 2120 | Introduction to Machine Tools | 6 |
| MTTC 2410 | Basic Mill I | 4 |
| MTTC 2230 | Drill Press | 6 |
| MTTC 2431 | Advanced Mill | 4 |
| Total Hours | | 23 |

CST CNC Operator (CIP 48.0501)

| Code | Title | Hours |
|-------------|-------------------------------|-------|
| MTTC 2110 | Blueprint Reading | 3 |
| MTTC 2120 | Introduction to Machine Tools | 6 |
| MTTC 2310 | Basic Lathe I | 4 |
| MTTC 2410 | Basic Mill I | 4 |
| MTTC 2710 | CNC | 6 |
| Total Hours | | 23 |

General Education Core**Math Electives**

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.

- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

MTTC 2110 - Blueprint Reading (3 Credit Hours)

This course is designed to cover fifth year part two electrical trade technology concepts. Concepts covered include codes and practices parts 4 and 5. Pipe Trades (Air Conditioning & Refrigeration & Plumber): This course is designed to cover fifth year part two pipe trades-plumber technology concepts. Concepts covered include medical gas certification. Pipe Trades (Pipefitter): This course is designed to cover fifth year part two pipe trades-pipefitter technology concepts. Concepts covered include advanced welding technology.
Prerequisite(s): None
(2/1/3)

MTTC 2120 - Introduction to Machine Tools (6 Credit Hours)

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.
Prerequisite(s): None
(3/3/6)

MTTC 2210 - Bench Work (3 Credit Hours)

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.
Prerequisite(s): MTTC 2110
(2/1/3)

MTTC 2220 - Forming and Shaping (3 Credit Hours)

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.
Prerequisite(s): MTTC 2110
(2/1/3)

MTTC 2230 - Drill Press (6 Credit Hours)

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.
Prerequisite(s): MTTC 2110 and MTTC 2120
(3/3/6)

MTTC 2310 - Basic Lathe I (4 Credit Hours)

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.
Prerequisite(s): None
(1/3/4)

MTTC 2331 - Advanced Lathe (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

MTTC 2410 - Basic Mill I (4 Credit Hours)

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.

Prerequisite(s): None
(1/3/4)

MTTC 2431 - Advanced Mill (4 Credit Hours)

The advanced mill course allows students to perform multi-angular set-ups, gear cutting, advanced indexing operations and other advanced cutting operations.

Prerequisite(s): None
(0/4/4)

MTTC 2510 - Precision Grinding (2 Credit Hours)

This course will use surface grinders to perform precision grinding operations. Topics include types of grinders, accessories, set-up operations, wheel dressing and maintenance.

Prerequisite(s): None
(1/1/2)

MTTC 2710 - CNC (6 Credit Hours)

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.

Prerequisite(s): None
(3/3/6)

MTTC 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/1/1)

MTTC 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/2/2)

MTTC 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/3/3)

MTTC 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(3/0/3)

MTTC 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None
(0/3/3)

MTTC 2999 - Cooperative Education (3 Credit Hours)

Cooperative Education provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/3/3)

MARITIME TECHNOLOGY PROGRAM

Division of Technical Studies

Program Mission

The mission of the Maritime Technology program is to provide students with foundational skills and competencies that will create and promote a sustainable employee base of individuals who are better prepared and trained for professional careers in the maritime industry.

Program Learning Outcomes

1. Develop professionalism, competence and confidence through in-depth knowledge of logistics concepts and processes.
2. Conduct themselves in a professional, socially responsible and ethical manner in a maritime setting and environment.
3. Critically evaluate the challenges of an environment to apply the proper problem-solving, trouble-shooting, and critical thinking skills necessary to execute an appropriate response.
4. Develop a global perspective of the maritime industry.
5. Recognize environmental consequences of individual and professional decisions and understand the critical nature of safety as it pertains to the maritime industry.

Campuses/Sites Offered

- Lacombe Campus (Lacombe)

Associate of Applied Science in Technical Studies

The highest exit point in the Maritime Technology program is the Associate of Applied Science in Technical Studies with a concentration in Maritime Technology. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Technical Studies with a concentration in Maritime Technology:

| Code | Title | Hours |
|---|-------------------------------------|-------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 68) | |
| | Natural Science Elective (p. 68) | |
| | Behavioral Science Elective (p. 68) | |
| | Humanities Elective (p. 68) | |
| Technical Diploma in Maritime Technology | | 45 |
| Total Hours | | 60 |

Technical Diploma in Maritime Technology

The following criteria must be satisfied towards completion of the Technical Diploma in Maritime Technology:

| Code | Title | Hours |
|--|-------|-------|
| CTS in Industrial Maintenance Technology Core | | 21 |
| Concentration Area | | 24 |

CTS - General Marine Transportation Technology

CTS - General Automated Transportation Technology

Total Hours 45

Course options for completing the Industrial Maintenance Technology Core and Concentrations are listed below.

Certificate of Technical Studies in Industrial Maintenance Technology Core:

| Code | Title | Hours |
|--------------------|--------------------------------|-------|
| ELEC 1120 | Basic Electricity | 5 |
| IMTC 1020 | Leadership Teamwork Prof Ethic | 2 |
| ELEC 1230 | National Electric Code | 4 |
| IMTC 1000 | | 3 |
| IMTC 1100 | | 7 |
| Total Hours | | 21 |

Concentrations:

Choose one of two Certificate of Technical Studies options listed below towards completion of the Technical Diploma in Information Technology.

CTS in General Marine Transportation Technology:

| Code | Title | Hours |
|--------------------|--------------------------------|-------|
| IMTV 1500 | | 2 |
| IMTV 1510 | Personal Safety/FirstAid/CPR | 3 |
| ELEC 1330 | Generators/Motors&Transformers | 4 |
| IMTV 2100 | Marine Weather & Meterology | 3 |
| IMTV 2110 | Marine Hazardous Materials | 3 |
| IMTV 2120 | Introduction To Marine Safety | 3 |
| IMTV 2130 | Marine Elec Navigation & Radar | 3 |
| IMTV 2140 | Intro Maritime Transportation | 3 |
| Total Hours | | 24 |

-OR- CTS in General Automated Transportation Technology

| Code | Title | Hours |
|--------------------|--|-------|
| IMTV 1500 | | 2 |
| IMTV 1510 | Personal Safety/FirstAid/CPR | 3 |
| ELEC 1330 | Generators/Motors&Transformers | 4 |
| IMTA 2000 | Electronics/Elec Control Sys | 3 |
| IMTA 2010 | CAD & Blueprint Reading | 3 |
| IMTA 2050 | Intro Programmable Logic Contr (Automated Controllors) | 3 |
| INTE 2830 | Cabling Infrastructure (Fiber Optics) | 3 |
| IMTA 2040 | ROV Materials & Operations | 3 |
| Total Hours | | 24 |

Additional Exit Points

TCA IMT Foundations (CIP 47.0303)

| Code | Title | Hours |
|--------------------|--------------------------------|-------|
| IMTC 1020 | Leadership Teamwork Prof Ethic | 2 |
| ELEC 1120 | Basic Electricity | 5 |
| Total Hours | | 7 |

TCA Maritime Foundations (CIP 49.0399)

| Code | Title | Hours |
|-------------|------------------------------|-------|
| IMTV 1500 | | 2 |
| IMTV 1510 | Personal Safety/FirstAid/CPR | 3 |
| Total Hours | | 5 |

CTS IMT: General Marine Transportation Technology (CIP 49.0399)

| Code | Title | Hours |
|-------------|------------------------|-------|
| ELEC 1120 | Basic Electricity | 5 |
| ELEC 1230 | National Electric Code | 4 |
| IMTC 1000 | | 3 |
| IMTC 1100 | | 7 |
| Total Hours | | 19 |

CTS IMT: General Automated Systems (CIP 49.0399)

| Code | Title | Hours |
|-------------|--|-------|
| IMTA 2000 | Electronics/Elec Control Sys | 3 |
| IMTA 2010 | CAD & Blueprint Reading | 3 |
| IMTA 2050 | Intro Programmable Logic Contr (Automated Controllers) | 3 |
| INTE 2830 | Cabling Infrastructure (Fiber Optics) | 3 |
| IMTA 2040 | ROV Materials & Operations | 3 |
| Total Hours | | 15 |

General Education Core**Math Electives**

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |

| | | |
|-----------|-------------------------------|---|
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

IMTA 2000 - Electronics/Elec Control Sys (3 Credit Hours)

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.

Prerequisite(s): None

(2/1/3)

IMTA 2010 - CAD & Blueprint Reading (3 Credit Hours)

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.

Prerequisite(s): None

(2/1/3)

IMTA 2040 - ROV Materials & Operations (3 Credit Hours)

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.

Prerequisite(s): IMTA 2000

(2/1/3)

IMTA 2050 - Intro Programmable Logic Contr (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020 or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)

Co-requisite(s): MATH 0098, ENGL 0098
(2/1/3)

IMTC 1020 - Leadership Teamwork Prof Ethic (2 Credit Hours)

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.

Prerequisite(s): None
(1/1/2)

IMTV 1100 - Basic Welding (3 Credit Hours)

A review of safety regulating the welding industry, identifies and applies oxyfuel cutting, plasma arc cutting, and carbon arc cutting and gouging in these areas: equipment, cutting techniques, and setup requirements; concepts in proper visual testing methods, and a study of proper base metal preparation and joint fit-up; and describes both carbon arc cutting and plasma arc cutting and welding equipment, setup, and use.

Prerequisite(s): None
(1/2/3)

IMTV 1200 - Basic Hydraulics (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

IMTV 1501 - Maritime Life (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

IMTV 1510 - Personal Safety/FirstAid/CPR (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

IMTV 1520 - Seamanship I (3 Credit Hours)**IMTV 2100 - Marine Weather & Meteorology (3 Credit Hours)**

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.

Prerequisite(s): None
(2/1/3)

IMTV 2110 - Marine Hazardous Materials (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

IMTV 2120 - Introduction To Marine Safety (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

IMTV 2130 - Marine Elec Navigation & Radar (3 Credit Hours)

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).

Prerequisite(s): None
(2/1/3)

IMTV 2140 - Intro Maritime Transportation (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

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.

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.

Campuses/Sites Offered

- Hammond Area Campus (Hammond)

Certificate of Technical Studies in Medical Assistant

The highest exit point in the Medical Assistant program is the Certificate of Technical Studies in Medical Assistant. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Certificate of Technical Studies in Medical Assistant:

| Code | Title | Hours |
|-----------|---------------------------------|-------|
| CPTR 1000 | Introduction to Computers | 2 |
| HMDT 1170 | Medical Terminology | 1 |
| HCOR 1120 | Basic Body Structure & Function | 2 |
| MAST 1110 | Intro. to Medical Assistant | 1 |
| MAST 1120 | Law & Ethics for Medical Assis | 2 |
| MAST 1130 | Medical Assistant Applications | 2 |
| MAST 1210 | Administrative Procedures I | 4 |
| MAST 1220 | Clinical Procedures I | 1 |
| MAST 1230 | Insurance & Medical Coding | 2 |
| MAST 2110 | Medical Transcription | 3 |
| MAST 2130 | Clinical Procedures II | 1 |
| MAST 2140 | Pharmacology for Medical Assis | 2 |
| MAST 2210 | Clinical Procedures III | 1 |
| MAST 2222 | Medical Assistant Externship | 2 |

| | | |
|-------------|--------------------------------|----|
| HCOR 1160 | Professionalism for Healthcare | 1 |
| ENGL 1030 | Business English | 3 |
| Total Hours | | 30 |

Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| CSRV 1000 | Customer Service | 3 |
| CSRV 2000 | Customer Service & Sales | 3 |
| ENTP 1000 | Fundamentals of Entrepreneur | 3 |
| HCOR 2991 | Special Projects I | 1 |
| HCOR 2993 | Special Projects II | 2 |
| HCOR 2995 | Special Projects III | 3 |
| HCOR 2996 | Special Projects IV | 3 |
| HCOR 2997 | Special Projects V | 1 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 12 months.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- All courses in the Certificate of Technical Studies must be completed with a grade of "C" or higher.

MAST 1110 - Intro. to Medical Assistant (1 Credit Hour)

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.

Prerequisite(s): None
(1/0/1)

MAST 1120 - Law & Ethics for Medical Assis (2 Credit Hours)

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.

Prerequisite(s): None
(2/0/2)

MAST 1130 - Medical Assistant Applications (2 Credit Hours)

Keyboarding principles, which integrate language arts, medical terminology, and medical document processing with emphasis on utilizing correct techniques, accuracy and speed.

Co-requisite(s): MAST 1110, HMDT 1170, HCOR 1120
(1/1/2)

MAST 1210 - Administrative Procedures I (4 Credit Hours)

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.

Prerequisite(s): MAST 1110
Co-requisite(s): CPTR 1000, MAST 1130
(4/0/4)

MAST 1220 - Clinical Procedures I (1 Credit Hour)

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.

Co-requisite(s): MAST 1110, MAST 1120

(0/1/1)

MAST 1230 - Insurance & Medical Coding (2 Credit Hours)

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

Prerequisite(s): HCOR 1120 and HMDT 1170

(1/1/2)

MAST 2110 - Medical Transcription (3 Credit Hours)

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.

Prerequisite(s): (HCOR 1120 and HMDT 1170) and (MAST 1130 or KYBD 1110)

(2/1/3)

MAST 2130 - Clinical Procedures II (1 Credit Hour)

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.

Prerequisite(s): MAST 1220

(0/1/1)

MAST 2140 - Pharmacology for Medical Assis (2 Credit Hours)

Basic knowledge of drug classifications, mathematical computations and principles of medication administration as it related to the Medical Assistant.

Prerequisite(s): MATH 0098 or DVMA 0098 or DVMA 0091 or MATH 0099 or DVMA 0099 or DVMA 0092 or MATH 1005 or MATH 1015 or ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30

(1/1/2)

MAST 2210 - Clinical Procedures III (1 Credit Hour)

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.

Prerequisite(s): MAST 2130

(0/1/1)

MAST 2222 - Medical Assistant Externship (2 Credit Hours)

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.

Co-requisite(s): MAST 1230

(0/2/2)

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.

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.

Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)
- Sullivan Campus (Bogalusa)

Program Links

- Right to Review Instructions (https://campussuite-storage.s3.amazonaws.com/prod/1558527/b8284a7c-b2b7-11e7-934d-0ad27657f4d8/1864309/2db3375a-f35f-11e8-aa8b-125002ff7ab6/file/Right%20to%20Review%20Instructions%20PCT%20CNA%202_20_18.pdf)

Certificate of Technical Studies in Patient Care Technician

The highest exit point in the Medical Assistant program is the Certificate of Technical Studies in Patient Care Technician. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Certificate of Technical Studies in Patient Care Technician:

| Code | Title | Hours |
|-------------------------------|-------------------------------|-------|
| TCA Nurse Assistant: | | |
| HNUR 1211 | Nursing Fundamentals I | 4 |
| HCOR 1212 | Skills Application | 1 |
| TCA Phlebotomy Skills: | | |
| CPTR 1000 | Introduction to Computers | 2 |
| HCOR 1200 | Intro To A & P w/Medical Term | 3 |
| HPHL 1013 | Phlebotomy | 4 |
| TCA EKG Skills: | | |

| | | |
|-----------|-------------------------------|---|
| HCOR 1601 | Comm Techniques in Healthcare | 3 |
| HEKG 1113 | EKG | 2 |
| HCOR 1802 | Professional Transitions PCT | 2 |

CTS Patient Care Technician:

Complete each TCA listed above, plus the one course listed below to complete CTS Patient Care Technician.

| | | |
|-------------|----------------------------|----|
| BOTH 1210 | Adm Procedures Med Offices | 3 |
| Total Hours | | 24 |

Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| CSRV 1000 | Customer Service | 3 |
| CSRV 2000 | Customer Service & Sales | 3 |
| ENTP 1000 | Fundamentals of Entrepreneur | 3 |
| HCOR 2991 | Special Projects I | 1 |
| HCOR 2993 | Special Projects II | 2 |
| HCOR 2995 | Special Projects III | 3 |
| HCOR 2996 | Special Projects IV | 3 |
| HCOR 2997 | Special Projects V | 1 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 12 months.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- All courses in the Certificate of Technical Studies must be completed with a grade of "C" or higher.

HCOR 1113 - EKG Applications (2 Credit Hours)

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 (35 hours.) is an integral portion of this course and will allow student performance of EKG procedures. This course includes a minimum of 10 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.

Prerequisite(s): HCOR 1211 and HCOR 1214

Co-requisite(s): HCOR 1200

(1/1/2)

HCOR 1120 - Basic Body Structure & Function (2 Credit Hours)

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.

Co-requisite(s): HMDT 1170

(2/0/2)

HCOR 1160 - Professionalism for Healthcare (1 Credit Hour)

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.

Prerequisite(s): None

(1/0/1)

HCOR 1200 - Intro To A & P w/Medical Term (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

HCOR 1211 - Nursing Assistant Fundamentals (4 Credit Hours)

Theory (45 hours) and supervised skills lab (30 hrs) experiences that focus on providing basic nursing assistant skills, which include communication and interpersonal skills; infection control; safety and emergency procedures; promoting clients'/residents' independence; respecting clients'/residents' rights; and meeting 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. This course incorporates the Omnibus Budget Reconciliation Act (OBRA) guidelines and the Louisiana Department of Health Training Guidelines for nursing assistants.

Prerequisite(s): None
(3/1/4)

HCOR 1212 - Skills Application (1 Credit Hour)

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.

Co-requisite(s): HNUR 1211
(0/1/1)

HCOR 1214 - Nursing Assistant Skills Appli (1 Credit Hour)

The student will perform, demonstrate, and practice a minimum of 45 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.

Prerequisite(s): HCOR 1211
(0/1/1)

HCOR 1601 - Comm Techniques in Healthcare (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

HCOR 1802 - Professional Transitions PCT (2 Credit Hours)

This course is designed to assist students in transitioning to the professional practice role. 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. Patient Care Technician national certification exam preparation is included in the course.

Prerequisite(s): MATH 0098 or ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Pre-Algebra with a score of 30 and HCOR 1211 and HCOR 1214 and HCOR 1113 and HCOR 1601

Co-requisite(s): HCOR 1200, BOTH 1210, HPHL 1013
(1/1/2)

HCOR 2991 - Special Projects I (1 Credit Hour)

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/1/1)

HCOR 2993 - Special Projects II (2 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/2/2)

HCOR 2995 - Special Projects III (3 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/3/3)

HCOR 2996 - Special Projects IV (3 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(3/0/3)

HCOR 2997 - Special Projects V (1 Credit Hour)

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Associate Provost of Health Sciences approval required

Prerequisite(s): None
(1/0/1)

HPHL 1013 - Phlebotomy (4 Credit Hours)

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.

Co-requisite(s): HCOR 1200, HNUR 1211, HCOR 1212

(3/1/4)

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.

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.

Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)
- Hammond Area Campus (Hammond)
- Sullivan Campus (Bogalusa)

Programmatic Accreditation

Louisiana Board of Pharmacy, the American Society of Health System Pharmacists (ASHP), and the Accreditation Council for Pharmacy Education (ACPE)

Certificate of Technical Studies in Pharmacy Technician

The highest exit point in the Pharmacy Technician program is the Certificate of Technical Studies in Pharmacy Technician. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Certificate of Technical Studies in Pharmacy Technician:

| Code | Title | Hours |
|-----------|----------------------------|-------|
| HMDT 1170 | Medical Terminology | 1 |
| CPTR 1000 | Introduction to Computers | 2 |
| HPHM 1200 | PHARMACY TECH FUNDAMENTALS | 3 |
| HPHM 1300 | Pharmacy Laws and Ethics | 3 |

| | | |
|-------------|--------------------------------|----|
| HPHM 1400 | Pharmacy Math & Dosage Calc | 2 |
| HPHM 1500 | Fund of Pharmacy Practice Lab | 2 |
| HPHM 1503 | Pharmacology for Pharm Techs | 2 |
| HPHM 1513 | Pharmacology Pharm Techs II | 2 |
| HPHM 1600 | Sterile Compounding Lab | 2 |
| HPHM 2000 | Professionalism for Pharm Tech | 2 |
| HPHM 2012 | Pharmacy Clinical Externship I | 4 |
| HPHM 2022 | Pharmacy Clinical Externship 2 | 5 |
| HPHM 2023 | Pharmacy Clinical Externship 3 | 5 |
| Total Hours | | 35 |

Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| CSRV 1000 | Customer Service | 3 |
| CSRV 2000 | Customer Service & Sales | 3 |
| ENTP 1000 | Fundamentals of Entrepreneur | 3 |
| HPHM 2991 | Special Projects I | 1 |
| HPHM 2993 | Special Projects II | 2 |
| HPHM 2995 | Special Projects III | 3 |
| HPHM 2996 | Special Projects IV | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 12-24 months. Program instruction plus 630 clinical hours can take up to 24 months.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- All courses in the Certificate of Technical Studies must be completed with a grade of "C" or higher.

HPHM 1200 - PHARMACY TECH FUNDAMENTALS (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

HPHM 1300 - Pharmacy Laws and Ethics (3 Credit Hours)

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.

Prerequisite(s): HPHM 1200 and HPHM 1400 and HPHM 1500 and HPHM 1503

(3/0/3)

HPHM 1400 - Pharmacy Math & Dosage Calc (2 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65

Co-requisite(s): MATH 1160
(2/0/2)

HPHM 1500 - Fund of Pharmacy Practice Lab (2 Credit Hours)

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.

Co-requisite(s): HPHM 1200, HPHM 1400, HPHM 1503
(0/2/2)

HPHM 1503 - Pharmacology for Pharm Techs (2 Credit Hours)

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.

Co-requisite(s): HPHM 1400, HPHM 1500
(1/1/2)

HPHM 1513 - Pharmacology Pharm Techs II (2 Credit Hours)

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.

Prerequisite(s): HPHM 1200 and HPHM 1503 and HPHM 1400 and HPHM 1500

Co-requisite(s): HPHM 1600, HPHM 1300
(1/1/2)

HPHM 1600 - Sterile Compounding Lab (2 Credit Hours)

Provides hands-on experience in aseptic techniques, admixture preparation, incompatibility and stability, irrigation solutions, calculations for intravenous solutions, total parenteral nutrition and chemotherapy.

Prerequisite(s): HPHM 1500 and HPHM 1503

Co-requisite(s): HPHM 1300, HPHM 1513
(0/2/2)

HPHM 2000 - Professionalism for Pharm Tech (2 Credit Hours)

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.

Co-requisite(s): HPHM 1300, HPHM 1513, HPHM 1600
(2/0/2)

HPHM 2012 - Pharmacy Clinical Externship I (4 Credit Hours)

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.

Prerequisite(s): HPHM 1300 and HPHM 1513 and HPHM 1600 and HPHM 2000

Co-requisite(s): SPCH 1015, SPCH 1025
(0/4/4)

HPHM 2022 - Pharmacy Clinical Externship 2 (5 Credit Hours)

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.

Prerequisite(s): HPHM 1300 and HPHM 1513 and HPHM 1600 and HPHM 2000

Co-requisite(s): SPCH 1015, SPCH 1025, HPHM 2012
(0/5/5)

HPHM 2023 - Pharmacy Clinical Externship 3 (5 Credit Hours)

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.

Prerequisite(s): HPHM 1300 and HPHM 1513 and HPHM 1600

Co-requisite(s): SPCH 1015, SPCH 1025, HPHM 2012, HPHM 2022
(0/5/5)

HPHM 2991 - Special Projects I (1 Credit Hour)

Course designed for students who have demonstrated specific special needs in instruction through the Pharmacy Technician program.

Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/1/1)

HPHM 2993 - Special Projects II (2 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Pharmacy Technician program.

Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/2/2)

HPHM 2995 - Special Projects III (3 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Pharmacy Technician program.

Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/3/3)

HPHM 2996 - Special Projects IV (3 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Pharmacy Technician program.

Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(3/0/3)

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.

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.

Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)
- Hammond Area Campus (Hammond)
- Sullivan Campus (Bogalusa)

Program Progression & Special Admissions Requirements

The Practical Nursing program is designed to prepare students 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.

The PN Program Lead Instructor (i.e., the program coordinator) at each campus, or their designee, may assess a student's basic computer skills by administering a competency exam or having the student successfully complete Introduction to Computers (CPTR 1000), or a comparable computer course.

Articulated courses are determined at the discretion of the PN Program Lead Instructor 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 of Nursing's 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.

Program Admission Requirements

Direct Admission Requirements

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 |
| Accuplacer | 48+ elementary algebra | 65+ reading comprehensio | 74+ sentence skills | N/A |

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

1. The COMPASS/Accuplacer 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/Accuplacer Placement test.
2. PN students **may retake the COMPASS/Accuplacer** 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 3rd attempt, must enroll in preparation course(s) as applicable
 - c. COMPASS/Accuplacer test scores are valid for (3) three years.
3. Students whose **scores meet or exceed the ranges listed above are exempted** from preparation course(s).
4. Students who have not taken the ACT, or who have an ACT Science Score below 20, are required to complete a science preparation course, Allied Health Science (AHSC 1000), prior to enrolling in the PN program. Students may also be exempted from the science preparation course 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*.
5. **A placement exam for the science preparation course (Allied Health Science (AHSC 1000)) 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 Allied Health Science (AHSC 1000) as a reference/study guide*.
6. **PN students must meet the test scores outlined above regardless of the completion of previous coursework.** These scores meet the minimum requirements of the LSBPNE for admission into a Louisiana PN program and **cannot** be bypassed.

Additional Admission Requirements/Standards

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

- Ability to obtain CPR for Healthcare Providers certification prior to first clinical course – or as directed by PN Program Lead Instructor
- 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 a \$38.00 money order payable to the Louisiana Department of Public Safety or Louisiana State Police
- \$50.00 money order payable to the 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 form, students must demonstrate ability to meet following technical/performance standards (related to ADA compliance) while receiving the instruction as outlined in each course syllabus:
 - Read and communicate orally and in writing using the English language.
 - Hear with or without auditory aids to understand normal speaking voice without viewing the speakers face.
 - Visually, with or without corrective lenses, observe changes in client's condition and actively participate in learning process.
 - Utilize stamina, strength and psychomotor coordination necessary to perform routine practical nursing procedures at floor or bed level.
 - Demonstrate use of gross and fine motor skills necessary to provide independent, safe and effective practical nursing care.
 - Solve problems and apply critical thinking skills while providing safe and efficient client care.
 - Interact with individuals/families/groups from various socioeconomic and cultural backgrounds.
 - Adapt and function in a multi stressor environment while adhering to legal/ethical guidelines of the school, Louisiana Practical Nurse Practice Act and clinical agencies.

Technical Diploma in Practical Nursing

The highest exit point in the Practical Nursing program is the Technical Diploma in Practical Nursing. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Technical Diploma in Practical Nursing:

| Code | Title | Hours |
|------------------------------|------------------------|-------|
| TCA Nurse Assistant: | | |
| HNUR 1211 | Nursing Fundamentals I | 4 |
| HNUR 1212 | Geriatric Clinical | 1 |
| TD Practical Nursing: | | |

Complete TCA Nurse Assistant plus courses listed below to complete TD Practical Nursing.

| | | |
|-------------|--------------------------------|----|
| HNUR 1270 | PN Perspectives | 2 |
| HNUR 1301 | A&P for PN with Medical Term | 3 |
| HNUR 1320 | NUTRITIONAL ASPECTS | 2 |
| HNUR 1361 | Pharmacology Applications | 2 |
| HNUR 1411 | NURSING FUNDAMENTALS II | 3 |
| HNUR 2611 | IV Therapy | 1 |
| HNUR 2113 | Medical Surgical I | 8 |
| HNUR 2123 | Medical Surgical II | 8 |
| HNUR 2133 | Medical Surgical III | 8 |
| HNUR 2523 | Mental Illness/Psychiatric Nur | 2 |
| HNUR 2713 | Obstetrics | 2 |
| HNUR 2723 | Pediatrics | 2 |
| HNUR 2813 | PN Leadership & Management | 2 |
| HNUR 2991 | Special Projects I | 1 |
| Total Hours | | 51 |

Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| CSRV 1000 | Customer Service | 3 |
| CSRV 2000 | Customer Service & Sales | 3 |
| ENTP 1000 | Fundamentals of Entrepreneur | 3 |
| HNUR 2993 | Special Projects II | 2 |
| HNUR 2995 | Special Projects III | 3 |
| HNUR 2996 | Special Projects IV | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 17 months.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- All courses in the Technical Competency Area and Technical Diploma must be completed with a grade of "C" or higher.

HNUR 1211 - Nursing Fundamentals I (4 Credit Hours)

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.

Prerequisite(s): None

(3/1/4)

HNUR 1212 - Geriatric Clinical (1 Credit Hour)

The student will perform, demonstrate, and practice a minimum of 45 hours of basic geriatric nursing care and skills in long term care facilities under the supervision and discretion of the LTC nursing faculty.

Co-requisite(s): HNUR 1211

(0/1/1)

HNUR 1270 - PN Perspectives (2 Credit Hours)

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.

Prerequisite(s): COMPASS English with a score of 68 or ACT English with a score of 18 and COMPASS Pre-Algebra with a score of 48 or ACT Math with a score of 18 or COMPASS Algebra with a score of 39 and COMPASS Reading with a score of 85 or ACT Reading with a score of 20
(1/1/2)

HNUR 1300 - A&P for Healthcare w/Medl Term (4 Credit Hours)

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.

Prerequisite(s): COMPASS English with a score of 68 or ACT English with a score of 18 and COMPASS Pre-Algebra with a score of 48 or ACT Math with a score of 18 or COMPASS Algebra with a score of 39 and COMPASS Reading with a score of 85 or ACT Reading with a score of 20
(4/0/4)

HNUR 1301 - A&P for PN with Medical Term (3 Credit Hours)

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.

Prerequisite(s): COMPASS English with a score of 68 or ACT English with a score of 18 and COMPASS Pre-Algebra with a score of 48 or ACT Math with a score of 18 or COMPASS Algebra with a score of 39 and COMPASS Reading with a score of 85 or ACT Reading with a score of 20
(3/0/3)

HNUR 1320 - NUTRITIONAL ASPECTS (2 Credit Hours)

Prerequisite: None. 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. Prerequisite(s): COMPASS English with a score of 68 or ACT English with a score of 18 and COMPASS Pre-Algebra with a score of 48 or ACT Math with a score of 18 or COMPASS Algebra with a score of 39 and COMPASS Reading with a score of 85 or ACT Reading with a score of 20
(2/0/2)

HNUR 1361 - Pharmacology Applications (2 Credit Hours)

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. Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320

Co-requisite(s): HNUR 1411

(1/1/2)

HNUR 1411 - NURSING FUNDAMENTALS II (3 Credit Hours)

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.

Co-requisite(s): HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1301, HNUR 1320

(2/1/3)

HNUR 1460 - Advanced Pharmacology (2 Credit Hours)

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.

Co-requisite(s): HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320

(2/0/2)

HNUR 2113 - Medical Surgical I (8 Credit Hours)

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.

Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320

Co-requisite(s): HNUR 1411

(5/3/8)

HNUR 2123 - Medical Surgical II (8 Credit Hours)

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.

Prerequisite(s): HNUR 2113

Co-requisite(s): HNUR 1361

(5/3/8)

HNUR 2133 - Medical Surgical III (8 Credit Hours)

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.

Prerequisite(s): HNUR 1361 and HNUR 2123

(5/3/8)

HNUR 2523 - Mental Illness/Psychiatric Nur (2 Credit Hours)

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.

Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320

Co-requisite(s): HNUR 1411, HNUR 1361, HNUR 2113

(2/0/2)

HNUR 2611 - IV Therapy (1 Credit Hour)

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.

Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320

Co-requisite(s): HNUR 1361, HNUR 1411, HNUR 2113

(1/0/1)

HNUR 2713 - Obstetrics (2 Credit Hours)

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.

Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320

Co-requisite(s): HNUR 1361, HNUR 1411, HNUR 2113

(2/0/2)

HNUR 2723 - Pediatrics (2 Credit Hours)

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.

Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320

Co-requisite(s): HNUR 1411, HNUR 2113, HNUR 1361

(2/0/2)

HNUR 2813 - PN Leadership & Management (2 Credit Hours)

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.

Prerequisite(s): HNUR 1411 and HNUR 2123

Co-requisite(s): HNUR 2133, HNUR 2723, HNUR 2523, HNUR 2713
(2/0/2)

HNUR 2991 - Special Projects I (1 Credit Hour)

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. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/1/1)

HNUR 2993 - Special Projects II (2 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Practical Nursing program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/2/2)

HNUR 2995 - Special Projects III (3 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Practical Nursing program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/3/3)

HNUR 2996 - Special Projects IV (3 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Practical Nursing program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(3/0/3)

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.

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.

Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)

Programmatic Accreditation

American Veterinary Medical Association (AVMA)

Associate of Applied Science in Veterinarian Technology

The highest exit point in the Veterinarian Technology program is the Associate of Applied Science in Veterinarian Technology. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Veterinarian Technology:

| Code | Title | Hours |
|---|-------------------------------------|-------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 83) | |
| | Natural Science Elective (p. 83) | |
| | Behavioral Science Elective (p. 83) | |
| | Humanities Elective (p. 83) | |
| Certificate of Technical Studies in Veterinary Assistant | | 25 |
| Program Core | | 32 |
| Total Hours | | 72 |

Certificate of Technical Studies in Veterinary Assistant:

The following criteria must be satisfied towards completion of the Certificate of Technical Studies in Veterinary Assistant:

| Code | Title | Hours |
|--------------------|--------------------------------|-------|
| VETA 1100 | Clinical Experience I | 1 |
| VETA 1101 | Intro to Veterinary Technology | 1 |
| VETA 1102 | Vet Office&Hospital Procedures | 2 |
| VETA 1103 | Animal Care & Handling | 2 |
| VETA 1104 | Veterinary Medical Terminology | 2 |
| VETA 1200 | Clinical Experience II | 1 |
| VETA 1201 | Intro To Clinical Procedures | 3 |
| VETA 1202 | Human Animal Bond | 1 |
| VETA 1203 | Avian & Exotic Medicine | 2 |
| VETA 1204 | Animal Nursing I | 3 |
| VETA 1300 | Externship I | 2 |
| VETA 1302 | Lab Animal Medicine | 2 |
| VETA 1207 | Parasitology for Vet Techs | 2 |
| VETA 1209 | Parasitology Lab for Vet Techs | 1 |
| Total Hours | | 25 |

Program Core:

The following criteria must be satisfied towards along with completion of the Certificate of Technical Studies in Veterinary Assistant and General Education Core towards completion of the AAS in Veterinary Technology.

| Code | Title | Hours |
|--------------------|--------------------------------|-------|
| VETT 2100 | Clinical Experience III | 1 |
| VETT 2102 | Pharmacology For Vet Techn | 3 |
| VETT 2103 | Animal Nursing II | 3 |
| VETT 2104 | Animal Anatomy & Psysiology | 3 |
| VETT 2105 | Clinical Pathology for Vet Tec | 3 |
| VETT 2107 | Animal Nursing & Image Lab | 1 |
| VETT 2108 | Animal Anatomy Physiology Lab | 1 |
| VETT 2109 | Clinical Pathology Lab for VTs | 1 |
| VETT 2110 | Imaging For Vet Technicians | 2 |
| VETT 2200 | Clinical Experience IV | 1 |
| VETT 2203 | Microbiology & Immunology- VTs | 3 |
| VETT 2204 | Surgical Nursing & Anesthesia | 3 |
| VETT 2207 | MicroBiology & Immunology Lab | 1 |
| VETT 2208 | Surgi Nursing & Anesthesia Lab | 1 |
| VETT 2300 | Externship II | 2 |
| VETT 2301 | Small & Large Animal Medicine | 3 |
| Total Hours | | 32 |

Additional Exit Points

TCA Animal Handling

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| VETA 1101 | Intro to Veterinary Technology | 1 |
| VETA 1102 | Vet Office&Hospital Procedures | 2 |
| VETA 1104 | Veterinary Medical Terminology | 2 |

| | | |
|-------------|---------------------------------|---|
| VETA 1107 | Understand Animal Care&Handling | 3 |
| VETA 1202 | Human Animal Bond | 1 |
| Total Hours | | 9 |

TCA Equine Handling

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| VETA 1101 | Intro to Veterinary Technology | 1 |
| VETA 1102 | Vet Office&Hospital Procedures | 2 |
| VETA 1104 | Veterinary Medical Terminology | 2 |
| VETA 1108 | Equine Behavior/Handling/Care | 3 |
| VETA 1202 | Human Animal Bond | 1 |
| Total Hours | | 9 |

General Education Core

Math Electives

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |

| | | |
|-----------|-----------------------|---|
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

VETA 1100 - Clinical Experience I (1 Credit Hour)

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.

Co-requisite(s): VETA 1101, VETA 1102, VETA 1103, VETA 1104, VETA 1202
(0/1/1)

VETA 1101 - Intro to Veterinary Technology (1 Credit Hour)

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.

Prerequisite(s): None
(1/0/1)

VETA 1102 - Vet Office&Hospital Procedures (2 Credit Hours)

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.

Prerequisite(s): None
(2/0/2)

VETA 1103 - Animal Care & Handling (2 Credit Hours)

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.

Co-requisite(s): VETA 1100
(2/0/2)

VETA 1104 - Veterinary Medical Terminology (2 Credit Hours)

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.

Prerequisite(s): None
(2/0/2)

VETA 1107 - Understand Animal Care&Handling (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

VETA 1108 - Equine Behavior/Handling/Care (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

VETA 1200 - Clinical Experience II (1 Credit Hour)

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.

Prerequisite(s): VETA 1100
Co-requisite(s): VETA 1201, VETA 1203, VETA 1204, VETA 1207, VETA 1209
(0/1/1)

VETA 1201 - Intro To Clinical Procedures (3 Credit Hours)

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.

Prerequisite(s): VETA 1100
Co-requisite(s): VETA 1200
(3/0/3)

VETA 1202 - Human Animal Bond (1 Credit Hour)

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.

Prerequisite(s): None
(1/0/1)

VETA 1203 - Avian & Exotic Medicine (2 Credit Hours)

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.

Prerequisite(s): VETA 1100
Co-requisite(s): VETA 1200
(2/0/2)

VETA 1204 - Animal Nursing I (3 Credit Hours)

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.

Prerequisite(s): VETA 1100
Co-requisite(s): VETA 1200
(3/0/3)

VETA 1207 - Parasitology for Vet Techs (2 Credit Hours)

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.

Prerequisite(s): VETA 1100
Co-requisite(s): VETA 1200, VETA 1209
(2/0/2)

VETA 1209 - Parasitology Lab for Vet Techs (1 Credit Hour)

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.

Prerequisite(s): VETA 1100
Co-requisite(s): VETA 1200, VETA 1207
(0/1/1)

VETA 1300 - Externship I (2 Credit Hours)

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.

Prerequisite(s): VETA 1200
Co-requisite(s): VETA 1302
(0/2/2)

VETA 1302 - Lab Animal Medicine (2 Credit Hours)

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.

Prerequisite(s): VETA 1200
Co-requisite(s): VETA 1300
(2/0/2)

VETT 2100 - Clinical Experience III (1 Credit Hour)

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.

Prerequisite(s): VETA 1300
Co-requisite(s): VETT 2102, VETT 2103, VETT 2107, VETT 2104, VETT 2108, VETT 2110
(0/1/1)

VETT 2102 - Pharmacology For Vet Techn (3 Credit Hours)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2100

(3/0/3)

VETT 2103 - Animal Nursing II (3 Credit Hours)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2100, VETT 2107, VETT 2110

(3/0/3)

VETT 2104 - Animal Anatomy & Physiology (3 Credit Hours)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2100, VETT 2108

(3/0/3)

VETT 2105 - Clinical Pathology for Vet Tec (3 Credit Hours)

A 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.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2200, VETT 2109

(3/0/3)

VETT 2107 - Animal Nursing & Image Lab (1 Credit Hour)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2100, VETT 2103, VETT 2110

(0/1/1)

VETT 2108 - Animal Anatomy Physiology Lab (1 Credit Hour)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2100, VETT 2104

(0/1/1)

VETT 2109 - Clinical Pathology Lab for VTs (1 Credit Hour)

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.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2200, VETT 2105

(0/1/1)

VETT 2110 - Imaging For Vet Technicians (2 Credit Hours)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2100, VETT 2103, VETT 2107

(2/0/2)

VETT 2200 - Clinical Experience IV (1 Credit Hour)

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.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2105, VETT 2109, VETT 2203, VETT 2207,

VETT 2204, VETT 2208

(0/1/1)

VETT 2203 - Microbiology & Immunology- VTs (3 Credit Hours)

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.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2200, VETT 2207

(3/0/3)

VETT 2204 - Surgical Nursing & Anesthesia (3 Credit Hours)

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, perioperative procedures, and post-operative procedures. This course also focuses on common surgical procedures of both small and large animals as well as dental procedures.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2200, VETT 2208

(3/0/3)

VETT 2207 - MicroBiology & Immunology Lab (1 Credit Hour)

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.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2200, VETT 2203

(0/1/1)

VETT 2208 - Surgi Nursing & Anesthesia Lab (1 Credit Hour)

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.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2200, VETT 2204

(0/1/1)

VETT 2300 - Externship II (2 Credit Hours)

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.

Prerequisite(s): VETT 2200

Co-requisite(s): VETT 2301

(0/2/2)

VETT 2301 - Small & Large Animal Medicine (3 Credit Hours)

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.

Prerequisite(s): VETT 2200

Co-requisite(s): VETT 2300

(3/0/3)

VETT 2991 - Special Projects I (1 Credit Hour)

Course designed for students who have demonstrated specific needs in instruction through the Veterinary Technology program.

Prerequisite(s): None

(1/0/1)

VETT 2993 - Special Projects II (2 Credit Hours)

Course designed for students who have demonstrated specific needs in instruction through the Veterinary Technology program.

Prerequisite(s): None

(2/0/2)

VETT 2995 - Special Projects III (3 Credit Hours)

Course designed for students who have demonstrated specific needs in instruction through the Veterinary Technology program.

Prerequisite(s): None

(3/0/3)

VETT 2996 - Special Projects IV (1 Credit Hour)

Course designed for students who have demonstrated specific needs in instruction through the Veterinary Technology program.

Prerequisite(s): None

(0/1/1)

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.

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.

Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)
- Hammond Area Campus (Hammond)
- Pearl River High School Instructional Service Center (Pearl River)
- B.B. "Sixty" Rayburn Correctional Center (Angie)
- Sullivan Campus (Bogalusa)

Associate of Applied Science in Technical Studies

The highest exit point in the Welding program is the Associate of Applied Science in Technical Studies with a concentration in Welding. Multiple exit points exist for this program and are outlined below.

The following criteria must be satisfied towards completion of the Associate of Applied Science in Technical Studies with a concentration in Welding:

| Code | Title | Hours |
|-------------------------------------|-------------------------------------|-------|
| General Education Core | | 15 |
| ENGL 1015 | English Composition I | |
| | Math Elective (p. 88) | |
| | Natural Science Elective (p. 88) | |
| | Behavioral Science Elective (p. 89) | |
| | Humanities Elective (p. 89) | |
| Technical Diploma in Welding | | 45 |
| Total Hours | | 60 |

Technical Diploma in Welding

The following criteria must be satisfied towards completion of the Technical Diploma in Welding:

| Code | Title | Hours |
|--|-------------------|-------|
| Program Core | | 33 |
| Concentration Area (choose one of four below) | | 12 |
| | SMAW Process Core | |
| | FCAW Process Core | |
| | GTAW Process Core | |
| | GMAW Process Core | |
| Total Hours | | 45 |

Course options for completing the Program Core and Concentration Area are listed below.

Program Core:

Towards completion of the Technical Diploma, the Program Core must be completed, along with one of the Concentration Areas identified below.

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| WELD 1110 | Occupational Orient and Safety | 3 |
| WELD 1120 | Blueprint, Metall & Weld Sym | 3 |
| WELD 1130 | Welding Inspection & Testing | 2 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1310 | Cutting Processes-CAC/PAC | 2 |
| WELD 1410 | SMAW - BASIC Beads | 2 |
| WELD 1411 | SMAW - Fillet Weld | 3 |
| WELD 1412 | SMAW V Groove BU/Gouge | 3 |
| WELD 1420 | SMAW - V - Groove Open | 4 |
| WELD 2110 | FCAW - Basic Fillet Welds | 3 |
| WELD 2210 | GTAW - Basic Multi-Joint | 3 |
| WELD 2310 | GMAW - Basic Fillet Weld | 3 |
| Total Hours | | 33 |

Concentration Area:

Choose one of the four Concentration Areas listed below towards completion of Technical Diploma.

SMAW Process Concentration:

| Code | Title | Hours |
|-------------|----------------|-------|
| WELD 1510 | SMAW - PIPE 2G | 4 |
| WELD 1511 | SMAW-Pipe 5G | 4 |
| WELD 1512 | SMAW-Pipe 6G | 4 |
| Total Hours | | 12 |

FCAW Process Concentration:

| Code | Title | Hours |
|-------------|--------------|-------|
| WELD 2112 | FCAW Pipe 5G | 4 |
| WELD 2113 | FCAW Pipe 2G | 4 |
| WELD 2114 | FCAW Pipe 6G | 4 |
| Total Hours | | 12 |

GTAW Process Concentration:

| Code | Title | Hours |
|-------------|----------------|-------|
| WELD 2220 | GTAW - PIPE 5G | 4 |
| WELD 2221 | GTAW - PIPE 2G | 4 |
| WELD 2222 | GTAW - PIPE 6G | 4 |
| Total Hours | | 12 |

GMAW Process Concentration:

| Code | Title | Hours |
|-------------|---------------|-------|
| WELD 2320 | GMAW--Pipe 2G | 4 |
| WELD 2321 | GMAW--Pipe 5G | 4 |
| WELD 2322 | GMAW--6G | 4 |
| Total Hours | | 12 |

Electives and Additional Exit Points**Electives**

| Code | Title | Hours |
|-----------|-----------------------|-------|
| WELD 2991 | Special Projects I | 1 |
| WELD 2993 | Special Projects II | 2 |
| WELD 2995 | Special Projects III | 3 |
| WELD 2992 | Special Projects IV | 2 |
| WELD 2997 | Practicum | 3 |
| WELD 2999 | Cooperative Education | 3 |

Additional Exit Points**TCA Welder Helper (CIP 48.0508)**

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| WELD 1110 | Occupational Orient and Safety | 3 |
| WELD 1130 | Welding Inspection & Testing | 2 |
| Total Hours | | 5 |

TCA Thermal Cutter (CIP 48.0508)

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| WELD 1110 | Occupational Orient and Safety | 3 |
| WELD 1210 | Oxyfuel Systems | 2 |
| Total Hours | | 5 |

TCA Arc Cutter (CIP 48.0508)

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| WELD 1110 | Occupational Orient and Safety | 3 |
| WELD 1140 | Electrical Fundamentals | 2 |
| WELD 1310 | Cutting Processes-CAC/PAC | 2 |
| Total Hours | | 7 |

TCA - Tack Welder/Fitter Helper (CIP 48.0508)

| Code | Title | Hours |
|-------------|--------------------------------|-------|
| WELD 1110 | Occupational Orient and Safety | 3 |
| WELD 1120 | Blueprint, Metall & Weld Sym | 3 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1410 | SMAW - BASIC Beads | 2 |
| Total Hours | | 10 |

CTS Arc Welder GTAW (CIP 48.0508)

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| WELD 1110 | Occupational Orient and Safety | 3 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1310 | Cutting Processes-CAC/PAC | 2 |
| WELD 2210 | GTAW - Basic Multi-Joint | 3 |

| | |
|---------------------------------------|----|
| Welding Electives (GTAW courses only) | 12 |
| Total Hours | 22 |

CTS Arc Welder GMAW (CIP 48.0508)

| Code | Title | Hours |
|---------------------------------------|--------------------------------|-------|
| WELD 1110 | Occupational Orient and Safety | 3 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1310 | Cutting Processes-CAC/PAC | 2 |
| WELD 2310 | GMAW - Basic Fillet Weld | 3 |
| Welding Electives (GMAW courses only) | 12 | |
| Total Hours | | 22 |

CTS Arc Welder FCAW (CIP 48.0508)

| Code | Title | Hours |
|---------------------------------------|--------------------------------|-------|
| WELD 1110 | Occupational Orient and Safety | 3 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1310 | Cutting Processes-CAC/PAC | 2 |
| WELD 2110 | FCAW - Basic Fillet Welds | 3 |
| Welding Electives (FCAW courses only) | 12 | |
| Total Hours | | 22 |

CTS Arc Welder SMAW (CIP 48.0508)

| Code | Title | Hours |
|---------------------------------------|--------------------------------|-------|
| WELD 1110 | Occupational Orient and Safety | 3 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1310 | Cutting Processes-CAC/PAC | 2 |
| WELD 1410 | SMAW - BASIC Beads | 2 |
| WELD 1420 | SMAW - V - Groove Open | 4 |
| Welding Electives (SMAW courses only) | 12 | |
| Total Hours | | 25 |

General Education Core**Math Electives**

| Code | Title | Hours |
|-----------|------------------------------|-------|
| MATH 1005 | College Algebra Fundamentals | 5 |
| MATH 1015 | College Algebra | 3 |
| MATH 1500 | Finite Math | 3,4 |

Natural Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| BIOL 1010 | Introduction to Biology I | 3 |
| BIOL 1020 | Introduction To Biology II | 3 |
| BIOL 1100 | Gen Biology I (Science Major) | 3 |
| BIOL 1200 | Gen Biology II (Science Major) | 3 |
| BIOL 2200 | Human Anatomy & Physiology I | 3 |
| BIOL 2230 | Microbiology | 3 |
| BIOL 2300 | Human Anatomy & Physiology II | 3 |
| CHEM 1010 | Gen Chemistry I NonScience Mjr | 3 |
| PHYS 1010 | Elementary Physics | 3 |

Behavioral Science Electives

| Code | Title | Hours |
|-----------|--------------------------------|-------|
| ECON 2010 | Principles of Macroeconomics | 3 |
| ECON 2020 | Principles of Microeconomics | 3 |
| PSYC 1500 | Psy of Addict Behave&Sub Abuse | 3 |
| PSYC 2015 | Introduction To Psychology | 3 |
| PSYC 2040 | Developmental Psychology | 3 |
| SOCL 2015 | Introduction to Sociology | 3 |
| SOCL 2220 | Marriage and Family | 3 |
| SOCL 2420 | Stratification and Inequality | 3 |

Humanities Electives

| Code | Title | Hours |
|-----------|-------------------------|-------|
| ENGL 2010 | British Literature | 3 |
| ENGL 2020 | American Literature | 3 |
| HIST 1020 | Western Civilization II | 3 |
| HIST 2010 | American History | 3 |
| HIST 2020 | American History II | 3 |
| HIST 2100 | History of Louisiana | 3 |
| SPAN 1010 | Elementary Spanish I | 3 |
| SPAN 1020 | Elementary Spanish II | 3 |

Special Comments:

- Anticipated program length for completion of highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher.
- 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" is acceptable in the General Education Core.

WELD 1110 - Occupational Orient and Safety (3 Credit Hours)

An introduction to the occupation of welding including facility layout, policies, safety, fire prevention 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 and employability skills, and essential workplace skills.
Prerequisite(s): None
(2/1/3)

WELD 1120 - Blueprint, Metall & Weld Sym (3 Credit Hours)

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.
Prerequisite(s): WELD 1110
(2/1/3)

WELD 1130 - Welding Inspection & Testing (2 Credit Hours)

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.
Prerequisite(s): WELD 1110
(1/1/2)

WELD 1140 - Electrical Fundamentals (2 Credit Hours)

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.
Prerequisite(s): None
(1/1/2)

WELD 1210 - Oxyfuel Systems (2 Credit Hours)

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.
Prerequisite(s): WELD 1110
(1/1/2)

WELD 1310 - Cutting Processes-CAC/PAC (2 Credit Hours)

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.
Prerequisite(s): None
(1/1/2)

WELD 1410 - SMAW - BASIC Beads (2 Credit Hours)

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.
Prerequisite(s): WELD 1110
(1/1/2)

WELD 1411 - SMAW - Fillet Weld (3 Credit Hours)

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.
Prerequisite(s): WELD 1410
(0/3/3)

WELD 1412 - SMAW V Groove BU/Gouge (3 Credit Hours)

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.
Prerequisite(s): None
(0/3/3)

WELD 1420 - SMAW - V - Groove Open (4 Credit Hours)

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.
Prerequisite(s): WELD 1411
(1/3/4)

WELD 1510 - SMAW - PIPE 2G (4 Credit Hours)

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.
Prerequisite(s): None
(1/3/4)

WELD 1511 - SMAW--Pipe 5G (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

WELD 1512 - SMAW--Pipe 6G (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

WELD 2110 - FCAW - Basic Fillet Welds (3 Credit Hours)

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.

Prerequisite(s): WELD 1110
(1/2/3)

WELD 2111 - FCAW - Groove Welds (3 Credit Hours)

Safely setup and operate Flux Core Arc Welding (FCAW) equipment with practice of VGroove welds with a backing or back gouging in the flat, horizontal, vertical, and overhead positions.

Prerequisite(s): WELD 2110
(0/3/3)

WELD 2112 - FCAW Pipe 5G (4 Credit Hours)

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.

Prerequisite(s): None
(1/3/4)

WELD 2113 - FCAW Pipe 2G (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

WELD 2114 - FCAW Pipe 6G (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

WELD 2210 - GTAW - Basic Multi-Joint (3 Credit Hours)

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.

Prerequisite(s): WELD 1110
(1/2/3)

WELD 2220 - GTAW - PIPE 5G (4 Credit Hours)

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.

Prerequisite(s): WELD 2210
(1/3/4)

WELD 2221 - GTAW - PIPE 2G (4 Credit Hours)

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.

Prerequisite(s): WELD 2210
(0/4/4)

WELD 2222 - GTAW - PIPE 6G (4 Credit Hours)

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.

Prerequisite(s): WELD 2210
(0/4/4)

WELD 2230 - GTAW - Aluminum Multi-Joint (3 Credit Hours)

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.

Prerequisite(s): WELD 1110
(1/2/3)

WELD 2310 - GMAW - Basic Fillet Weld (3 Credit Hours)

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.

Prerequisite(s): WELD 1110
(1/2/3)

WELD 2311 - GMAW - Groove Weld (3 Credit Hours)

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.

Prerequisite(s): WELD 2310
(0/3/3)

WELD 2320 - GMAW--Pipe 2G (4 Credit Hours)

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.

Prerequisite(s): None
(1/3/4)

WELD 2321 - GMAW--Pipe 5G (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

WELD 2322 - GMAW--6G (4 Credit Hours)

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.

Prerequisite(s): None

(0/4/4)

WELD 2330 - GMAW--Aluminum Multi-Joint (4 Credit Hours)

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.

Prerequisite(s): None

(1/3/4)

WELD 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/1/1)

WELD 2992 - Special Projects IV (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(1/1/2)

WELD 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/2/2)

WELD 2994 - Special V (4 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(4/0/4)

WELD 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

WELD 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None

(0/3/3)

WELD 2999 - Cooperative Education (3 Credit Hours)

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. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

STUDENT HANDBOOK

Welcome Message

Welcome to Northshore Technical Community College! When you enroll at NTCC you become a part of a dynamic learning environment comprised of a student, faculty and industry team focused on advancing your goals and launching your career. Today's industry standards require technical training and skills enhancements necessary to build career opportunities throughout the lifespan. The rapidly changing landscape of our economy provides tremendous opportunities for technical community college students of today. Enroll now and be a part of the building of a stronger Louisiana workforce. The faculty, staff, and administration of Northshore Technical Community College are committed to your success. Thank you for joining the Gator family. We look forward to growing with you!

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.

Equal Opportunity Statement

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, or disability. All students have equal rights to counseling and training. The following person has been designated to handle inquiries regarding these nondiscrimination policies:

Christy Montgomery
Associate Provost of Student Affairs & Title IX Coordinator
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CODE OF STUDENT CONDUCT

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Overview

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Northshore Technical Community College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event, or to learn in an environment that is clean, quiet, and conducive to study is prohibited. The College reserves the right to ask for the withdrawal of any student who refuses to adhere to the standards of the institution.

For the purpose of this section, a "student" is defined as an individual taking courses at the College, either full or part-time including individuals who withdraw from the College during the conduct process; those who are not currently enrolled in courses but who have a continuing academic relationship with the College, and those who have applied for admission or readmission to the College.

Disciplinary Procedures for Student Misconduct

All disciplinary sanctions fall under the direction of the Associate Provost of Student Affairs. When a student is confronted with a possible violation of rules requiring disciplinary action, the student will be given a notice, either oral or in print, directing him/her to appear before the Assistant Director of Student Affairs at a specified date and time. Failure to appear is a violation of the Student Code of Conduct and will result in further sanctions. The Assistant Director of Student Affairs will determine the circumstances of an alleged violation by investigating the report of the violation and interviewing the implicated student and other potentially involved parties, including the complainant. If it is determined that no violation has occurred, or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that the preponderance of evidence standard is met, the student will be sanctioned. All sanctions must be approved by the Associate Provost of Student Affairs. Sanctioned students have the right to appeal the decision of the college. The student must submit their appeal no later than 4:00 p.m. within two business days.

Procedure on Failure to Comply with Disciplinary Sanctions

Any disciplinary action taken against a student enrolled at Northshore Technical Community College may result in levying against that student any one of several disciplinary sanctions as listed in the Student Handbook under the Student Code of Conduct section. Whenever disciplinary sanctions are levied against a student, he/she is expected to fully comply. Any student who does not fully comply with his/her disciplinary sanctions is subject to one or more of the following consequences:

1. Immediate dismissal from Northshore Technical Community College.
2. Prohibited from re-enrolling in Northshore Technical Community College.
3. Having all college records placed on hold.

The purpose of this policy is to ensure that students are accountable and responsible for their decisions and actions to promote civility and ethical behavior among Northshore Technical Community College students and to sensitize students to the fact that every decision carries a consequence.

Sanctions Against Misconduct

The Associate Provost of Student Affairs, Dean of Campus Administration or Divisional Deans may impose misconduct sanctions. The following penalties may be imposed singularly or in combination upon individuals, groups or organizations:

1. Administer a verbal or written warning to the student.
2. Require the student attend personal counseling/coaching sessions.
3. Impose disciplinary probation for a definite period of time with the condition that future violations may result in disciplinary suspension.
4. Prohibit a student from representing the college, on or off campus, in any recognized college-sponsored event.
5. Withhold an official transcript or degree.
6. Prohibit readmission.
7. Require restitution, whether monetary or through specific duties, such as; reimbursement for damage(s) to or misappropriation of college, student or employee property.
8. Expel or suspend a student from Northshore Technical Community College.
9. Withdraw a student from all currently enrolled coursework without refund of tuition and fees. Educational sanctions may include work assignments, essays, community service, behavioral contract, administrative referral, letters of apology and other related educational assignments. No student who has been suspended from the college shall be permitted on the college campus during the period of suspension without prior written approval from the appropriate college administrator who may convene the appeals committee for consideration/consultation of the matter.
10. Educational sanctions may include work assignments, essay writing, community service, behavioral contract, administrative referral, letter of apology or restitution, or other educational assignment.
11. Impose other sanctions as outlined in the departmental handbook for specific programs including but not limited to: Health Sciences and Automotive.
12. Limit access to and/or prohibit students from certain areas of the campus.
13. Administer other sanctions as per the discretion of the Associate Provost of Student Affairs or Dean of Campus Administration.

Failure to meet the requirements of any notice by a college official may result in action being taken by the Associate Provost of Student Affairs apart from action for the alleged violation. Failure to appear is a violation of the Code of Conduct and will result in further sanctions and a hold will remain on the student's enrollment pending student cooperation. Once informed of the allegations against the student, they may choose not to dispute and will be sanctioned appropriately. If the student chooses to dispute the allegations, the Assistant Director of Student Affairs will determine the circumstances of an alleged violation by investigating

the facts and interviewing the implicated student and other potentially involved parties, including the complainant. The Assistant Director of Student Affairs will then communicate the findings with the Dean of Campus Administration and Campus Security. If it is determined that no violation has occurred, or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that a violation has occurred, the student will be sanctioned appropriately. All sanctions are approved by the Associate Provost of Student Affairs. Sanctioned students have the right to appeal the decision of the college per the Disciplinary Appeal Procedures.

NOTE: In cases where a student receives a sanction of probation, suspension or expulsion, a copy of the confirmation letter received by the student may be forwarded to the parent or guardian of the student in conjunction with the Buckley Amendment and in compliance with FERPA guidelines.

Student Code of Conduct in Special Programs

Certain programs such as Workforce and Adult Education, as well as instructional areas (e.g. Health Sciences, Automotive, etc.) will require additional standards of conduct and may involve additional requirements for admissions and sanctions against student misconduct. The request for appeal of any instructional programmatic decisions must be made through the program director and his/her supervisor. The students in these programs will be required to abide by both the Northshore Technical Community College Student Handbook and the program specific Student Handbook. When there is conflict, the Northshore Technical Community College Student Handbook supersedes the program handbook.

Authorized Disciplinary Action

The following actions are available to college administrative personnel to deal with repeated or serious violations of the Student Code of Conduct or college policies. Actions may be taken at the level deemed appropriate depending on the seriousness of the violation and the past record of the student. Please take notice that an incident of misconduct may involve more than one violation and may result in action being taken at various levels of the college administration, (college violation and programmatic violation). Action at one level regarding a particular violation does not preclude action being taken at another level regarding other violations arising from the same incident.

1. *Written Warning* is official notice to the student that their past behavior is not in accordance with college expectations; is educational in nature, but also forms a basis for more severe action in case of further violations.
2. *Restitution* may be assessed in cases where damage to property has occurred or a fine exists for a specific action. Financial action may involve a replacement or repair charge, a punitive charge or a combination.
3. *Restrictions and Suspension of Activities* are actions which restrict or prohibit a student's use of College facilities or services; prohibit participation in extracurricular activities; and/or terminate college employment. Actions may include, but are not limited to:
 - a. No participation in student organizations.
 - b. No use of certain college facilities, such as student lounge areas;
 - c. No participation in college activities.
 - d. Termination or refusal of college employment.
4. *Revocation of Scholarship* will occur when students receiving foundation scholarships are restricted from continuing to receive that assistance.
5. *Behavioral Contract of Referral* would require the student enter into a binding contract to structure their activities and behavior in order to change that behavior to eliminate the need for further disciplinary action. Referral to other resources for assistance, either on or off campus, also may be required for the student to remain enrolled and/or on campus. Referral may be separate or part of a behavioral contract. Community service requirements may be part of any contract.
6. *Disciplinary Probation* usually involves any or all of the actions listed in sections 1 through 5. This is used only when the student's actions and past behavior or doubt of their ability to act in a responsible manner and to successfully adjust to a college environment are noted. Failure to abide by these restrictions and conditions will result in suspension. This action normally is in effect for at least one regular academic semester.
7. *Suspension* is used when other attempts to change behavior have failed. This involves suspension from enrollment and presence on campus at any time. This action will be in effect for at least one long semester and may constitute permanent severance from the college. The length of the suspension will be determined by the seriousness of the actions and the possibility of future problems with the student.
8. *Immediate Suspension* is used when a student's presence poses continuing danger to people or property or an ongoing threat of disruption to the academic process. The student may be immediately removed from the college with loss of all college privileges. In such incidents, a notice of hearing to the student will follow for resolution of the matter as soon as is practical.

Off-Campus Conduct

When a student is alleged to have violated Northshore Technical Community College's Code of Student Conduct by an offense committed off of the college premises, the College reserves the right to investigate and adjudicate. All students enrolled in NTCC should clearly understand that the college is expressly concerned with student conduct both on and off campus. Northshore Technical Community College expects the behavior of its students, at all times and in all settings, to be guided by the same standards that define acceptable forms of student conduct. To this end, any student enrolled at NTCC who is found in violation of the Code of Student Conduct or state or federal laws, even in an off-campus setting, is subject to administrative disciplinary procedures that could result in one or a combination of several disciplinary sanctions as listed in the Student Handbook.

Based on the reasonable belief that a student has been involved in conduct off campus incompatible with the college's function as an educational institution or with the mission of Northshore Technical Community College, the Associate Provost of Student Affairs, in his/her discretion, may invoke the disciplinary process.

Harassment/Sexual Harassment, Intimidation and Bullying

Northshore Technical Community College will not condone any form of harassment, intimidation, or bullying in the college setting and takes appropriate corrective, disciplinary and remedial action in response to such determined incidents.

Harassment consists of unwelcomed conduct, whether verbal, physical or visual, that is based upon a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental condition or disability, veteran status, citizenship status, or other protected group status. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or an academic decision affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

For the purpose of further clarification, harassment/sexual harassment includes, but is not limited to:

- Making unsolicited written, verbal, visual or physical contact with sexual overtones. Some examples are: epithets, derogatory comments or slurs of a sexual nature impeding or blocking movements or any physical interference with normal work; derogatory posters or cartoons.
- Continuing to express sexual interest after being informed that the interest is unwelcomed. (Reciprocal attraction is not considered sexual harassment!)
- Within the work environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the career, salary and/or work environment or any other term or condition of employment; within the education environment, engaging in explicit or implicit coercive sexual behavior which controls, influences, or affects the educational opportunities, grades and/or learning environment of the student.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response to a sexual advance. For example, within the work environment, either suggesting or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared, or suggesting that a probationary period will be exploited. Within the educational environment, either suggesting or actually withholding grades earned or deserved; suggesting that a scholarship recommendation or college application will be denied.
- Offering favors or educational or employment benefits, such as grades or promotion, favorable performance valuations, favorable assignments, favorable duties or shifts, recommendation, reclassification, etc., in exchange for sexual favors.

In addition, Northshore Technical Community College defines "intimidation and bullying in the college setting" as the following: any gesture or written, verbal or physical act, or any use of electronic communication that:

1. is motivated by an actual or perceived discriminating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual

orientation, gender identity and expression, or a mental, physical or sensory disability or any other distinguishing characteristic, and

2. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
3. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly, civil, and safe operation of the institution and/or the learning environment.

Complaints of harassment or bullying may be reported to the following:

- Associate Provost of Student Affairs : (985) 545-1239
- Campus Security
- Campus Deans
- Any faculty or staff

Examples of Student Misconduct/Unacceptable Behavior

Students are responsible for knowing and obeying the college rules, as well as local, state and federal laws. Consistent with U.S. Department of Education Title IX standards, and the Violence Against Women Reauthorization Act of 2013 and the Campus SaVE Act, Northshore Technical Community College uses a preponderance of evidence standard to determine whether a code violation is more likely than not to have occurred.

A student who violates these rules, whether on or off campus, will be subject to adjudication and potential disciplinary action in accordance with the College's Due Process. Disciplinary action may result in suspension from Northshore Technical Community College and additional, independent action from the civil authorities, such as local, state, or federal law enforcement agencies.

Specific examples of misconduct in which students may be subject to disciplinary action include, but are not limited to, the following:

1. Committing a criminal act under federal, state or municipal law, or supporting or assisting with the violation of any of those laws on or off campus.
2. Violating any college policy, procedure, rule or regulation.
3. Failure to identify oneself to a college official upon request or falsifying one's identity to an officer of the law.
4. Failing to obey, or lying to, a college official or officer of the law who is performing his/her duties.
5. Obstructing an investigation (e.g., falsifying a report of an incident).
6. Participating in repetitious offenses and/or failing to fulfill all probationary requirements.
7. Misusing any fire equipment or other life-safety equipment on or off college property.
8. Use or possession of ammunition, firearms or other weapons, including, but not limited to, guns, BB guns, bows, arrows, knives, brass knuckles, or other device used as a weapon or ammunition on or off college property.
9. Behaving in a manner that significantly endangers the health or safety of other people, including members of the college community and visitors on or off campus. This includes, but is not limited to

- hazing or voluntarily submitting to hazing, or any participation or support thereof.
10. Stealing, destroying, defacing, damaging or misusing college property or property belonging to others and/or participating as an accessory in such activity.
 11. Infliction, threat or inciting bodily harm while on or off college property:
 - a. infliction of bodily harm upon any person;
 - b. any act that contributes to the risk of bodily harm to a person, and which includes but is not limited to physical or sexual assaults or threats thereof.
 12. Using, possessing, or distributing intoxicating beverages or substances, such as but not limited to alcohol, K-2, Spice Genie, or excessive quantities of DXM, in any college building or facility, or other public area or supporting or assisting with such possession, including paraphernalia thereof (e.g., empty alcohol containers, empty pill or DXM/liquid containers).
 13. Use of any tobacco products or other related devices (e.g., cigarettes, pipes, cigars, electronic cigarettes, vapor devices) is prohibited in college buildings and on college grounds, including parking areas and structures, sidewalks, walkways, or college owned buildings.
 14. Gambling in any form including but not limited to on looking or conspiracy on or off college property.
 15. Illegal possession, use, sale, manufacture or distribution of any quantity, whether usable or not, of any drug, narcotic or controlled substance. Drug paraphernalia of any type, including bongs, clips, pipes, residue, seeds, a smoke-filled room or any other items used in the preparation or consumption of illegal drugs is prohibited. Knowingly remaining within the presence of narcotics, controlled substances, or drug paraphernalia is strictly prohibited; supporting or assisting with such possession is also prohibited.
 16. Forging, altering or misusing any college or other documents, forms, records or identification cards.
 17. Possession of or setting off any explosive devices, fireworks or flammable liquid or object on college property.
 18. Failing to respond to an official summons from an administrative officer of the college within the time indicated.
 19. Harassing, bullying, intimidation, or stalking made either in person, or by telephone, writing or computer.
 20. Hate crime – Intentionally selects a person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct, or intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.
 21. Any act that contributes to the sexual harassment, discrimination, or assault of another person on or off campus. This includes intimate partner or domestic/dating violence or harassment.
 22. Involvement in any act or statement that provides a terroristic threat made in person, on paper, by phone or through other electronic means that contributes to or suggests endangerment toward a person(s) and/or to the physical property of others, including but not limited to that of Northshore Technical Community College.
 23. Obstructing or disrupting any college activity, including teaching, research, social activities and public service functions.
 24. Engaging in any obscene, profane, slanderous, reckless, destructive or unlawful course of conduct.
 25. Bribery, forgery, alteration, misuse of college documents, records or identification as well as misuse and/or abuse of services such as financial assistance, arranged accommodations/modifications and academic assistance provided by the college.
 26. Creating a nuisance with noise through talking, yelling, singing, playing a musical instrument, stereo, radio or through other means in a way that is sufficiently loud enough to disturb other members of the college community.
 27. Theft, copyright infringement or other abuse of computer time. This includes, but is not limited to: unauthorized entry into a file, to use, read or change the contents, or for any other purpose; unauthorized transfer of a file, or use of another individual's identification and password; use of computing facilities or equipment to send, receive or transport obscene, abusive or pornographic messages or images.
 28. Creating a disturbance or distraction through appearance, physical gestures or by wearing or possessing inappropriate clothing, jewelry, bandannas, body decorations or other items in possession deemed extreme or gang-related, and inappropriate for the educational environment.
 29. Engaging in academic dishonesty as defined under the Academic Conduct and Academic Dishonesty policies.
 30. Participating in illegal or unsanctioned solicitation on or off the premises of Northshore Technical Community College.
 31. Loitering or participating in any unapproved, unsanctioned physical presence within a facility or property boundaries of which are owned, maintained, operated, or utilized by Northshore Technical Community College.
 32. Harboring or in possession of unapproved animals on campus.
 33. Engaging in an off-campus offense.

Due Process and Timeframe

Every LCTCS institution must establish a disciplinary procedure as directed by the Board of Supervisors for the Louisiana Community and Technical College System.

Any student accused of violating the Code of Student Conduct should have the right to expect consistent and fair procedures for resolving their situation. Northshore Technical Community College's Associate Provost of Student Affairs oversees all student discipline procedures as well as any judiciary appeal processes involving student complaints. A reasonably prompt timeframe is maintained for all procedures and varies between one week and thirty days with extensions dependent on such factors as the number of witnesses or participants, the involvement of court or criminal proceedings, subsequent findings or additional incidents, and the nature and extent of such incident(s).

With a primary concern for student safety and from the start of the adjudication process and consistent with Title IX standards, both the complainant and the accused are provided protection against retaliatory harassment, may receive tentative immunity for concurrent lesser offenses, may file a criminal complaint against the other student, and may receive counseling as needed. Prior to an initial hearing, the completion of the adjudication process, or an appeals hearing, if it is decided that the accused student has behaved in a manner that significantly endangers the health and safety to the community college and/or the educational process, the student may be removed from

housing and/or the campus until such times as a scheduled hearing is conducted.

Furthermore, all student-based decisions made by administrators, student affairs, divisional deans and/or campus security may be appealed to the Associate Provost of Student Affairs or the Disciplinary Appeals Committee. Final appeal may be presented to the Chancellor of Northshore Technical Community College ONLY AFTER the appeal process has been followed and within three business days following notification of the appeal results from the Associate Provost of Student Affairs.

The following procedure was developed by NTCC.:

Reporting of Incidents

- All reports of student misconduct shall be made in writing to the Dean of Campus Administration at the campus where the incident occurred and the Associate Provost of Student Affairs within five working days of the incident.
- The Dean of Campus Administration shall determine if a violation of the Student Judicial Code has taken place based on the allegation. If an alleged violation is determined to have been committed, a written report to that effect will be made, and this written report will be forwarded within one week of determination to the Associate Provost of Student Affairs for review.
- If the Associate Provost of Student Affairs concurs with the findings, the Dean of Campus Administration will interview the involved student within five working days or as soon as the student can be contacted and immediate action is required.

If the Associate Provost of Student Affairs does not concur with the findings and determines no violation has occurred, the Associate Provost of Student Affairs will discuss the findings with the Dean of Campus Administration. Within five working days of receipt of the determination of violation, a report to that effect will be made, and a written response will be forwarded to the student and grievant that no further action is required.

Immediate Action

Incidents where a disciplinary contract is needed.

- The student will be advised of the decision and of the conditions of the contract. If the student concurs, the proposed contract shall be imposed and the proceedings terminated. A copy of the contract will be placed in the student disciplinary files of the Associate Provost of Student Affairs.

Incidents handled through Resolution Conference

- If the Dean of Campus Administration determines that the alleged misconduct requires disciplinary action of minor nature, a Resolution Conference will be held with the student within five working days of the determination. If a resolution is reached, both parties will sign a resolution statement to that effect.
- If the student declines to accept the decision, the student may file a written request for a hearing before the Student Discipline Committee within five working days of the meeting.
- In either case, the Dean of Campus Administration will file a report of the incident and its disposition with the Associate Provost of Student Affairs.

Incidents referred to Student Discipline Committee

- If the student cannot be resolved through the resolution conference process, the student will be referred to the Student Discipline Committee of the campus where the alleged incident occurred.
- If the Associate Provost of Student Affairs is of the opinion that the matter should be heard by the Student Discipline Committee, the Associate Provost of Student Affairs will inform the student that a notice of the hearing will be forthcoming.

Student Discipline Committee Procedures

- In order to protect the student's guaranteed legal rights, the following procedures will be carried out regarding the rights of students who are to appear before the Student Discipline Committee-to face charges for violation of NTCC regulations.
- The student is to be given written notice of charges against him/her by the Student Discipline Committee at least 72 hours before the hearing.
- The student is to be afforded an adequate and fair hearing on the charges.
- The student is to be permitted to testify, if he/she so desires, and to present the testimony of any competent witnesses who have personal knowledge of any matters or materials relevant to the charges.
- Both the accuser and the accused will be informed that he or she may bring one personal advisor who may attend and advise the student but may not present the student's case.
- The student has the right to face his/her accuser. The accuser and the accused must be present for the hearing to proceed.
- In the event that the person filing the complaint fails to appear (except in cases of unavoidable emergency) at the hearing, the charges will be dropped and the Committee shall so notify the Associate Provost of Student Affairs in writing.
- If the accused student fails to appear after having confirmed written notification of the time/place of the hearing (except in cases of unavoidable emergency), the Committee shall continue with the hearing and make a decision based on evidence presented at the hearing.
- The Committee shall file a written report of the Committee's decision with the Student Affairs Office and the Associate Provost of Student Affairs.
- Either the accused student or the person filing the original complaint may, within five working days of notification, appeal the Committee's decision to the Associate Provost of Student Affairs.
- The accuser and the accused will be notified in writing of the Associate Provost of Student Affairs' decision.
- A copy of this decision will be filed in the judicial file with the Associate Provost of Student Affairs.
- Either the accused student or the person filing the original complaint may, within 10 working days of receipt of the notification, appeal the Associate Provost of Student Affairs' decision to the Chancellor.
- The student will be notified in writing of the decision of the Chancellor.
- A copy of this decision will be filed in the judicial file in the Chancellor with a copy to the Associate Provost of Student Affairs.
- The final appeal for the accused student at the college level is to the Vice President for Student Affairs at the Louisiana Technical and Community College System Office and must be filed within 10

working days of receipt of the decision of the Chancellor. Copies of this appeal and the Vice President's decision will

- also be filed with the Chancellor and Associate Provost of Student Affairs.

Student Status Pending Final Action by a Student Discipline Committee

Pending action on charges, the status of the accused student shall not be altered nor his/her right to be present on campus and attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being or when it is deemed necessary for the protection of the safety of other students, faculty, and/or property. In such an event, the Dean of Campus Administration in consultation with the Associate Provost of Student Affairs will decide if a temporary suspension is warranted. The student will have the right to be present at the hearing.

Student Discipline Committee Members

The Student Discipline Committee will be comprised of a minimum of five individuals appointed by the Dean of Campus Administration. Composition of the Committee is to include faculty, students, and administration. The committee shall consist of the campus Behavioral Intervention Team and the following:

- Student affairs representative (preferably a counseling department unclassified staff member)
- Faculty representative from the student's major area
- Neutral faculty member
- Student representative.

Disciplinary Sanctions

Admonition: written reprimand to the student.

Warning Probation: indicates that further violation of regulations will result in more severe disciplinary action.

Disciplinary Probation: indicates that further violations may result in suspension.

Restitution: reimbursement for damage to, or misappropriation of property.

Suspension of Rights and Privileges: an elastic penalty. The Committee may impose limitations or requirements to fit the particular case.

Failing Grade: may be assigned to a student for a course in which the student was found guilty of academic dishonesty.

Suspension: the student is suspended for a specified period of time and may automatically apply for reentry to the NTCC once this period expires. Student may also have to fulfill special requirements set forth by the Student Discipline Committee prior to re-entry to NTCC.

Expulsion: a student is expelled from the NTCC and may never return to the NTCC.

Falsification of Records

All students must be aware of the importance of supplying correct information on college applications, records, etc. Students should also notify Student Affairs if personal information changes during their enrollment. Students participating in any financial aid program must inform Student Affairs of any changes in circumstances that may alter

their eligibility for such financial aid. Falsification of student records may result in dismissal.

Practical Nursing student records are supplied to the State Board of Practical Nurse Examiners. Pharmacy Technician student records are supplied to the Louisiana Board of Pharmacy. All student records must be true and correct to the best of the student's knowledge. Any falsification of these records will result in the student being penalized at the discretion of the Dean of Campus Administration and/or program regulating boards.

Disciplinary Appeal Procedures

After an original decision is rendered the student (and the victim in a sexual assault incident) shall be given a letter stating the charge(s), sanction(s), and the procedure if the student chooses to appeal. If the sanctioned student (and the victim in a sexual assault incident) wishes to appeal the decision, the appeal must be received in writing to the Associate Provost of Student Affairs no later than 4:00 p.m. within two business days.

The Associate Provost of Student Affairs will determine if the appeal letter has merit. The student will be notified within five business days whether or not their appeal has been granted. If the appeal is granted, the Associate Provost of Student Affairs will appoint the appeals committee, facilitate the hearing; and prepare all supporting information for the appeals committee. Failure to comply with the applied sanctions pending the outcome of the disciplinary appeal may result in further sanctions.

The appeals procedure is a process, which takes place in a college setting, and serves as a community of individuals working together for the benefit of the student and the College environment. Within this framework, the institution embodies the laws of the nation and state, but maintains the authority to govern itself. As such, it produces its own format for adjudicating differences, using the laws of the land as guidelines.

These appeal procedures serve to provide due process in principle and fact. In practice, the procedures are not viewed or intended to be courts; rather, they are procedures with hearings to air differences and seek solutions within the expectations of the academic community.

In light of these principles, individuals may have witnesses for the Appeals Board to interview. In addition, if Northshore Technical Community College utilizes an attorney to present the case, the student shall have similar right to utilize an attorney. Representation by legal counsel is not required, but may be permitted. If counsel is requested, the attorney's purpose is to serve as an Advisor to the student. Should the student plan to have an attorney present, the institution must be informed no less than 48 hours prior to the appeal hearing.

Only the student, legal counsel (if approved for student advising only) and a representative of the college may be present during the appeal hearing. Any witness testifying will appear before the committee only while testifying. The committee will render a final recommendation to the Associate Provost of Student Affairs that:

1. The original decision be upheld; or
2. The original decision be reversed; or
3. The severity of the decision or sanction may be modified (increased or decreased).

At the conclusion of the hearing, a letter will be given to the student within three business days and should state the decision of the Associate

Provost of Student Affairs, and the stipulations, such as a timeframe for vacating the campus, and/or instructions for processing the proper withdrawal papers, length of time for any probation, any restrictions, and/or information regarding appealing to the College Chancellor.

The final appeal to the College Chancellor may be initiated only after the appeal process has been completed. A letter of appeal must be received by the Chancellor's office within three business days of written notification of the committee's recommendation or the decision of the Associate Provost of Student Affairs.

Listed below are additional guidelines for the appeal process.

1. An opportunity will be provided for the accused to present his/her own case and to present other evidence in support of the case.
2. The right to hear evidence and to ask questions of witnesses, through Northshore Technical Community College staff, must be allowed.
3. Northshore Technical Community College has the burden of proving its case by preponderance of evidence. The preponderance of evidence means proof that leads a reasonable person to find the facts at issue are more likely to have occurred than not.
4. A determination of the facts will be based only on the evidence presented.
5. A student may not be compelled to testify on his/her own behalf if the student chooses not to testify. If the student does testify, he/she may be fully, indirectly, cross-examined.
6. After hearing all the evidence, the committee shall determine by a majority vote, or if a hearing officer is used in lieu of a committee (as with the sanction of probation), the hearing officer shall determine if the student violated the policy. The committee by majority vote shall recommend or assess the appropriate penalty.
7. A written statement will be available for the student no later than 3 business days following the proceedings.

In addition to the statements from the appeals board, the right to make a record of the hearing at an individual's own expense should be preserved. Northshore Technical Community College will provide a recording of the proceeding by electronic means, or by notes or minutes taken by an impartial recording secretary. The record will be retained by the institution for a period of three years. Notification to administrators, staff and instructors may be distributed to indicate that the student has been removed from classes if the student's suspension is upheld by the appeal process.

The above constitutes the minimum constitutionally mandated due process. In addition to these guaranteed rights, the following will be Northshore Technical Community College's practice to ensure fairness in serious disciplinary offenses:

1. The right to appeal to a higher authority within the institution.
2. The right to cross-examine witnesses, not directly, but through the appeal committee chair.
3. The right to have counsel at a hearing, not to participate, but to advise.

Student Dress and Appearance Code

The primary purpose of Northshore Technical Community College is to provide students with an education. College officials consider this activity second to none in its importance and believe it should be so regarded by the students. Thus, a mature attitude should be demonstrated by the dress and appearance of the students while attending classes or engaging in other programs or functions on the campus. The student

is expected to maintain the same standards of dress and personal grooming on campus that would ordinarily be maintained by those engaged in other serious activities and employment. Obvious violations of these standards may be subject to disciplinary action.

Academic Dishonesty

An essential rule in every class at NTCC is that any work for which a student will receive a grade or credit be entirely his/her own or be properly documented to indicate sources. When a student does not follow this rule, he/she is dishonest and undermines the goals of the College. Cheating in any form will not be tolerated. Students must not cheat and/or plagiarize any work submitted for credit, whether prepared in or out of class. Responsibility rests with the student to know the acceptable methods and techniques for proper documentation of sources. Instances of any form of cheating will result in formal College action. Additional information regarding the policies, procedures and sanctions associated with academic misconduct can be found in the Student Handbook. Acts of academic dishonesty include:

Cheating

Cheating is the act of deception by a student who misrepresents his mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include copying or allowing someone else to copy work of another student; using a textbook or other material during an examination; collaboration during an academic exercise or giving or receiving information; and using specially prepared materials during an academic exercise, such as notes or formula lists.

Plagiarism

Plagiarism is the inclusion of someone else's actual words or paraphrases, ideas, or data into one's own work without acknowledging the original source. The included material must have appropriate citations such as footnotes or quotation marks and identification of the sources, published or unpublished, copyrighted or not copyrighted.

Collusion

Collusion is defined as the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the scholastic dishonesty rules. Example: Using another person's computer jump drive despite instructions to the contrary or without authority to do so.

Academic Misconduct

Academic Misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling, bribing or giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, "drop form," or other official academic records of the College which would alter grades; and breaking in and/or entering a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

Accessory to Acts of Academic Dishonesty

Accessory to Acts of Academic Dishonesty is the act of facilitating, supporting, or conspiring with another student to commit any form of academic dishonesty.

Falsification/Fabrication

Falsification/Fabrication is the intentional use of invented information or the falsification of research findings with the intent to deceive. Examples include citation of information not obtained from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without express permission of the Instructor; and falsifying information on official school documents such as application, financial aid, and/or scholarship forms.

Attendance Policy

Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. It is expected that students attend all classes and be on time. If an absence occurs, it is the responsibility of the student for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. Students who stop attending class and do not officially drop, withdraw, or resign from the college may receive a grade of "F" for all coursework missed. Absences affect performance in this course and do not reflect well on participation. The instructor reserves the right to drop a student from the course if the student exceeds 10 percent of the total attendance for the course. No student may substitute the attendance of another student.

Student Behavior/Classroom Decorum

Students are encouraged to discuss, inquire, and express during class. Classroom behavior that interferes with either the instructor's ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before coming into the classroom. The instructor reserves the right to assign no credit for work on that day if a student talks or texts on a cell phone or similar electronic device. The classroom is not a place for children, and students are not to bring their family members into the classroom.

Communication Policy

My.NorthshoreCollege.Edu is the official student email communication within Northshore Technical Community College. Therefore, the College has the right to send communications to students via their College email address and the right to expect that those communications will be received and read in a timely fashion. Every student is assigned a My.NorthshoreCollege.Edu. Students can redirect their College email address to an outside email provider. However, the College is not responsible for handling outside email providers, and redirecting their College email address does not absolve a student from their responsibilities associated with communication sent to their official College email address.

Copyright Policy

Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or copy a chapter of a textbook that you did not purchase.

Disability Code

If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify

with the Student Affairs. No accommodations are granted without documentation authorized from Students Affairs.

Firearms Policy

Carrying a firearm or dangerous weapon as defined in R.S. 14:2 by a student or non-student on college property, at a college-sponsored function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon on one's person at any time while on a college campus, on college transportation, or at any college-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within 1,000 feet of any college campus. A zero tolerance policy applies.

1. Whoever commits the crime of carrying a firearm, whether by a student or non student, on school property or in a firearm-free zone shall be imprisoned at hard labor for not more than five years.
2. Lack of knowledge that the prohibited act occurred on or within 1,000 feet of school shall not be a defense.
3. School officials shall notify all students and parents of the impact of this legislation and shall post notices of the impact of this section at each major point of entry to the school. These notices shall be maintained as permanent notices.
4. If a student is detained by the Dean of Campus Administration or other school official for violation of this section or the Dean of Campus Administration or other school official confiscates or seizes a firearm or concealed weapon from a student while upon school property, school function, or on a school bus, the Dean of Campus Administration or other school official in charge at the time of the detention or seizure shall immediately report the detention or seizure to the police department or sheriff's department where the school is located and shall deliver any firearm or weapon seized to that agency.
5. It is unlawful for any person to cover, remove, deface, alter, or destroy any sign or other marking identifying a firearm-free zone as provided in this section.

Grievance Policy

Student grievance, as used in this policy, refers to non-academic and non-financial complaints of students against employees of Northshore Technical Community College. It does not include grade appeals, academic status appeals, admission appeals, student discipline appeals, financial aid appeals, refund appeals, and all other matters that are within the jurisdiction of other committees of the institution.

The procedures contained in this policy are to be followed for all complaints and/or grievances, as defined above, which are filed against employees of the college. NTCC is committed to affording all students, including distance education students, the opportunity for accessibility and due process during the student grievance process. To ensure this, at each step of the process an available distance option will be provided when necessary, i.e. video conferencing for hearings involving online students.

Purpose

To publish NTCC's policy for affording students a process for addressing non-academic and non-financial grievances that students might have against employees of the College.

Definitions

1. **Grievance**
Grievance, as used in this policy, refers to non-academic and non-financial complaints of students against employees of NTCC. It does NOT include: grade appeals, academic status appeals, admission appeals, student discipline appeals, financial aid appeals, refund appeals, traffic citation appeals, or any other matters that are within the jurisdiction of other committees of the institution.
2. **Complainant**
Complainant refers to the student making a complaint or filing a grievance.
3. **Respondent**
Respondent refers to the employee against whom a complaint or grievance has been filed.

Mediation Procedures

1. **General Provisions**
Unless the respondent is a faculty member in whose class the student is currently enrolled, a student who wishes to make a complaint under these procedures, must within ten (10) days of the alleged event either:
 - a. request an appointment with the Campus Dean (or designee) or
 - b. compose a Written Student Complaint and submit it to the Campus Dean (or designee).
 Within five (5) days of the student requesting an appointment or the Campus Dean (or designee) receiving a Written Student Complaint, the Campus Dean (or designee) meets with the complainant to discuss the alleged incident. If in the opinion of the Campus Dean (or designee) no violation of college policy has occurred, the Campus Dean (or designee) so informs the student and makes a written record of the discussion he/she had with the complainant. The complainant may accept the decision of the Campus Dean (or designee) or file a formal grievance using the procedures outlined in Section 5.

If the Campus Dean (or designee) finds that a violation of college policy might have occurred, the Campus Dean (or designee):

 - i. offers to:
 - hold a Mediation Conference during which the complainant has an opportunity to discuss his/her complaint with the respondent, the respondent's supervisor, and the Campus Dean (or designee). [The Campus Dean (or designee) may serve as both the supervisor and mediator.]; or
 - investigate the alleged incident and provide feedback to the complainant without holding a mediation conference;
 - ii. if the incident is deemed to be a potentially serious violation of college policy, informs the complainant that she/he has the option of filing a formal grievance following procedures outlined in Section 5.
2. **Mediation Conference**
A Mediation Conference provides an opportunity for the complainant, respondent, respondent's supervisor, and Campus Dean (or designee) to discuss and attempt to resolve the alleged incident without a Grievance Hearing. When the Campus Dean (or designee) has found that a violation might have occurred, and the respondent has accepted the offer of a Mediation Conference, the Campus Dean (or designee) establishes a day, time, and location for the conference.

He/she notifies, in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location of the conference. In addition, the Campus Dean (or designee) provides the respondent and her/his supervisor with a copy of the Student's written complaint, completed by the complainant, five (5) days prior to the Mediation Conference.

If the respondent chooses not to attend the Mediation Conference, the Campus (or designee), the Campus Dean (or designee) informs the complainant that she/he has the option of filing a formal grievance following procedures outlined in Section 5.

If the respondent chooses to attend the Mediation Conference and chooses to respond in writing, the respondent uses Response to Student Grievance Form. If the respondent chooses to attend the Mediation Conference, and the complaint is resolved to the satisfaction of the complainant, the Campus Dean (or designee) documents the outcome and forwards all documentation to the Associate Provost of Student Affairs to be filed.

If during the Mediation Conference, the complaint cannot be resolved to the satisfaction of the complainant, the Campus (or designee) informs the complainant that he/she has the option of filing a formal grievance following the procedures outlined in Section 5.

3. **Mediation without a Conference**
The Campus Dean (or designee) follows the same procedures (and corresponding time line) as outlined above for a Mediation Conference, but will not hold a face-to-face conference between the complainant and respondent. In these situations, the complainant must provide a Written Student Complaint and the respondent is strongly encouraged to respond to the complaint in writing. If the complaint cannot be resolved to the satisfaction of the complainant, the Campus Dean (or designee) informs the complainant that she/he has the option of filing a formal grievance following procedures outlined in Section 5.

Grievances

1. **Referral to Student Grievance Committee**
If under Section 4 preceding:
 - a. the Campus Dean (or designee) has found that a serious violation of college policy might have occurred;
 - b. or if the complainant has chosen to bypass mediation;
 - c. or if the respondent has chosen not to attend a scheduled mediation conference; or
 - d. or if a complainant is not satisfied with the outcome of a mediation conference;
 - e. and if the complainant has completed and returned a Student Grievance Form within five (5) days of 1 through 4 above to the Campus Dean;
 then the grievance is referred to the Associate Provost of Student Affairs to be submitted to the Grievance Committee. Before forwarding the Student Grievance Form to the Student Grievance Committee, the Associate Provost of Student Affairs attempts to gather any information relevant to the alleged violation of college policy. Together with the Written Student Complaint (if any) and the Student Grievance Form, the Associate Provost of Student Affairs forwards this information to the committee. This information might include:
 - i. notes from interviews the Campus Dean (or designee) conducted with the complainant, respondent, respondent's supervisor, or witnesses (if any);

- ii. notes from any mediation conference conducted as described in Section 4B.
- iii. a brief summary of other complaints, grievances or incidents, on file, found to have merit¹, against the respondent (if any);
- iv. a brief summary of any on-file administrative charges of similar behavior, found to have merit¹, against the respondent (if any);
- v. if the respondent chooses to provide it, his/her written response on the Response to Student Grievance, and any accompanying documentation.

¹ Only complaints, grievances, incidents, charges that were (at the time of the incident or submission of Written Student Complaint) discussed by the respondent's supervisor or Campus Dean (or designee) with the respondent and which were either acknowledged to have happened by the respondent or found to have occurred through the grievance process may be given to the committee.

2. Hearing

- a. Location. All hearings are handled on the campus/site where the alleged violation occurred regardless of the home campus/site of the complainant(s) or respondent(s). Incidents occurring at NTCC sites where no full-time faculty/staff are housed are to be handled on the closest physical campus location.
- b. Scheduling. The Associate Provost of Student Affairs along with the grievance committee schedules a hearing within ten (10) days of receiving the Student Grievance Form.
- c. Notification. Immediately, the Associate Provost of Student Affairs, in writing, notifies the complainant, respondent, respondent's supervisor and the Campus Dean of the day, time, and location of the hearing.
- d. Procedures. In order to protect the rights of all those who might appear before the grievance committee and to provide the respondent with a fair hearing, the following procedures are followed:
 - i. The complainant and respondent are provided written notice of the hearing at least 72 hours in advance;
 - ii. All five appointed members of the committee must be present at the hearing; however, in the event an emergency prohibits the committee member from attending, the Associate Provost of Student Affairs names a replacement.
 - iii. Except in cases of unavoidable emergency, if the complainant does not appear or does not request a postponement in advance, the grievance is nullified;
 - iv. Except in cases of unavoidable emergency, if the respondent does not appear, the hearing will proceed;
 - v. The complainant and respondent are provided the opportunity to testify if they so desire;
 - vi. The complainant and respondent are provided the opportunity to present the testimony, either in writing or orally, of any competent witnesses who have personal knowledge of the grievance;
 - vii. In an advisory capacity only, the complainant and respondent are permitted to have a representative attend the hearing (The representative may not speak to or ask questions of any member of the committee or anyone appearing before it); and

- viii. Both the complainant and respondent (if they choose to attend the hearing) are permitted to be present during all testimony heard by the committee.
- e. Findings. After hearing from all of those who appear and offer relevant testimony, the committee excuses all but its members and retires to consider the grievance. It makes a decision based on the relevant written and oral evidence presented. If the committee finds the grievance has merit, it recommends an appropriate punishment.

Within five (5) days of the hearing's conclusion, the chair of the committee provides, in writing, the Associate Provost of Student Affairs with the committee's findings and recommendations (if any).

The Associate Provost of Student Affairs, within five (5) days of receiving the committee's findings communicates, in writing, her/his disposition to all parties to the grievance and the committee members.

A copy of the committee's findings and Associate Provost of Student Affairs' ruling is filed in the Student Complaint/Grievance Files maintained by the Associate Provost of Student Affairs.

Appeals

The final appeal in grievance cases, at the college level, is to the Chancellor. If the complainant or respondent wishes to appeal the ruling of the Associate Provost of Student Affairs, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the Associate Provost of Student Affairs' ruling.

Within five (5) days of receiving the appeal, the Chancellor notifies, in writing, all parties to the grievance, the committee members, and the Associate Provost of Student Affairs of her/his ruling on the appeal.

A copy of the Chancellor's ruling is filed in the Student Complaint/Grievance Files maintained by the Associate Provost of Student Affairs.

Composition of Student Grievance Committee

The Student Grievance Committee is responsible for making policy recommendations regarding student grievances, and for ensuring that consistency in interpretation of these guidelines is maintained at all hearings. Each year the Vice Chancellor of Academic and Provost appoints the Student Grievance Committee, which consists of a pool of three faculty, two unclassified staff, and one student appointed from each of the following campuses/sites: Sullivan Campus, Florida Parishes Campus, Hammond Area Campus, Southeastern Instructional Service Center, and Lacombe Campus (a total of 10 committee members). The Chair is appointed by the Vice Chancellor of Academic and Provost and serves as a voting member of the committee.

For each hearing, the Associate Provost of Student Affairs appoints five members of the Committee, including the Chair, with two members from the campus/site where the alleged violation occurred. All five appointed members of the committee must be present at the hearing; however, in the event an emergency prohibits the committee member from attending, the Associate Provost of Student Affairs names a replacement.

A committee member may recuse himself/herself from a particular hearing if the committee member feels there might be a conflict of interest in the particular case. In the event a member recuses himself/herself, a replacement, for that hearing, is named by the Associate Provost of Student Affairs.

Sanctions

1. Student Sanctions

A student may be: required to sign/conform to a behavioral contract, placed on probation, suspended from the College, or expelled from the College.

- a. **Behavioral Contract.** A Behavioral Contract is a written agreement which specifies the behavioral expectations that the student is required to follow. A behavioral contract may include, but is not limited to, periodic counseling with a specified staff member, performance of specified assignments, and abstaining from further occurrences of the type that gave to the complaint.
- b. **Probation.** Probation is the loss of privileges, possible loss of employment in the case of students who are employed by the College, campus restrictions, or special restrictions under which a student may remain in college. A record of the proceedings which led to the sanction is kept on file in the Office of the Associate Provost of Student Affairs for a minimum of six (6) months and a maximum of three (3) years. Since probation does not become a part of the permanent record, it is not reported on the official academic transcript. However, if transfer forms require a listing of disciplinary actions, it is reported.
- c. **Suspension.** Suspension is separation from the College for either a specified period or an indefinite period of time. In either case, the student who wishes to return must apply for readmission, and if the student is accepted, he/she may return with either full or curtailed privileges. Since the student must reapply, a record of the suspension is kept in the student's official file in the Registrar's Office and on the applicant file in the Admissions Office until such time the student is readmitted. When the student is readmitted, the record is kept for a maximum of three (3) years. The notation, Disciplinary Suspension, is placed on the student's official academic transcript. This notation is removed after the suspension has expired. However, if transfer forms require a listing of disciplinary action, it is reported.
- d. **Expulsion.** Expulsion is permanent dismissal from the College without the privilege of readmission. Expulsion may include the revocation of any or all academic credits earned at the College. Expulsion becomes a permanent part of a student's official academic transcript. Records of the proceedings resulting in expulsion remain permanently on file in the Office of the Associate Provost of Student Affairs.

2. Employee Sanctions

If sanctions are warranted, the Associate Provost of Student Affairs forwards his/her recommendation to the Director of Human Resources and the appropriate Vice Chancellor within five (5) days. Among measures the Associate Provost of Student Affairs might recommend are:

- a written reprimand;
- suspension with pay;
- suspension without pay;
- demotion;
- removal of tenure; and/or
- termination.

If the final recommendation involves termination, revocation of tenure, or separation, additional due process procedures are required and initiated by the College HR department.

Timeline for Procedures

1. Mediation

- a. Within ten (10) days of the alleged incident¹, a student must either:
 - i. request an appointment with the Associate Provost of Student Affairs (or designee); or
 - ii. complete a Written Student Complaint and provide that report to the Campus Dean (or designee).¹
- b. Within five (5) days of the student's requesting an appointment or filing a Written Student Complaint, the Campus Dean (or designee) meets with the complainant to discuss the alleged incident.
- c. Within ten (10) days of meeting with the complainant, if the Campus Dean (or designee) has found that a violation of college policy might have occurred and the complainant accepts the offer of a mediation conference, the mediation conference will be scheduled.
- d. At least five (5) days prior to holding a mediation conference, the Campus Dean (or designee) notifies, in writing, the complainant, respondent, and respondent's supervisor of the day, time, and location for the conference and provides the respondent and her/his supervisor with a copy of the Student Complaint, completed by the complainant.

¹ If, at the time of the alleged incident, the respondent is a faculty member in whose class the student is enrolled, the complainant has until ten (10) days following the official end of that semester to provide a Written Student Complaint to the Campus Dean (or designee) or meet with the Campus Dean (or designee) to discuss the incident.

2. Grievance

- a. If the complainant rejects mediation, the complainant must file a Student Grievance Form within five (5) days of meeting with the Campus Dean (or designee).
 - If under Section 9A, the Campus Dean (or designee) has found that no violation of college policy has occurred and the complainant wishes to proceed with the grievance, the complainant must file a Student Grievance Form within five (5) days of the Campus Dean (or designee)'s finding.
 - If a mediation conference is held and the respondent fails to appear, the complainant has five (5) days to file a Student Grievance Form.
 - If a mediation conference is held and the complainant is not satisfied with the results of the mediation conference, the complainant has five (5) days to file a Student Grievance Form.
 - Within five (5) days of receiving a Student Grievance Form, the Associate Provost of Student Affairs refers the grievance to the Student Grievance Committee.
 - Within ten (10) days of receiving the Student Grievance Form and accompanying documents the Associate Provost of Student Affairs and Student Grievance Committee schedules a hearing.
 - In writing, at least three (3) days in advance of the hearing, the Associate Provost of Student Affairs notifies the complainant, respondent, respondent's supervisor, and the Campus Dean of the day, time, and location of the hearing.
 - Within five (5) days of the hearing's conclusion, the chair of the grievance committee notifies, in writing, the Associate

Provost of Student Affairs, of the committee's findings and recommended punishment (if any).

- The Associate Provost of Student Affairs communicates, in writing, his/her disposition to all parties to the grievance, the committee members, and the Chancellor within five (5) days of receiving the committee's findings.

3. Appeal

If the complainant or respondent wishes to appeal the ruling of the Associate Provost of Student Affairs, the complainant or respondent must file his/her appeal, in writing, with the Chancellor within five (5) days of being notified of the Associate Provost of Student Affairs' ruling.

- Within five (5) days of receiving the appeal, the Chancellor will notify, in writing, all parties to the grievance, the committee members, and the Associate Provost of Student Affairs of her/his ruling on the appeal.

Note: Only grievances, incidents, and charges which were (at the time of the incident or incident report) discussed by the respondent's supervisor or Dean of Campus Administration with the respondent and which were either acknowledged to have happened by the respondent or found to have occurred through the grievance process may be given to the committee. Cases where the grievance is not settled at the institutional level may be reported to NTCC's accrediting agency, the Council on Occupational Education (COE).

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone (Local): (770) 396-3898
Telephone (Toll-Free): (800) 917-2081
Fax: (770) 396-3790

Anti-Bullying Policy

Recognizing and addressing bullying is paramount to ensuring a safe and healthy campus environment that is conducive to learning and that protects the rights of individuals. Northshore Technical Community College defines "bullying" as severe or repeated use by one or more individuals of written, verbal, or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person's rights, and/ or may disrupt the campus environment.

Any individual who believes that he/she is the subject of bullying or who has knowledge of bullying behavior should immediately report such conduct to Student Services personnel, faculty, staff, or Campus Security personnel. Complaints of bullying will be investigated promptly and in an impartial and confidential manner as possible. Retaliation against any individual reporting such conduct will not be tolerated.

Any individual who is found, after appropriate investigation, to have participated in bullying is subject to disciplinary action per the institution's current policies which govern faculty, staff, and students.

Complaints of bullying may be reported to the following:

- Associate Provost of Student Affairs: (985) 545-1239
- Assistant Directors of Student Affairs
- Campus Deans

- Campus Security
- Any faculty or staff

Anti-Hazing Policy

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) and Northshore Technical Community College (NTCC) are committed to providing a supportive educational environment free from hazing; one that promotes its students' mental and physical well-being, safety, and respect for one's self and others. In an effort to maintain safety and in accordance with Louisiana Revised Statute 17:1801.1, 14:40.8, 14:502, mandatory Acts 635, 637 and 640, as well as the Board of Regents' Uniform Policy on Hazing Prevention and LCTCS Policy #2.003, hazing in any form is prohibited at NTCC for all students who participate in the institutions' activities and organizations. Please review the entire Anti-Hazing Policy (<https://campussuite-storage.s3.amazonaws.com/prod/1558527/b8284a7c-b2b7-11e7-934d-0ad27657f4d8/1849993/e93b9180-de05-11e8-a91c-12c9463cad38/file/SA%20006%20-%20Hazing%20Policy%202.pdf>) for more details about the policy.

Campus Free Express Policy

Northshore Technical Community College (NTCC) deems the free and open inquiry into all matters fundamental to the mission of higher education and is committed to the preservation of the lawful, free expression of ideas at all of its campuses, subject only to reasonable time, place, and manner restrictions. All campuses of NTCC shall allow and protect non-commercial expressive activities by students, administrators, faculty members, staff members, and invited guests in accordance with all applicable laws and the campus free expression policy. Please review the entire Campus Free Expression Policy ([https://campussuite-storage.s3.amazonaws.com/prod/1558527/b8284a7c-b2b7-11e7-934d-0ad27657f4d8/1849994/f267e358-de05-11e8-93ce-12c9463cad38/file/SA%20007%20-%20Campus%20Free%20Expression%20Policy%20\(2\).pdf](https://campussuite-storage.s3.amazonaws.com/prod/1558527/b8284a7c-b2b7-11e7-934d-0ad27657f4d8/1849994/f267e358-de05-11e8-93ce-12c9463cad38/file/SA%20007%20-%20Campus%20Free%20Expression%20Policy%20(2).pdf)) for more details about protected and unprotected speech.

Student Judicial Code

Northshore Technical Community College has the legal right and moral obligation to establish rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet/maintain these standards identified as "responsibilities" as well as other rules of the College and its programs. Counseling and/or sanctions will be imposed on students or student organizations that are found in violation of these standards. The NTCC reserves the right to review any action taken by civil or judicial authorities regarding any Northshore Technical Community College student or student organization. All students admitted to the College accept the responsibility to conform to all NTCC policies and regulations.

The College will make every reasonable effort to make the policies and regulations available. Each student is responsible for becoming familiar with and abiding by them. All student disciplinary procedures are in accordance with the policy of the Board of Supervisors for the Louisiana Community and Technical College System.

Purpose

The basic philosophy of the policies and procedures in the Student Judicial Code is one of education and fair, prompt resolution of problems. The focus of the Code is on growth and development of the individual student by encouraging self-control, by publishing clear behavioral

guidelines (rules and regulations) and by fostering the rights and privileges of others. Regardless of how a case is processed, the goals are the same: to redirect the behavior of the student in acceptable patterns and to protect the rights of all students and the entire College.

There exists a fundamental difference between the nature of the Student Judicial Code and that of criminal law. The Code is not intended to resemble the policies or procedures of the criminal justice system. Rather, it involves a closed, informal hearing. The rules of criminal law are neither required nor necessary to achieve the educational goal of the Student Judicial Code. NTCC is a multicultural community composed of diverse students, faculty, and staff. NTCC will not tolerate harassment of any person or group of persons based on sex, race, color, religion, age, national origin, disability, sexual orientation or marital or veteran status. Each member of the College is held accountable to this standard which is strongly reflected in this Code.

Student Rights

In order to preserve and to guarantee students of NTCC those conditions indispensable to the full achievement of the objectives of higher education in a free democratic society, the College holds the following rights essential to the development of students as individuals and to the fulfillment of their responsibilities as members of society:

- The right of every person to be considered for admission to NTCC without regard to race, color, sex, age, disability, national origin, religious or political beliefs, sexual orientation, or marital or veteran status.
- The right to form and participate in campus, college, local, national, or international organizations for intellectual, religious, social, political, economic or cultural purposes when such organizations do not infringe upon the rights of others.
- The right individually or in association with others to engage freely in off-campus activities, provided they do not claim to represent the College.
- The right to form and maintain democratic student governance.
- The right to use campus facilities, provided the facilities are used for the purpose contracted subject to the approval of the appropriate college official.
- The right of students to invite and hear speakers of their choice subject to the approval of the appropriate College official.
- The right to address concerns in course scheduling, curriculum, or faculty through proper channels.
- The right to due process in all disciplinary matters and the right to appeal to the proper authority or committee.

STUDENT GENERAL POLICIES

Quick Links Page Navigation:

Student Responsibilities

It is the responsibility of every student to conduct him/herself in a manner fitting an academic environment. In most cases, the exercise of good sense and judgment prevail. The following acts as set forth by Louisiana Legislative Act and LCTCS Board of Supervisors policy are contrary to acceptable conduct. Any student who commits or attempts to commit any acts such as, but not limited to, the following, will be subject to disciplinary proceedings:

- Intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event.
- Unauthorized entry into or unauthorized occupation of any college facility.
- Physical abuse or threat thereof against any person on campus or at any college-authorized event, or other conduct which threatens or endangers the health and safety of any such person.
- Theft or damage to personal property or to the property of the College.
- Intentional interference with the right of access to College facilities or with any lawful right of any person on the campus.
- Setting a fire on campus without proper authority.
- Unauthorized use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials on the campus.
- Academic dishonesty, such as cheating or plagiarism.
- Knowingly furnishing false information to the College.
- Forgery, alteration, or misuse of college documents, records or identification;
- Use, possession or distribution of narcotic or dangerous drugs such as marijuana, hallucinogens, and other drugs which are not prescribed or expressly permitted by law.
- Failure to comply with the directives of Campus officials and law enforcement officers acting in performance of their duties or to identify oneself to these officers when requested to do so.
- Conduct which adversely affects the student's suitability as a member of the academic community (such as drunkenness, use of profanity, or disorderly conduct).
- Aiding or inciting others to commit any act set forth above.
- Smoking in any College facility.
- Gambling in any form on college property.
- Use or possession of any alcoholic beverage on campus except at functions as approved by the Chancellor.
- Misuse or Abuse of Computer Equipment, Programs, or Data - Unauthorized use of computing resources or use of computing resources for unauthorized purposes is prohibited. This may include but is not limited to such activities as accessing or copying programs, records, or data belonging to the College or another user without permission; attempting to breach the security of another user's account or deprive another user of access to the College's computing resources; knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks; using the College's computing resources for

personal or financial gain; allowing non-college personnel access to college computing resources; displaying obscene, lewd, or sexually harassing images or text in use of college computing services; transporting copies of College programs, records, or data to another person or computer site without written authorization; attempting to destroy or modify programs, records or data belonging to the College or another user.

Live-Work Policy

As part of their training, students may be involved in actual "live-work" projects in which competency skills are taught. The College maintains this policy for work done under this premise:

1. Work is limited to property of students, College employees, civic enterprises, and charitable organizations.
2. Requests for work must be approved by the instructor, who will assign a student to the project and note competencies/courses of instruction to be addressed.
3. The Dean of Campus Administration must approve the request.
4. All costs involved in the work (parts, supplies, etc.) must be borne and provided by persons requesting the work.
5. The student performing the work, the instructor supervising the work, or the College will not be liable for losses that might occur in connection with the work.
6. Work Order Request forms are available in the Administrative Office and/or from the program instructor.

Parking and Traffic Policy

Northshore Technical Community College will provide adequate parking space for all students, faculty, staff, and visitors. NTCC will also provide adequate handicap parking and enforce its proper use.

Regulations

- Vehicles are to yield to pedestrians at all times.
- Parking permits are required at all times.
- All students, faculty, staff, and visitors on campus must register for a NTCC parking permit and learn to obey traffic and parking regulations.
- All vehicles on campus must comply with all city ordinances and state laws relating to motor vehicles in order for the NTCC parking permit to be valid.
- Specialty or oversize vehicles may only park in special designated areas by special arrangement with the NTCC campus.
- NTCC parking permits must be visibly placed on the vehicle's review mirror.
- All lost or stolen NTCC parking permits must be reported immediately.
- NTCC parking permits may not be transferred to another individual who is not entitled to it.
- Operation or parking a vehicle on campus without a properly displayed permit will result in the issuance of a citation. Any vehicle receiving three or more citations can be towed at the owner's expense.
- Parking hours are 7:00 am to 10:00 pm Monday through Friday.
- A visitor to campus is defined as a person who is not affiliated with the NTCC as an employee or student. This definition excludes those persons, including spouses and family members, who operate a vehicle on campus for the benefit or convenience of any employee or a student. A visitor who receives a ticket must contact the phone number on the ticket

- Loading zones are designated by signs. These locations are closed to parking except by authorized vehicles at all times. Except for commercial vehicles making deliveries and authorized NTCC vehicles, no one may legally operate or park a vehicle in a loading zone without special permission from the NTCC campus. Flashers must be on at all times when parked in loading zones.
- Parking on a red curb is prohibited at all times. Any vehicle parked, stopped, or standing at any time by a red curb will be ticketed and/or towed.
- Parking at yellow curbs, on or over yellow lines, or at blue curbs, curb cuts, and ramps reserved for the use of wheelchairs is prohibited at all times, to ensure pedestrian and vehicular safety by providing better visibility. Any vehicle parked, stopped, or standing at a blue curb, cut out, or ramp will be ticketed and/or towed.
- Reserved parking spaces, designated by signs or curb lettering, are open only to the person for whom the space has been designated or to a specific vehicle owned by the NTCC. Unauthorized vehicles parked in reserved spaces and/or areas will be ticketed and/or towed.
- Only students or employees who have a handicapped/disabled automobile license plate or placard will be eligible for a handicapped parking space. A student may be eligible for a special medical parking if she or he has a temporary medical problem that affects walking. This temporary medical permit may be issued after obtaining appropriate certification from a physician and will be issued a temporary medical permit for a stated period of time. Students needing any additional information about medical parking should contact the NTCC campus.
- All parking rules are in effect during special events unless authorized by a NTCC official. Some areas may be designated as temporary special event parking.
- Driving or parking on the lawn, sidewalk, grass areas, or any other area not marked or authorized for motor vehicle parking.
- Failure to park evenly between lines or parking more than one foot from the header or curb.
- Occupying more than one parking space.
- Careless driving, e.g., speeding, backing into a traffic sign, light pole, etc.
- Any hazardous parking or operation of a vehicle not specifically listed as a NTCC citation.

Fines

Citations for violating NTCC regulations are subject to the following:

- All violations result in a \$5.00 fine per violation.
- All violations are subject to vehicle tow.
- All violations are subject to student grades being withheld.
- All violations are subject to a ban from driving on NTC property.

Vehicle Ban

Flagrant violations of the NTCC regulations may result in vehicle ban, which is the loss of the privilege to operate a vehicle on a NTCC campus. A vehicle ban can be issued based on the following:

- Any combination of the NTC citations totaling three or more, with the duration of the ban to be determined by the facts of each individual case. Once an individual is banned, the total number of unpaid fines must be paid to have the ban lifted.
- Failure to give the correct information to a NTCC campus.

Appeals

Any appeal must be made in a timely manner to the Dean of Campus Administration during normal business hours. Appeals of tows made after the vehicle has been released must be made on the next business day. NTCC citations may be appealed through the NTCC hearing process, provided that such appeals are filed in writing with the NTCC office within seven calendar days. Failure to file an appeal within the time frame will result in the loss of the right to appeal.

Bicycles

Regulations have been established to provide for the orderly movement and parking of bicycles on campus. In using bicycles on campus, the rights and safety of others should be considered at all time.

- Bicycle riders are subject to the same rules as motor vehicle operators and should ride on the left side of the street, obey all traffic signs, and give hand signals.
- Bicycles will not be ridden on sidewalks and lawns.
- Bicycles will be parked in bicycle racks or in other designated parking areas.
- Bicycles may not be operated or parked inside buildings, on sidewalks, in passageways to buildings, in any location impeding pedestrian and vehicular movement, or in such a way to create a hazard.
- Bicycles will be chained only to bicycle racks.
- Persons violating bicycle regulations will be ticketed and fined. Severe violations may result in the bicycle being impounded.

Violations

Traffic and parking violations on campus will result in the issuance of a traffic citation, towing of the vehicle, and/or banning the individual from operating a vehicle on campus.

Citations are written for violations of the NTCC traffic and parking regulations that are not violations of state law include the following:

- Failure to obtain a permit from the NTCC office and to properly display this permit on a vehicle parked on campus. Receipt of three or more unregistered tickets for failure to park with a properly displayed permit can result in that vehicle being towed and the individual being banned from operating a vehicle on campus until all outstanding fines are paid.
- Parking, stopping, or standing in a space reserved for the handicapped/disabled or at a curb cut or ramp marked blue or signed for wheelchairs.
- Parking out of an individual's designated zone, as indicated on the permit.
- Obtaining a permit by fraud or using a permit for other than its authorized purpose.
- Parking, stopping or standing in a fire lane marked with a red curb or storage of a motor vehicle that would cause NTCC to be in violation of the Fire Marshal regulations, parking in such way as to create a hazard or restrict normal vehicular traffic or parking, e.g., parking in the travel portion of a street or the travel lane of a parking lot or an entrance to a parking lot, parking in a service drive not marked for parking, parking in a loading zone, at any place marked "tow away," at a yellow curb or area, in a reserved space, marked "no parking."

NTCC is not responsible for the theft or vandalism in NTCC parking lots; students, faculty, staff, and visitors are urged to lock their vehicles at all times while parked on campus.

Student Records and Data

The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), ensures students access to their educational records maintained by the College, Region or technical college campuses 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.

A student is any individual for whom the College maintains an educational record; the term does not extend to a person who applies for admission until he/she has actually attended within the College.

An individual claiming a student as his/her dependent shall provide to Student Affairs an affidavit satisfactorily stating that the student whose records are requested is a dependent of the affiant, as defined by Section 152 of the Internal Revenue Code of 1954. At the College's discretion, a copy of the IRS Form 1040 may be appropriate. Parents of dependent students have the same rights to access as do students, as noted above.

Educational Records

Records are those records directly related to a student and are maintained by the College or a party acting for the College. The term does not include:

- Records of faculty members, deans, directors, or other College personnel which are in the sole possession of the maker and are not accessible to or revealed to any other individual except a temporary substitute for the maker of the record;
- Records of physicians, psychologists, and other professional persons who provide professional services to the student which are part of the program of instruction of the program area and which are not disclosed to anyone without the student's consent;
- Records containing only information relating to a person, after that person was no longer a student of the College or the campus.

Personally Identifiable Data

This information is that which, when associated with an educational record, allows the record to be identified with a specific person. This information includes:

- The name of the student, the student's parent or other family member, the address of the student or student's family.
- A personal identifier, such as a Social Security number or student number.
- A list of personal characteristics which would make the student's identity easily traceable or other information which would make the student's identity easily traceable.

Directory Data

This information is available to the public or specified sectors, which may or may not be published in the Student Directory or other publications. Directory information is defined as follows:

- Student's name, local address, and telephone number
- Student's home address
- Student's email address

- Date/place of student's birth
- Student's major field of study/classification
- Dates of student's attendance
- Degrees, awards, and honors received by student
- Most recent or previous educational institution attended by the student

Student Request to Withhold Release of Information

Students who wish to withhold any information in these categories should complete a form available in Student Affairs by the seventh class day in any semester and indicate which items should not be considered directory information. The hold will remain in effect until the student requests that it be lifted. Only currently enrolled students may place a hold on the release of directory information. To gain access to their educational records, students must submit a written request which identifies, as precisely as possible, the record(s) the students wish to inspect, or students must provide adequate personal identification to Student Affairs.

Search And Seizure

Lockers and desks are the property of NTCC and are loaned to students for the purpose of assisting them in obtaining an education. As the property of the College, they are subject to search for any contraband at any time upon the reasonable belief of the Dean of Campus Administration that said lockers and desks may contain material which is not allowed on the campus. Bringing a tool box and operating a motor vehicle are privileges granted to students. The granting of these privileges is conditioned upon the consent of the students to a search by the College administration of said tool boxes or motor vehicles that may be on campus in order to determine if said tool boxes or motor vehicles contain material which is not allowed on the campus.

This search and seizure policy applies to materials such as weapons, illegal substances or drugs, alcoholic beverages, and other similar material. Local law enforcement authorities may be included in this process if the Dean of Campus Administration determines a need for such involvement.

Sexual Harassment Definition And Policy

By definition, sexual harassment is any unsolicited, non-reciprocal behavior that emphasizes an individual's sexuality over her/his function as a worker. On this campus, the potential of sexual harassment exists among students, faculty, and staff. It is the objective of to establish and enforce policies that build a work site where all employees and students are treated fairly and can perform job assignments in a non-threatening environment.

All training programs are open to members of either sex without regard to the traditional sexual identification associated with the occupation. Students are encouraged to consider enrollment in non-traditional training programs.

Any individual who feels that he/she has reason to file a charge of sexual harassment against another member of the college community should meet with the Dean of Campus Administration within seven days of the occurrence of the incident and receive the Human Resources Policy regarding harassment. Posters regarding harassment are posted throughout the campus. Sexual harassment complaints will be processed in accordance with the procedures outlined for grievances.

Substance Abuse And Drug-Free Policy

Northshore Technical Community College strictly adheres to the "Student Drug-Free School Policy for Technical College System" established by the LCTCS Board of Supervisors.

NTCC assumes that students have developed mature behavior patterns, positive attitudes, and acceptable conduct conducive to this environment. Therefore, we are committed to maintaining a safe and healthy college free from the influence of substance abuse. As a result, each facility has been designated a Drug/Alcohol-Free Zone. In addition, NTCC complies with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institute and Communities Act Amendment of 1989.

Each new student is given the following information during new student orientation:

- NTCC's policy of maintaining a drug-free workplace and campus.
- Statement that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on campus property or as part of any of its activities.
- Description of health risks associated with the use of illicit drugs and the abuse of alcohol.
- Listing of area rehabilitation, treatment, and counseling services.
- A clear statement that the College will impose disciplinary sanctions on students and employees (consistent with local, state and federal law) and a description of those sanctions, up to and including expulsion or termination of employment/student status, and referral for prosecution, for violations of the standards of conduct (a disciplinary sanction may include the completion of an appropriate rehabilitation program).

Weapons on Campus

With the exception of duly authorized law enforcement officers, carrying a firearm or dangerous weapon by anyone on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful, and violators shall be subject to criminal charges and campus discipline. Zero tolerance policy applies on each campus within NTCC.

Visitors

Visitors are welcome and are invited to visit the college. Each visitor must sign in with the administrative office before touring the college or visiting classes. A visitor's pass will be issued and returned at the end of the visit. Visitors must adhere to safety policies. Since classes are in progress, visitors should make child care arrangements for small children.

STUDENT GOVERNMENT ASSOCIATION

Quick Links Page Navigation:

Northshore Technical Community College has established Student Government Associations, which operate under a Constitution that is prepared by and for each campus and is approved by the Chancellor. The Student Government Association (SGA) on each campus will be assigned an advisor who will serve as a liaison between the SGA and the College administration. Each Dean of Campus Administration will designate the advisor with the approval of the Associate Provost of Student Affairs.

The Dean of Campus Administration in charge of the SGA on each campus has overall responsibility for ensuring that the Student Government Association is administered in accordance with the Board of Regents (BOR) Council of Student Body Presidents (COSBP) Constitution, policies of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors, and the guidelines of this memorandum. This policy and procedures memorandum applies to the Student Government Associations (SGAs) on the Campuses of Northshore Technical Community College and on any campuses that may be developed in the future.

Mission

The mission of the Student Government Association is to provide vital co-curricular activities to enhance individual student development; promote social and recreational activities; promote participation in self-government; and promote the high standard of education at NTCC. The administration of NTCC recognizes the benefits to be derived by the student body and the institution from an active Student Government Association and encourages active participation by all students. Northshore Technical Community College, by vote of the student body and with the approval of the LCTCS Board of Supervisors, has established a self-assessment fee for the fall semester, spring semester, and the summer session as part of each student's registration costs. Because Student Government Associations are approved campus organizations, their activities come under the auspices of the College and necessary procedures and controls must be developed and implemented to ensure SGA functions and activities are in compliance with the policies of the LCTCS Board of Supervisors and statutory requirements of the State of Louisiana.

Membership

All students of NTCC who pay self-assessed fees are members of the SGA. This membership permits students to participate in student-sponsored activities and other benefits financed by student activity fees.

Election and Compensation of Officers

Each spring semester there will be an election of Student Government Association Officers. This election will be conducted by incumbent SGA officers and supervised and coordinated by the SGA advisor and the Dean of Campus Administration in charge of the SGA on each campus.

- A waiver of in-state tuition exclusive of self-assessed fees will be granted for the fall and spring semesters and summer session to the four elected SGA officers.

- Tuition waivers for each campus SGA will not exceed the costs of four full-time equivalent students and will remain in effect for the duration of the respective terms of office.
- Receipt of tuition waiver by the above-listed SGA officers shall be contingent upon performance of assigned duties and tasks as set out and defined in the respective SGA Constitution.

In order to run for SGA Office and be elected, the students must:

- Be enrolled in and maintain at least 9 credit hours; SGA presidents who wish to run for the office of Executive President must be enrolled in 12 credit hours.
- Be in good academic standing.
- Maintain the required cumulative and semester grade point average (G.P.A.) as deemed by the SGA Constitution. Executive Officers (i.e., President, Vice President, Secretary and Treasurer) must be degree-seeking and may not serve as officers more than two consecutive academic years.

Budget Cycle and Calendar of Events

- During the spring semester, the SGA officers on each campus, under the supervision of the SGA advisors, will prepare the SGA calendar of events for the next academic year and the annual budget to support these activities.
- The proposed budget will be prepared on the budget forms used by the College for its budget, and will be reviewed by the Dean of Campus Administration in charge of the SGA on each campus prior to being presented to the SGA Senate for approval.
- Development of the annual budget is established by vote of the student body at the SGA monthly meeting. The current budget allocation of funds is listed in Attachment A, "Fee Amounts and Budget Allocation of Student Self-Assessed Funds."
- Once the SGA budget has been approved, the SGA calendar of events for the following academic year will be submitted for inclusion in the campus planning calendar.

Functions

- An NTCC Official Function Request Form should be completed at least two weeks prior to a planned event.
- This request will be initiated by the SGA President, approved by the SGA Advisor, and presented to the Dean of Campus Administration in charge of the SGA on the campus, Associate Provost of Student Affairs, and the Regional Director for final approval.
- When alcoholic beverages will be served, the Chancellor or his/her designee will grant final approval.

Procurements

General Provision: All financial transactions must follow College and State of Louisiana rules and regulations.

Professional Services Contracts

- If the SGA function or activity requires the expenditure of funds for professional, consulting, or personal services (hiring a band, for example) a Contract for Professional, Personal, or Consulting Services must be completed and processed in accordance with current college policy regarding the use of Professional Services Contracts.

- It is noted that the Chancellor and Senior Vice President for Workforce Development are the final approval authority and his/her signature must be obtained before the contract can be entered into.
- The SGA must submit a professional services contract at least ten days in advance of performance (or services rendered) for approval.

Payment of SGA Contractors

- Each person or group performing services under a Professional Services Contract must submit an invoice covering the services rendered.
- The invoice must include the social security or employer identification number and the address of the person or the group.
- The SGA Advisor will certify that the services were furnished as indicated on the invoice.
- The contractor's invoice with this certification must be submitted to the Finance Office for payment. Additional forms may be necessary for payment.

Travel

- All travel must be authorized through the College's normal professional leave and travel authorization request process.
- Each request must be submitted at least two weeks prior to the conference or activity.

Printing and Photocopying Requests

Requests for printing and photocopying for all Student Government Associations must be approved by the respective SGA advisor in addition to the appropriate signature authorities and proofing channels, as deemed by the College's established policies and procedures on photocopying and printing.

Inventory of SGA Equipment

- All property procured by or assigned to the SGA is property of NTCC and will be tagged with a State of Louisiana identification tag and included on the College's master inventory file.
- Before the end of each spring semester, the SGA Advisor on each campus will obtain from the College's Property Control Officer the official list of all property assigned to that SGA Office. The incoming SGA President, under the supervision of the SGA advisor, will conduct a physical inventory of all property assigned to the SGA office.
- Upon verification of the SGA inventory, the outgoing SGA president will sign for release of and the incoming president will sign to assume responsibility for this property.

Financial Records

- The Finance Office is responsible for maintaining a separate SGA account for self-assessment fees used to finance SGA activities and all SGA expenditures for the main campus and all branch campuses.
- At the end of each fiscal year, all unexpended monies will be available and will carry over into the next fiscal year.
- The Finance Office will provide a Quarterly Statement of Income and Expenditures to the Dean of Campus Administration in charge of the SGA on each campus with a copy to the SGA President.
- Any funds raised through an SGA sponsored event should be deposited in the NTCC's bank account. These funds will be held for the exclusive use of the SGA.

STUDENT TECHNOLOGY FEE PROGRAM

Quick Links Page Navigation:

Overview

Students enrolled in the Northshore Technical Community College contribute to a Student Technology Fee Program each semester, referred to as Technology Fees. The Technology Fees assist with all major technology efforts of the NTCC that are designed to enhance the learning process for students. This fee was approved by the Student Government Associations of the campus as authorized by the Louisiana Legislature in Spring 1997. The process used to determine which projects or new initiatives are pursued is outlined in this proposal to establish criteria and guidelines for Student Technology Fee proposals.

This policy applies to students, faculty, and staff who are submitting a Technology fee proposal. Technology fees collected by the NTCC will be used for the purpose of enhancing instruction and improving the infrastructure and technical capacity of the NTCC.

Call for Proposals

Funds collected by the NTCC as Student Technology Fees may be used for proposals that fit within the following:

- Maintenance and/or replacement of personal computers used by students or in the instructional process.
- Addition of computer labs, other instructional technology such as video instruction and the electronic classroom and the lab personnel for such labs.
- Student services which may include items such as imaging equipment, student copying center, etc.
- Student life enhancements which may include items such as smart cards, e-mail accounts, web access, etc..
- Maintenance and expansion of network infrastructure, possibly including expansion of network to offcampus sites.
- A maximum of 5% of the total funds may be allocated for consumable supplies. The remaining 95% will be allocated for other technology related campus expenditures.
- Other projects, as approved by the Campus Technology Fee Committee/NTCC Technology Fee Council.

Proposal Format

Each proposal must be described on, Proposal for use of Technology Fees Form (Attachment A—FIN-008). All sections of this form must be completed. There should be one attachment A (FIN-008) form which details each item per campus or college. There should not be multiple attachment A form for each item per campus or college.

A completed requisition form must be attached for each item requested in the proposal. All requested information must appear on the requisition form. The NTCC purchasing procedures should be reviewed and adhered to for each purchase.

Proposals must reach the Dean of Campus Administration or Campus Technology Fee Committee Chair (as appropriate) by the published deadline. No late proposals will be accepted.

Proposal Selection

Student Proposals

Students will submit their proposals to their campus' Student Government Association (SGA) for their review and recommendation. Student proposals related to academic programs must be submitted through the faculty in that discipline to the Dean of Campus Administration.

Each campus SGA will study each proposal, prioritize each proposal and submit in priority order its recommendations to the Campus Technology Fee Committee.

Faculty/Staff Proposals

Faculty/Staff will submit their proposals to their Dean of Campus Administration. Each campus will have divisional committees that will evaluate and prioritize proposals submitted to the Dean of Campus Administration. Proposals that are approved at that level will be sent to the NTCC Technology Fee Council for consideration.

Administrative Proposals

Administrators will submit their proposals to the Vice Chancellor of Academic Affairs and Provost. Administrative Proposals must enhance instruction and improve the infrastructure and technical capacity college-wide. Proposals will be sent to the NTCC Technology Fee Council for consideration.

Committee Procedures

At the first meeting of the Campus Technology Fee Committee, held in the week following the 14th class day of the fall and spring semesters, the Chair of the Campus Technology Fee Committee will distribute a summary of the funds available in the Technology Fee Account to the Campus Technology Fee Committee members.

Funds will be allocated to each campus for consumable supplies. The amount allocated for consumable supplies will be determined by the NTCC Technology Fee Council on an annual basis, with a maximum of 5% of total funds being allocated for consumable supplies.

The remaining 95% will be allocated for other technology related campus expenditures. (Note: Final Expenditure Approval Authority will remain with Chancellor.)

Each Campus Technology Fee Committee will review the proposals submitted and determine which proposals to submit to the NTCC Technology Fee Council for consideration.

Two weeks following the Friday of the week of the 14th day of fall and spring, the Campus Technology Fee Committees will begin to accept proposals for the academic year.

In October (for Fall) and March (for Spring), the NTCC Technology Fee Council meets to review and process proposals.

For March (for Spring), all decisions regarding proposals must be completed to allow for purchases prior to the end of fiscal year deadlines.

Note: At each level of the process, any proposal that is not recommended for funding will be returned to the principle investigator not recommending the proposal.

Requisition Procedures

The NTCC Procedure #FIN-005 for Purchasing and Receiving will be used for all purchases within the NTCC. Each original Technology Fee Proposal should be submitted with each requisition to the NTCC Finance Department.

Funds for consumable supplies as allocated to each campus will be added to each campus; Technology Fee consumable account following the approval of the NTCC Technology Fee Council and the Chancellor.

Requisitions for computer purchases will be reviewed by Chief Information Officer. All technology requests Campus Technology Fee Committee must be aligned with the college-wide technology plan. A designated representative most familiar with the product to be purchased will review all other requisitions for purchases. This review will assist in assuring the most appropriate technology for the purposes outlined in the proposals is being purchased.

Campus Committee Members

Committee evaluates proposals received by the Dean of Campus Administration and makes recommendations to the NTCC Technology Fee Council.

- Dean of Campus Administration (Chair)
- Campus SGA President and Two NTCC Students
- Two Faculty Representatives

NTCC Technology Fee Council

Council evaluates proposals; submits requisitions for computer purchases to the Chief Information Officer/Designee for review; and makes recommendations to the Chancellor regarding the expenditure of the Technology Fee.

- Vice Chancellor of Academic Affairs and Provost/Designee (Chair)
- Deans of Campus Administration of each NTCC Campus
- Chief Information Officer
- Faculty Senate Representative for NTCC
- Chief Executive Officer of the Student Government Association (SGA)

Note: The NTCC Technology Fee Council must sign attachment A (FIN-008), proposal for use of Technology Fee.

TECHNOLOGY RESOURCES POLICY

Quick Links Page Navigation:

Overview

NTCC sets forth some important guidelines and restrictions regarding any and all use of the Campuses' Technology Resources. This policy is not exhaustive of all user and institutional responsibilities but is intended to outline certain specific responsibilities that each user and institution acknowledges, accepts, and agrees to follow when using the Technology Resources provided by and/or through the NTCC campuses, as well as those Technology Resources existing throughout the world to which the NTCC provides and/or enables access -Internet access and other computer usage. The NTCC campuses provide Technology Resources for authorized users to support the academic, educational and administrative purposes of the campus. No use of the Technology Resources should conflict with the primary academic, educational and administrative purposes of the NTCC or with applicable laws and regulations. As a condition for access to the Technology Resources, each user is personally responsible for ensuring that each and all of these guidelines are followed.

Technology Resources are defined as including all NTCC owned and/or licensed information technology, technology and related resources, which include computers, printers and related hardware, licensed software, communications, Internet access and all other related resources.

Permissible Use of Technology Resources

- Use Technology Resources only for authorized purposes in accordance with the Campus' policies and procedures, with federal, state and local laws, and with related laws and authorities governing the use of Technology Resources, software, email and/or similar technology.
- Maintain passwords in confidence and inform the instructor if a breach occurs since log-on IDs and passwords act as electronic signatures.
- Maintain confidential information particularly that prescribed by law, in accordance with appropriate security measures.
- Comply with use policies for Technology Resources throughout the world to which NTCC provides access.
- Be considerate in the use of shared Technology Resources, coordinating with Technology Services for "heavy use" operations that may unduly slow operations for other Users.
- Accept full responsibility for any publication resulting from Technology Resources and/or publishing Web pages and similar resources, including ensuring that all copyrights have been authorized for use.

Impermissible Use of Technology Resources

- Obtain or use another's log-on ID or password or otherwise access Technology Resources to which authorization has not been validly given.

- Copy, install or use any software, data files or other technology that violates a copyright or license agreement.
- Transmit or participate in chain letters, hoaxes, scams, misguided warnings, pyramid schemes or any other fraudulent or unlawful schemes.
- Utilize Technology Resources, including the Internet and/or email, to access, create, transmit, print or download material that is defamatory, obscene, fraudulent, harassing (including uninvited amorous or sexual messages), threatening, violent, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs or to access, send, receive, or solicit sexually-oriented messages or images or any other communication prohibited by law or other directive.
- Intentionally copy, download, install or distribute a computer virus, worm, "Trojan Horse" program, or other destructive programs, or otherwise harm systems or engage in any activity that would disrupt services, damage files, or make unauthorized modifications.
- Monopolize or disproportionately use shared Technology Resources, overload systems or networks with endless loops, interfere with others' authorized use, degrade services or otherwise waste computer time, connection time, disk space, printer paper or similar resources.
- Modify or reconfigure any component of Technology Resources without proper LCTCS authorization.
- Accept payments, discounts, free merchandise or services in exchange for any services provided through use of the Technology Resources, unless properly authorized by the NTCC; or otherwise conduct a for-profit, commercial business without properly coordinating with NTCC officials.
- Endanger the security of any Technology Resources or attempt to circumvent any established security measures, such as using a computer program to attempt password decoding.
- Send unsolicited mass mailings or "spamming." Mass mailings to clearly identified groups for official purposes (for example, disseminating administrative announcements, notifying students of educational opportunities) may not be sent without proper authorization.
- Transmit personal comments or statements or post information to newsgroups or Usenet that may be mistaken as the position of the NTCC.
- Utilize Technology Resources to develop, perform and/or perpetuate any unlawful act or to improperly disclose confidential information.
- Install, store or download software from the Internet or Email to NTCC Technology Resources unless such conduct is consistent with the Campus' academic, educational and administrative policies or otherwise properly approved by the Chancellor.
- Copy, impair or remove any software located on any Technology Resources or install any software on any Technology Resources that impairs the function, operation and/or efficiency of any Technology Resources.
- Connect or install any unauthorized hardware or equipment including but not limited to laptops, external drives, etc. to any Technology Resources or network access points without prior written approval from the Chancellor.

Monitoring and Penalties

Use of the NTCC Technology Resources is a privilege, not a right. NTCC reviews and monitors its Technology Resources for compliance

with policies, applicable laws and related directives and discloses transactions to investigating authorities and others as warranted. Users should not have any expectation of privacy when using and storing information on the NTCC's Technology Resources and the NTCC specifically reserves the right to review and copy any data or other information stored on any Technology Resources, without notice to any user, by use of forensic computers or otherwise. Violations of this policy may result in penalties, such as terminating access to Technology Resources, NTCC disciplinary action, civil liability and/or criminal sanctions. All Users are specifically prohibited from encrypting files on any Technology Resources or taking any steps that block the NTCC's access to files, other than the use of NTCC passwords or approved encryption programs, unless such conduct is consistent with the NTCC's academic, educational and administrative policies or otherwise properly approved by the LCTCS.

NTCC may monitor all usage of the Internet on or through Technology Resources and all other use of the NTCC's Technology Resources, including, without limitation, reviewing a list of any and all sites accessed by any user and all emails transmitted and/or received on any Technology Resources.

Proprietary Rights and Licenses

Except as may be specifically agreed otherwise by the NTCC, any and all software and materials contained on any NTCC Technology Resources is solely owned by the NTCC, except to the extent that any such materials are licensed to the NTCC by a third-party vendor. Users are forbidden from taking any action that would be in violation of any standard license agreement for any software licensed to the NTCC and contained on any LCTCS Technology Resources, including without limitation, making any unauthorized copies of any such software.

Management has developed and accepted a Security Policy for the Northshore NTCC Information Systems. Anyone requesting access to the NTCC's Information Systems must read and acknowledge this statement.

- If student is unsure whether an action details a security violation, you should report it and discuss with student's instructor and/or administration
- Each User is responsible for the security of NTCC's Information Systems.
- Each User accessing NTCC's Information Systems is bound by the procedures, such as password and account log-on procedures, detailed in the Security Policy.
- Each User should lock his/her workstation by a form of screensaver password, or logout, when away from the workstation.
- Each User should be aware of social engineering, the manipulation to gain information for the purpose of perpetrating fraud or damage to the system.
- Each User should be aware that NTCC personnel may monitor any and all activities without the user's direct consent or knowledge.

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.

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ACCOUNTING (ACCT)

ACCT 1010 - Accounting Fundamentals (3 Credit Hours)

ACCT 1010 is designed to help students understand fundamental accounting concepts and principles, as well as to develop the capability to perform the basic accounting functions: the recognition, valuation, measurement and recording of the most common business transactions and the preparation of accounting statements.

Prerequisite(s): None

(3/0/3)

ACCT 1500 - Computerized Accounting (3 Credit Hours)

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.

Prerequisite(s): ACCT 2100

(3/0/3)

ACCT 2100 - Financial Accounting (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, MATH 1005, MATH 1015, MATH 1500

(3/0/3)

AIR CONDITION & REFRIGERATION (HACR)

HACR 1150 - HVAC Introduction (3 Credit Hours)

This course is designed to provide information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. Topics include: Basic safety, fire prevention and health, inventory control, stock management, licensing, certification requirements, and basic business management practices.

Prerequisite(s): None

(1/2/3)

HACR 1160 - Principles of Refrigeration I (3 Credit Hours)

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.

Prerequisite(s): HACR 1150

(1/2/3)

HACR 1170 - Principles of Refrigeration II (3 Credit Hours)

This course teaches the student with the 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.

Co-requisite(s): HACR 1150, HACR 1160

(1/2/3)

HACR 1180 - Principle of Refrigeration III (3 Credit Hours)

This course teaches the skills and knowledge to evacuate, charge, and leak checking 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.

Co-requisite(s): HACR 1160, HACR 1170

(1/2/3)

HACR 1210 - Electrical Fundamentals (3 Credit Hours)

This course presents 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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015

(1/2/3)

HACR 1220 - Electrical Components (3 Credit Hours)

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.

Co-requisite(s): HACR 1210

(1/2/3)

HACR 1230 - Electric Motors (3 Credit Hours)

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.

Prerequisite(s): HACR 1210 and HACR 1220

Co-requisite(s): HACR 1240

(1/2/3)

HACR 1240 - Applied Elec & Troubleshooting (3 Credit Hours)

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.

Prerequisite(s): HACR 1210 and HACR 1220

Co-requisite(s): HACR 1230

(1/2/3)

HACR 1410 - Domestic Refrigeration (2 Credit Hours)

This course presents the proper procedures to diagnose and repair domestic refrigerators and freezers.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Sentence Skills with a score of 65) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(1/1/2)

HACR 1420 - Room Air Conditioners (2 Credit Hours)

This course covers the operation, diagnosis and science of room air conditioning. Emphasis is devoted to diagnosis and repair.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(1/1/2)

HACR 2510 - Residential Central Air Cond I (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(1/2/3)

HACR 2520 - Residential Air Cond II (2 Credit Hours)

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.

Co-requisite(s): HACR 2510

(1/1/2)

HACR 2530 - Residential System Design (2 Credit Hours)

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.

Co-requisite(s): HACR 2520
(1/1/2)

HACR 2540 - Residential Heating I (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60)

Co-requisite(s): MATH 0098, DVMA 0091, DVMA 0098, MATH 0099, DVMA 0092, DVMA 0099, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(1/2/3)

HACR 2550 - Residential Heating II (3 Credit Hours)

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.

Co-requisite(s): HACR 2540
(1/2/3)

HACR 2560 - Residential Heat Pumps (2 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(1/1/2)

HACR 2810 - Commercial Air Conditioning I (6 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 60 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/4/6)

HACR 2820 - Commercial Air Cond Controls (7 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015
(3/4/7)

HACR 2830 - Commercial Air Cond II (6 Credit Hours)

This course teaches topics that will include types of commercial air conditioning systems heat loads, calculations, duct design, air filtration, and safety principles.

Co-requisite(s): HACR 2820
(2/4/6)

HACR 2910 - Commercial Refrigeration I (6 Credit Hours)

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.

Co-requisite(s): HACR 2920
(2/4/6)

HACR 2920 - Commercial Refrig Controls (7 Credit Hours)

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.

Co-requisite(s): HACR 2910
(3/4/7)

HACR 2930 - Commercial Refrigeration II (6 Credit Hours)

This course teaches topics that will include types of commercial refrigeration systems heat loads, calculations, duct design, air filtration, and safety principles.

Co-requisite(s): HACR 2920
(2/4/6)

HACR 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/1/1)

HACR 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/2/2)

HACR 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/3/3)

HACR 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(3/0/3)

HACR 2997 - Practicum (3 Credit Hours)

A practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in practicum do not receive compensation.

Prerequisite(s): None

(0/3/3)

HACR 2998 - Special Projects V (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(1/0/1)

HACR 2999 - Cooperative Education (3 Credit Hours)

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.

Prerequisite(s): None

(0/0/3)

ALLIED HEALTH SCIENCE (AHSC)

AHSC 1000 - Allied Health Science (3 Credit Hours)

This 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.

Prerequisite(s): None

(2/1/3)

ARTS (ARTS)

ARTS 1000 - Basic Drawing (3 Credit Hours)

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.

Prerequisite(s): None

(1/2/3)

ARTS 1005 - Beginning Painting (3 Credit Hours)

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.

Prerequisite(s): None

(1/2/3)

ARTS 1010 - Survey of World Art History I (3 Credit Hours)

One semester chronological survey of world art and architecture from the Paleolithic to the Late Gothic eras.

Prerequisite(s): None

(3/0/3)

ARTS 1020 - Survey of World Art History II (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

AUTOMOTIVE TECHNOLOGY (AUTO)

AUTO 1101 - Intro To Technology & Service (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

AUTO 1201 - Automatic Transmissions (4 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065) or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060 or ACT English with a score of 17)

Co-requisite(s): MATH 0098, ENGL 0098
(0/4/4)

AUTO 1301 - Manual Transmissions (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)

Co-requisite(s): MATH 0098, ENGL 0098
(0/3/3)

AUTO 1401 - Suspension & Steering Systems (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

AUTO 1501 - Brake Systems (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

AUTO 1601 - Basic Electrical Fundamentals (5 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015
(1/4/5)

AUTO 1602 - Advance Electrical & Hybrid (5 Credit Hours)

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; mechanical and electrical testing equipment used to diagnose malfunctions of the ignition systems and to determine the general condition of the engine.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015
(1/4/5)

AUTO 1701 - Auto Heating & Air Conditioning (5 Credit Hours)

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.

Prerequisite(s): None
(1/4/5)

AUTO 1801 - Engine Mech & Related Problems (2 Credit Hours)

A comprehensive course in the operational theory of internal combustion engines. Topics include engine rebuilding, mechanical diagnosis, and failure analysis.

Prerequisite(s): None
(1/1/2)

AUTO 1802 - Basic Engine Performance (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39) or ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30)
Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025, MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015
(1/2/3)

AUTO 1803 - Advance Engine Performance (8 Credit Hours)

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.

Prerequisite(s): None
(0/8/8)

AUTO 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/1/1)

AUTO 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/2/2)

AUTO 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

AUTO 2996 - Special Projects, IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(3/0/3)

AUTO 2997 - Special Projects V (1 Credit Hour)

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

Prerequisite(s): None

(1/0/1)

AUTO 2998 - Practicum (3 Credit Hours)

A practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in practicum do not receive compensation.

Prerequisite(s): None

(0/3/3)

AUTO 2999 - Cooperative Education (3 Credit Hours)

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. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

BIOLOGY (BIOL)

BIOL 1010 - Introduction to Biology I (3 Credit Hours)

Broad biological principles for non-science majors: scientific method; biological molecules, cell structure and function; genetics and evolution.

Prerequisite(s): ENGL 0098 or DVEN 0098 or DVEN 0091 or ENGL 0099 or DVEN 0099 or DVEN 0092 or ENGL 1015 or ENGL 1025 or COMPASS English with a score of 39 or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 060
(3/0/3)

BIOL 1015 - General Biology I Lab (1 Credit Hour)

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.

Co-requisite(s): BIOL 1010, BIOL 1100
(0/1/1)

BIOL 1020 - Introduction To Biology II (3 Credit Hours)

Broad biological principles for non-science majors: evolution and biological diversity.

Prerequisite(s): BIOL 1010 or BIOL 1100
(3/0/3)

BIOL 1025 - General Biology Lab II (1 Credit Hour)

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.

Co-requisite(s): BIOL 1020, BIOL 1200
(0/1/1)

BIOL 1100 - Gen Biology I (Science Major) (3 Credit Hours)

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.

Prerequisite(s): ENGL 0099 or DVEN 0099 or DVEN 0092 or ENGL 1015 or ENGL 1025 or ACT English with a score of 18 or COMPASS English with a score of 68 or ACCUPLACER Sentence Skills with a score of 86
(3/0/3)

BIOL 1110 - Environmental Biology (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

BIOL 1200 - Gen Biology II (Science Major) (3 Credit Hours)

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.

Prerequisite(s): BIOL 1100
(3/0/3)

BIOL 2200 - Human Anatomy & Physiology I (3 Credit Hours)

Designed to teach the structure and function of the systems of the human body, diagnostic procedures used to identify disorders and diseases of the body, and selected disorders and diseases. Topics covered include anatomical terminology and the structure and function of molecules, cells, tissues, and the integumentary, skeletal, muscular, and nervous systems.

Prerequisite(s): BIOL 1100 and BIOL 1015
Co-requisite(s): BIOL 2215
(3/0/3)

BIOL 2215 - Anatomy & Physiology LAB I (1 Credit Hour)

A series of laboratory exercises designed to illustrate the course material in BIOL 2200.

Co-requisite(s): BIOL 2200
(0/1/1)

BIOL 2230 - Microbiology (3 Credit Hours)

A course designed primarily for students majoring in nursing or an allied health field. Students are introduced to a survey of microorganisms, diagnostic identification and research procedures, and material that illustrates the role of microbes in health, disease and immunity.

Prerequisite(s): (BIOL 1100) and (MATH 0099 or DVMA 0099 or ACT Math with a score of 19 or COMPASS Algebra with a score of 40 or ACCUPLACER College Level Math with a score of 045) and (ENGL 0099 or DVEN 0099 or ACT English with a score of 18 or COMPASS English with a score of 69 or ACCUPLACER Sentence Skills with a score of 086)
(3/0/3)

BIOL 2240 - Microbiology Lab (1 Credit Hour)

A course designed to utilize a series of laboratory exercises to illustrate the material studied in BIOL 2230 for students majoring in biology, biotechnology, nursing and certain allied health and technical fields.

Prerequisite(s): BIOL 1015
Co-requisite(s): BIOL 2230
(0/1/1)

BIOL 2300 - Human Anatomy & Physiology II (3 Credit Hours)

A course designed to teach the structure and function of the systems of the human body, diagnostic procedures used to identify disorders and diseases of the body, and selected disorders and diseases.

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.

Prerequisite(s): BIOL 2200 and BIOL 2215
Co-requisite(s): BIOL 2315
(3/0/3)

BIOL 2315 - Anatomy & Physiology LAB II (1 Credit Hour)

A course designed to utilize a series of laboratory exercises to illustrate the course material in BIOL 2300. This course includes dissections and physiological studies of the endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems.

Co-requisite(s): BIOL 2300
(0/1/1)

BUILDING TECHNOLOGY (BLDG)

BLDG 1110 - Introduction & Safety (1 Credit Hour)

This course provides an overview of the Building Technology Specialist occupational area. Topics include basic safety, fire prevention and health information to prepare individuals entering the work force.

Prerequisite(s): None
(1/0/1)

BLDG 1120 - Applied Bldg Technology Math (3 Credit Hours)

A course covering the basic concepts of arithmetic, percentage, ratio, proportion, and plane geometry.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(3/0/3)

BLDG 1130 - Communication & Emp Skills (2 Credit Hours)

This course is designed to develop communication skills and interpersonal skills of individuals entering the workforce.

Prerequisite(s): None
(2/0/2)

BLDG 1140 - Blueprint Reading (2 Credit Hours)

Identification of symbols and lines, reading, and interpreting various types of construction drawings.

Prerequisite(s): None
(1/1/2)

BLDG 1150 - Hand/Power Tools (3 Credit Hours)

Basic skills and safety in the use of hand and power tools.

Prerequisite(s): None
(1/2/3)

BLDG 1200 - Basic Industrial Scaffolding (3 Credit Hours)**BLDG 1210 - Carpentry (6 Credit Hours)**

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.

Prerequisite(s): None
(2/4/6)

BLDG 1220 - Masonry/Ceramic Tile (6 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/4/6)

BLDG 1310 - Electricity (6 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/4/6)

BLDG 1320 - A/C & Refrigeration (6 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39)
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/4/6)

BLDG 1410 - Plumbing I (6 Credit Hours)

A study of the tools, equipment, materials, and techniques used in the maintenance of plumbing systems. Emphasizes working with and joining pipe and tubing.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/4/6)

BLDG 1420 - Cabinetmaking (6 Credit Hours)

This course teaches cabinetmaking skills. Topics include face frames, drawers, and raised panels.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015
(2/4/6)

BLDG 1430 - Ground Maintenance (2 Credit Hours)

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. Dean of Technical Studies approval required.

Prerequisite(s): None
(1/1/2)

BLDG 1440 - Pool Maintenance (1 Credit Hour)

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.

Dean of Technical Studies approval required.

Prerequisite(s): None

(1/0/1)

BLDG 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/1/1)

BLDG 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/2/2)

BLDG 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

BLDG 2996 - Special Projects IV (3 Credit Hours)

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

Prerequisite(s): None

(3/0/3)

BLDG 2997 - Practicum (3 Credit Hours)

A practicum provides supervised on-the-job work experience related to the student's education objectives. Students participating in practicum do not receive compensation. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

BLDG 2999 - Cooperative Education (3 Credit Hours)

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.

Prerequisite(s): None

(0/3/3)

BUSINESS (BUSN)

BUSN 1000 - Business Communications (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60

Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(3/0/3)

BUSN 1010 - Business Math (3 Credit Hours)

A study of various business-related mathematical processes, principles, and techniques used to solve business problems on the electronic calculator.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500

(3/0/3)

BUSN 1100 - Introduction To Business (3 Credit Hours)

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..

Prerequisite(s): None

(3/0/3)

BUSN 1200 - Personal & Social Media Brand (3 Credit Hours)

In this course, students will learn how to utilize social media and other tools to effectively present their personal brand to employers and clients. Students will learn about a wide range of media channels and how to best deploy their brand through the most appropriate channels. The active utilization of these channels for both personal and business application will be explored.

Prerequisite(s): None

(3/0/3)

BUSN 1300 - Personal Finance (3 Credit Hours)

This course surveys family finances and personal money management, including budgeting, banking, insurance, installment financing, rent/purchase decisions, real estate, personal taxes, and lifetime financial planning.

Prerequisite(s): None

(3/0/3)

BUSN 2010 - Principles of Marketing (3 Credit Hours)

An introductory analysis of the marketing functions and institutions; problems involved in the methods of marketing products; introduction to the area of marketing management.

Prerequisite(s): None

(3/0/3)

BUSN 2020 - Principles of Management (3 Credit Hours)

Introduction to theory and practice of managing formal organizations, including planning, organizational theory, human behavior, and control.

Prerequisite(s): None

(3/0/3)

BUSN 2030 - Business Law (3 Credit Hours)

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.

Prerequisite(s): ENGL 0099 or DVEN 0099 or DVEN 0092 or ENGL 1015 or ENGL 1025 or ACT English with a score of 18 or COMPASS English with a score of 68 or ACCUPLACER Sentence Skills with a score of 86

(3/0/3)

BUSN 2040 - Intr to International Business (3 Credit Hours)

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.

Prerequisite(s): BUSN 1100

(3/0/3)

BUSN 2050 - Business Statistics (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500

(3/0/3)

BUSN 2060 - Money and Banking (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500

(3/0/3)

BUSN 2100 - Career Mgmt & Communication (3 Credit Hours)

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.

Prerequisite(s): ENGL 1015 or ENGL 1025

(3/0/3)

BUSN 2220 - Small Business Mgmt (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

BUSN 2530 - Office Procedures (3 Credit Hours)

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.

Prerequisite(s): BUSN 1000

(3/0/3)

BUSINESS OFFICE (BUSO)

BUSO 1100 - Records and Information Mgmt (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

BUSO 1310 - Introduction to Database Mgmt. (3 Credit Hours)

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.

Prerequisite(s): CPTR 1002 or INTE 1000 or CPTR 1000 or CPTR 1500

(3/0/3)

BUSO 1320 - Introduction to Spreadsheets (3 Credit Hours)

This course focuses on the basic fundamentals of producing spreadsheets and graphs through problem-solving activities.

Prerequisite(s): CPTR 1002 or INTE 1000 or CPTR 1000 or CPTR 1500

(3/0/3)

BUSO 1350 - Machine Transcription (3 Credit Hours)

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.

Prerequisite(s): KYBD 1111

(3/0/3)

BUSO 1410 - Advanced Database Mgmt (3 Credit Hours)

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.

Prerequisite(s): BUSO 1310

(3/0/3)

BUSO 1420 - Advanced Spreadsheets (3 Credit Hours)

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.

Prerequisite(s): BUSO 1320

(3/0/3)

BUSO 1440 - Basic Word Processing (3 Credit Hours)

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.

Prerequisite(s): KYBD 1111

(3/0/3)

BUSO 1540 - Advanced Word Processing (3 Credit Hours)

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

Prerequisite(s): BUSO 1440

(3/0/3)

BUSO 1650 - Basic Desktop Publishing (3 Credit Hours)

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.

Prerequisite(s): BUSO 1440

(3/0/3)

BUSO 2530 - Office Procedures (3 Credit Hours)

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.

Prerequisite(s): BUSN 1000 and BUSO 1440

(3/0/3)

BUSINESS OFFICE TECH HEALTH (BOTH)

BOTH 1210 - Adm Procedures Med Offices (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60

Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(3/0/3)

BOTH 1230 - Insurance Billing & Coding (3 Credit Hours)

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).

Prerequisite(s): None

(3/0/3)

BOTH 1250 - Advanced Coding (3 Credit Hours)

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.

Prerequisite(s): BOTH 1230

(3/0/3)

BOTH 1350 - Gen Body Structr/Med Off Term (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

BOTH 1400 - Electronic Heath Records (EHR) (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

BOTH 2110 - Medical Office Transcription (3 Credit Hours)

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.

Prerequisite(s): BOTH 1350 and KYBD 1111

(3/0/3)

CARE & DEV. OF YOUNG CHILDREN (CDYC)

CDYC 1110 - Working With Young Children (3 Credit Hours)

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 and employability skills, observing and recording, technology, and developmentally appropriate practices (DAP).

Prerequisite(s): None
(3/0/3)

CDYC 1120 - Health, Safety & Nutrition (3 Credit Hours)

This course examines fire prevention, 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.

Prerequisite(s): None
(3/0/3)

CDYC 1130 - Child Guidance and Behaviors (3 Credit Hours)

Typical, age-related behavior patterns, child guidance practices and their consequences; techniques and procedures for successful management.

Prerequisite(s): None
(3/0/3)

CDYC 1151 - Observation/Participation Lab (3 Credit Hours)

Directed observation, documentation, and supervised participation of practical experiences and situations in the early childhood environment.

Prerequisite(s): None
(0/3/3)

CDYC 1210 - Growth/Develop of Young Childre (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

CDYC 1220 - Infant/Todd Care & Curriculum (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

CDYC 1230 - Family Relationships & Issues (3 Credit Hours)

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

Prerequisite(s): None
(3/0/3)

CDYC 1241 - Infant/Toddler Lab (3 Credit Hours)

Directed observation, documentation, and supervised participation in practical experiences and situations with infants and/or toddlers in the early childhood environment.

Prerequisite(s): None
(0/3/3)

CDYC 1320 - Preschool Curriculum (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

CDYC 1330 - Literature/Language Methods (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60
Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/1/3)

CDYC 1332 - Preschool Methods (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

CDYC 1333 - Social Studies/TheArts Methods (3 Credit Hours)

Survey of principals, methods, techniques, and materials for teaching music, movement, art, creative dramatics and social studies in an early childhood setting. Includes planning, implementing, and evaluating developmentally appropriate creative experiences with an integrated curriculum approach.

Prerequisite(s): None
(3/0/3)

CDYC 1341 - Preschool Lab (3 Credit Hours)

Directed observation, documentation, and supervised participation of practical experiences and situations with preschool children.

Prerequisite(s): None
(0/3/3)

CDYC 1410 - Children With Special Needs (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/1/3)

CDYC 1420 - Organization & Administration (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60) or ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30)

Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025, MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500

(2/1/3)

CDYC 2211 - Practicum In CDYC (5 Credit Hours)

Individualized program under supervision and guidance; practical or field experience in organized programs in Care and Development of Young Children.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39)

Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, MATH 1500, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(0/5/5)

CDYC 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/1/1)

CDYC 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/2/2)

CDYC 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

CDYC 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(3/0/3)

CDYC 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None

(0/3/3)

CDYC 2999 - Cooperative Education (3 Credit Hours)

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. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

CHEMISTRY (CHEM)

CHEM 1010 - Gen Chemistry I NonScience Mjr (3 Credit Hours)

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.

Prerequisite(s): MATH 0099 or DVMA 0099 or DVMA 0092 or MATH 1005 or MATH 1015 or COMPASS Algebra with a score of 40 or ACCUPLACER College Level Math with a score of 045 or ACT Math with a score of 19 (3/0/3)

CHEM 1015 - Gen Chem I Lab Non Science Maj (1 Credit Hour)

A series of laboratory experiments designed to illustrate the material studied in Chemistry 1010 covering such topics as density determination, chromatography, calorimetry, emission spectra, gas laws, chemical changes and data collection.

Co-requisite(s): CHEM 1010
(0/1/1)

CHEM 1100 - Gen Chemistry I (Sci Majors) (3 Credit Hours)

First semester chemistry course designed for natural engineering or life sciences majors. Topics include nomenclature, atomic and molecular structure, chemical equations and stoichiometry, and gas laws.

Prerequisite(s): MATH 1005 or MATH 1015
(3/0/3)

CHEM 1115 - Gen Chemistry I Lab (1 Credit Hour)

This laboratory course is designed to illustrate the material studied in CHEM 1100. Students will participate in experiments that involve mass/volume measurement and relationships, yield and stoichiometry, calorimetry and thermochemistry, and the manipulation and measurement of gases.

Co-requisite(s): CHEM 1100
(0/1/1)

CHEM 1200 - Gen Chemistry II (Sci Majors) (3 Credit Hours)

Second semester chemistry course designed for natural engineering or life sciences majors. A continuation of CHEM 1100 required of all chemistry and physics majors and other programs whose curricula require chemistry above the introductory level.

Prerequisite(s): CHEM 1100
(3/0/3)

CHEM 1215 - Gen Chemistry II Lab (1 Credit Hour)

This laboratory course is designed to illustrate materials studied in CHEM 1200. Experimental methods include quantitative, gravimetric and volumetric analysis, electrochemistry, plus kinetics with computer analysis of experimental data.

Prerequisite(s): CHEM 1115
Co-requisite(s): CHEM 1200
(0/1/1)

COLLEGE SUCCESS SKILLS (CSSK)

CSSK 1000 - College Success (1 Credit Hour)

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.

Prerequisite(s): None

(1/0/1)

COMMERCIAL VEHICLE OPERATIONS (CTDP)

CTDP 1110 - Intro Commercial Vehicle Opera (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CTDP 1211 - Commercial Vehicle Operations (2 Credit Hours)

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.

Co-requisite(s): CTDP 1110

(0/2/2)

COMPUTER AIDED DRAFTING (CADD)

CADD 1210 - Basic Computer Aided DRFT (1 Credit Hour)

Introduction to basic concepts and principles of CAD, covering basic CAD commands and creating non-3D entities.

Prerequisite(s): DRFT 1230

(0/1/1)

CADD 1215 - Intermediate Comp Aided Draft (2 Credit Hours)

Introduction to intermediate concepts and principles of CAD, covering intermediate CAD commands and creating solid 3D models.

Prerequisite(s): None

(0/2/2)

CADD 1220 - Adv Comp Aided Draft/Design (3 Credit Hours)

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.

Co-requisite(s): CADD 1215

(0/3/3)

CADD 2300 - Inter Computer Aided DRFT (3 Credit Hours)

Introduction to intermediate concepts and principles of CAD, covering intermediate CAD commands and creating solid 3D models.

Prerequisite(s): DRFT 1210

(1/2/3)

COMPUTERS (CPTR)

CPTR 1000 - Introduction to Computers (2 Credit Hours)

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.

Prerequisite(s): None

(1/1/2)

CPTR 1002 - Computer Lit. & Applications (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CPTR 1500 - Introduction to Computers (3 Credit Hours)

The course prepares students to work with latest version of Microsoft Office in a career setting or for personal use. Using courseware that incorporates an accelerated, step-by-step, project-based approach, students develop an introductory-level competency in Word, Excel, Access, and PowerPoint and explore the essential features of the latest version of Windows and Internet Explorer. Students also develop an understanding of key ethical issues they face in the context of using information technology.

Prerequisite(s): None

(3/0/3)

CPTR 1700 - Drones I (3 Credit Hours)**CPTR 1710 - Drones II (3 Credit Hours)**

CRIMINAL JUSTICE (CRMJ)

CRMJ 1110 - Intro to Criminal Justice (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CRMJ 1120 - Introduction to Corrections (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CRMJ 1220 - Police Systems and Practices (3 Credit Hours)

A study of organization and management of police agencies, focus on the role, scope, and functions of these agencies.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060

Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(3/0/3)

CRMJ 1230 - Technical Report Writing (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CRMJ 1310 - Community Based Corrections (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CRMJ 1322 - Criminal Investigation (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CRMJ 1330 - Introduction to Criminal Law (3 Credit Hours)

Study of the substantive criminal law including definitions of law, crime, defenses, criminal responsibility, punishments, and court systems.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060

Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, ENGL 1015, ENGL 1025

(3/0/3)

CRMJ 1340 - Deviance (3 Credit Hours)

A study of the theories used to explain criminal behavior.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060

Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(3/0/3)

CRMJ 1410 - Juvenile Justice (3 Credit Hours)

Study of juvenile delinquency with emphasis on theories, preventive programs, juvenile courts, treatment, and current problems in juvenile delinquency.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60

Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(2/1/3)

CRMJ 1420 - Judicial Process (3 Credit Hours)

This course examines the role, function, and structure of the courts and their relationship to the criminal justice system.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060

Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025

(3/0/3)

CRMJ 2112 - Social Problems for CJ (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CRMJ 2520 - Drugs Crime and Society (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CRMJ 2552 - Criminal Justice Externship (3 Credit Hours)

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.

Prerequisite(s): None

(2/1/3)

CRMJ 2700 - Victimology (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CRMJ 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/1/1)

CRMJ 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/2/2)

CRMJ 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/3/3)

CRMJ 2996 - Special Projects IV (3 Credit Hours)

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

Prerequisite(s): None

(3/0/3)

CRMJ 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None

(0/3/3)

CRMJ 2998 - Special Projects V (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None

(1/0/1)

CRMJ 2999 - Cooperative Education (3 Credit Hours)

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. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/3/3)

CULINARY ARTS (CULN)

CULN 1101 - Culinary History & Development (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

CULN 1130 - Sanitation and Safety (2 Credit Hours)

Safety and fire prevention, personal hygiene, and sanitary work procedures required to prevent food-borne illnesses.

Co-requisite(s): CULN 1140
(2/0/2)

CULN 1140 - Introduction to Culinary Skill (3 Credit Hours)

General and classical knife skills; professionalism and employability skills; operation of large and small commercial kitchen equipment; Mise en Place; beginning cooking methods and techniques; plate presentation; recipe measurements and conversions; culinary terminology.

Co-requisite(s): CULN 1130
(2/1/3)

CULN 1170 - Essentials Dining Room Service (2 Credit Hours)

A study of types of service used to enhance dining pleasure, as well as the preparation of beverages.

Prerequisite(s): None
(1/1/2)

CULN 1219 - Meat Identification & Fabricat (3 Credit Hours)

Identification and fabrication of meat, seafood, and poultry. Selection, procurement, and preparation of products in commercial food service.

Prerequisite(s): CULN 1130 and CULN 1140
(1/2/3)

CULN 1221 - Fruits, Veg, & Farinaceous Pro (3 Credit Hours)

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.

Prerequisite(s): CULN 1130 and CULN 1140
(2/1/3)

CULN 1222 - Stocks, Sauces & Soups (3 Credit Hours)

Principles of preparation of stocks, soups, sauces, and various types of meat, poultry and seafood dishes, and their application.

Prerequisite(s): CULN 1130 and CULN 1140
(1/2/3)

CULN 1350 - Intro to Baking & Pastry (4 Credit Hours)

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.

Prerequisite(s): None
(2/2/4)

CULN 1410 - Garde Manager (4 Credit Hours)

Principles of preparation of salads, cold sauces, appetizers, and garnishes and their applications. Emphasis on color, texture, and temperature in preparation and presentation.

Prerequisite(s): None
(1/3/4)

CULN 1420 - Food, Bev, & Labor Cost Contro (3 Credit Hours)

Principles of menu development; menu writing; recipe costing, usage, and conversion; yield percentage; production control; and food selection and procurement.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020 or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060

Co-requisite(s): MATH 0098, MATH 0098, DVMA 0098, ENGL 0098, ENGL 0098, DVEN 0098
(3/0/3)

CULN 2410 - Regional Cuisine (2 Credit Hours)

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.

Prerequisite(s): CULN 1130 and CULN 1140
(0/2/2)

CULN 2420 - International Cuisine (2 Credit Hours)

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.

Prerequisite(s): CULN 1130 and CULN 1140
(0/2/2)

CULN 2540 - InternshipPart I:Culinary Cafe (5 Credit Hours)

Experiential course involving all facets of food preparation and operations in a culinary enterprise. Instructor approval required.

Prerequisite(s): None
(0/5/5)

CULN 2541 - Internship Part II: Culn Cafe (5 Credit Hours)

Advanced experiential course involving all facets in regional foods preparation and in operations of culinary enterprises. Instructor approval required.

Prerequisite(s): None
(0/5/5)

CULN 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/1/1)

CULN 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/2/2)

CULN 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/3/3)

CULN 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(3/0/3)

CULN 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None

(0/3/3)

CULN 2999 - Cooperative Education (3 Credit Hours)

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. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

CUSTOMER SERVICE (CSRV)

CSRV 1000 - Customer Service (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

CSRV 2000 - Customer Service & Sales (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

DIESEL POWER EQUIPMENT TECH (DPET)

DPET 1130 - Safety Skills, Intro Diesel En (4 Credit Hours)

This course is an introduction to fire prevention and basic safety information, the design and construction of diesel engines, and identification of diesel engine parts, tools, test equipment, fasteners, bearings, and seals. This course is also designed to prepare the student for employment in the industry. Laboratory work requires using tools and fasteners.

Co-requisite(s): DPET 1120
(2/2/4)

DPET 1140 - Engines I (3 Credit Hours)

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 reassembly of engines.

Co-requisite(s): DPET 1130
(1/2/3)

DPET 1141 - Engines II (3 Credit Hours)

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.

Co-requisite(s): DPET 1140
(1/2/3)

DPET 1150 - General Engine Diagnostics (3 Credit Hours)

The course will include performance of preventive maintenance on diesel engines, diag-nosis of engine malfunctions, performance of tune-ups using related service manuals and test equipment.

Prerequisite(s): None
(1/2/3)

DPET 1210 - Basic Diesel Electrical System (4 Credit Hours)

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 sche-matics; principles of DC voltage and current; Ohm's Law; and troubleshoot, repair, and calibrate electrical/electronic systems.

Prerequisite(s): None
(3/1/4)

DPET 1220 - Advanced Diesel Electrical Sys (4 Credit Hours)

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.

Co-requisite(s): DPET 1210
(3/1/4)

DPET 1231 - Diesel Engine Control Systems (3 Credit Hours)

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.

Prerequisite(s): None
(1/2/3)

DPET 1251 - Alternative Fuel Systems (2 Credit Hours)

This course includes an introduction to various fuel systems, components, and their functions and the proper storage, identification and grading of fuels.

Prerequisite(s): None
(1/1/2)

DPET 1310 - Introduction to Power Trains (2 Credit Hours)

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.

Prerequisite(s): None
(1/1/2)

DPET 1320 - Transmissions (3 Credit Hours)

The course includes a detailed study of the function, construction, operation and servicing of automatic and manual transmissions.

Co-requisite(s): DPET 1310
(1/2/3)

DPET 1330 - Differentials (2 Credit Hours)

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.

Co-requisite(s): DPET 1310
(1/1/2)

DPET 2110 - Basic Hydraulics (2 Credit Hours)

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.

Prerequisite(s): None
(1/1/2)

DPET 2120 - Advanced Hydraulics (3 Credit Hours)

The course includes principles of advanced hydraulic system, troubleshooting and application of open-centered and closed-centered systems, close-centered load sensing, variable displacement pump, positive displacement pump, hydrostatic systems, and electro-hydraulic systems.

Co-requisite(s): DPET 2110
(1/2/3)

DPET 2130 - Brakes (4 Credit Hours)

The course includes nomenclature, theory of operation, and service procedure for medium/heavy duty truck braking systems to include air and hydraulics.

Prerequisite(s): DPET 1120 and DPET 1130
(1/3/4)

DPET 2140 - Fundamentals of Steering (3 Credit Hours)

The course contains the theory of operation and service procedures for medium/heavy duty truck steering systems.

Prerequisite(s): None
(1/2/3)

DPET 2210 - Fundamentals of Suspension (3 Credit Hours)

The course includes the theory of operation and service procedures for medium/heavy duty truck suspension systems.

Prerequisite(s): None
(1/2/3)

DPET 2220 - Air Conditioning (3 Credit Hours)

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.

Prerequisite(s): None
(1/2/3)

DPET 2231 - Welding (2 Credit Hours)

The course includes practical experience in the use of oxyacetylene and shielded arc welding of steel plate in the flat position and an introduction of oxyacetylene/cutting procedures is also included.

Prerequisite(s): None
(1/1/2)

DPET 2240 - Diesel Preventive Maintenance (4 Credit Hours)

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.

Prerequisite(s): None
(2/2/4)

DPET 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/1/1)

DPET 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/2/2)

DPET 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/3/3)

DPET 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(3/0/3)

DPET 2997 - Special Project IV (3 Credit Hours)

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

Prerequisite(s): None
(3/0/3)

DPET 2998 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(3/0/3)

DPET 2999 - Practicum (3 Credit Hours)

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. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/3/3)

DRAFTING (DRFT)

DRFT 1110 - Drafting Fundamentals (2 Credit Hours)

This course covers orientation to the drafting profession, sketching techniques, drafting instruments, equipment, and materials. Also includes lettering techniques.

Prerequisite(s): None
(1/1/2)

DRFT 1120 - Geometric Construction (2 Credit Hours)

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.

Co-requisite(s): DRFT 1110
(1/1/2)

DRFT 1130 - Pictorial Drawing (2 Credit Hours)

This course is a study of pictorial drawings including isometrics, oblique, perspectives, charts, and graphs. Emphasis is on rendering and using different media.

Co-requisite(s): DRFT 1161
(1/1/2)

DRFT 1145 - Machine & Section Drawing (3 Credit Hours)

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.

Prerequisite(s): DRFT 1120 and DRFT 1140
(1/2/3)

DRFT 1160 - Drafting Math I (3 Credit Hours)

This course covers a comprehensive compilation of integrated math problems and CAD operations that facilitates critical thinking, problem solving, and basic mathematics literacy. Real-world, everyday applications includes use of a scientific calculator to solve math problems in drafting and CAD.

Prerequisite(s): None
(3/0/3)

DRFT 1161 - Dimensioning (2 Credit Hours)

The fundamentals and application of standard dimensioning practices used in preparation of technical drawings.

Co-requisite(s): DRFT 1145
(1/1/2)

DRFT 1215 - Aux Views/Intersections & Devl (3 Credit Hours)

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.

Co-requisite(s): DRFT 1130
(1/2/3)

DRFT 1230 - Fasteners (1 Credit Hour)

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.

Co-requisite(s): DRFT 1215
(0/1/1)

DRFT 2310 - Intro to Manufacturing/Electri (3 Credit Hours)

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.

Co-requisite(s): CADD 1215
(1/2/3)

DRFT 2320 - Intro Architectural/Civil/Stru (3 Credit Hours)

This course introduces general background information, terms and conventions, the various types of working drawings used in Civil, and Structural Drafting.

Co-requisite(s): DRFT 2310
(1/2/3)

DRFT 2330 - Intro to Piping/Marine (3 Credit Hours)

This course introduces general background information, terms and conventions, the various types of working drawings used in Marine, and Piping Drafting

Co-requisite(s): DRFT 2320, DRFT 1130
(1/2/3)

DRFT 2340 - Advanced Mfg/Electrical (3 Credit Hours)

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.

Co-requisite(s): DRFT 1130
(1/2/3)

DRFT 2350 - Advanced Arch/Civil/Structural (3 Credit Hours)

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.

Co-requisite(s): DRFT 2320
(1/2/3)

DRFT 2360 - Advanced Piping/Marine (3 Credit Hours)

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.

Co-requisite(s): DRFT 2330, DRFT 1130
(1/2/3)

DRFT 2400 - Practicum/Portfolio Prep (3 Credit Hours)

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. Associate Provost of Academics approval required.

Prerequisite(s): None
(3/0/3)

DRFT 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/1/1)

DRFT 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/2/2)

DRFT 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/3/3)

DRFT 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Academics approval required.

Prerequisite(s): None

(3/0/3)

DRFT 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None

(0/3/3)

DRFT 2999 - Cooperative Education (3 Credit Hours)

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. Associate Provost of Academics approval required.

Prerequisite(s): None

(0/3/3)

ECONOMICS (ECON)

ECON 2010 - Principles of Macroeconomics (3 Credit Hours)

The nature of economics, economic concepts and institutions, monetary theory, national income theory, financing of business, population problems and economic stability.

Prerequisite(s): (MATH 0099 or DVMA 0099 or DVMA 0092 or MATH 1005 or MATH 1015 or ACT Math with a score of 19 or COMPASS Algebra with a score of 40 or ACCUPLACER College Level Math with a score of 045) and (ENGL 0099 or DVEN 0099 or DVEN 0092 or ENGL 1015 or ENGL 1025 or ACT English with a score of 18 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 86)
(3/0/3)

ECON 2020 - Principles of Microeconomics (3 Credit Hours)

The theories of production, determination of price, distribution of income, problems of industrial relations, monopolies, and comparative economics systems.

Prerequisite(s): MATH 1005 or MATH 1015 or MATH 1500 or ACT Math with a score of 19 or COMPASS Algebra with a score of 40 or ACCUPLACER College Level Math with a score of 45
(3/0/3)

ELECTRICAL LINE TECHNICIAN (ELLT)

ELLT 1200 - Introduction To Power Safety (3 Credit Hours)

This course will begin with a basic safety and fire prevention and an introduction to the systems and components that make up a basic electrical system, including generation, transmission and distribution.

Prerequisite(s): None

(2/1/3)

ELLT 1210 - Intro To The Power Industry (3 Credit Hours)

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, Jr. 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 as well as learning specific employability skills. 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, Federal owned, publicly owned and cooperatively owned utilities.

Prerequisite(s): None

(2/1/3)

ELLT 1300 - Electric Line Safety (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020 or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)

Co-requisite(s): MATH 0098, MATH 0098, DVMA 0098, ENGL 0098, ENGL 0098, DVEN 0098

(2/1/3)

ELLT 1310 - Pole Climbing (4 Credit Hours)

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.

Co-requisite(s): ELLT 1120

(1/3/4)

ELLT 1320 - Line Equipment Operation (4 Credit Hours)

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.

Co-requisite(s): ELLT 1120

(1/3/4)

ELLT 1330 - Underground Equipment (1 Credit Hour)

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.

Co-requisite(s): ELLT 1120

(1/0/1)

ELLT 1410 - A/C Phase Cable & Conductor (3 Credit Hours)

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.

Prerequisite(s): None

(2/1/3)

ELLT 1430 - Distribution Line Maintenance (3 Credit Hours)

The course exposes distribution linesmen into advanced distribution lines construction maintenance system. The course covers theory and practical sessions in various lines construction & maintenance.

Prerequisite(s): None

(1/2/3)

ELLT 1510 - Live Line Work Clearanc/Switch (2 Credit Hours)

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 hotstick or the barehanded technique.

Prerequisite(s): None

(1/1/2)

ELLT 1520 - Three-Phase URD Systems (2 Credit Hours)

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.

Prerequisite(s): None

(1/1/2)

ELLT 1530 - System Protection (2 Credit Hours)

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.

Prerequisite(s): None

(1/1/2)

ELLT 1540 - Fundmen Skills For Crew Leader (1 Credit Hour)

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.

Prerequisite(s): None

(0/1/1)

ELECTRICAL TECHNOLOGY (ELEC)

ELEC 1120 - Basic Electricity (5 Credit Hours)

This course is an introduction to the occupation, shop safety, fire prevention, electrical safety hazards and prevention and OSHA regulations. It also includes tools and equipment-some laboratory required for functions of common tools and equipment. Concepts taught include DC/AC electricity fundamentals, matter and atomic theory; a study of Ohm's Law, series, and series-parallel circuits and meters. Employability skills are also a component of this course.

Prerequisite(s): None
(4/1/5)

ELEC 1210 - Residential Wiring (5 Credit Hours)

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.

Prerequisite(s): None
(4/1/5)

ELEC 1220 - Electrical Raceways (3 Credit Hours)

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.

Prerequisite(s): INST 1111
(0/3/3)

ELEC 1230 - National Electric Code (4 Credit Hours)

A study of the NEC calculations including: voltage/drops, fill capacities for boxes and conduits, service sizing, box sizing, grounding, and bonding.

Prerequisite(s): ETRN 1112
(2/2/4)

ELEC 1311 - Residential Wiring Installation (3 Credit Hours)

A study of the NEC calculations including: voltage/drops, fill capacities for boxes and conduits, service sizing, box sizing, grounding, and bonding.

Prerequisite(s): None
(0/3/3)

ELEC 1330 - Generators/Motors&Transformers (4 Credit Hours)

This course includes the fundamentals and principles of single phase and three phase motors and generators and transformer theory, application, and characteristics.

Prerequisite(s): None
(2/2/4)

ELEC 1420 - Intro to Motor Controls (2 Credit Hours)

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.

Prerequisite(s): None
(0/2/2)

ELEC 1430 - Blueprint Interpretation (4 Credit Hours)

An introduction to blueprint reading skills, which includes specifications and trade-related elements. The course includes making a material list from a blueprint.

Prerequisite(s): None
(2/2/4)

ELEC 1440 - Motor Controls (3 Credit Hours)

This course presents information on advanced motor control applications. Topics include: installation and troubleshooting of motors, reversing starters, and VFD (Variable Frequency Drive).

Prerequisite(s): ELEC 1420
(0/3/3)

ELEC 2460 - Technical Math for Elec (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

ELEC 2520 - Solid State Theory (3 Credit Hours)

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.

Prerequisite(s): ELEC 1120
(2/1/3)

ELEC 2540 - Logic Functions (2 Credit Hours)

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.

Prerequisite(s): ELEC 1120
(0/2/2)

ELEC 2720 - Intro to Programmable Logic (2 Credit Hours)

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.

Prerequisite(s): None
(0/2/2)

ELEC 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/1/1)

ELEC 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(2/0/2)

ELEC 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/3/3)

ELEC 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(3/0/3)

ELEC 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None

(0/3/3)

ELEC 2998 - Special Projects V (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(1/0/1)

ELEC 2999 - Cooperative Educ (3 Credit Hours)

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. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

EMERGENCY MANAGEMENT SERVICES (HEMS)

HEMS 1110 - Introduction to Basic EMT (1 Credit Hour)

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.

Prerequisite(s): None

(1/0/1)

HEMS 1120 - Patient Assess and Airway Mgmt (2 Credit Hours)

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.

Prerequisite(s): None

(1/1/2)

HEMS 1140 - Medical/Behavioral Emer/Trauma (2 Credit Hours)

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.

Prerequisite(s): None

(1/1/2)

HEMS 1160 - Maternal Pediatric Management (1 Credit Hour)

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.

Prerequisite(s): None

(1/0/1)

HEMS 1170 - EMT - Ambulance Operation (1 Credit Hour)

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.

Prerequisite(s): HEMS 1110 and HEMS 1120 and HEMS 1140 and HEMS 1160

(1/0/1)

HEMS 1172 - EMT- Basic Clinical (1 Credit Hour)

Observation and the practical application of EMT-Basic skills in various clinical sites under the supervision of a preceptor and/or faculty.

Prerequisite(s): None

(0/1/1)

HEMS 1200 - Emergency Medical Tech I (3 Credit Hours)**HEMS 1300 - Emergency Medical Tech II (3 Credit Hours)**

ENGLISH (ENGL)

ENGL 0098 - Developmental English I (3 Credit Hours)

Basic writing sequence focusing on fluency, idea generation, revision, and proofreading.

Prerequisite(s): None

(3/0/3)

ENGL 0099 - Developmental English II (3 Credit Hours)

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.

Prerequisite(s): DVEN 0091 or DVEN 0098 or ENGL 0098 or ENGL 1015 or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060

(3/0/3)

ENGL 1005 - English Comp. I Fundamentals (4 Credit Hours)

A course designed to provide a foundation of basic writing skills and instill the fundamentals of grammar and mechanics in the context of writing, as well as help the student improve their reading, writing, critical thinking, and revision skills. This course is equivalent to English Composition I (ENGL 1015) but offers additional support and instruction.

Prerequisite(s): ENGL 0098 or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60

(4/0/4)

ENGL 1015 - English Composition I (3 Credit Hours)

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.

Prerequisite(s): ENGL 0099 or ENGL 1025 or ACT English with a score of 18 or ACCUPLACER Sentence Skills with a score of 086

(3/0/3)

ENGL 1025 - English Composition II (3 Credit Hours)

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.

Prerequisite(s): ENGL 1015

(3/0/3)

ENGL 1030 - Business English (3 Credit Hours)

This course is a concentrated and intensive study of English grammar and usage as applied to business documents and applications.

Prerequisite(s): None

(3/0/3)

ENGL 2010 - British Literature (3 Credit Hours)

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.

Prerequisite(s): ENGL 1025

(3/0/3)

ENGL 2020 - American Literature (3 Credit Hours)

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.

Prerequisite(s): ENGL 1025

(3/0/3)

ENGL 2030 - World Literature (3 Credit Hours)

This course is a survey of the major world writers and their works from ancient times to the present. In this particular section we are going to take a world tour of literature, sampling pieces from every region.

Prerequisite(s): ENGL 1025

(3/0/3)

ENTREPRENUERSHIP (ENTP)

ENTP 1000 - Fundamentals of Entrepreneur (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

HEALTH & NURSING (HNUR)

HNUR 1211 - Nursing Fundamentals I (4 Credit Hours)

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.

Prerequisite(s): None
(3/1/4)

HNUR 1212 - Geriatric Clinical (1 Credit Hour)

The student will perform, demonstrate, and practice a minimum of 45 hours of basic geriatric nursing care and skills in long term care facilities under the supervision and discretion of the LTC nursing faculty.

Co-requisite(s): HNUR 1211
(0/1/1)

HNUR 1270 - PN Perspectives (2 Credit Hours)

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.

Prerequisite(s): COMPASS English with a score of 68 or ACT English with a score of 18 and COMPASS Pre-Algebra with a score of 48 or ACT Math with a score of 18 or COMPASS Algebra with a score of 39 and COMPASS Reading with a score of 85 or ACT Reading with a score of 20
(1/1/2)

HNUR 1300 - A&P for Healthcare w/Medl Term (4 Credit Hours)

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.

Prerequisite(s): COMPASS English with a score of 68 or ACT English with a score of 18 and COMPASS Pre-Algebra with a score of 48 or ACT Math with a score of 18 or COMPASS Algebra with a score of 39 and COMPASS Reading with a score of 85 or ACT Reading with a score of 20
(4/0/4)

HNUR 1301 - A&P for PN with Medical Term (3 Credit Hours)

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.

Prerequisite(s): COMPASS English with a score of 68 or ACT English with a score of 18 and COMPASS Pre-Algebra with a score of 48 or ACT Math with a score of 18 or COMPASS Algebra with a score of 39 and COMPASS Reading with a score of 85 or ACT Reading with a score of 20
(3/0/3)

HNUR 1320 - NUTRITIONAL ASPECTS (2 Credit Hours)

Prerequisite: None. 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.

Prerequisite(s): COMPASS English with a score of 68 or ACT English with a score of 18 and COMPASS Pre-Algebra with a score of 48 or ACT Math with a score of 18 or COMPASS Algebra with a score of 39 and COMPASS Reading with a score of 85 or ACT Reading with a score of 20
(2/0/2)

HNUR 1361 - Pharmacology Applications (2 Credit Hours)

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.

Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320
Co-requisite(s): HNUR 1411
(1/1/2)

HNUR 1411 - NURSING FUNDAMENTALS II (3 Credit Hours)

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.

Co-requisite(s): HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1301, HNUR 1320
(2/1/3)

HNUR 1460 - Advanced Pharmacology (2 Credit Hours)

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. Co-requisite(s): HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320
(2/0/2)

HNUR 2113 - Medical Surgical I (8 Credit Hours)

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.
Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320
Co-requisite(s): HNUR 1411
(5/3/8)

HNUR 2123 - Medical Surgical II (8 Credit Hours)

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.
Prerequisite(s): HNUR 2113
Co-requisite(s): HNUR 1361
(5/3/8)

HNUR 2133 - Medical Surgical III (8 Credit Hours)

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.
Prerequisite(s): HNUR 1361 and HNUR 2123
(5/3/8)

HNUR 2523 - Mental Illness/Psychiatric Nur (2 Credit Hours)

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.
Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320
Co-requisite(s): HNUR 1411, HNUR 1361, HNUR 2113
(2/0/2)

HNUR 2611 - IV Therapy (1 Credit Hour)

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.
Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320
Co-requisite(s): HNUR 1361, HNUR 1411, HNUR 2113
(1/0/1)

HNUR 2713 - Obstetrics (2 Credit Hours)

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.
Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320
Co-requisite(s): HNUR 1361, HNUR 1411, HNUR 2113
(2/0/2)

HNUR 2723 - Pediatrics (2 Credit Hours)

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.

Prerequisite(s): HNUR 1211 and HNUR 1212 and HNUR 1270 and HNUR 1301 and HNUR 1320

Co-requisite(s): HNUR 1411, HNUR 2113, HNUR 1361
(2/0/2)

HNUR 2813 - PN Leadership & Management (2 Credit Hours)

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.

Prerequisite(s): HNUR 1411 and HNUR 2123

Co-requisite(s): HNUR 2133, HNUR 2723, HNUR 2523, HNUR 2713
(2/0/2)

HNUR 2991 - Special Projects I (1 Credit Hour)

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. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/1/1)

HNUR 2993 - Special Projects II (2 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Practical Nursing program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/2/2)

HNUR 2995 - Special Projects III (3 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Practical Nursing program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/3/3)

HNUR 2996 - Special Projects IV (3 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Practical Nursing program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(3/0/3)

HEALTH CARE (HCOR)

HCOR 1113 - EKG Applications (2 Credit Hours)

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 (35 hours.) is an integral portion of this course and will allow student performance of EKG procedures. This course includes a minimum of 10 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.

Prerequisite(s): HCOR 1211 and HCOR 1214

Co-requisite(s): HCOR 1200
(1/1/2)

HCOR 1120 - Basic Body Structure & Function (2 Credit Hours)

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.

Co-requisite(s): HMDT 1170
(2/0/2)

HCOR 1160 - Professionalism for Healthcare (1 Credit Hour)

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.

Prerequisite(s): None
(1/0/1)

HCOR 1200 - Intro To A & P w/Medical Term (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

HCOR 1211 - Nursing Assistant Fundamentals (4 Credit Hours)

Theory (45 hours) and supervised skills lab (30 hrs) experiences that focus on providing basic nursing assistant skills, which include communication and interpersonal skills; infection control; safety and emergency procedures; promoting clients'/residents' independence; respecting clients'/residents' rights; and meeting 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. This course incorporates the Omnibus Budget Reconciliation Act (OBRA) guidelines and the Louisiana Department of Health Training Guidelines for nursing assistants.

Prerequisite(s): None
(3/1/4)

HCOR 1212 - Skills Application (1 Credit Hour)

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.

Co-requisite(s): HNUR 1211
(0/1/1)

HCOR 1214 - Nursing Assistant Skills Appli (1 Credit Hour)

The student will perform, demonstrate, and practice a minimum of 45 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.

Prerequisite(s): HCOR 1211
(0/1/1)

HCOR 1601 - Comm Techniques in Healthcare (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

HCOR 1802 - Professional Transitions PCT (2 Credit Hours)

This course is designed to assist students in transitioning to the professional practice role. 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. Patient Care Technician national certification exam preparation is included in the course.

Prerequisite(s): MATH 0098 or ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Pre-Algebra with a score of 30 and HCOR 1211 and HCOR 1214 and HCOR 1113 and HCOR 1601

Co-requisite(s): HCOR 1200, BOTH 1210, HPHL 1013
(1/1/2)

HCOR 2991 - Special Projects I (1 Credit Hour)

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/1/1)

HCOR 2993 - Special Projects II (2 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None

(0/2/2)

HCOR 2995 - Special Projects III (3 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None

(0/3/3)

HCOR 2996 - Special Projects IV (3 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None

(3/0/3)

HCOR 2997 - Special Projects V (1 Credit Hour)

Course designed for students who have demonstrated specific special needs in instruction through the Medical Assistant program. Associate Provost of Health Sciences approval required

Prerequisite(s): None

(1/0/1)

HEALTH EKG (HEKG)

HEKG 1113 - EKG (2 Credit Hours)

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.

Prerequisite(s): HNUR 1211 and HCOR 1212

Co-requisite(s): HCOR 1200

(2/0/2)

HEALTH MEDICAL TERMINOLOGY (HMDT)

HMDT 1170 - Medical Terminology (1 Credit Hour)

Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms. Medical abbreviations are included.

Prerequisite(s): None

(1/0/1)

HEALTH PHARMACY TECHNICIAN (HPHM)

HPHM 1200 - PHARMACY TECH FUNDAMENTALS (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

HPHM 1300 - Pharmacy Laws and Ethics (3 Credit Hours)

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.

Prerequisite(s): HPHM 1200 and HPHM 1400 and HPHM 1500 and HPHM 1503
(3/0/3)

HPHM 1400 - Pharmacy Math & Dosage Calc (2 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65
Co-requisite(s): MATH 1160
(2/0/2)

HPHM 1500 - Fund of Pharmacy Practice Lab (2 Credit Hours)

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.

Co-requisite(s): HPHM 1200, HPHM 1400, HPHM 1503
(0/2/2)

HPHM 1503 - Pharmacology for Pharm Techs (2 Credit Hours)

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.

Co-requisite(s): HPHM 1400, HPHM 1500
(1/1/2)

HPHM 1513 - Pharmacology Pharm Techs II (2 Credit Hours)

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.

Prerequisite(s): HPHM 1200 and HPHM 1503 and HPHM 1400 and HPHM 1500
Co-requisite(s): HPHM 1600, HPHM 1300
(1/1/2)

HPHM 1600 - Sterile Compounding Lab (2 Credit Hours)

Provides hands-on experience in aseptic techniques, admixture preparation, incompatibility and stability, irrigation solutions, calculations for intravenous solutions, total parenteral nutrition and chemotherapy.

Prerequisite(s): HPHM 1500 and HPHM 1503
Co-requisite(s): HPHM 1300, HPHM 1513
(0/2/2)

HPHM 2000 - Professionalism for Pharm Tech (2 Credit Hours)

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.

Co-requisite(s): HPHM 1300, HPHM 1513, HPHM 1600
(2/0/2)

HPHM 2012 - Pharmacy Clinical Externship I (4 Credit Hours)

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.

Prerequisite(s): HPHM 1300 and HPHM 1513 and HPHM 1600 and HPHM 2000
Co-requisite(s): SPCH 1015, SPCH 1025
(0/4/4)

HPHM 2022 - Pharmacy Clinical Externship 2 (5 Credit Hours)

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.

Prerequisite(s): HPHM 1300 and HPHM 1513 and HPHM 1600 and HPHM 2000
Co-requisite(s): SPCH 1015, SPCH 1025, HPHM 2012
(0/5/5)

HPHM 2023 - Pharmacy Clinical Externship 3 (5 Credit Hours)

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.

Prerequisite(s): HPHM 1300 and HPHM 1513 and HPHM 1600
Co-requisite(s): SPCH 1015, SPCH 1025, HPHM 2012, HPHM 2022
(0/5/5)

HPHM 2991 - Special Projects I (1 Credit Hour)

Course designed for students who have demonstrated specific special needs in instruction through the Pharmacy Technician program. Associate Provost of Health Sciences approval required.

Prerequisite(s): None
(0/1/1)

HPHM 2993 - Special Projects II (2 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Pharmacy Technician program.

Associate Provost of Health Sciences approval required.

Prerequisite(s): None

(0/2/2)

HPHM 2995 - Special Projects III (3 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Pharmacy Technician program.

Associate Provost of Health Sciences approval required.

Prerequisite(s): None

(0/3/3)

HPHM 2996 - Special Projects IV (3 Credit Hours)

Course designed for students who have demonstrated specific special needs in instruction through the Pharmacy Technician program.

Associate Provost of Health Sciences approval required.

Prerequisite(s): None

(3/0/3)

HEALTH PHLEBOTOMY (HPhL)

HPhL 1013 - Phlebotomy (4 Credit Hours)

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.

Co-requisite(s): HCOR 1200, HNUR 1211, HCOR 1212

(3/1/4)

HEALTH SERVICE OFFICE MGT (HSOM)

HSOM 1020 - Medical Terminology I (3 Credit Hours)

This course covers basic medical terms and focuses on work analysis, spelling, and pronunciation with an explanation of medical terms used to describe health and disease. The body systems covered include the digestive, urinary, reproductive, nervous, and cardiovascular systems.

Prerequisite(s): None

(3/0/3)

HSOM 1030 - Medical Terminology II (3 Credit Hours)

HSOM 1030 is a continuation of HSOM 1020. It covers the respiratory system, blood system, lymphatic and immune systems, musculoskeletal system, oncology, radiology, nuclear medicine and radiation therapy, pharmacology, and psychiatry.

Prerequisite(s): None

(3/0/3)

HISTORY (HIST)

HIST 1010 - Western Civilization I (3 Credit Hours)

This course is a survey of the major world writers and their works from ancient times to the present. In this particular section we are going to take a world tour of literature, sampling pieces from every region.

Prerequisite(s): None
(3/0/3)

HIST 1020 - Western Civilization II (3 Credit Hours)

Survey of western civilization from the Reformation era to the present.

Prerequisite(s): None
(3/0/3)

HIST 1500 - World Hist Perspective of Oil (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

HIST 2010 - American History (3 Credit Hours)

Survey of United States history from earliest times to the Civil War era.

Prerequisite(s): None
(3/0/3)

HIST 2020 - American History II (3 Credit Hours)

Survey of United States history from the Civil War era to the present.

Prerequisite(s): None
(3/0/3)

HIST 2100 - History of Louisiana (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

HUMANITIES (HMAN)

HMAN 2015 - Humanities for Leaders (3 Credit Hours)

A course designed to provide emerging and existing leaders the opportunity to explore the concept of leadership styles and concerns through the examination of literature and films, as well as develop leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership.

Prerequisite(s): None

(3/0/3)

INDUST MAINT AUTOMATED SYST (IMTA)

IMTA 2000 - Electronics/Elec Control Sys (3 Credit Hours)

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.

Prerequisite(s): None

(2/1/3)

IMTA 2010 - CAD & Blueprint Reading (3 Credit Hours)

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.

Prerequisite(s): None

(2/1/3)

IMTA 2040 - ROV Materials & Operations (3 Credit Hours)

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.

Prerequisite(s): IMTA 2000

(2/1/3)

IMTA 2050 - Intro Programmable Logic Contr (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020 or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)

Co-requisite(s): MATH 0098, ENGL 0098

(2/1/3)

INDUST MAINT MARITIME VESSEL (IMTV)

IMTV 1100 - Basic Welding (3 Credit Hours)

A review of safety regulating the welding industry, identifies and applies oxyfuel cutting, plasma arc cutting, and carbon arc cutting and gouging in these areas: equipment, cutting techniques, and setup requirements; concepts in proper visual testing methods, and a study of proper base metal preparation and joint fit-up; and describes both carbon arc cutting and plasma arc cutting and welding equipment, setup, and use.

Prerequisite(s): None
(1/2/3)

IMTV 1200 - Basic Hydraulics (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

IMTV 1501 - Maritime Life (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

IMTV 1510 - Personal Safety/FirstAid/CPR (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

IMTV 1520 - Seamanship I (3 Credit Hours)

IMTV 2100 - Marine Weather & Meteorology (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

IMTV 2110 - Marine Hazardous Materials (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

IMTV 2120 - Introduction To Marine Safety (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

IMTV 2130 - Marine Elec Navigation & Radar (3 Credit Hours)

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).

Prerequisite(s): None
(2/1/3)

IMTV 2140 - Intro Maritime Transportation (3 Credit Hours)

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.

Prerequisite(s): None
(2/1/3)

INFORMATION COMMUNICATION TECH (INTE)

INTE 1000 - Intr to Information Technology (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

INTE 1100 - IT Essentials:Hardware/Softwar (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39
Co-requisite(s): ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/1/3)

INTE 1110 - IT Essentials: Lab (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or COMPASS English with a score of 39
Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092
(0/3/3)

INTE 1170 - Multimedia Application (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60) or ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65)
Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092, MATH 0098, MATH 0099, MATH 1005, MATH 1015, DVMA 0098, DVMA 0099, DVMA 0091, DVMA 0092
(2/1/3)

INTE 1200 - Operating Systems (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60
Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092
(1/2/3)

INTE 1210 - Introduction to Programming (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60
Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092
(1/2/3)

INTE 1330 - Introduction to Networking (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60
Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092
(2/1/3)

INTE 1800 - Introduction to Unix/Linux (3 Credit Hours)

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.

Prerequisite(s): INTE 1000
(2/1/3)

INTE 1900 - Web Page Design (3 Credit Hours)

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.

Prerequisite(s): None

(1/2/3)

INTE 2010 - Intro to Client/Server Network (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60) or ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65)

Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092, MATH 0098, MATH 0099, MATH 1005, MATH 1015, DVMA 0098, DVMA 0099, DVMA 0091, DVMA 0092

(1/2/3)

INTE 2020 - Server Network Infrastructure (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60) or ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 65)

Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092, MATH 0098, MATH 0099, MATH 1005, MATH 1015, DVMA 0098, DVMA 0099, DVMA 0091, DVMA 0092

(1/2/3)

INTE 2030 - Server Administration (3 Credit Hours)

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.

Prerequisite(s): ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60) or ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 60)

Co-requisite(s): ENGL 0098, ENGL 0099, ENGL 1015, ENGL 1025, DVEN 0098, DVEN 0099, DVEN 0091, DVEN 0092, MATH 0098, MATH 0099, MATH 1005, MATH 1015, DVMA 0098, DVMA 0099, DVMA 0091, DVMA 0092

(1/2/3)

INTE 2070 - Administering&Managing SQL Ser (3 Credit Hours)

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.

Prerequisite(s): INTE 2010

(1/2/3)

INTE 2110 - Network Fundamentals (3 Credit Hours)

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.

Prerequisite(s): None

(1/2/3)

INTE 2120 - Routing Protocols & Concepts (3 Credit Hours)

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 entrylevel career opportunities, continuing education, and globally-recognized Cisco CCENT Certification.

Prerequisite(s): INTE 2020

(1/2/3)

INTE 2130 - LAN Switching & Wireless (3 Credit Hours)

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.

Prerequisite(s): None

(1/2/3)

INTE 2140 - Accessing the WAN (3 Credit Hours)

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.

Prerequisite(s): None
(1/2/3)

INTE 2545 - Network Security: Ethical Hack (3 Credit Hours)

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 indepth 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.

Prerequisite(s): None
(2/1/3)

INTE 2830 - Cabling Infrastructure (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30) or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 60)
Co-requisite(s): MATH 0098, DVMA 0098, DVMA 0091, MATH 0099, DVMA 0099, DVMA 0092, MATH 1005, MATH 1015, ENGL 0098, DVEN 0098, DVEN 0091, ENGL 0099, DVEN 0099, DVEN 0092, ENGL 1015, ENGL 1025
(2/1/3)

INTE 2840 - Managing Network Security (3 Credit Hours)

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.

Prerequisite(s): INCT 2120
(1/2/3)

INTE 2850 - Emerging Technologies (3 Credit Hours)

This course is an elective designed to teach students the newest technological advances using hands-on demonstrations and lecture.

Prerequisite(s): None
(2/1/3)

INTE 2902 - Internship (3 Credit Hours)

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. Instructor approval required.

Prerequisite(s): None
(0/3/3)

INTE 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs.

Prerequisite(s): None
(0/1/1)

INTE 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs.

Prerequisite(s): None
(0/2/2)

INTE 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs.

Prerequisite(s): None
(0/3/3)

INTE 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs.

Prerequisite(s): None
(3/0/3)

INTE 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None
(0/3/3)

INTE 2999 - Cooperative Education (3 Credit Hours)

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.

Prerequisite(s): None
(0/3/3)

JOB SEEKING SKILLS (JOBS)

JOBS 2450 - Job Seeking Skills (2 Credit Hours)

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.

Prerequisite(s): None

(2/0/2)

KEYBOARDING (KYBD)

KYBD 1010 - Introductory Keyboarding (3 Credit Hours)

This course is an introduction to basic keyboarding terminology and touch typing. Emphasis is placed on speed, accuracy, and correct techniques.

Prerequisite(s): None

(3/0/3)

KYBD 1111 - College Keyboarding (3 Credit Hours)

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.

Prerequisite(s): KYBD 1010

(2/1/3)

MACHINE TOOL TECHNOLOGY (MTTC)

MTTC 2110 - Blueprint Reading (3 Credit Hours)

This course is designed to cover fifth year part two electrical trade technology concepts. Concepts covered include codes and practices parts 4 and 5. Pipe Trades (Air Conditioning & Refrigeration & Plumber): This course is designed to cover fifth year part two pipe trades-plumber technology concepts. Concepts covered include medical gas certification. Pipe Trades (Pipefitter): This course is designed to cover fifth year part two pipe trades-pipefitter technology concepts. Concepts covered include advanced welding technology.

Prerequisite(s): None
(2/1/3)

MTTC 2120 - Introduction to Machine Tools (6 Credit Hours)

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.

Prerequisite(s): None
(3/3/6)

MTTC 2210 - Bench Work (3 Credit Hours)

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.

Prerequisite(s): MTTC 2110
(2/1/3)

MTTC 2220 - Forming and Shaping (3 Credit Hours)

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.

Prerequisite(s): MTTC 2110
(2/1/3)

MTTC 2230 - Drill Press (6 Credit Hours)

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.

Prerequisite(s): MTTC 2110 and MTTC 2120
(3/3/6)

MTTC 2310 - Basic Lathe I (4 Credit Hours)

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.

Prerequisite(s): None
(1/3/4)

MTTC 2331 - Advanced Lathe (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

MTTC 2410 - Basic Mill I (4 Credit Hours)

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.

Prerequisite(s): None
(1/3/4)

MTTC 2431 - Advanced Mill (4 Credit Hours)

The advanced mill course allows students to perform multi-angular set-ups, gear cutting, advanced indexing operations and other advanced cutting operations.

Prerequisite(s): None
(0/4/4)

MTTC 2510 - Precision Grinding (2 Credit Hours)

This course will use surface grinders to perform precision grinding operations. Topics include types of grinders, accessories, set-up operations, wheel dressing and maintenance.

Prerequisite(s): None
(1/1/2)

MTTC 2710 - CNC (6 Credit Hours)

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.

Prerequisite(s): None
(3/3/6)

MTTC 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/1/1)

MTTC 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/2/2)

MTTC 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/3/3)

MTTC 2996 - Special Projects IV (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(3/0/3)

MTTC 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None

(0/3/3)

MTTC 2999 - Cooperative Education (3 Credit Hours)

Cooperative Education provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

MANAGEMENT (MGMT)

MGMT 2010 - Microcomputer Applications Bus (3 Credit Hours)

In this course, students will learn hands-on usage of microcomputer applications needed by business such as information/word processing, data base management, spreadsheets and graphics, and other relevant computer applications as developed.

Prerequisite(s): None

(3/0/3)

MGMT 2310 - Legal Environment of Business (3 Credit Hours)

A survey of business in its legal environment including topics of ethics, courts, and alternative dispute resolution, torts and criminal law, intellectual property, contracts, sales and product liability, creditor-debtor relations and bankruptcy, business organizations, employment law and discrimination, administrative agencies, and consumer protection.

Prerequisite(s): None

(3/0/3)

MATHEMATICS (MATH)

MATH 0098 - Developmental Math I (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

MATH 0099 - Developmental Math II (3 Credit Hours)

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.

Prerequisite(s): MATH 0098 or DVMA 0098 or DVMA 0091 or ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020

(3/0/3)

MATH 0099A - Developmental Math NSU (5 Credit Hours)

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. MATH 0099A is designed for students enrolled at Northwestern State University and participating in a cross-enrollment program.

Prerequisite(s): None

(5/0/5)

MATH 0099B - Developmental Math SLU (3 Credit Hours)

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. MATH 0099B is designed for students enrolled at Southeastern Louisiana University and participating in a cross-enrollment program.

Prerequisite(s): None

(3/0/3)

MATH 0099X - Preparatory Finite Mathematics (3 Credit Hours)

A course designed as a foundation of additional topics in fine mathematics skills before taking an entry level college finite mathematics courses. A preparatory-level course covering topics including preparatory skills and concepts in algebraic expressions, linear equations, linear inequalities, graphing, linear systems, sets and counting techniques, probability, number sense and financial math.

Prerequisite(s): MATH 0098 or ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020

(3/0/3)

MATH 1005 - College Algebra Fundamentals (5 Credit Hours)

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.

Prerequisite(s): MATH 0099 or DVMA 0099 or DVMA 0092 or ACT Math with a score of 19 or ACCUPLACER College Level Math with a score of 20 or COMPASS Math with a score of 40

(5/0/5)

MATH 1015 - College Algebra (3 Credit Hours)

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.

Prerequisite(s): ACT Math with a score of 21

(3/0/3)

MATH 1160 - Medical Math (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

MATH 1500 - Finite Math (3,4 Credit Hours)

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.

Prerequisite(s): MATH 0099 or DVMA 0092 or DVMA 0099 or ACT Math with a score of 19 or ACCUPLACER College Level Math with a score of 20 or COMPASS Algebra with a score of 40

(3/0/3,4)

MATH 1620 - Plane Trigonometry (3 Credit Hours)

The study of trigonometric functions. Topics include the laws of sine and cosine, the trigonometric functions and their graphs, inverse trigonometric functions, trigonometric identities and equations, and polar coordinate system. Trigonometry and trigonometric functions will be used to model and solve real world applications.

Prerequisite(s): MATH 1005 or MATH 1015 or ACT Math with a score of 28

(3/0/3)

MATH 1630 - Applied Calculus (3 Credit Hours)

An introduction to differential and integral calculus designed for non-STEM majors. Topics will include limits, the derivative, applications of the derivative, antiderivatives, and the definite integral. Polynomial, rational, radical, exponential, and logarithmic functions will be studied.

Prerequisite(s): MATH 1005 or MATH 1015

(3/0/3)

MATH 1650 - Pre-Calculus with Trigonometry (5 Credit Hours)

Prerequisite: Math ACT 23+ or a C or better in Math 1001. Credit will not be given for both Math 1015, Math 1620 and Math 1650. A combined course on: function properties and graphs; inverse functions; linear, quadratic, polynomial, rational, exponential and logarithmic functions with applications; systems of equations; trigonometric functions and graphs; inverse trigonometric functions; fundamental identities and angle formulas; solving equations, triangles with applications; polar coordinate system. Math 1650 is intended for students who must take Math 2000 for their major. It serves as a replacement for Math 1015 and Math 1620 for students who will take Math 2000.

Prerequisite(s): MATH 1005 or MATH 1015 or ACT Math with a score of 25

(5/0/5)

MATH 2000 - Calculus (5 Credit Hours)

Limits and continuity of functions; introduction of the derivative; techniques of differentiation; Chain rule; implicit differentiation; differentiation of transcendental and inverse functions; applications of differentiation: concavity; relative extrema; maximum and minimum values of a function; optimization; anti-differentiation; definite integrals; Fundamental Theorem of Calculus; areas; applications of definite integrals; work and volume.

Prerequisite(s): MATH 1650 or ACT Math with a score of 28 or COMPASS Trigonometry with a score of 46 or SAT Mathematics with a score of 630

(5/0/5)

MATH 2410 - Elementary Statistics (3 Credit Hours)

An introduction to statistical reasoning. Topics include graphical display of data, measures of central tendency and variability, sampling theory, the normal curve, standard scores, Student's T, Chi Square, and correlation techniques.

Prerequisite(s): MATH 1005 or MATH 1015 or MATH 1500

(3/0/3)

MEDICAL ASSISTANT (MAST)

MAST 1110 - Intro. to Medical Assistant (1 Credit Hour)

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.

Prerequisite(s): None
(1/0/1)

MAST 1120 - Law & Ethics for Medical Assis (2 Credit Hours)

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.

Prerequisite(s): None
(2/0/2)

MAST 1130 - Medical Assistant Applications (2 Credit Hours)

Keyboarding principles, which integrate language arts, medical terminology, and medical document processing with emphasis on utilizing correct techniques, accuracy and speed.

Co-requisite(s): MAST 1110, HMDT 1170, HCOR 1120
(1/1/2)

MAST 1210 - Administrative Procedures I (4 Credit Hours)

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.

Prerequisite(s): MAST 1110
Co-requisite(s): CPTR 1000, MAST 1130
(4/0/4)

MAST 1220 - Clinical Procedures I (1 Credit Hour)

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.

Co-requisite(s): MAST 1110, MAST 1120
(0/1/1)

MAST 1230 - Insurance & Medical Coding (2 Credit Hours)

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

Prerequisite(s): HCOR 1120 and HMDT 1170
(1/1/2)

MAST 2110 - Medical Transcription (3 Credit Hours)

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.

Prerequisite(s): (HCOR 1120 and HMDT 1170) and (MAST 1130 or KYBD 1110)
(2/1/3)

MAST 2130 - Clinical Procedures II (1 Credit Hour)

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.

Prerequisite(s): MAST 1220
(0/1/1)

MAST 2140 - Pharmacology for Medical Assis (2 Credit Hours)

Basic knowledge of drug classifications, mathematical computations and principles of medication administration as it related to the Medical Assistant.

Prerequisite(s): MATH 0098 or DVMA 0098 or DVMA 0091 or MATH 0099 or DVMA 0099 or DVMA 0092 or MATH 1005 or MATH 1015 or ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or COMPASS Algebra with a score of 30
(1/1/2)

MAST 2210 - Clinical Procedures III (1 Credit Hour)

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.

Prerequisite(s): MAST 2130
(0/1/1)

MAST 2222 - Medical Assistant Externship (2 Credit Hours)

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.

Co-requisite(s): MAST 1230
(0/2/2)

MUSIC (MUSC)

MUSC 1010 - Music Appreciation (3 Credit Hours)

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).

Prerequisite(s): None

(3/0/3)

MUSC 2100 - Music Fundamentals (3 Credit Hours)

This course is designed to provide a basic understanding of the fundamentals of music including elements of musical construction:

rhythm, pitch, melody, harmony; score markings and construction;

instrument identification: aural and visual; intervals; scales; key

signatures; chord construction; basic analysis: aural and visual; and

performance. We will workshop much of this material into practical

applications which can be used in the elementary classroom.

Prerequisite(s): None

(3/0/3)

PARALEGAL (PARL)

PARL 1000 - Intro to Paralegal Studies (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

PARL 1200 - Civil Procedure & Litigation (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

PARL 1300 - Tort Law for Paralegals (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

PARL 1400 - Family Law for Paralegals (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

PARL 1500 - Business Law for Paralegals (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

PARL 2000 - Legal Research and Writing (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

PHYSICS (PHYS)

PHYS 1010 - Elementary Physics (3 Credit Hours)

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.

Prerequisite(s): MATH 0099 or DVMA 0099 or DVMA 0092 or MATH 1005 or MATH 1015 or ACT Math with a score of 19 or COMPASS Algebra with a score of 40 or ACCUPLACER College Level Math with a score of 045
(3/0/3)

POLITICAL SCIENCE (POLI)

POLI 2010 - Introduction to American Gover (3 Credit Hours)

A course designed to consider the basic aspects of American politics and government: institutions, mass political behavior, and public policy. The purpose of the course is to encourage students to think analytically and critically about the United States Federal Government and the American political system.

Prerequisite(s): None

(3/0/3)

POLI 2020 - State & Local Politics (3 Credit Hours)

A course designed to provide students with a basic understanding of how public policy is formulated and political decisions are made by state and local governments. This course will examine the general principles of federalism as that process impacts upon state and local governments.

That examination will explore the relationships and factors that impact upon state and local electoral politics, political institutions, and public policies. This course will analyze in greater depth a sampling of state and local governments.

Prerequisite(s): None

(3/0/3)

PSYCHOLOGY (PSYC)

PSYC 1500 - Psy of Addict Behave&Sub Abuse (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

PSYC 2015 - Introduction To Psychology (3 Credit Hours)

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.

Prerequisite(s): (MATH 0098 or DVMA 0098 or DVMA 0091 or MATH 0099 or DVMA 0099 or DVMA 0092 or MATH 1015 or MATH 1005 or ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020) and (ENGL 0098 or DVEN 0098 or DVEN 0091 or ENGL 0099 or DVEN 0099 or DVEN 0092 or ENGL 1015 or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)

(3/0/3)

PSYC 2040 - Developmental Psychology (3 Credit Hours)

The purpose of this course focuses on human growth and development throughout the lifespan. Topics include developmental milestones, major theories and perspectives as they explain the developmental stages, and the research to explore language, socioemotional, physical, and cognitive development.

Prerequisite(s): PSYC 2015

(3/0/3)

PSYC 2100 - Social Psychology (3 Credit Hours)

A course designed to focus on how we influence others and how others affect the way we think and behave. Topics include perception, attitudes, conformity, group processes, interpersonal attraction, aggression, and prejudice.

Prerequisite(s): PSYC 2015

(3/0/3)

RELIGION (RELG)

RELG 1011 - Old Testament Survey (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

RELG 1021 - New Testament Survey (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

RELG 1201 - Introduction to Preaching (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

RELG 1301 - Practice of Evangelism (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

RELG 1401 - Worship Perspectives (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

RELG 1501 - Christian Doctrine (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

RELG 2015 - Intro to World Religion (3 Credit Hours)

The purposes of this course is to acquaint students with certain issues in religious studies. Three such issues have been specifically identified for this course: 1) the philosophical foundations for a critical analysis of religion; 2) the foundations of Christianity; 3) and a cross-cultural examination of the major world religions. By selecting these three issues, it is intended that students will become sensitive to the philosophical nature and presuppositions of many religious claims, to the origin of Christianity and Christian beliefs about Jesus, and to the unique, as well as common perspectives of the major world religions

Prerequisite(s): ENGL 1015
(3/0/3)

SOCIOLOGY (SOCL)

SOCL 2015 - Introduction to Sociology (3 Credit Hours)

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.

Prerequisite(s): (MATH 0098 or DVMA 0098 or DVMA 0091 or MATH 0099 or DVMA 0099 or DVMA 0092 or MATH 1005 or MATH 1015 or MATH 1500 or ACT Math with a score of 17 or COMPASS Algebra with a score of 30 or ACCUPLACER Elementary Algebra with a score of 065 or ACCUPLACER College Level Math with a score of 020) and (ENGL 0098 or DVEN 0098 or DVEN 0091 or ENGL 0099 or DVEN 0099 or DVEN 0092 or ENGL 1015 or ACT English with a score of 17 or COMPASS English with a score of 39 or ACCUPLACER Sentence Skills with a score of 060)

(3/0/3)

SOCL 2120 - Social Problems (3 Credit Hours)

A course designed to provide an examination of the major social problems in society with an emphasis on how these problems are interrelated and the role of society in their creation and perpetuation.

Prerequisite(s): SOCL 2015

(3/0/3)

SOCL 2220 - Marriage and Family (3 Credit Hours)

This course interweaves social science and the humanities to examine diverse family forms. Major emphasis is placed on a macrostructural analysis of families, both historically and in the present. We will examine how families and family members are affected by differences in race, gender, social class, sexuality, and global locations. In turn, special attention will be given to transnational families and the feminization of migration to illustrate how the global is increasingly local today.

Prerequisite(s): None

(3/0/3)

SOCL 2420 - Stratification and Inequality (3 Credit Hours)

Stratification refers to systematic social inequality in the access of opportunities, resources, and rewards. It involves the uneven distribution of people across social categories based upon achieved and ascribed characteristics. Human societies differ greatly in the extent of stratification present within them. This course focuses on social stratification in the United States. We will address how stratification has developed to its present state in the U.S. and question why members of certain groups advance while others do not.

Prerequisite(s): None

(3/0/3)

SPANISH (SPAN)

SPAN 1010 - Elementary Spanish I (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

SPAN 1020 - Elementary Spanish II (3 Credit Hours)

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.

Prerequisite(s): SPAN 1010

(3/0/3)

SPEECH COMMUNICATION (SPCH)

SPCH 1015 - Introduction to Speaking (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

SPCH 1025 - Intro to Interpersonal Com (3 Credit Hours)

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.

Prerequisite(s): None

(3/0/3)

STUDENT SUCCESS PATHWAYS (SSPA)

SSPA 1000 - Student Success Pathways (3 Credit Hours)

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, learning styles, stress management, and career exploration. Program Coordinator approval required.

Prerequisite(s): None

(3/0/3)

SSPA 1100 - SS Finance and Info Literacy (3 Credit Hours)

Student Success Finance and Literacy is designed to help students create greater success in college and in life. In the course, students will learn proven strategies for succeeding in college, managing personal finances, and employing library resources and tools. Topics covered in the course include, but are not limited to, accepting personal responsibility, goal setting, studying skills, understanding personal financing concepts, responsibly managing personal finances, accessing library resources and tools, and demonstrating research skills and ethical practices. This course is recommended for all first-time freshmen and required for all students who need Developmental Math and Developmental English courses.

Prerequisite(s): None

(3/0/3)

VETERINARY ASSISTANT (VETA)

VETA 1100 - Clinical Experience I (1 Credit Hour)

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.

Co-requisite(s): VETA 1101, VETA 1102, VETA 1103, VETA 1104, VETA 1202
(0/1/1)

VETA 1101 - Intro to Veterinary Technology (1 Credit Hour)

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.

Prerequisite(s): None
(1/0/1)

VETA 1102 - Vet Office&Hospital Procedures (2 Credit Hours)

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.

Prerequisite(s): None
(2/0/2)

VETA 1103 - Animal Care & Handling (2 Credit Hours)

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.

Co-requisite(s): VETA 1100
(2/0/2)

VETA 1104 - Veterinary Medical Terminology (2 Credit Hours)

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.

Prerequisite(s): None
(2/0/2)

VETA 1107 - Understand Animal Care&Handling (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

VETA 1108 - Equine Behavior/Handling/Care (3 Credit Hours)

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.

Prerequisite(s): None
(3/0/3)

VETA 1200 - Clinical Experience II (1 Credit Hour)

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.

Prerequisite(s): VETA 1100
Co-requisite(s): VETA 1201, VETA 1203, VETA 1204, VETA 1207, VETA 1209
(0/1/1)

VETA 1201 - Intro To Clinical Procedures (3 Credit Hours)

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.

Prerequisite(s): VETA 1100
Co-requisite(s): VETA 1200
(3/0/3)

VETA 1202 - Human Animal Bond (1 Credit Hour)

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.

Prerequisite(s): None
(1/0/1)

VETA 1203 - Avian & Exotic Medicine (2 Credit Hours)

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.

Prerequisite(s): VETA 1100
Co-requisite(s): VETA 1200
(2/0/2)

VETA 1204 - Animal Nursing I (3 Credit Hours)

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.

Prerequisite(s): VETA 1100
Co-requisite(s): VETA 1200
(3/0/3)

VETA 1207 - Parasitology for Vet Techs (2 Credit Hours)

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.

Prerequisite(s): VETA 1100
Co-requisite(s): VETA 1200, VETA 1209
(2/0/2)

VETA 1209 - Parasitology Lab for Vet Techs (1 Credit Hour)

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.

Prerequisite(s): VETA 1100

Co-requisite(s): VETA 1200, VETA 1207

(0/1/1)

VETA 1300 - Externship I (2 Credit Hours)

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.

Prerequisite(s): VETA 1200

Co-requisite(s): VETA 1302

(0/2/2)

VETA 1302 - Lab Animal Medicine (2 Credit Hours)

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.

Prerequisite(s): VETA 1200

Co-requisite(s): VETA 1300

(2/0/2)

VETERINARY TECHNICIAN (VETT)

VETT 2100 - Clinical Experience III (1 Credit Hour)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2102, VETT 2103, VETT 2107, VETT 2104, VETT 2108, VETT 2110
(0/1/1)

VETT 2102 - Pharmacology For Vet Techn (3 Credit Hours)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2100
(3/0/3)

VETT 2103 - Animal Nursing II (3 Credit Hours)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2100, VETT 2107, VETT 2110
(3/0/3)

VETT 2104 - Animal Anatomy & Physiology (3 Credit Hours)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2100, VETT 2108
(3/0/3)

VETT 2105 - Clinical Pathology for Vet Tec (3 Credit Hours)

A 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.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2200, VETT 2109
(3/0/3)

VETT 2107 - Animal Nursing & Image Lab (1 Credit Hour)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2100, VETT 2103, VETT 2110
(0/1/1)

VETT 2108 - Animal Anatomy Physiology Lab (1 Credit Hour)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2100, VETT 2104
(0/1/1)

VETT 2109 - Clinical Pathology Lab for VTs (1 Credit Hour)

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.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2200, VETT 2105
(0/1/1)

VETT 2110 - Imaging For Vet Technicians (2 Credit Hours)

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.

Prerequisite(s): VETA 1300

Co-requisite(s): VETT 2100, VETT 2103, VETT 2107
(2/0/2)

VETT 2200 - Clinical Experience IV (1 Credit Hour)

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.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2105, VETT 2109, VETT 2203, VETT 2207, VETT 2204, VETT 2208
(0/1/1)

VETT 2203 - Microbiology & Immunology- VTs (3 Credit Hours)

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.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2200, VETT 2207
(3/0/3)

VETT 2204 - Surgical Nursing & Anesthesia (3 Credit Hours)

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, perioperative procedures, and post-operative procedures. This course also focuses on common surgical procedures of both small and large animals as well as dental procedures.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2200, VETT 2208
(3/0/3)

VETT 2207 - MicroBiology & Immunology Lab (1 Credit Hour)

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.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2200, VETT 2203
(0/1/1)

VETT 2208 - Surgi Nursing & Anesthesia Lab (1 Credit Hour)

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.

Prerequisite(s): VETT 2100

Co-requisite(s): VETT 2200, VETT 2204
(0/1/1)

VETT 2300 - Externship II (2 Credit Hours)

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.

Prerequisite(s): VETT 2200

Co-requisite(s): VETT 2301
(0/2/2)

VETT 2301 - Small & Large Animal Medicine (3 Credit Hours)

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.

Prerequisite(s): VETT 2200

Co-requisite(s): VETT 2300
(3/0/3)

VETT 2991 - Special Projects I (1 Credit Hour)

Course designed for students who have demonstrated specific needs in instruction through the Veterinary Technology program.

Prerequisite(s): None

(1/0/1)

VETT 2993 - Special Projects II (2 Credit Hours)

Course designed for students who have demonstrated specific needs in instruction through the Veterinary Technology program.

Prerequisite(s): None

(2/0/2)

VETT 2995 - Special Projects III (3 Credit Hours)

Course designed for students who have demonstrated specific needs in instruction through the Veterinary Technology program.

Prerequisite(s): None

(3/0/3)

VETT 2996 - Special Projects IV (1 Credit Hour)

Course designed for students who have demonstrated specific needs in instruction through the Veterinary Technology program.

Prerequisite(s): None

(0/1/1)

WELDING (WELD)

WELD 1110 - Occupational Orient and Safety (3 Credit Hours)

An introduction to the occupation of welding including facility layout, policies, safety, fire prevention 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 and employability skills, and essential workplace skills.

Prerequisite(s): None
(2/1/3)

WELD 1120 - Blueprint, Metall & Weld Sym (3 Credit Hours)

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.

Prerequisite(s): WELD 1110
(2/1/3)

WELD 1130 - Welding Inspection & Testing (2 Credit Hours)

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.

Prerequisite(s): WELD 1110
(1/1/2)

WELD 1140 - Electrical Fundamentals (2 Credit Hours)

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.

Prerequisite(s): None
(1/1/2)

WELD 1210 - Oxyfuel Systems (2 Credit Hours)

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.

Prerequisite(s): WELD 1110
(1/1/2)

WELD 1310 - Cutting Processes-CAC/PAC (2 Credit Hours)

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.

Prerequisite(s): None
(1/1/2)

WELD 1410 - SMAW - BASIC Beads (2 Credit Hours)

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.

Prerequisite(s): WELD 1110
(1/1/2)

WELD 1411 - SMAW - Fillet Weld (3 Credit Hours)

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.

Prerequisite(s): WELD 1410
(0/3/3)

WELD 1412 - SMAW V Groove BU/Gouge (3 Credit Hours)

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.

Prerequisite(s): None
(0/3/3)

WELD 1420 - SMAW - V - Groove Open (4 Credit Hours)

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.

Prerequisite(s): WELD 1411
(1/3/4)

WELD 1510 - SMAW - PIPE 2G (4 Credit Hours)

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.

Prerequisite(s): None
(1/3/4)

WELD 1511 - SMAW--Pipe 5G (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

WELD 1512 - SMAW--Pipe 6G (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

WELD 2110 - FCAW - Basic Fillet Welds (3 Credit Hours)

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.

Prerequisite(s): WELD 1110
(1/2/3)

WELD 2111 - FCAW - Groove Welds (3 Credit Hours)

Safely setup and operate Flux Core Arc Welding (FCAW) equipment with practice of VGroove welds with a backing or back gouging in the flat, horizontal, vertical, and overhead positions.

Prerequisite(s): WELD 2110
(0/3/3)

WELD 2112 - FCAW Pipe 5G (4 Credit Hours)

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.

Prerequisite(s): None
(1/3/4)

WELD 2113 - FCAW Pipe 2G (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

WELD 2114 - FCAW Pipe 6G (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

WELD 2210 - GTAW - Basic Multi-Joint (3 Credit Hours)

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.

Prerequisite(s): WELD 1110
(1/2/3)

WELD 2220 - GTAW - PIPE 5G (4 Credit Hours)

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.

Prerequisite(s): WELD 2210
(1/3/4)

WELD 2221 - GTAW - PIPE 2G (4 Credit Hours)

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.

Prerequisite(s): WELD 2210
(0/4/4)

WELD 2222 - GTAW - PIPE 6G (4 Credit Hours)

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.

Prerequisite(s): WELD 2210
(0/4/4)

WELD 2230 - GTAW - Aluminum Multi-Joint (3 Credit Hours)

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.

Prerequisite(s): WELD 1110
(1/2/3)

WELD 2310 - GMAW - Basic Fillet Weld (3 Credit Hours)

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.

Prerequisite(s): WELD 1110
(1/2/3)

WELD 2311 - GMAW - Groove Weld (3 Credit Hours)

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.

Prerequisite(s): WELD 2310
(0/3/3)

WELD 2320 - GMAW--Pipe 2G (4 Credit Hours)

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.

Prerequisite(s): None
(1/3/4)

WELD 2321 - GMAW--Pipe 5G (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

WELD 2322 - GMAW--6G (4 Credit Hours)

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.

Prerequisite(s): None
(0/4/4)

WELD 2330 - GMAW--Aluminum Multi-Joint (4 Credit Hours)

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.

Prerequisite(s): None
(1/3/4)

WELD 2991 - Special Projects I (1 Credit Hour)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/1/1)

WELD 2992 - Special Projects IV (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(1/1/2)

WELD 2993 - Special Projects II (2 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(0/2/2)

WELD 2994 - Special V (4 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None
(4/0/4)

WELD 2995 - Special Projects III (3 Credit Hours)

A course designed for the student who has demonstrated specific special needs. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

WELD 2997 - Practicum (3 Credit Hours)

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

Prerequisite(s): None

(0/3/3)

WELD 2999 - Cooperative Education (3 Credit Hours)

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. Associate Provost of Technical Studies approval required.

Prerequisite(s): None

(0/3/3)

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