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# GENERAL INFORMATION

This section of the Academic Catalog provides general information about the college within the following sub-categories:

- About NTCC (p. 3)
- Campuses & History (p. 4)
- Governance & Accreditation (p. 5)
- Admissions (p. 5)
- Records and Registration (p. 8)
- Tuition and Fees (p. 11)
- Financial Aid (p. 13)

## Statements and Disclaimers:

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. Mode of course delivery is subject to change based on response to emergency disruptions.

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, or disability. All students have equal rights to counseling and training. The following person has been designated to handle inquiries regarding these non-discrimination policies:

Northshore Technical Community College, Title IX Coordinator  
Dr. Christy Montgomery  
Phone: 985-545-1239  
Email: christymontgomery@northshorecollege.edu

**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.**

## About NTCC

### Message from the Chancellor

Welcome to Northshore Technical Community College where faculty and staff specialize in Building Futures for graduates! Celebrating 90 years, Northshore Tech continues to serve the greater Northshore region by offering workforce education and transfer opportunities culminating in specialized industry certifications, technical diplomas, and associate degrees in-demand occupations positioning our graduates to be competitive in today's dynamic and rapidly changing economy. Accredited by the Southern Association of Colleges Schools Commission on Colleges (SACSCOC), transfer opportunities abound for students with strategically designed university transfer pathways to colleges and universities. Whether you are interested in a specific field of study or uncertain about your future career plans, our faculty and staff are dedicated to your success. We welcome you to join the "Gator" family and look forward to sharing that special moment with you when you walk across the stage at graduation and Build YOUR Future.

William S. Wainwright, PhD  
Chancellor

## Mission

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.

## Vision:

In keeping with the vision of the Louisiana Community and Technical College System, Northshore Technical Community College

- Produces knowledgeable, skilled, and confident citizens ready for the future, ready for the workplace, and ready to continue learning.
- Delivers rapid, flexible, and innovative solutions to changing workforce needs.

## Values:

At Northshore Technical Community College, we value:

- **Student Success** – We seek to address student needs and interests to help students stay connected to their education and career goals. Through high-quality instruction, continuous learning, and individualized support, we provide students with the competitive edge needed for today's global economy.
- **Diversity, Equity, and Inclusion** – We seek to foster a culturally conscious, non-discriminatory, and equal opportunity environment that recognizes and appreciates the similarities and differences of the students, faculty, staff, and communities we serve.
- **Community Synergy** - We seek to foster partnerships and relationships within the college and communities we serve to advance our mission.
- **Communication** – We commit to effective systems of internal and external communication focused on transparency and shared governance to realize a pathway to prosperity for all stakeholders of the college.
- **Integrity** – We uphold our mission and values through our commitment to decision-making that is moral, just, fair, honest, and trustworthy.

## Campuses & History

With campus locations in Livingston, St. Helena, St. Tammany, Tangipahoa, and Washington Parishes, NTCC is your community college of the Northshore. We offer a wide range of workforce training and transfer programs to students seeking a competitive edge in today's global economy.

### Main Campus: Lacombe 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 destinations across the parish. With over 30,000 square feet of building space, the campus features a heavy focus on science, technology, engineering, and math (STEM).

### Sites:

#### Connect to Success Site

900 B West University Ave. Room 215, Hammond, LA 70402

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 convenient location allows the campus to serve not only citizens of Tangipahoa, but also 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.

#### 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 convenient location allows the campus to serve not only citizens of Tangipahoa, but also Livingston and portions of St. Helena, Washington, and St. Tammany Parishes.

#### Livingston Campus (Walker)

11640 Burgess Ave, Walker, LA 70785

Northshore Technical Community College's Livingston Campus is located at 11640 Burgess Avenue in Walker. The Livingston Campus is the college's new campus location, officially opening in Fall 2019 and formally expanding the college's physical presence into all five parishes in our service area. The campus's close proximity to the Livingston Literacy

and Technology Center further expands a commitment to education to citizens in Livingston Parish.

#### Rayburn Correctional Center Site

27268 Highway 21, Angie, LA 70426

In partnership with the Education Department of the B.B. "Sixty" Rayburn Correctional Center, Northshore Technical Community College offers educational programming aimed towards occupational skill development, rehabilitation, and breaking the chain of recidivism.

#### 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.

## 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 that 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.

NTCC's Lacombe Campus opened in January 2017 and now serves as the main campus of the college. The campus was expanded in August 2019 with opening of the Advanced Technology Center. The Livingston Campus was formally established adjacent to the Livingston Parish Literacy and Technology Center with opening of the Academic and Technical Building in August 2019.

In December 2020, Northshore Technical Community College earned initial accreditation status with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, technical diplomas, and certificates. Initial accreditation status with SACSCOC was effective January 1, 2020.

## Governance & Accreditation

### Accreditation

#### Institutional Accreditation

Northshore Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, technical diplomas, and certificates. Questions about the accreditation of Northshore Technical Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

- View our Institution Details from the Southern Association of College and Schools Commission on Colleges (SACSCOC) ([https://sacscoc.org/institutions/?institution\\_name=northshore+technical+community+college&results\\_per\\_page=25&curpage=1&institution=00131000020Em](https://sacscoc.org/institutions/?institution_name=northshore+technical+community+college&results_per_page=25&curpage=1&institution=00131000020Em))

#### Program Specific Accreditations

In addition to NTCC's accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, technical diplomas, and certificates, the college offers many programs that have specialized accreditations from state, regional, and/or national professional associations and boards. A list of those specialized accreditations is provided below.

- The **Air Conditioning and Refrigeration** program at the Sullivan Campus is accredited by **Heating, Ventilation, and Air Conditioning (HVAC) Excellence**.
- The **Automotive Technology** program at the Rayburn Correctional Center is accredited by the **National Automotive Technicians Education Foundation (NATEF)**.
- The **Diesel Powered Equipment Technology** program at the Sullivan Campus is accredited by the **National Automotive Technicians Education Foundation (NATEF)**.
- The **Pharmacy Technician** program is accredited by the **American Society of Health Systems Pharmacist (ASHSP)**.
- The **Practical Nursing** program is accredited by **Louisiana State Board Practical Nursing Examiners (LSBPNE)**
- The **Veterinary Technology** program is accredited by the **American Veterinary Medical Association (AVMA)**.

## Governance

### Louisiana Community and Technical College System (LCTCS)

NTCC is governed by the Louisiana Community & Technical College System Board of Supervisors. The LCTCS Board is composed of 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> (<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 \(https://www.northshorecollege.edu/about/administration/index/\)](https://www.northshorecollege.edu/about/administration/index/).

## Advisory Councils

### Institutional Advisory Committee

NTCC convenes an Institutional Advisory Committee 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. The Institutional Advisory Committee is made up of three or more members external to the college, meets at least once annually with a majority of official members present, and keeps minutes of each meeting to document their activities and recommendations.

### Program Advisory Committees

Program Advisory Committees are formed for each program of study. 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 each program. Employers that hire students of NTCC serve on 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> (<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://www.northshorecollege.edu/admissions/apply-now>. 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> (<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> (<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 within three years of the first day of the term in which the student is applying for entry),
  - ACT scores (completed within 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 online and at each NTCC campus. It is recommended that students participate in orientation during the admissions period in order to acquaint themselves with the services, staff, and campus, as well as the College Catalog and Student Handbook.
  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> (<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.

## 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: <https://www.northshorecollege.edu/academic-affairs/index> (<https://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](mailto: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](mailto: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/academic-affairs/academic-calendars/>)

## 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) (<https://campussuite-storage.s3.amazonaws.com/prod/1558527/b8284a7c-b2b7-11e7-934d-0ad27657f4d8/1791306/46a39244-6e8c-11e8-a73d-12df2ed5596e/file/SA%20004%20-%20FERPA%20Policy.pdf>).



## 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 the National Student Clearinghouse (<https://www.northshorecollege.edu/admissions/transcript-request/>). Students with LoLA accounts should make requests through LoLA. 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 official 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. Official name changes cannot be requested through LoLA. Students do have the ability to change their preferred name in LoLA and CANVAS. The preferred name can be used on most student documents, however the official name must be used on the college transcript since it serves as the permanent academic record. 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 (YourLolaUsername@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 Standing

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 have a "not in good standing" academic status. The student will be allowed to register for the next semester. The student will remain on "not in good standing" 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 an Add/Drop Form and submit it to the Student Affairs Office 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.
- Apply for graduation within LOLA account. Deadlines are available in the academic calendar.
- 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 (<https://www.northshorecollege.edu/financial-aid/fee-refunds/>).

## 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

A 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 Career and Technical Certificate, Certificate of Technical Studies, Technical Diploma, or Associate Degree must meet the 25% in-residence credit hours.

## 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: Career and Technical Certificate, Certificate of Technical Studies, and/or Technical Diploma. 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 Career and Technical Certificate, 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
<b>Total Hours</b>		<b>15</b>

## 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. Access fee is \$50 per student, per semester for Fall and Spring-\$25 per student, per semester for Summer. 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 emailed to the student's preferred email address. Payment options are as follows:

1. **On-line payment options through CASHNet**
  - 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 the first installment is processed immediately plus the \$30 enrollment fee. Payments can be made through Visa, MasterCard, Discover, or American Express with a 2.75% convenience fee or through a checking or

savings account. It is the student's responsibility to ensure funds are available at the time of the withdrawal. Auto-Debit is available for remaining payments.

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 without prior approval.

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

- Go to [www.NorthshoreCollege.edu](http://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, BankMobile. Each student is required to select their REFUND METHOD in BankMobile by following instructions below:

- Go to [www.NorthshoreCollege.edu](http://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 Academic Links
- Select Refund Choice

## 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 Benefits**



# PROGRAMS OF STUDY

## Degrees & Certificates:

NTCC offers comprehensive credit-bearing coursework leading towards a short-term certificate, technical diploma, and/or associate degree. A full list of credit programs of study is provided below.

## University Transfer Pathways:

NTCC has established partnerships with universities and colleges designed to prepare you for transfer into a bachelor's degree or specialized program and another institution of higher learning. Transfer pathways are facilitated within the Louisiana Transfer Degree Program.

- Louisiana Transfer Degree Catalog Listing (<https://catalog.northshorecollege.edu/programs-study/louisiana-transfer/>)
- Link to University Transfer Pathways webpage (<https://www.northshorecollege.edu/programs/university-transfer/index/>)

## Degree and Certificate Programs:

- Air Conditioning & Refrigeration (p. 18)
- Automotive Technology (p. 19)
- Building Technology Specialist (p. 21)
- Business Office Administration (p. 22)
- Care and Development of Young Children (p. 23)
- Criminal Justice (p. 25)
- Culinary Arts and Occupations (p. 26)
- Diesel Powered Equipment Technology (p. 27)
- Drafting and Design Technology (p. 29)
- Electrician (p. 31)
- Electric Line Technology (p. 29)
- EMR - First Responder (<https://catalog.northshorecollege.edu/programs-study/emr/>)
- EMT - Basic (<https://catalog.northshorecollege.edu/programs-study/emt/>)
- General Studies (<https://catalog.northshorecollege.edu/programs-study/general-studies/>)
- Information Systems Technology (<https://catalog.northshorecollege.edu/programs-study/information-technology/>)
- Louisiana Transfer Program (<https://catalog.northshorecollege.edu/programs-study/louisiana-transfer/>)
- Machine Tool Technology (p. 34)
- Maritime Technology (p. 35)
- Medical Assistant (p. 36)
- Paralegal Studies (<https://catalog.northshorecollege.edu/programs-study/paralegal-studies/>)
- Patient Care Technician (p. 37)
- Pharmacy Technician (p. 38)
- Practical Nursing (p. 40)
- Technical Studies (<https://catalog.northshorecollege.edu/programs-study/technical-studies/>)
- Veterinary Technology (p. 41)
- Welding (p. 42)

*\*Listing of a program does not necessarily mean that enrollment is accepted every semester. Program availability and start dates vary.*

## Master Course Syllabus:

Master syllabus templates contain the base information for each course offered by the college. Though the final version used within a specific section of a course is subject to change by the assigned faculty member, the master syllabus includes the minimum elements required for a formal syllabus. Master syllabi are accessible and published on NTCC website:

- Go to the Master Syllabi webpage (<https://www.northshorecollege.edu/academic-affairs/master-syllabus/>).

## College Policies:

In addition to requirements and stipulations included in the College Catalog, official college policies may also contain expectations related to degree completion and enrollment at the college. Official Academic Affairs and Student Affairs related policies are accessible and published on the college website:

- Go to the Academic Affairs Policies webpage (<https://www.northshorecollege.edu/academic-affairs/>).
- Go to the Student Affairs Policies webpage (<https://www.northshorecollege.edu/student-affairs/index/>).

*Note: This section of the catalog is a description of all credit-bearing degree and certificate 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.*

## General Education Core:

The purpose of the general education core at NTCC is to provide students with a well-rounded educational experience. The general education core is a required component of associate degree programs at NTCC. The college requirement for the general education core is a minimum of 15 credit hours, with three credit hours in each core category (English Composition, Mathematics, Natural Science, Behavioral Science, and Humanities). Elective options are outlined below.

## Student Learning Outcomes:

Upon completion of the general education core at NTCC, students should be able to:

- Communicate effectively by use of composition through writing and speaking and comprehension through reading and listening.
- Construct problem-solving strategies to model, interpret, and (or) communicate solutions to mathematical problems.
- Integrate concepts of the scientific nature of the world and the role of behavioral and natural sciences as it pertains to health and well-being.
- Examine significant ideas and achievements in literature, art, music, and media in order to evaluate the impact these forms of expression have in today's world.
- Analyze the diversity of the human experience through the practical applications of social, historical, cultural, economic, and political systems and apply to current events and in professional settings.

- Distinguish and apply credible sources of knowledge utilizing information literacy and research skills.

Student achievement related to student learning outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

### General Education Elective Options:

Code	Title	Hours
<b>English Composition</b> (Note: Cannot apply both ENGL 1015 and 1015A)		

ENGL 1015	English Composition I	3
ENGL 1015A	English Comp I w/Suppl. Instr.	4
ENGL 1025	English Composition II	3

Code	Title	Hours
<b>Mathematics</b> (Note: Cannot apply both MATH 1005 and MATH 1015 nor both MATH 1500 and 1500A)		

MATH 1005	College Algebra Fundamentals	5
MATH 1015	College Algebra	3
MATH 1500	Finite Math	3
MATH 1500A	Finite Math w/Suppl. Instr.	4
MATH 1620	Plane Trigonometry	3
MATH 1650	Pre-Calculus with Trigonometry	5
MATH 2000	Calculus	5
MATH 2410	Elementary Statistics	3

Code	Title	Hours
<b>Natural Sciences</b>		

#### Biological Science Electives:

BIOL 1010	Introduction to Biology I	3
BIOL 1020	Introduction To Biology II	3
BIOL 1100	Gen Biology I (Science Major)	3
BIOL 1110	Environmental Biology	3
BIOL 1200	Gen Biology II (Science Major)	3
BIOL 2200	Human Anatomy & Physiology I	3
BIOL 2230	Medical Microbiology	3
BIOL 2300	Human Anatomy & Physiology II	3

#### Physical Science Electives:

CHEM 1010	Gen Chemistry I NonScience Mjr	3
GEOL 1010	Physical Geology	3
PHYS 1010	Elementary Physics	3

Code	Title	Hours
<b>Humanities</b>		

ENGL 2010	British Literature	3
ENGL 2020	American Literature	3
ENGL 2030	World Literature	3
HIST 1010	Western Civilization I	3
HIST 1020	Western Civilization II	3
HIST 1500	World Hist Perspective of Oil	3
HIST 2010	American History	3
HIST 2020	American History II	3
HIST 2100	History of Louisiana	3
HMAN 2015	Humanities for Leaders	3

**Additional Approved Electives:** The following courses can be used as an additional elective for this category only if one of the above courses is also completed.

FREN 1010	Elementary French I	3
FREN 1020	Elementary French II	3
SPAN 1010	Elementary Spanish I	3
SPAN 1020	Elementary Spanish II	3
SPCH 1015	Introduction to Speaking	3
SPCH 1025	Intro to Interpersonal Com	3

Code	Title	Hours
<b>Social Behavioral Sciences</b>		

ECON 2010	Principles of Macroeconomics	3
ECON 2020	Principles of Microeconomics	3
POLI 2010	Introduction to American Gover	3
POLI 2020	State & Local Politics	3
PSYC 1500	Psy of Addict Behave&Sub Abuse	3
PSYC 2015	Introduction To Psychology	3
PSYC 2040	Developmental Psychology	3
PSYC 2100	Social Psychology	3
SOCL 2015	Introduction to Sociology	3
SOCL 2120	Social Problems	3
SOCL 2220	Marriage and Family	3
SOCL 2420	Stratification and Inequality	3

**Additional Approved Electives:** The following courses can be used as an additional elective for this category only if one of the above courses is also completed.

CRMJ 1110	Intro to Criminal Justice	3
CRMJ 1120	Introduction to Corrections	3
CRMJ 1220	Police Systems and Practices	3
CRMJ 1330	Introduction to Criminal Law	3
CRMJ 1340	Deviance	3
CRMJ 1410	Juvenile Justice	3
CRMJ 1420	Judicial Process	3

### Other General Education Electives:

#### Fine Arts:

Code	Title	Hours
ARTS 1010	Survey of World Art History I	3
ARTS 1020	Survey of World Art History II	3
MUSC 1010	Music Appreciation	3

### General Education Elective:

For degree plans that list an option for a "General Education Elective", students may choose any course listed in one of the above General Education categories (English Composition, Mathematics, Natural Sciences, Humanities, Social Behavioral Sciences, and Fine Arts).

## Degrees, Diplomas, and Exit Points:

Exit level designations for these programs are as follows:

- **CTC - Career and Technical Certificate:** an applied skills program (6-18 SCH) that provides specific, meaningful technical skills relative to employment readiness and designed towards preparation for an industry-based certification (IBC).
- **CTS - Certificate of Technical Studies:** an applied, technical program (16-33 SCH) to provide a student with a broad technical competency in a specific area or field.

- **TD - Technical Diploma:** an applied, technical program (45-60 SCH) usually formed by combining multiple CTSs and/or CTCs.
- **AAS - Associate of Applied Science Degree:** an applied degree program, with a limited general education core component, primarily designed to prepare students for immediate employment or career entry.
- **Louisiana Transfer Degree (AALT or ASLT):** an Associate of Arts or Associate of Science degree that follows a prescribed curriculum (providing both structure and flexibility) and assures transfer of the 60 SCH in the degree plus credit for completion of the Board of Regents' required general education block at any public university.

Degrees, technical diplomas, and certificates earned are recorded on the transcript upon verification of award requirements. Associate degrees have general education requirements.

### Credential List

A list of credentials offered by NTCC, by credential type, is provided below:

#### Associate of Applied Science Programs

- Criminal Justice (<https://catalog.northshorecollege.edu/programs-study/criminal-justice/>) (430104)
- Information Systems Technology (<https://catalog.northshorecollege.edu/programs-study/information-technology/>) (110103)
- Veterinary Technology (<https://catalog.northshorecollege.edu/programs-study/veterinary-technology/>) (018301)
- Technical Studies (<https://catalog.northshorecollege.edu/programs-study/technical-studies/>) (479999)
  - Concentrations:
    - Automotive Technology (470604)
    - Air Conditioning & Refrigeration (470201)
    - Building Technology Specialist (460401)
    - Business Office Administration (520401)
    - Care & Development of Young Children (190709)
    - Culinary Arts & Occupations (120503)
    - Diesel Powered Equipment Technology (470605)
    - Electric Line Technology (460301)
    - Electrician (460302)
    - Machine Tool Technology (480501)
    - Maritime Technology (490399)
    - Practical Nursing (513901)
    - Welding (480508)

Associate of General Studies (<https://catalog.northshorecollege.edu/programs-study/general-studies/>) (240102)

- Concentrations:
  - Criminal Justice Systems Studies (430104)
  - Drafting and Design Technician (151301)
  - Foundations of Information Technology (110901)
  - General Studies (240102)
  - Maritime Transportation (490399)
  - Medical Assistant (510801)
  - Paralegal Studies (220302)
  - Patient Care Technician (512601)

- Pharmacy Technician (510805)
- Practical Nursing (513901)

Louisiana Transfer Degree (<https://catalog.northshorecollege.edu/programs-study/louisiana-transfer/>) (240199)

- Associate of Arts (<https://catalog.northshorecollege.edu/programs-study/louisiana-transfer/>) (240199)
- Associate of Science (<https://catalog.northshorecollege.edu/programs-study/louisiana-transfer/>) (240199)

#### Diploma Programs

- Air Conditioning & Refrigeration (<https://catalog.northshorecollege.edu/programs-study/air-conditioning-refrigeration/>) (470201)
- Automotive Technician (<https://catalog.northshorecollege.edu/programs-study/automotive-technology/>) (470604)
- Building Technology Specialist (<https://catalog.northshorecollege.edu/programs-study/building-technology-specialist/>) (460401)
- Business Office Technology (<https://catalog.northshorecollege.edu/programs-study/business-office-administration/>) (520401)
- Care & Development of Young Children (<https://catalog.northshorecollege.edu/programs-study/care-development-young-children/>) (190709)
- Criminal Justice (<https://catalog.northshorecollege.edu/programs-study/criminal-justice/>) (430104)
- Culinary Arts & Occupations (<https://catalog.northshorecollege.edu/programs-study/culinary-arts-occupations/>) (120503)
- Diesel Powered Equipment Technology (<https://catalog.northshorecollege.edu/programs-study/diesel-powered-equipment-technology/>) (470605)
- Electric Line Technology (<https://catalog.northshorecollege.edu/programs-study/electric-line-technology/>) (460301)
- Electrician (<https://catalog.northshorecollege.edu/programs-study/electrician-industrial/>) (460302)
- Information Technology (<https://catalog.northshorecollege.edu/programs-study/information-technology/>) (110901)
- Machine Tool Technology (<https://catalog.northshorecollege.edu/programs-study/machine-tool-technology/>) (480501)
- Maritime Technology (<https://catalog.northshorecollege.edu/programs-study/maritime-technology/>) (490399)
- Practical Nursing (<https://catalog.northshorecollege.edu/programs-study/practical-nursing/>) (513901)
- Welding (<https://catalog.northshorecollege.edu/programs-study/welding/>) (480508)

#### Certificate of Technical Studies Programs

- Arc Welder FCAW (<https://catalog.northshorecollege.edu/programs-study/welding/>) (480508)
- Arc Welder GMAW (<https://catalog.northshorecollege.edu/programs-study/welding/>) (480508)
- Arc Welder GTAW (<https://catalog.northshorecollege.edu/programs-study/welding/>) (480508)
- Arc Welder SMAW (<https://catalog.northshorecollege.edu/programs-study/welding/>) (480508)
- Child Care Teacher (<https://catalog.northshorecollege.edu/programs-study/care-development-young-children/>) (190709)

- CNC Operator (<https://catalog.northshorecollege.edu/programs-study/machine-tool-technology/>) (480501)
- Commercial A/C (<https://catalog.northshorecollege.edu/programs-study/air-conditioning-refrigeration/>) (470201)
- Commercial Refrigeration (<https://catalog.northshorecollege.edu/programs-study/air-conditioning-refrigeration/>) (470201)
- Construction Specialist (<https://catalog.northshorecollege.edu/programs-study/building-technology-specialist/>) (460401)
- Criminal Justice Systems Studies (<https://catalog.northshorecollege.edu/programs-study/criminal-justice/>) (430104)
- Diesel Engine Technician (<https://catalog.northshorecollege.edu/programs-study/diesel-powered-equipment-technology/>) (470605)
- Drafting & Design Technician (<https://catalog.northshorecollege.edu/programs-study/drafting-design-technology/>) (151301)
- Electrical A/C Specialist (<https://catalog.northshorecollege.edu/programs-study/building-technology-specialist/>) (460401)
- Electric Line Technician (<https://catalog.northshorecollege.edu/programs-study/electric-line-technology/>) (460301)
- Electrical Technician (<https://catalog.northshorecollege.edu/programs-study/automotive-technology/>) (470604)
- Engine Performance Technician (<https://catalog.northshorecollege.edu/programs-study/automotive-technology/>) (470604)
- Entry Level Line Cook (<https://catalog.northshorecollege.edu/programs-study/culinary-arts-occupations/>) (120503)
- Foundations of Information Technology (<https://catalog.northshorecollege.edu/programs-study/information-technology/>) (110901)
- Lathe Operator (<https://catalog.northshorecollege.edu/programs-study/machine-tool-technology/>) (480501)
- Maritime Transportation (<https://catalog.northshorecollege.edu/programs-study/maritime-technology/>) (490399)
- Medical Assistant (<https://catalog.northshorecollege.edu/programs-study/medical-assistant/>) (510801)
- Mill Operator (<https://catalog.northshorecollege.edu/programs-study/machine-tool-technology/>) (480501)
- Office Assistant Specialist (<https://catalog.northshorecollege.edu/programs-study/business-office-administration/>) (520401)
- Paralegal Studies (<https://catalog.northshorecollege.edu/programs-study/criminal-justice/>) (220302)
- Patient Care Technician (<https://catalog.northshorecollege.edu/programs-study/patient-care-technician/>) (512601)
- Pharmacy Technician (<https://catalog.northshorecollege.edu/programs-study/pharmacy-technician/>) (510805)
- Production Cook (<https://catalog.northshorecollege.edu/programs-study/culinary-arts-occupations/>) (120503)
- Residential A/C/R (<https://catalog.northshorecollege.edu/programs-study/air-conditioning-refrigeration/>) (470201)
- Residential Electrician (<https://catalog.northshorecollege.edu/programs-study/electrician-industrial/>) (460302)
- Veterinary Assistant (<https://catalog.northshorecollege.edu/programs-study/veterinary-technology/>) (018301)

#### Certificate of General Studies

- General Studies (<https://catalog.northshorecollege.edu/programs-study/general-studies/>) (240102)

#### Career and Technical Certificate Programs

- Brake Systems (<https://catalog.northshorecollege.edu/programs-study/automotive-technology/>) (470604)
- Alignment, Suspension & Steering Technology (<https://catalog.northshorecollege.edu/programs-study/automotive-technology/>) (470604)
- Cloud Computing Support (<https://catalog.northshorecollege.edu/programs-study/information-technology/>) (110902)
- Control Helper (<https://catalog.northshorecollege.edu/programs-study/electrician-industrial/>) (460302)
- Cybersecurity Support (<https://catalog.northshorecollege.edu/programs-study/information-technology/>) (110901)
- Diesel A/C Technician (<https://catalog.northshorecollege.edu/programs-study/diesel-powered-equipment-technology/>) (470605)
- Electric Line Crew Leader (<https://catalog.northshorecollege.edu/programs-study/electric-line-technology/>) (460301)
- Electric Line Helper I (<https://catalog.northshorecollege.edu/programs-study/electric-line-technology/>) (460301)
- Electric Line Maintenance (<https://catalog.northshorecollege.edu/programs-study/electric-line-technology/>) (460301)
- Electrician Helper (<https://catalog.northshorecollege.edu/programs-study/electrician-industrial/>) (460302)
- EKG Skills (<https://catalog.northshorecollege.edu/programs-study/patient-care-technician/>) (512601)
- EMR First Responder (<https://catalog.northshorecollege.edu/programs-study/emr/>) (510904)
- EMT-Basic (<https://catalog.northshorecollege.edu/programs-study/emt/>) (510904)
- Engine Performance & Diagnosis Technician (<https://catalog.northshorecollege.edu/programs-study/automotive-technology/>) (470604)
- Entry Level Prep Cook (<https://catalog.northshorecollege.edu/programs-study/culinary-arts-occupations/>) (120503)
- Fiber Optics Support (<https://catalog.northshorecollege.edu/programs-study/information-technology/>) (110901)
- General Clerk (<https://catalog.northshorecollege.edu/programs-study/business-office-administration/>) (520401)
- HVAC Helper I (<https://catalog.northshorecollege.edu/programs-study/air-conditioning-refrigeration/>) (470201)
- Infant, Toddler, and Preschool Care (<https://catalog.northshorecollege.edu/programs-study/care-development-young-children/>) (190709)
- IT Support (<https://catalog.northshorecollege.edu/programs-study/information-technology/>) (110901)
- Linux Systems Support (<https://catalog.northshorecollege.edu/programs-study/information-technology/>) (110901)
- MA EKG (<https://catalog.northshorecollege.edu/programs-study/medical-assistant/>) (510801)
- MA Phlebotomy (<https://catalog.northshorecollege.edu/programs-study/medical-assistant/>) (510801)
- Networking (<https://catalog.northshorecollege.edu/programs-study/information-technology/>) (110901)
- Nurse Assistant (<https://catalog.northshorecollege.edu/programs-study/patient-care-technician/>) (513902)



- Pharmacy Clerk (<https://catalog.northshorecollege.edu/programs-study/pharmacy-technician/>) (510805)
- Phlebotomy Skills (<https://catalog.northshorecollege.edu/programs-study/patient-care-technician/>) (512601)
- PLC Helper (<https://catalog.northshorecollege.edu/programs-study/electrician-industrial/>) (460302)
- Plumbing Helper (<https://catalog.northshorecollege.edu/programs-study/building-technology-specialist/>) (460401)
- Residential Wiring Installation (<https://catalog.northshorecollege.edu/programs-study/electrician-industrial/>) (460302)
- Servers Support (<https://catalog.northshorecollege.edu/programs-study/information-technology/>) (110901)
- Transmissions and Power Trains Technician (<https://catalog.northshorecollege.edu/programs-study/automotive-technology/>) (470604)
- Welder Fundamentals (<https://catalog.northshorecollege.edu/programs-study/welding/>) (480508)
- Welder Helper (<https://catalog.northshorecollege.edu/programs-study/welding/>) (480508)

## Provost Welcome Message

Welcome to the new academic year! As a life-long resident of the Northshore, it's truly an honor and blessing to serve our Northshore communities. With another academic year approaching, it is important to reflect on our College Mission and how we can put our mission into practice each and every day. Our mission is to provide workforce training and transfer opportunities to students seeking a competitive advantage in today's global economy. Our programs and services are student-centered and are the core of our College. We remain sharply focused on continuing to increase access to affordable learning and career opportunities across the Northshore. We are thankful for the many faculty and staff that are so dedicated to our mission and building a stronger future for our students. For everyone that's a part of the Northshore family, keep striving for excellence in all that you do!

Daniel Roberts, PhD  
Provost & Vice Chancellor of Academic Affairs

# 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:

- Evaluate system performance using pressure and temperature measurements.
- Interpret technical drawings to determine system configuration and sequence of operation.
- Produce system performance analysis and present results.

- Detect faults in an operational system and present solutions.
- Facilitate service requests effectively and efficiently through a commitment to high standards of professionalism.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

## Campus/Sites Offered

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

## Programmatic Accreditation

- HVAC Excellence (Sullivan Campus)

## 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
<b>Required Courses (listed below)</b>		<b>24</b>
<b>Certificate of Technical Studies Concentration (choose one of three below)</b>		<b>21</b>
	CTS - Commercial A/C	
	CTS - Residential	
	CTS - Commercial Refrigeration	
<b>Total Hours</b>		<b>45</b>

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

### Required Courses:

Towards completion of the Technical Diploma, the required courses listed below 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
<b>Total Hours</b>		<b>24</b>

### 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
<b>Total Hours</b>		<b>21</b>

**-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
JOBS 2450	Job Seeking Skills	2
<b>Total Hours</b>		<b>21</b>

**-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
JOBS 2450	Job Seeking Skills	2
<b>Total Hours</b>		<b>21</b>

## Additional Exit Points

**Associate of Applied Science (AAS) in Technical Studies**

The highest exit point in the Air Conditioning and Refrigeration program is the Associate of Applied Science in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Air Conditioning and Refrigeration. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	
	Behavioral Science Elective (p. 14)	
	Humanities Elective (p. 14)	
<b>Technical Diploma in Air Conditioning and Refrigeration</b>		<b>45</b>
<b>Total Hours</b>		<b>60</b>

**Career and Technical Certificate (CTC) in HVAC Helper I**

Code	Title	Hours
HACR 1150	HVAC Introduction	3
HACR 1180	Principle of Refrigeration III	3
<b>Total Hours</b>		<b>6</b>

## Special Comments:

- Anticipated program length for the completion of the highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information

### Career Opportunities

To learn more about careers related to the Air Conditioning and Refrigeration program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnorthshorecollege.emsicc.com%2Fsearch%2Fcareers%3Fregion%3DLacombe%2520Main%2520Campus%2520Area%26radius%3D%26q%3DAir%2520Conditioning%2520%2526%2520Refrigeration&data=04%7C01%7Cpauldonaldson%40northshorecollege.edu%7C61ebf7e9af854b64a0c008d935aad2f4%7C86626d1d167d4ab68ba5b17fe78%7CTWFPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQljoiv2luMzliLCJBTil6lk1haWw%7C1000&sdata=AOuS8KjnPUIDhcKxJbHX4ZFvuA0wS8CSsXzloohEoGQ%3D&reserved=0>)

### Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## 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:

- Perform engine performance diagnostics with testing equipment commonly used in the industry.
- Operate tools and equipment commonly used in the automotive industry including hand tools, power tools, measuring equipment, and lifting equipment.
- Facilitate diagnosis and repair of ABS, disc brake, and drum brake systems.
- Conduct corrective action for steering and suspension concerns based on diagnosis.
- Diagnose and repair automotive HVAC Systems utilizing common industry tools.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

## Campuses/Sites Offered:

- Florida Parishes Campus (Greensburg)
- Hammond Area Campus (Hammond)
- Rayburn Correctional Center (Angie)

## Programmatic Accreditation

- National Automotive Technician's Education Foundation (NATEF).

## Technical Diploma in Automotive Technician

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

Code	Title	Hours
CSSK 1000	College Success	1
AUTO 1101	Intro To Technology & Service	3
AUTO 1201	Automatic Transmissions	4
AUTO 1301	Manual Transmissions	3
AUTO 1401	Suspension & Steering Systems	4
AUTO 1501	Brake Systems	4
AUTO 1601	Basic Electrical Fundamentals	5
AUTO 1602	Advance Electrical & Hybrid	5
AUTO 1701	Auto Heating& Air Conditioning	5
AUTO 1801	Engine Mech & Related Problems	2
AUTO 1802	Basic Engine Performance	3
AUTO 1803	Advance Engine Performance	8
<b>Total Hours</b>		<b>47</b>

## Additional Exit Points

### Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Automotive Technology program is the Associate of Applied Science in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Automotive Technician. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	
	Behavioral Science Elective (p. 14)	
	Humanities Elective (p. 14)	
<b>Technical Diploma in Automotive Technician</b>		<b>47</b>
<b>Total Hours</b>		<b>62</b>

### Certificate of Technical Studies (CTS) in Engine Performance Technician:

Code	Title	Hours
CSSK 1000	College Success	1
AUTO 1101	Intro To Technology & Service	3
AUTO 1601	Basic Electrical Fundamentals	5
AUTO 1602	Advance Electrical & Hybrid	5
AUTO 1801	Engine Mech & Related Problems	2
AUTO 1802	Basic Engine Performance	3
AUTO 1803	Advance Engine Performance	8
<b>Total Hours</b>		<b>27</b>

### Certificate of Technical Studies (CTS) in Electrical Technician:

Code	Title	Hours
CSSK 1000	College Success	1
AUTO 1101	Intro To Technology & Service	3
AUTO 1401	Suspension & Steering Systems	4
AUTO 1501	Brake Systems	4
AUTO 1601	Basic Electrical Fundamentals	5
AUTO 1602	Advance Electrical & Hybrid	5
AUTO 1701	Auto Heating& Air Conditioning	5
<b>Total Hours</b>		<b>27</b>

### Career and Technical Certificate (CTC) in Alignment, Suspension & Steering Technology:

Code	Title	Hours
AUTO 1401	Suspension & Steering Systems	4
AUTO 1602	Advance Electrical & Hybrid	5
<b>Total Hours</b>		<b>9</b>

### Career and Technical Certificate (CTC) in Brake Systems:

Code	Title	Hours
AUTO 1101	Intro To Technology & Service	3
AUTO 1501	Brake Systems	4
<b>Total Hours</b>		<b>7</b>

### Career and Technical Certificate (CTC) in Electrical Systems Technician:

Code	Title	Hours
AUTO 1601	Basic Electrical Fundamentals	5
AUTO 1602	Advance Electrical & Hybrid	5
<b>Total Hours</b>		<b>10</b>

**Career and Technical Certificate (CTC) in Engine Performance & Diagnostic Tech:**

Code	Title	Hours
AUTO 1802	Basic Engine Performance	3
AUTO 1803	Advance Engine Performance	8
<b>Total Hours</b>		<b>11</b>

**Career and Technical Certificate (CTC) in Transmissions and Power Trains Tech:**

Code	Title	Hours
AUTO 1201	Automatic Transmissions	4
AUTO 1301	Manual Transmissions	3
<b>Total Hours</b>		<b>7</b>

**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 and grade of "C" or higher in all applicable coursework.

**Career Information****Career Opportunities**

To learn more about careers related to the Automotive Technology program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Automotive%20Tech>)

**Career Services Resources**

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

**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:

- Estimate materials from a project blueprint utilizing construction mathematics.
- Wire and troubleshoot electrical circuits in residential buildings.
- Install and maintain plumbing systems utilizing appropriate equipment, materials, and techniques.
- Construct and install various styles of cabinetry with accuracy and workmanship.
- Construct and install common building structures utilizing basic concepts and applications of carpentry.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

**Campuses/Sites Offered:**

- Rayburn Correctional Center (Angie)
- Sullivan Campus (Bogalusa)

**Technical Diploma in Building Technology Specialist**

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

Code	Title	Hours
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
BLDG 1310	Electricity	6
BLDG 1410	Plumbing I	6
BLDG 1420	Cabinetmaking	6
CSSK 1000	College Success	1
CPTR 1000	Introduction to Computers	2
JOBS 2450	Job Seeking Skills	2
<b>Total Hours</b>		<b>46</b>

**Additional Exit Points****Associate of Applied Science (AAS) in Technical Studies**

The highest exit point in the Building Technology Specialist program is the Associate of Applied Science in Technical Studies. To qualify, students must complete the General Education Core and the Technical

Diploma (TD) in Building Technology Specialist. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	
	Behavioral Science Elective (p. 14)	
	Humanities Elective (p. 14)	
<b>Technical Diploma in Building Technology Specialist</b>		<b>46</b>
<b>Total Hours</b>		<b>61</b>

#### Certificate of Technical Studies (CTS) in Construction Specialist:

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
<b>Total Hours</b>		<b>24</b>

#### Certificate of Technical Studies (CTS) in Electrical A/C Specialist:

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
<b>Total Hours</b>		<b>24</b>

#### Career and Technical Certificate (CTC) in Plumbing Helper:

Code	Title	Hours
BLDG 1410	Plumbing I	6
<b>Total Hours</b>		<b>6</b>

## Special Comments:

- Anticipated program length for the completion of the highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information

## Career Opportunities

To learn more about careers related to the Building Technology Specialist program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Construction>)

## Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

# 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:

- Compose and modify electronic documents using computer applications that include the Microsoft Office Suite.
- Distinguish and select the use of generally accepted verbal and nonverbal formats to present factual data and analyses in a business office environment.
- Model and apply the use of business office procedures, professional administrative responsibilities, and customer service skills.
- Evaluate and determine principles of management, at various levels, in a business office environment.
- Assess and/or formulate basic financial math and accounting principles in a business office environment.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

## Campuses/Sites Offered

- Sullivan Campus (Bogalusa)

## Technical Diploma (TD) in Business Office Technology

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

Code	Title	Hours
<b>Required Courses (listed below)</b>		<b>25</b>
<b>Certificate of Technical Studies in Office Assistant Specialist</b>		<b>21</b>
<b>Total Hours</b>		<b>46</b>

### Required Courses:

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
<b>Total Hours</b>		<b>25</b>

## Certificate of Technical Studies (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 (ACCT 1500, BUSO 1350, BUSO 1410, BUSO 1420, BUSO 1540, BUSN 2010, BUSN 2020, BUSN 2030, BUSN 2040, BUSN 2050, BUSN 2060, ECON 2010, ECON 2020)		3
<b>Total Hours</b>		<b>21</b>

## Additional Exit Points:

### Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Business Office Administration program is the Associate of Applied Science in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Business Office Technology. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	

Behavioral Science Elective (p. 14)

Humanities Elective (p. 14)

<b>Technical Diploma in Business Office Technology</b>	<b>46</b>
<b>Total Hours</b>	<b>61</b>

### Career and Technical Certificate (CTC) in General Clerk:

Code	Title	Hours
BUSN 1100	Introduction To Business	3
CSRV 1000	Customer Service	3
<b>Total Hours</b>		<b>6</b>

## 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 and grade of "C" or higher in all applicable coursework.

## Career Information

### Career Opportunities

To learn more about careers related to the Business Office Administration program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Business%20Office%20Administration%20>)

### Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## Care & Development of Young Children Program

Division of Health Sciences and Nursing

### 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:

- Create a developmentally appropriate learning and curriculum-based activities for young children.
- Integrate ethical and professional standards towards establishing a supportive and responsive childcare environment.
- Develop a positive relationship with each child reflective of their characteristics, needs, and multiple interacting influences on child development.
- Facilitate effective learning and development through observation, documentation, and assessment strategies.
- Apply evidence-based practices to support the development of students with disabilities.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

## Campuses/Sites Offered

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

## Technical Diploma in Care and Development of Young Children

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

Code	Title	Hours
	Required Courses	23
	Certificate of Technical Studies (CTS) in Childcare Teacher	24
<b>Total Hours</b>		<b>47</b>

### Required Courses:

Code	Title	Hours
CDYC 1130	Child Guidance and Behaviors	3
CDYC 1230	Family Relationships & Issues	3
CDYC 1330	Literature/Language Methods	3
CDYC 1332	Preschool Methods	3
CDYC 1410	Children With Special Needs	3
CDYC 1420	Organization & Administration	3
CDYC 2211	Practicum In CDYC	5
<b>Total Hours</b>		<b>23</b>

### Certificate of Technical Studies (CTS) in Child Care Teacher:

Code	Title	Hours
CDYC 1110	Working With Young Children	3
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 1241	Infant/Toddler Lab	3
CDYC 1320	Preschool Curriculum	3
CDYC 1341	Preschool Lab	3
<b>Total Hours</b>		<b>24</b>

## Additional Exit Points:

### Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Care and Development of Young Children program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Care and Development of Young Children. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	
	Behavioral Science Elective (p. 14)	
	Humanities Elective (p. 14)	
<b>Technical Diploma in Care and Development of Young Children</b>		<b>47</b>
<b>Total Hours</b>		<b>62</b>

### Career and Technical Certificate (CTC) in Infant, Toddler, and Preschool Care:

Code	Title	Hours
CDYC 1110	Working With Young Children	3
CDYC 1210	Growth/Develop of Young Childre	3
CDYC 1320	Preschool Curriculum	3
<b>Total Hours</b>		<b>9</b>

## Special Comments:

- Anticipated program length for the completion of the highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information

### Career Opportunities

To learn more about careers related to the Care & Development of Young Children program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Early%20Childhood%20Education>)

## Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## 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. Explain the history and underlying philosophies of the United States criminal justice system.
2. Identify the fundamental systems involved in the maintenance of law and order in the United States.
3. Explain the role of the correctional system in a constitutional democracy.
4. Analyze the role of procedural and substantive law in the United States criminal justice system.
5. Analyze the relationship between various types of victims in America and the criminal justice system.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

### Campuses/Sites Offered:

- Lacombe Campus (Lacombe)

## 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
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	
	Behavioral Science Elective (p. 14)	
	Humanities Elective (p. 14)	
<b>Technical Diploma in Criminal Justice</b>		<b>45</b>
<b>Total Hours</b>		<b>60</b>

## Technical Diploma in Criminal Justice

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

Code	Title	Hours
<b>Required Courses (listed below)</b>		<b>6</b>
<b>Certificate of Technical Studies Concentration (choose one of two below)</b>		<b>39</b>
	CTS - Criminal Justice Systems Studies	
	CTS - Paralegal Studies	
<b>Total Hours</b>		<b>45</b>

### Required Courses:

Code	Title	Hours
CRMJ 2552	Criminal Justice Externship	3
CRMJ 2700	Victimology	3
<b>Total Hours</b>		<b>6</b>

### Certificate of Technical Studies:

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

#### CTS in Criminal Justice System Studies

Code	Title	Hours
CRMJ 1110	Intro to Criminal Justice	3
CRMJ 1120	Introduction to Corrections	3
CRMJ 1220	Police Systems and Practices	3
CRMJ 1230	Technical Report Writing	3
CRMJ 1310	Community Based Corrections	3
CRMJ 1322	Criminal Investigation	3
CRMJ 1330	Introduction to Criminal Law	3
CRMJ 1340	Deviance	3
CRMJ 1410	Juvenile Justice	3
CRMJ 1420	Judicial Process	3
SOCL 2120	Social Problems	3
	or CRMJ 2112 Social Problems for CJ	
CRMJ 2520	Drugs Crime and Society	3
CSSK 1000	College Success	1
CPTR 1000	Introduction to Computers	2
<b>Total Hours</b>		<b>39</b>

**-or- CTS in Paralegal Studies**

Code	Title	Hours
CRMJ 1110	Intro to Criminal Justice	3
CRMJ 1120	Introduction to Corrections	3
CRMJ 1220	Police Systems and Practices	3
CRMJ 1330	Introduction to Criminal Law	3
CRMJ 1420	Judicial Process	3
PARL 1000	Intro to Paralegal Studies	3
PARL 1200	Civil Procedure & Litigation	3
PARL 1300	Tort Law for Paralegals	3
PARL 1400	Family Law for Paralegals	3
PARL 1500	Business Law for Paralegals	3
PARL 2000	Legal Research and Writing	3
CSSK 1000	College Success	1
CPTR 1000	Introduction to Computers	2
CPTR 1002	Computer Lit. & Applications	3
<b>Total Hours</b>		<b>39</b>

**Special Comments:**

- Anticipated program length for the completion of the highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

**Career Information****Career Opportunities**

To learn more about careers related to the Criminal Justice program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Criminal>)

**Career Services Resources**

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

**Culinary Arts & Occupations Program**

Division of Academic 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 & hospitality industry.

**Program Learning Outcomes**

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

1. Structure a safe and sanitary environment in all areas of a kitchen.
2. Apply management skills to establish efficient commercial kitchen operations (including purchasing, inventory, and front-of-the-house).
3. Distinguish the international diversity, history, and evolution of the culinary arts and principles of food identification
4. Apply principles of efficient food preparation techniques within a commercial kitchen
5. Create regional dishes and meals using advanced skills and culinary knowledge.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

**Campuses/Sites Offered**

- Florida Parishes Campus (Greensburg)

**Technical Diploma in Culinary Arts and Occupations**

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

Code	Title	Hours
<b>Required Courses</b>		<b>12</b>
<b>CTS in Entry-Level Line Cook</b>		<b>33</b>
<b>Total Hours</b>		<b>45</b>

**Required Courses:**

Code	Title	Hours
CULN 2420	International Cuisine	2
CULN 2540	Internship Part I: Culinary Cafe	5
CULN 2541	Internship Part II: Culn Cafe	5
<b>Total Hours</b>		<b>12</b>

**Certificate of Technical Studies in Entry-Level Line Cook:**

Code	Title	Hours
CULN 1101	Culinary History & Development	3
CULN 1130	Sanitation and Safety	2
CULN 1140	Introduction to Culinary Skill	3

CULN 1170	Essentials Dining Room Service	2
CULN 1219	Meat Identification & Fabricat	3
CULN 1221	Fruits, Veg, & Farinaceous Pro	3
CULN 1222	Stocks, Sauces & Soups	3
CULN 1350	Intro to Baking & Pastry	4
CULN 1410	Garde Manager	4
CULN 1420	Food, Bev, & Labor Cost Contro	3
CULN 2410	Regional Cuisine	2
CSSK 1000	College Success	1
<b>Total Hours</b>		<b>33</b>

## Additional Exit Points:

### Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Culinary Arts and Occupations program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Culinary Arts and Occupations. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	
	Behavioral Science Elective (p. 14)	
	Humanities Elective (p. 14)	
<b>Technical Diploma in Culinary Arts and Occupations</b>		<b>45</b>
<b>Total Hours</b>		<b>60</b>

### Certificate of Technical Studies (CTS) in Production Cook:

Code	Title	Hours
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
CULN 1219	Meat Identification & Fabricat	3
CULN 1222	Stocks, Sauces & Soups	3
CULN 1350	Intro to Baking & Pastry	4
CSSK 1000	College Success	1
<b>Total Hours</b>		<b>22</b>

### Career and Technical Certificate (CTC) in Entry Level Prep Cook:

Code	Title	Hours
CULN 1101	Culinary History & Development	3
CULN 1130	Sanitation and Safety	2
CULN 1140	Introduction to Culinary Skill	3
<b>Total Hours</b>		<b>8</b>

## Special Comments:

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

- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information

### Career Opportunities

To learn more about careers related to the Culinary Arts & Occupations program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Culinary>)

### Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## 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 an entry-level diesel technician.

### Program Learning Outcomes

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

- Contribute to a safe work environment through the application of appropriate operational and safety practices.
- Repair engine-related problems leveraging engine systems knowledge.
- Troubleshoot wiring, charging, and starting problems through interpretation of schematics/data and application of common industry tools.
- Service mobile air-conditioning systems.
- Troubleshoot chassis, brakes, and suspension problems by evaluating computerized systems and interpreting fault codes.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

## Campuses/Sites Offered

- Sullivan Campus (Bogalusa)

## Programmatic Accreditation

- National Automotive Technician's Education Foundation (NATEF).

## Technical Diploma in Diesel Powered Equipment Technician

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

Code	Title	Hours
<b>Required Courses (listed below)</b>		<b>26</b>
<b>Certificate of Technical Studies (CTS) in Diesel Equipment Technology</b>		<b>24</b>
<b>Total Hours</b>		<b>50</b>

### Required Courses:

Code	Title	Hours
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
<b>Total Hours</b>		<b>26</b>

### Certificate of Technical Studies (CTS) in Diesel Engine Technician:

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
<b>Total Hours</b>		<b>24</b>

## Additional Exit Points:

### Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Diesel Powered Equipment Technology program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and

the Technical Diploma (TD) in Diesel Powered Equipment Technician. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
English Composition Elective (p. 14)		
Math Elective (p. 14)		
Natural Science Elective (p. 14)		
Behavioral Science Elective (p. 14)		
Humanities Elective (p. 14)		
<b>Technical Diploma in Diesel Powered Equipment Technician</b>		<b>50</b>
<b>Total Hours</b>		<b>65</b>

### Career and Technical Certificate (CTC) in Diesel A/C Technician:

Code	Title	Hours
DPET 1130	Safety Skills, Intro Diesel En	4
DPET 2220	Air Conditioning	3
<b>Total Hours</b>		<b>7</b>

## Special Comments:

- Anticipated program length for the completion of the highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information

### Career Opportunities

To learn more about careers related to the Diesel Powered Equipment Technology program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Diesel%20Equipment>)

### Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)



# Drafting & Design Technology Program

Division of Technical Studies

## 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:

- Construct free-hand sketches of images based on evaluation of three-dimensional objects.
- Prepare residential architecture drawings through application of diverse AutoCAD operations.
- Assemble complete drawings compiling multiple geometric axioms while producing graphics of medium-to-high technical complexity.
- Create animated three-dimensional models showing moving parts, assemblies, and machinery supported by mechanical design principles.
- Generate pipe system drawings through the use of three-dimensional software with appropriate design considerations (materials, standards, technologies, and operations).

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

## Campuses/Sites Offered

- Lacombe Campus (Lacombe)

## Certificate of Technical Studies (CTS) in Drafting and Design Technician

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

Code	Title	Hours
DRFT 1101	Drafting Fundamentals	3
DRFT 1102	AutoCAD	3
DRFT 1103	Geometric Drafting	3
DRFT 1104	Technical Drafting	3
DRFT 1105	Materials & Manufacturing Tech	3
DRFT 1201	Architectural Drafting	3
DRFT 1202	Mechanical Design	3
DRFT 1203	Parametric Modeling	3
DRFT 1204	Pipe Drafting	3
DRFT 1205	Capstone Project	3
<b>Total Hours</b>		<b>30</b>

## Additional Exit Points:

### Associate of General Studies

The highest exit point in the Drafting and Design Technology program is the Associate of General Studies (AGS). Multiple exit points exist for this program and are outlined below. The following criteria must be satisfied towards the completion of the Associate of General Studies (AGS):

Code	Title	Hours
<b>Certificate of General Studies</b>		<b>30</b>
General Education Core		
General Education Electives		
<b>Drafting &amp; Design Technology Elective Courses*</b>		<b>30</b>
<b>Total Hours</b>		<b>60</b>

\*It is recommended that students complete the Certificate of Technical Studies in Drafting and Design Technician as the 30 credit hours needed for completion of the Associate of General Studies.

## Special Comments:

- Anticipated program length for the completion of the highest level exit point is 1 year.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information

### Career Opportunities

To learn more about careers related to the Drafting & Design Technology program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Drafting%20%26%20Design>)

### Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## 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. Safely climb wooden poles.
2. Inspect, set-up, and operate a digger derrick.
3. Properly remove and replace distribution equipment.
4. Properly install a transformer in a live-line situation.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

## Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)

## Technical Diploma in Electric Line Technology

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

Code	Title	Hours
<b>Required Courses (listed below)</b>		<b>29</b>
<b>Certificate of Technical Studies (CTS) in Electric Line Technician</b>		<b>18</b>
<b>Total Hours</b>		<b>47</b>

### Required Courses:

Code	Title	Hours
ELLT 1200	Introduction To Power Safety	3
ELLT 1210	Intro To The Power Industry	3
ELLT 1300	Electric Line Safety	3
ELLT 1310	Pole Climbing	4
ELLT 1320	Line Equipment Operation	4
ELLT 1330	Underground Equipment	1
ELEC 1120	Basic Electricity	5
CSSK 1000	College Success	1
CPTR 1000	Introduction to Computers	2
CSRV 1000	Customer Service	3
<b>Total Hours</b>		<b>29</b>

### Certificate of Technical Studies (CTS) in Electric Line Technician:

Code	Title	Hours
ELLT 1410	A/C Phase Cable & Conductor	3
ELEC 1120	Basic Electricity	5
ELLT 1430	Distribution Line Maintenance	3
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
<b>Total Hours</b>		<b>18</b>

## Additional Exit Points:

### Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Electric Line Technology program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Electric Line Technology. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
English Composition Elective (p. 14)		
Math Elective (p. 14)		
Natural Science Elective (p. 14)		
Behavioral Science Elective (p. 14)		
Humanities Elective (p. 14)		
<b>Technical Diploma in Electric Line Technology</b>		<b>47</b>
<b>Total Hours</b>		<b>62</b>

### Career and Technical Certificate (CTC) in Electric Line Crew Leader:

Code	Title	Hours
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
<b>Total Hours</b>		<b>7</b>

### Career and Technical Certificate (CTC) in Electric Line Maintenance:

Code	Title	Hours
ELLT 1410	A/C Phase Cable & Conductor	3
ELLT 1430	Distribution Line Maintenance	3
<b>Total Hours</b>		<b>6</b>

### Career and Technical Certificate (CTC) in Electric Line Helper I:

Code	Title	Hours
ELLT 1300	Electric Line Safety	3
ELLT 1320	Line Equipment Operation	4
ELLT 1330	Underground Equipment	1
<b>Total Hours</b>		<b>8</b>

## Special Comments:

- Anticipated program length for the completion of the highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information

## Career Opportunities

To learn more about careers related to the Electric Line Technology program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Electric%20Line>)

## Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## 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. Wire residential, commercial, and industrial structures utilizing appropriate methods and applications.
2. Produce precise measurements and calculations related to electrical systems.
3. Bend conduit to specification utilizing the appropriate technique.
4. Draw, wire, and connect basic motor controls.
5. Draw, wire, and connect multiple switching locations controlling luminaries.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

### Campuses/Sites Offered

- Hammond Area Campus (Hammond)
- Lacombe Campus (Lacombe)

- Livingston Campus (Walker)
- Sullivan Campus (Bogalusa)

## Technical Diploma in Electrician

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

Code	Title	Hours
<b>Required Courses (listed below)</b>		<b>27</b>
<b>Certificate of Technical Studies (CTS) in Electrician Residential</b>		<b>21</b>
<b>Total Hours</b>		<b>48</b>

### Required Courses:

Code	Title	Hours
CSSK 1000	College Success	1
ELEC 1120	Basic Electricity	5
ELEC 1210	Residential Wiring	5
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
<b>Total Hours</b>		<b>27</b>

### Certificate of Technical Studies (CTS) in Electrician Residential:

Code	Title	Hours
ELEC 1220	Electrical Raceways	3
ELEC 1230	National Electric Code	4
ELEC 1311	Residential Wiring Installatio	3
ELEC 1430	Blueprint Interpretation	4
ELEC 2460	Technical Math for Elec	3
CPTR 1000	Introduction to Computers	2
JOBS 2450	Job Seeking Skills	2
<b>Total Hours</b>		<b>21</b>

## Additional Exit Points:

### Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Electrician program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Electrician. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	
	Behavioral Science Elective (p. 14)	
	Humanities Elective (p. 14)	

<b>Technical Diploma in Electrician</b>	<b>48</b>
<b>Total Hours</b>	<b>63</b>

**Career and Technical Certificate (CTC) in Control Helper:**

Code	Title	Hours
ELEC 1330	Generators/Motors&Transformers	4
ELEC 1420	Introd to Motor Controls	2
ELEC 1440	Motor Controls	3
<b>Total Hours</b>		<b>9</b>

**Career and Technical Certificate (CTC) in PLC Helper:**

Code	Title	Hours
ELEC 2520	Solid State Theory	3
ELEC 2540	Logic Functions	2
ELEC 2720	Intro to Programmable Logic	2
<b>Total Hours</b>		<b>7</b>

**Career and Technical Certificate (CTC) in Residential Wiring Installation:**

Code	Title	Hours
ELEC 1210	Residential Wiring	5
ELEC 1311	Residential Wiring Installatio	3
<b>Total Hours</b>		<b>8</b>

**Special Comments:**

- Anticipated program length for the completion of the highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

**Career Information****Career Opportunities**

To learn more about careers related to the Electrician program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Electrician>)

**Career Services Resources**

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)

- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

**Information Systems Technology Program**

Division of Academics

**Program Mission**

The mission of the Information Systems 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 Systems Technology Program will be able to:

1. Identify and install computer components
2. Troubleshoot personal computer issues using appropriate techniques and procedures
3. Install, configure, and maintain an operating system
4. Design and troubleshoot local area and wide area networks
5. Design and deploy secure and robust applications utilizing cloud computing technologies

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

**Campuses/Sites Offered**

- Hammond Area Campus (Hammond)
- Lacombe Campus (Lacombe)
- Livingston Campus (Walker)

**Associate of Applied Science in Information Systems Technology**

The highest exit point in the Information Systems Technology program is the Associate of Applied Science. 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 Systems Technology:

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	
	Behavioral Science Elective (p. 14)	
	Humanities Elective (p. 14)	

Technical Diploma (TD) in Information Technology	45
<b>Total Hours</b>	<b>60</b>

## Technical Diploma in Information Technology

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

Code	Title	Hours
Required Courses (listed below)		15
Certificate of Technical Studies (CTS) in Foundations in Information Technology		30
<b>Total Hours</b>		<b>45</b>

### Required Courses:

Code	Title	Hours
INTE 2115	Advanced Client/Server	3
INTE 2350	Advanced Networking	3
INTE 2950	Cloud Computing	3
INTE 2975	Internship/Job Seeking Skills	3
INTE 2995	Special Projects III	3
<b>Total Hours</b>		<b>15</b>

### Certificate of Technical Studies (CTS) in Foundations in Information Technology

Code	Title	Hours
INTE 1050	Intro to Information Tech.	3
INTE 1150	PC Hardware & Software Lab	3
INTE 1210	Introduction to Programming	3
INTE 1850	Intro to Linux	3
INTE 1950	Intro to Cloud Computing	3
INTE 2015	Fundamentals of Client/Server	3
INTE 2150	Networking I	3
INTE 2250	Networking II	3
INTE 2830	Cabling Infrastructure	3
INTE 2545	Network Security:Ethical Hack	3
<b>Total Hours</b>		<b>30</b>

## Additional Exit Points:

### Career and Technical Certificate (CTC) in Networking:

Code	Title	Hours
INTE 2150	Networking I	3
INTE 2250	Networking II	3
<b>Total Hours</b>		<b>6</b>

### Career and Technical Certificate (CTC) in IT Support:

Code	Title	Hours
INTE 1050	Intro to Information Tech.	3
INTE 1150	PC Hardware & Software Lab	3
<b>Total Hours</b>		<b>6</b>

### Career and Technical Certificate (CTC) in Cybersecurity Support:

Code	Title	Hours
INTE 2350	Advanced Networking	3
INTE 2545	Network Security:Ethical Hack	3
<b>Total Hours</b>		<b>6</b>

### Career and Technical Certificate (CTC) in Fiber Optics Support:

Code	Title	Hours
INTE 2015	Fundamentals of Client/Server	3
INTE 2830	Cabling Infrastructure	3
<b>Total Hours</b>		<b>6</b>

### Career and Technical Certificate (CTC) in Cloud Computing Support:

Code	Title	Hours
INTE 1950	Intro to Cloud Computing	3
INTE 2950	Cloud Computing	3
<b>Total Hours</b>		<b>6</b>

### Career and Technical Certificate (CTC) in Linux Systems Support:

Code	Title	Hours
INTE 1210	Introduction to Programming	3
INTE 1850	Intro to Linux	3
<b>Total Hours</b>		<b>6</b>

### Career and Technical Certificate (CTC) in Servers Support:

Code	Title	Hours
INTE 2115	Advanced Client/Server	3
INTE 2975	Internship/Job Seeking Skills	3
<b>Total Hours</b>		<b>6</b>

## Special Comments:

- Anticipated program length for the completion of the highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information

### Career Opportunities

To learn more about careers related to the Information Systems Technology program, including salary range and job demand, click the link below.

# [Click here for related Career Opportunity Information](#)

### Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)



- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## Machine Tool Technology Program

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. Interpret drawings and blueprints to manufacture parts according to specifications.
2. Construct precision parts using hand tools.
3. Construct precision parts using a drill press.
4. Construct precision parts using a lathe.
5. Construct precision parts using a milling machine.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

### Campuses/Sites Offered

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

## Technical Diploma in Machine Tool Technology

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

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 2320	Basic Lathe II	3
MTTC 2331	Advanced Lathe	4
MTTC 2410	Basic Mill I	4

MTTC 2420	Basic Mill II	3
MTTC 2431	Advanced Mill	4
MTTC 2510	Precision Grinding	2
<b>Total Hours</b>		<b>46</b>

### Additional Exit Points:

#### Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Machine Tool Technology program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Machine Tool Technology. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	
	Behavioral Science Elective (p. 14)	
	Humanities Elective (p. 14)	
<b>Technical Diploma in Machine Tool Technology</b>		<b>46</b>
<b>Total Hours</b>		<b>61</b>

#### Certificate of Technical Studies (CTS) in Lathe Operator:

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

#### Certificate of Technical Studies (CTS) in Mill Operator:

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

#### Certificate of Technical Studies (CTS) in CNC Operator:

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
<b>Total Hours</b>		<b>23</b>

## Special Comments:

- Anticipated program length for the completion of the highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information

### Career Opportunities

To learn more about careers related to the Machine Tool Technology program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Machine%20Tool%20Tech>)

### Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## 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

Students who successfully complete the Maritime Technology Program will be able to:

- Construct knots and splice(s) in marlinespike seamanship as per United States Coast Guard requirements.
- Facilitate appropriate actions upon discovery of a shipboard fire.
- Differentiate light configurations on various types of vessels.
- Employ lifesaving appliances with proper usage.
- Analyze information in government publications as applicable to marine information.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

## Campuses/Sites Offered

- Lacombe Campus (Lacombe)

## Technical Diploma in Maritime Technology

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

Code	Title	Hours
Required Courses (listed below)		24
Certificate of Technical Studies (CTS) in Maritime Technology		22
<b>Total Hours</b>		<b>46</b>

### Required Courses:

Code	Title	Hours
IMTV 1100	Basic Welding	3
IMTV 1200	Basic Hydraulics	3
IMTV 1501	Maritime Life	3
IMTV 1510	STCW - Basic Training	3
ELEC 1120	Basic Electricity	5
ELEC 1230	National Electric Code	4
SPCH 1015	Introduction to Speaking	3
or SPCH 1025 Intro to Interpersonal Com		
<b>Total Hours</b>		<b>24</b>

### Certificate of Technical Studies (CTS) in Marine Transportation Technology:

Code	Title	Hours
IMTV 1520	Seamanship I	3
IMTV 2100	Marine Weather & Meteorology	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
ELEC 1330	Generators/Motors&Transformers	4
<b>Total Hours</b>		<b>22</b>

## Additional Exit Points:

### Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Maritime Technology program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Maritime Technology. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
English Composition Elective (p. 14)		
Math Elective (p. 14)		
Natural Science Elective (p. 14)		

Behavioral Science Elective (p. 14)

Humanities Elective (p. 14)

<b>Technical Diploma in Maritime Technology</b>	<b>46</b>
<b>Total Hours</b>	<b>61</b>

## Special Comments:

- Anticipated program length for the completion of the highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information

### Career Opportunities

To learn more about careers related to the Maritime Technology program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Maritime>)

### Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## 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 to 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:

- Evaluate parameters of vital signs for abnormal results to inform provider patient care.

- Administer medication based on appropriate dosage, side-effects, and the six rights of medication administration within scope of practice as appropriate
- Establish relationships with patients and other healthcare team members through effective communication including documentation in the medical record and education of patients
- Analyze an EKG strip for artifacts, errors, and abnormalities to inform the provider.
- Prepare a specimen sample for the laboratory through appropriate aseptic technique, draw order, and labeling/handling

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

## Campuses/Sites Offered

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

## Certificate of Technical Studies in Medical Assistant

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

Code	Title	Hours
MAST 1125	Medical Assisting I	5
MAST 1135	Medical Assisting II	4
MAST 1225	Clinical Medical Assisting I	5
MAST 1235	Clinical Medical Assisting II	4
MAST 2225	Externship for Medical Asst	4
HMDT 1170	Medical Terminology	1
HCOR 1205	Basic Anatomy Struct and Funct	2
CPTR 1000	Introduction to Computers	2
ENGL 1030	Business English	3
<b>Total Hours</b>		<b>30</b>

## Additional Exit Points:

### Associate of General Studies

The highest exit point in the Medical Assistant program is the Associate of General Studies (AGS). The following criteria must be satisfied towards the completion of the Associate of General Studies (AGS):

Code	Title	Hours
<b>Certificate of General Studies</b>		<b>30</b>
	General Education Core	
	General Education Electives	
<b>Medical Assistant Elective Courses*</b>		<b>30</b>
<b>Total Hours</b>		<b>60</b>

\*It is recommended that students complete the Certificate of Technical Studies in Medical Assistant as the 30 credit hours needed for completion of the Associate of General Studies.

**Career and Technical Certificate (CTC) in MA Phlebotomy:**

Code	Title	Hours
HMDT 1170	Medical Terminology	1
HCOR 1205	Basic Anatomy Struct and Funct	2
MAST 1225	Clinical Medical Assisting I	5
<b>Total Hours</b>		<b>8</b>

**Career and Technical Certificate (CTC) in MA EKG:**

Code	Title	Hours
HMDT 1170	Medical Terminology	1
HCOR 1205	Basic Anatomy Struct and Funct	2
MAST 1235	Clinical Medical Assisting II	4
<b>Total Hours</b>		<b>7</b>

**Special Comments:**

- Anticipated program length for the completion of the highest level exit point is 2 semesters (9 months).
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

**Career Information****Career Opportunities**

To learn more about careers related to the Medical Assistant program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Medical%20Assistant>)

**Career Services Resources**

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

**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:

- Evaluate vital signs, activities of daily living (ADLs), and review of systems to inform nursing team on patient care.
- Analyze an EKG strip for artifacts, errors, and abnormalities to inform the provider.
- Prepare a specimen sample for the laboratory through appropriate aseptic technique, draw order, and labeling/handling
- Facilitate patient safety through adherence to regulatory and facility guidelines.
- Apply clinical skills towards scope of practice to foster optimal patient outcomes in coordination with team members.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

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

Code	Title	Hours
HMDT 1170	Medical Terminology	1
HCOR 1113	EKG Applications	2
HCOR 1205	Basic Anatomy Struct and Funct	2
HCOR 1211	Nursing Assistant Fundamentals	4
HCOR 1214	Nursing Assistant Skills Appli	1
HCOR 1601	Comm Techniques in Healthcare	3
HCOR 1802	Professional Transitions PCT	2
PHPL 1013	Phlebotomy	4
HCOR 1210	Adm Procedures Med Offices	3
CPTR 1000	Introduction to Computers	2
<b>Total Hours</b>		<b>24</b>

## Additional Exit Points:

### Associate of General Studies

The highest exit point in the Patient Care Technician program is the Associate of General Studies (AGS). The following criteria must be satisfied towards the completion of the Associate of General Studies (AGS):

Code	Title	Hours
<b>Certificate of General Studies</b>		<b>30</b>
	General Education Core	
	General Education Electives	
<b>Patient Care Technician Elective Courses*</b>		<b>24</b>
<b>Additional Approved Electives</b>		<b>6</b>
<b>Total Hours</b>		<b>60</b>

\*It is recommended that students complete the Certificate of Technical Studies in Patient Care Technician as the 30 credit hours needed for completion of the Associate of General Studies.

### Career and Technical Certificate (CTC) in Nurse Assistant:

Code	Title	Hours
HMDT 1170	Medical Terminology	1
HCOR 1211	Nursing Assistant Fundamentals	4
HCOR 1214	Nursing Assistant Skills Appli	1
<b>Total Hours</b>		<b>6</b>

### Career and Technical Certificate (CTC) in Phlebotomy Skills:

Code	Title	Hours
HMDT 1170	Medical Terminology	1
HCOR 1205	Basic Anatomy Struct and Funct	2
HPHL 1013	Phlebotomy	4
<b>Total Hours</b>		<b>7</b>

### Career and Technical Certificate (CTC) in EKG Skills:

Code	Title	Hours
HCOR 1113	EKG Applications	2
HCOR 1601	Comm Techniques in Healthcare	3
HCOR 1802	Professional Transitions PCT	2
<b>Total Hours</b>		<b>7</b>

## Special Comments:

- Anticipated program length for the completion of the highest level exit point is 2 Semesters (9mos)
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information

### Career Opportunities

To learn more about careers related to the Patient Care Technician program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Patient%20Care%20Technician>)

### Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## Pharmacy Technician Program

Division of Health Sciences and Nursing

### Program Mission

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:

- Prepare prescriptions and medication orders for distribution (preparing, labeling and packaging) under the direct supervision of a licensed pharmacist.
- Calculate prescription or medication order dosage through application of pharmacy math.
- Apply effective verbal and non-verbal communication skills with a diverse set of patients, team members, and healthcare personnel to improve the pharmaceutical care of patients.
- Facilitate the prescription filling process in compliance with pharmacy laws, ethical standards and principles of patient confidentiality.
- Classify commonly used prescription and non-prescription drugs according to therapeutic class and indication.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).



## 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)

### Outcomes Data:

- PTCE 3-Year Pass Rate (<https://www.northshorecollege.edu/academic-affairs/files/documents/Pharm%20Tech%20PTCE%20Pass%20Rate.pdf>)

## Pioneer Rx Pharmacy Software

Northshore Technical Community College Pharmacy Technician Program partners with PioneerRx Pharmacy Software. PioneerRx enhances our curriculum with a hands-on approach to learning that simulates the functions and workflow of a pharmacy. By partnering with PioneerRx Pharmacy Software, our program allows students to learn in a real-world environment using the most installed software for independent pharmacies. Students enhance their clinical and functional skills by training in a pharmacy system that is innovative, robust, and feature-rich. For more information about the software, visit PioneerRX.com (<https://pioneerrx.com/>).

Students will simulate prescription processing, which includes (but is not limited to):

- Entering new prescriptions
- Verifying patient information; including medication history, allergies, disease states, and drug interactions
- Entering new patients and providers to a database
- Entering insurance information
- Create labels for filling
- Simulation of adjudication of insurance

## Certificate of Technical Studies in Pharmacy Technician

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

Code	Title	Hours
HPHM 1200	Pharmacy Tech Practice I	3
HPHM 1405	Fund. or Pharm. Tech Math	2
HPHM 1505	Pharm Tech Practice Lab I	2
HPHM 1510	Pharmacology I	2
HMDT 1170	Medical Terminology	1
CSRV 1000	Customer Service	3
HPHM 1515	Pharmacology II	2
HPHM 2025		5
CPTR 1000	Introduction to Computers	2
SPCH 1015	Introduction to Speaking	3
HPHM 2035	Advanced Level Externship	5
HPHM 1300	Pharmacy Laws and Ethics	3

HPHM 1605	Pharmacy Practice Lab III	2
HPHM 2000		2
HPHM 2991	Special Projects I	1
<b>Total Hours</b>		<b>38</b>

## Additional Exit Points:

### Associate of General Studies

The highest exit point in the Pharmacy Technician program is the Associate of General Studies (AGS). The following criteria must be satisfied towards the completion of the Associate of General Studies (AGS):

Code	Title	Hours
<b>Certificate of General Studies</b>		<b>30</b>
	General Education Core	
	General Education Electives	
<b>Pharmacy Technician Elective Courses*</b>		<b>30</b>
<b>Total Hours</b>		<b>60</b>

\*It is recommended that students complete the Certificate of Technical Studies in Pharmacy Technician as the 30 credit hours needed for completion of the Associate of General Studies.

## Special Comments:

- Anticipated program length for the completion of the highest level exit point is 12 months (3 semesters).
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information

### Career Opportunities

To learn more about careers related to the Pharmacy Technician program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Pharmacy%20Technician>)

### Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))

- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## Practical Nursing Program

Division of Health Sciences and Nursing

### Program Admission

The Practical Nursing program is a limited enrollment and selective admissions program. Students must be admitted to the program to enroll. Visit the link below to learn more about the special admissions requirements and process:

- Practical Nursing Program Application**
- Application Information and Requirements (<https://www.northshorecollege.edu/programs/nursing/admissions/>)

### Program Mission

The mission of the Practical Nursing 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:

- Formulate holistic clinical judgments through critical application of nursing science and related theory.
- Facilitate a culture of compassionate patient care grounded in the highest of ethical standards.
- Synthesize data from all relevant sources, including technology, to perform appropriate patient care.
- Establish a therapeutic and professional nurse-patient relationship.
- Apply essential elements of the nursing process (assess, plan, implement and evaluate) to address individual patient needs.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

### Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)
- Hammond Area Campus (Hammond)
- Lacombe Campus (Lacombe)
- Livingston Campus (Walker)
- Sullivan Campus (Bogalusa)

### Technical Diploma in Practical Nursing

The following criteria must be satisfied towards completion of the Technical Diploma in Practical Nursing:

Code	Title	Hours
HNUR 1361	Pharmacology Applications	2
HNUR 2110	PN Foundations & Perspectives	6
HNUR 2111	PN Foundations w/Geri Clinical	4

HNUR 2000	Anatomy,Phy,& Nutrition for PN	4
HNUR 2210	Practical Nursing I	6
HNUR 2211	Practical Nursing I Clinical	4
HNUR 2310	Practical Nursing II	6
HNUR 2311	Practical Nursing II Clinical	4
HNUR 2410	Practical Nursing III	6
HNUR 2411	Practical Nursing III Clinical	4
HNUR 2611	IV Therapy	1
HNUR 2813	PN Leadership & Management	2
HNUR 2991	Special Projects I	1
HMDT 1170	Medical Terminology	1
<b>Total Hours</b>		<b>51</b>

### Additional Exit Points:

#### Associate of Applied Science (AAS) in Technical Studies

The highest exit point in the Practical Nursing program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Practical Nursing. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	
	Behavioral Science Elective (p. 14)	
	Humanities Elective (p. 14)	
<b>Technical Diploma in Practical Nursing</b>		<b>51</b>
<b>Total Hours</b>		<b>66</b>

### Special Comments:

- Anticipated program length for the completion of the Technical Diploma is 18 months (4 semesters).
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

### Career Information

#### Career Opportunities

To learn more about careers related to the Practical Nursing program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Practical%20Nursing>)

#### Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://>)

northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=)

- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## Veterinary Technology Program

### 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:

- Perform accurate patient assessments, diagnostics, and clinical techniques as prescribed by a veterinarian appropriate to the species and condition.
- Facilitate veterinary operations through effective and professional communication with clients and facility personnel.
- Apply proper animal handling skills to safely evaluate patients and deliver prescribed treatments and medication.
- Administer prescribed medication based on appropriate dosage and side-effects within scope of practice.
- Employ effective surgical and anesthetic technician skills in support of the veterinarian.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

### Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)

### Programmatic Accreditation

- American Veterinary Medical Association (AVMA)

#### VTNE Outcomes Data:

NTCC three-year average VTNE pass rate (July 1, 2018 – June 30, 2021):

- Number of first-time candidates that have taken the VTNE: 21
- Three-year VTNE pass percentage: 43%

## 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
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	
	Behavioral Science Elective (p. 14)	
	Humanities Elective (p. 14)	
<b>Required Courses</b>		<b>28</b>
<b>Certificate of Technical Studies (CTS) in Veterinary Assistant</b>		<b>23</b>
<b>Total Hours</b>		<b>66</b>

### Required Courses

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

Code	Title	Hours
VETT 2102	Pharmacology For Vet Techn	3
VETT 2103	Animal Nursing II	3
VETT 2109	Clinical Pathology Lab for VTs	1
VETT 2110	Imaging For Vet Technicians	2
VETT 2111	Clinical Pathology I for VTs	2
VETT 2204	Surgical Nursing with Lab	3
VETT 2209	Anesthesia & Analgesia	3
VETT 2210	Small Animal Medicine	2
VETT 2211	Clinical Pathology II for VTs	2
VETT 2300	Externship II	2
VETT 2302	Large Animal Medicine	2
VETT 2303	Animal Dentistry	2
VETT 2991	Special Projects I	1
<b>Total Hours</b>		<b>28</b>

### Certificate of Technical Studies (CTS) in Veterinary Assistant

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

Code	Title	Hours
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 1109	Animal Anatomy & Physiology	3
VETA 1110	Animal Anatomy Physiology Lab	1
VETA 1203	Avian & Exotic Medicine	2
VETA 1204	Animal Nursing I	3

VETA 1207	Parasitology for Vet Techs	2
VETA 1209	Parasitology Lab for Vet Techs	1
VETA 1302	Lab Animal Medicine	2
VETA 1311	Externship I	2
<b>Total Hours</b>		<b>23</b>

## 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 and grade of "C" or higher in all applicable coursework.

## Career Information

### Career Opportunities

To learn more about careers related to the Veterinary Technology program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Veterinary>)

### Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

## 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 Welding Program will be able to:

- Integrate safety practices related to specific hazards/environment and personal protective equipment (PPE) to ensure a safe and secure workspace.

- Structure a productive welding workspace through proper machine set-up, calibration, and material application.
- Produce quality welds according to specifications and position using the Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW) processes.
- Produce quality cuts according to specifications using Oxyfuel Cutting (OFC) and Plasma Arc Cutting (PAC) processes.
- Interpret technical information used on welding drawings and blueprints.

Student achievement related to Program Learning Outcomes is assessed systematically and results are made available on the Program Review webpage (<https://www.northshorecollege.edu/institutional-effectiveness/program-review/>).

## Campuses/Sites Offered

- Florida Parishes Campus (Greensburg)
- Hammond Area Campus (Hammond)
- Lacombe Campus (Lacombe)
- Livingston Campus (Walker)
- Rayburn Correctional Center (Angie)
- Sullivan Campus (Bogalusa)

## Technical Diploma in Welding

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

Code	Title	Hours
<b>Required Courses</b>		<b>33</b>
<b>Concentration Area (choose one of four below)</b>		<b>12</b>
	SMAW Process Core	
	FCAW Process Core	
	GTAW Process Core	
	GMAW Process Core	
<b>Total Hours</b>		<b>45</b>

### Required Courses:

Code	Title	Hours
WELD 1110	Occupational Orient and Safety	3
WELD 1120	Blueprint, Metal & 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
<b>Total Hours</b>		<b>33</b>

### 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
<b>Total Hours</b>		<b>12</b>

**FCAW Process Concentration:**

Code	Title	Hours
WELD 2112	FCAW Pipe 5G	4
WELD 2113	FCAW Pipe 2G	4
WELD 2114	FCAW Pipe 6G	4
<b>Total Hours</b>		<b>12</b>

**GTAW Process Concentration:**

Code	Title	Hours
WELD 2220	GTAW - PIPE 5G	4
WELD 2221	GTAW - PIPE 2G	4
WELD 2222	GTAW - PIPE 6G	4
<b>Total Hours</b>		<b>12</b>

**GMAW Process Concentration:**

Code	Title	Hours
WELD 2320	GMAW--Pipe 2G	4
WELD 2321	GMAW--Pipe 5G	4
WELD 2322	GMAW--6G	4
<b>Total Hours</b>		<b>12</b>

## Additional Exit Points:

**Associate of Applied Science (AAS) in Technical Studies**

The highest exit point in the Welding program is the Associate of Applied Science (AAS) in Technical Studies. To qualify, students must complete the General Education Core and the Technical Diploma (TD) in Welding. Requirements for exit points and completion are outlined below.

Code	Title	Hours
<b>General Education Core</b>		<b>15</b>
	English Composition Elective (p. 14)	
	Math Elective (p. 14)	
	Natural Science Elective (p. 14)	
	Behavioral Science Elective (p. 14)	
	Humanities Elective (p. 14)	
<b>Technical Diploma in Welding</b>		<b>45</b>
<b>Total Hours</b>		<b>60</b>

**Certificate of Technical Studies (CTS) in Arc Welder GTAW:**

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 (GMAW Courses Only)		12
<b>Total Hours</b>		<b>22</b>

**Certificate of Technical Studies (CTS) in Arc Welder GMAW:**

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
<b>Total Hours</b>		<b>22</b>

**Certificate of Technical Studies (CTS) in Arc Welder FCAW:**

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
<b>Total Hours</b>		<b>22</b>

**Certificate of Technical Studies (CTS) in Arc Welder SMAW:**

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
<b>Total Hours</b>		<b>25</b>

**Certificate and Technical Certificate (CTC) in Welder Fundamentals:**

Code	Title	Hours
WELD 1410	SMAW - BASIC Beads	2
WELD 2110	FCAW - Basic Fillet Welds	3
WELD 2310	GMAW - Basic Fillet Weld	3
<b>Total Hours</b>		<b>8</b>

**Certificate and Technical Certificate (CTC) in Welder Helper:**

Code	Title	Hours
WELD 1110	Occupational Orient and Safety	3
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes-CAC/PAC	2
<b>Total Hours</b>		<b>7</b>

## Special Comments:

- Anticipated program length for the completion of the highest level exit point is 2 years.
- Program requirements must be completed with a programmatic grade point average of 2.0 or higher and grade of "C" or higher in all applicable coursework.

## Career Information



## Career Opportunities

To learn more about careers related to the Welding program, including salary range and job demand, click the link below.

# Click here for related Career Opportunity Information (<https://northshorecollege.emsicc.com/search/careers/?region=Lacombe%20Main%20Campus%20Area&radius=&q=Welding>)

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## Career Services Resources

Need help guiding your career planning efforts? Review the resources below from the NTCC Career Services Office:

- Get career suggestions based on your interests by completing our Career Assessment (via Career Coach) (<https://northshorecollege.emsicc.com/assessment/?region=Lacombe%20Main%20Campus%20Area&radius=>)
- Build your resume using Resume Builder (via Career Coach) (<https://northshorecollege.emsicc.com/login/?radius=50%20miles&redirect=%2Fprofile%2Fresume%3Fregion%3DLacombe%2C%20LA%26radius%3D50%20miles&region=Lacombe%2C%20LA>)
- Search and apply for jobs on Handshake ([https://app.joinhandshake.com/login/?requested\\_authentication\\_method=standard](https://app.joinhandshake.com/login/?requested_authentication_method=standard))
- Find more information about Career Services on our webpage. (<https://www.northshorecollege.edu/resources/career-services/index/>)

# 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.

## A

- Accounting (ACCT) (p. 46)
- Air Condition & Refrigeration (HACR) (p. 46)
- Arts (ARTS) (p. 48)
- Automotive Technology (AUTO) (p. 48)

## B

- Biology (BIOL) (p. 49)
- Building Technology (BLDG) (p. 50)
- Business (BUSN) (p. 51)
- Business Office (BUSO) (p. 52)

## C

- Care & Dev. of Young Children (CDYC) (p. 53)
- Chemistry (CHEM) (p. 54)
- College Success Skills (CSSK) (p. 55)
- Commercial Vehicle Operations (CTDP) (p. 55)
- Computers (CPTR) (p. 55)
- Criminal Justice (CRMJ) (p. 55)
- Culinary Arts (CULN) (p. 57)
- Customer Service (CSRV) (p. 58)

## D

- Diesel Power Equipment Tech (DPET) (p. 58)
- Drafting (DRFT) (p. 59)

## E

- Economics (ECON) (p. 60)
- Electrical Line Technician (ELLT) (p. 60)
- Electrical Technology (ELEC) (p. 61)
- Emergency Management Services (HEMS) (p. 62)
- English (ENGL) (p. 63)
- Entrepreneurship (ENTP) (p. 63)

## F

- French (FREN) (<https://catalog.northshorecollege.edu/course-descriptions/fren/>)

## H

- Health & Nursing (HNUR) (p. 64)
- Health Care (HCOR) (p. 67)
- Health Medical Terminology (HMDT) (p. 68)
- Health Pharmacy Technician (HPHM) (p. 68)
- Health Phlebotomy (HPhL) (p. 71)
- History (HIST) (p. 71)
- Humanities (HMAN) (p. 71)

## I

- Indust Maint Automated Syst (IMTA) (p. 71)
- Indust Maint Maritime Vessel (IMTV) (p. 72)
- Industrial Maintenance Core (IMTC) (p. 72)
- Information Communication Tech (INTE) (p. 73)

## J

- Job Seeking Skills (JOBS) (p. 74)

## K

- Keyboarding (KYBD) (p. 74)
- Kinesiology (KINL) (<https://catalog.northshorecollege.edu/course-descriptions/kinl/>)

## M

- Machine Tool Technology (MTTC) (p. 74)
- Management (MGMT) (p. 75)
- Mathematics (MATH) (p. 75)
- Medical Assistant (MAST) (p. 77)
- Military Science (MILS) (<https://catalog.northshorecollege.edu/course-descriptions/mils/>)
- Music (MUSC) (p. 78)

## O

- Occupational Health & Safety (OCSH) (<https://catalog.northshorecollege.edu/course-descriptions/ocsh/>)

## P

- Paralegal (PARL) (p. 78)
- Physics (PHYS) (p. 79)
- Political Science (POLI) (p. 79)

- Practical Nursing (PNUR) (<https://catalog.northshorecollege.edu/course-descriptions/pnur/>)
- Psychology (PSYC) (p. 79)

## R

- Radiologic Technology (RADT) (<https://catalog.northshorecollege.edu/course-descriptions/radt/>)
- Religion (RELG) (p. 79)

## S

- Sociology (SOCL) (p. 80)
- Spanish (SPAN) (p. 80)
- Speech Communication (SPCH) (p. 80)
- Student Success Pathways (SSPA) (p. 81)

## V

- Veterinary Assistant (VETA) (p. 81)
- Veterinary Technician (VETT) (p. 82)

## W

- Welding (WELD) (p. 83)

# 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 ACCUPLACER NG Algebra QAS with a score of 250

Co-requisite(s): MATH 0098, MATH 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): None  
(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 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 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): None  
(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): None  
(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): None  
(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): None  
(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): None  
(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): None  
(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.

Prerequisite(s): None  
(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): None  
(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): None  
(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): None  
(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): None  
(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 2810  
(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.

Prerequisite(s): None  
(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 2910  
(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)

## Arts (ARTS)

**ARTS 1000 - Basic Drawing (3 Credit Hours)**

This course is an introduction to the material, skills, and techniques of the drawing process. Completion of this course will help with the development of observational skills, visual organization, motor skills, and problem-solving skills. Six hours of studio per 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. Painting from still-life, landscapes, self-portrait, and life models from observation will be geared towards realism, but various other styles could be explored. Color theory, compositional structure, visual perception, and critical thinking skills will be emphasized. Acrylic will be the primary medium for this class. Six hours of studio per 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)**

This course is the chronological study of the visual arts from the Pre-historic to the Pre-Renaissance and introduces the origins and the historical development of art including sculpture, painting, and architecture. Additionally, we will look at the various geographic, economic, cultural, social, and religious aspects which influence its appearance.

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

**ARTS 1020 - Survey of World Art History II (3 Credit Hours)**

This course is the chronological study of the visual arts from Pre-Renaissance to Modern eras and introduces the origins and historical development of art including sculpture, painting, and architecture. Additionally, we will look at the various geographic, economic, cultural, social, and religious aspects which influence its appearance. Included in this study are the various mediums and processes incorporated in creating works of art with more emphases on the individual artist.

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): None  
(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 seals, and standard shift transmissions.

Prerequisite(s): None  
(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): None  
(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.

Co-requisite(s): AUTO 1601

(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): None

(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.

Co-requisite(s): AUTO 1802

(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, basics of biochemistry, basics of prokaryotic and eukaryotic cell structure and function, basics of molecular biology and genetics, and introductory evolution.

Prerequisite(s): ENGL 0098 or ENGL 0099 or ENGL 1015 or ENGL 1025 or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 060 or ACCUPLACER NG Writing with a score of 200

(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)**

BIOL 1020 is designed to cover broad biological principles for non-science majors. This course touches on the classification of bacteria, archaea, fungi, protista, plantae and animalia. Other topics demonstrate fundamentals of community biology, ecosystem biology, population biology and conservation biology.

Prerequisite(s): BIOL 1010 or BIOL 1100

(3/0/3)

**BIOL 1025 - General Biology Lab II (1 Credit Hour)**

Laboratory exercises for systematically studying laboratory safety practices, hierarchical classification, mechanisms of evolution, prokaryotic cell structure and function, characteristics of eukaryotic organisms including protists, fungi, plants, invertebrates, vertebrates, and ecology.

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 ENGL 1015 or ENGL 1015A or ENGL 1025 or ACT English with a score of 18 or ACCUPLACER Sentence Skills with a score of 86 or ACCUPLACER NG Writing with a score of 225 (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. Topics include population ecology and human demography, nonrenewable and renewable energy, air quality and pollution, climate change, nutrient cycles, water quality, and environmental policies.

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

**BIOL 1200 - Gen Biology II (Science Major) (3 Credit Hours)**

BIOL 1200 is designed for students planning to major in biology or other related disciplines. This course covers the details of evolution, speciation and systematics. This course covers the details of evolution, speciation and systematics. This course is a systematic study of the structure, function, ecology and relationships of organisms. This course touches on the classification of bacteria, archaea, fungi, protista, plantae, and animalia. Other topics include animal behavior, population biology and ecosystems.

Prerequisite(s): BIOL 1100 (3/0/3)

**BIOL 2200 - Human Anatomy & Physiology I (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 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 course designed to utilize a series of laboratory exercises to illustrate the course material in BIOL 2200. This course includes anatomical and physiological studies of the integumentary, skeletal, muscular, and nervous systems, as well as special senses, anatomical terminology and dissections.

Co-requisite(s): BIOL 2200 (0/1/1)

**BIOL 2230 - Medical Microbiology (3 Credit Hours)**

This course is designed primarily for students majoring in nursing or an allied health field. Topics include detailed prokaryotic cell structure and function, microbial metabolism, a survey of microorganisms including bacteria, fungi, algae, protozoans and helminths, and viral structure and function. Students are introduced to microbial growth and genetics, biotechnology, diseases, and the role of microbes in certain organ systems.

Prerequisite(s): (BIOL 1100) and (MATH 0099 or MATH 1005 or MATH 1015 or ACT Math with a score of 19 or ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER College Level Math with a score of 045) and (ENGL 0099 or ENGL 1015 or ACT English with a score of 18 or ACCUPLACER NG Writing with a score of 250 or ACCUPLACER Sentence Skills with a score of 086) (3/0/3)

**BIOL 2240 - Medical Microbiology Lab (1 Credit Hour)**

Laboratory exercises are designed to illustrate the material studied in BIOL 2230 for students majoring in biology, biotechnology, nursing and certain allied health and technical fields. Topics include bacterial cell type identification using staining procedures (i.e. gram, spore and acid-fast stains), biochemical testing, food microbiology and microbial growth methods. This course focuses on diagnostic identification and research procedures for clinical microbiology.

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 anatomical and physiological studies of the endocrine, cardiovascular, respiratory, digestive, excretory, and reproductive systems, as well as dissections.

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): None (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)**

This simulation workshop provides the opportunity for hands-on practice with industrial scaffolding. Participants will actually demonstrate how to perform the proper methods of identifying, inspecting, erecting, dismantling, racking and stacking scaffolding.

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

**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): None  
(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): None  
(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): None  
(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): None  
(2/4/6)

**BLDG 1420 - Cabinetmaking (6 Credit Hours)**

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

Prerequisite(s): None  
(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 ACCUPLACER NG Writing with a score of 225 or ACCUPLACER Sentence Skills with a score of 60

Co-requisite(s): ENGL 0098, ENGL 0099, 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 ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER Elementary Algebra with a score of 65

Co-requisite(s): MATH 0098, MATH 0099, 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 2000 - Intro to Supply Chain & Logist (3 Credit Hours)**

This course introduces learners to supply chain and logistics activities involved in the flow of products and information among the suppliers, producers, and distributors to fulfill consumer's demand. Hands-on experiential learning activities are used to enhance learning of concepts and field trips and guest speakers are provided to demonstrate concepts in real world application. At the end of the course, students would be able to identify the supply chain units, describe the materials management processes, and use method and tools to solve organizational problems.

Prerequisite(s): None

(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 ENGL 1015A) or ENGL 1025

(3/0/3)

## Business Office (BUSO)

**BUSO 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 ACCUPLACER NG Writing with a score of 225 or ACCUPLACER Sentence Skills with a score of 60

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

(3/0/3)

**BUSO 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 ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER Elementary Algebra with a score of 65

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

(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)

## 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 CLASS domains instructional support, engaged support for learning and responsive caregiving; professionalism, 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)**

An introduction to Care and Development of Young Children as a part of total education to include the study of CLASS domains classroom organization, engaged support for learning and responsive caregiving; health and safety.

Prerequisite(s): CDYC 1110  
(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)**

An introduction to Care and Development of Young Children as a part of total education to include the study of CLASS domains emotional support, emotional and behavioral support, and responsive caregiving; families.

Prerequisite(s): CDYC 1110 and CDYC 1210  
(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): None  
(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 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): None  
(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): None  
(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): None  
(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 MATH 1005 or MATH 1015 or COMPASS Algebra with a score of 40 or ACCUPLACER NG Algebra QAS with a score of 250 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 1020 - Chemistry II NonScience Mjr (3 Credit Hours)**

The second of a two course lecture sequence in Introductory Chemistry for non-science majors. The topics to be covered include the kinetic molecular theory of gases, intermolecular forces, colligative properties, chemical equilibrium, oxidation and reduction with selected topics in radioactivity and nuclear chemistry, organic chemistry, and biochemistry. The course emphasizes understanding basic principles and problem solving.

Prerequisite(s): CHEM 1010 or CHEM 1100  
(3/0/3)

**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)

## 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)

This course is designed to introduce students to properly and safely operating an UAS in both a recreational and professional endeavors.

The course will include training focused on aviation fundamentals that are required to pass the FAA part 107 exam, UAS mission planning, UAS usage in an agricultural capacity, and use of GIS software.

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

### CPTR 1710 - Drones II (3 Credit Hours)

This course is designed to develop students' knowledge on intermediate operations of an UAS in both a recreational and professional endeavors.

The course will include training focused on aviation skills that are required to pass the FAA part 107 exam, UAS mission planning, UAS usage in an agricultural capacity, and use of GIS software.

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

## 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 ACCUPLACER NG Writing with a score of 225 or ACCUPLACER Sentence Skills with a score of 060

Co-requisite(s): ENGL 0098, ENGL 0099, 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 ACCUPLACER NG Writing with a score of 225 or ACCUPLACER Sentence Skills with a score of 060  
Co-requisite(s): ENGL 0098, ENGL 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 ACCUPLACER NG Writing with a score of 225 or ACCUPLACER Sentence Skills with a score of 060  
Co-requisite(s): ENGL 0098, ENGL 0099, 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 ACCUPLACER NG Writing with a score of 225 or ACCUPLACER Sentence Skills with a score of 060  
Co-requisite(s): ENGL 0098, ENGL 0099, 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 ACCUPLACER NG Writing with a score of 225 or ACCUPLACER Sentence Skills with a score of 060  
Co-requisite(s): ENGL 0098, ENGL 0099, 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.

Prerequisite(s): None  
(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.

Prerequisite(s): None  
(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): None  
(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): None  
(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): None  
(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): None  
(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): None  
(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): None  
(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.

Prerequisite(s): None  
(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.

Prerequisite(s): None  
(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): None  
(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 1101 - Drafting Fundamentals (3 Credit Hours)**

Development of visual and spatial skills related to understand and communicating geometric designs through sketching and other drafting techniques.

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

**DRFT 1102 - AutoCAD (3 Credit Hours)**

Creating computer drawings using AutoCAD tools, properties, functions, and operations to make drawing used across various drafting fields. This course examines the concepts found in the AutoCAD Certified Professional exam.

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

**DRFT 1103 - Geometric Drafting (3 Credit Hours)**

The review and analysis of geometric drafting principles, such as geometric constructions, pictorial drawing, orthographic and auxiliary views.

Co-requisite(s): DRFT 1102, DRFT 1101  
(1/2/3)

**DRFT 1104 - Technical Drafting (3 Credit Hours)**

The application of the principles and methods for creating machine and section drawing, dimensioning and mechanical components.

Co-requisite(s): DRFT 1101, DRFT 1102  
(1/2/3)

**DRFT 1105 - Materials & Manufacturing Tech (3 Credit Hours)**

An exploration of the various manufacturing and construction materials, processes and technologies utilized in different drafting fields including additive manufacturing. Emphasis is placed on terminology and function.

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

**DRFT 1201 - Architectural Drafting (3 Credit Hours)**

A study of the principles, methods and standards utilized in the design and construction of both residential and commercial buildings. The course also examines building codes (including ADA requirements) as well as environmental aspects related to the construction industry.

Prerequisite(s): DRFT 1102 and DRFT 1105  
(1/2/3)

**DRFT 1202 - Mechanical Design (3 Credit Hours)**

A study of the principles, methods, and standards used in the design and manufacturing of mechanical parts and assemblies through working drawings, according to industry-based standards and current practices using AutoCAD.

Prerequisite(s): DRFT 1102 and DRFT 1105  
(1/2/3)

**DRFT 1203 - Parametric Modeling (3 Credit Hours)**

A parametric modeling course utilizing AutoDesk Inventor software. The course progresses through part modeling, creating and documenting assemblies, drawing generation and client presentation based on industry standards. Project work flow, documentation and file management is also included. This course includes the concepts found in the AutoCAD CERTified Professional exam.

Prerequisite(s): DRFT 1102 and DRFT 1105  
(1/2/3)

**DRFT 1204 - Pipe Drafting (3 Credit Hours)**

The application of various industry standards to drawings and schematics utilized in process manufacturing, including piping components, equipment, structural systems and industry codes and practices. 2D AutoCAD and AutoCAD Plant 3D will be utilized in this course. Course concepts based on the Society of Piping Engineers and Designers credentialing exam.

Prerequisite(s): DRFT 1102  
(1/2/3)

**DRFT 1205 - Capstone Project (3 Credit Hours)**

A student-designed, independently-constructed group activity that enables students to further develop their knowledge/skill in a drafting field through the theoretical and practical development, planning, and management of a drafting project from start to finish. A comprehensive, formal group presentation is required at the conclusion of the project.

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

**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)

## 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): (ACT Math with a score of 19 or ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER College Level Math with a score of 045) and (ENGL 1015 or ENGL 1025 or ACT English with a score of 18 or ACCUPLACER NG Writing with a score of 250 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): (ACT Math with a score of 19 or ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER College Level Math with a score of 45) and (ENGL 1015 or ENGL 1025 or ACT English with a score of 18 or ACCUPLACER NG Writing with a score of 250 or ACCUPLACER Sentence Skills with a score of 86)  
(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): None  
(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.

Prerequisite(s): None  
(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.

Prerequisite(s): None

(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.

Prerequisite(s): None

(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)

## 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): None

(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): None

(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 include: installation and troubleshooting of motors, reversing starters, and VFD (Variable Frequency Drive).

Co-requisite(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 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 1200 - Emergency Medical Tech I (3 Credit Hours)**

This course provides and introduction to the roles, responsibilities and scope of practice of the EMR within the EMS, and emphasizes protecting the well-being of the EMR. Instruction is provided in medical/legal/ethical and cultural issues, communication and documentations techniques, anatomy, physiology, and pathophysiology of the human body, methods utilized in lifting and moving patients, procedures for maintaining open airways and oxygenation, resuscitation, obtaining a medical history and vital signs, principles of assessment, and general pharmacology. Treatment of a variety of medical emergencies are covered in the course, as well as bleeding, shock, soft tissue, musculoskeletal, chest and abdominal injuries. Practical application of EMR skills are included in the classroom setting.

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

**HEMS 1300 - Emergency Medical Tech II (3 Credit Hours)**

This course includes instruction in the management and care of patients during pregnancy and childbirth, and the study of developmental and anatomical differences across the lifespan focusing on infants, children and the elderly. Instruction also includes common patient care needs of pediatric and geriatric patients in emergencies, care of persons with special needs, and discussion of air medical operations, weapons of mass destruction and terrorism. Practical application of EMR skills are included in the classroom setting.

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

## English (ENGL)

**ENGL 0098 - Developmental English I (3 Credit Hours)**

This course is designed as a foundation of basic writing skills that concentrates on well-constructed sentences and paragraphs. This course includes intensive practice in the fundamentals of grammar and mechanics.

Co-requisite(s): SSPA 1100  
(3/0/3)

**ENGL 0099 - Developmental English II (3 Credit Hours)**

This course is designed as a foundation of basic writing skills that concentrates on well-constructed paragraphs and essays. This course includes application in the fundamentals of grammar and mechanics in the context of writing.

Prerequisite(s): ENGL 0098 or ACT English with a score of 17 or ACCUPLACER NG Writing with a score of 225 or ACCUPLACER Sentence Skills with a score of 060  
(3/0/3)

**ENGL 1015 - English Composition I (3 Credit Hours)**

This course is designed to help the student improve their reading, writing, critical thinking, research, and revision skills. These skills will be enhanced through reading assignments, classroom discussions, and group critiques.

Prerequisite(s): ENGL 0099 or ACT English with a score of 18 or ACCUPLACER Sentence Skills with a score of 086 or ACCUPLACER NG Writing with a score of 250  
(3/0/3)

**ENGL 1015A - English Comp I w/Suppl. Instr. (4 Credit Hours)**

ENGL 1015A is designed to help students improve their reading, writing, critical thinking, and revision skills. We will practice these skills through reading assignments, classroom discussions, and group critiques. We will also have supplemental resources to improve writing skills. This is primarily a writing course.

Prerequisite(s): ENGL 0098 or ACT English with a score of 17 or ACCUPLACER Sentence Skills with a score of 60 or ACCUPLACER NG Writing with a score of 225  
(4/0/4)

**ENGL 1025 - English Composition II (3 Credit Hours)**

This course is designed as the continuation and further development of material and strategies introduced in ENGL 1015. Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis.

Prerequisite(s): ENGL 1015 or ENGL 1015A  
(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)**

This course is designed to introduce students to the literature of the British Isles and its major characteristics and stylistic periods, as well as an introduction to the basic themes, terms, and approaches intrinsic to the literature of the British Isles/ In this course, students will be exposed to representative works from major periods of British and Irish literature. Each reading assignment will be discussed in class and supplemented with lectures, notes, and assignments.

Prerequisite(s): ENGL 1025  
(3/0/3)

**ENGL 2020 - American Literature (3 Credit Hours)**

This course is designed to introduce students to poetry, prose, and drama produced by significant writers of American literature, with an emphasis on the development of understanding and appreciation. In this course, students will be exposed to representative works from major periods of American literature. Each reading assignment will be discussed in class and supplemented with lectures, notes, and assignments.

Prerequisite(s): ENGL 1025  
(3/0/3)

**ENGL 2030 - World Literature (3 Credit Hours)**

This course is designed to introduce students to poetry, prose, and drama produced by significant world writers, with an emphasis on the development of understanding and appreciation. In this course, students will be exposed to representative works from major periods from ancient times to the present. Each reading assignment will be discussed in class and supplemented with lectures, notes, and assignments.

Prerequisite(s): ENGL 1025  
(3/0/3)

## Entrepreneuership (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 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): None  
(1/1/2)

### HNUR 2000 - Anatomy,Phys,& Nutrition for PN (4 Credit Hours)

This course provides an understanding of the basic anatomy and physiology of the human body and deviations from the normal. A study of cells, skeletal, muscular, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems is included. The course also includes study of the concepts of proper nutrition for all age groups and diet modifications for therapeutic purposes. Requires: Acceptance into the practical nursing program. Concurrent enrollment or successful completion of HMDT 1170. Co-requisite(s): HMDT 1170  
(4/0/4)

### HNUR 2110 - PN Foundations & Perspectives (6 Credit Hours)

This course focuses on the qualities and personal characteristics needed to practice practical nursing safely, effectively, and with compassion, including development of self-awareness and critical thinking. The course includes instruction in the history, trends and evolution of practical nursing, as well as the laws and rules governing practical nursing as defined by the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II- Practical Nurses and LAC 46:XLVII.Nursing, subpart 1 - Practical Nurses. Ethical, legal and cultural issues and trends, communication techniques, and personal and family growth and development are addressed. The course includes discussion of the concepts of health maintenance, restoration and rehabilitation, with identification of available local, state and national health maintenance resources. Emphasis is placed on foundational nursing concepts, including health assessment, and clinical reasoning using the nursing process to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments and across the lifespan. Special emphasis is placed on the normal aging process, care of the elderly, and end-of-life care. Safety and infection control, including information on microbes, modes of transmission, methods of destruction or control, and skills to prevent the spread of infections are also emphasized as part of this course. Requires: Concurrent enrollment or successful completion of HNUR 2000 and HMDT 1170. Concurrent enrollment in HNUR 2111; 2110 & 2111 are linked courses requiring passing grades in both to receive credit for either. Prerequisite(s): (ACCUPLACER NG Arithmetic with a score of 260) and (ACCUPLACER NG Algebra QAS with a score of 243 or ACT Math with a score of 17)  
Co-requisite(s): HMDT 1170, PNUR 1001  
(6/0/6)

### HNUR 2111 - PN Foundations w/Geri Clinical (4 Credit Hours)

This course includes 95 hours of skills lab experiences that focus on providing nursing care to meet the physiological, socio-cultural, and spiritual needs of clients in various health care environments. Nursing skills progress from basic to more complex. Emphasis is placed on maintaining safety, infection control measures, and the dignity and rights of clients while providing nursing care activities. Care of clients across the lifespan is included, with special emphasis on care of the elderly. Students 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 of nursing faculty, and in accordance with Omnibus Budget Reconciliation Act (OBRA) guidelines. Students must demonstrate the ability to safely and correctly perform all skills in the practice lab setting in order to receive instructor approval to participate in the geriatric nursing clinical experience. Requires: Concurrent enrollment in HNUR 2110; 2110 & 2111 are linked courses requiring passing grades in both to receive credit for either. Prerequisite(s): None  
(0/4/4)

### 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 2210 - Practical Nursing I (6 Credit Hours)**

This course is a study of the nursing process as a method of individualizing care of the adult and geriatric clients experiencing alterations in cardiovascular, lymphatic, and immune functioning with special emphasis on the essential concepts of fluid and electrolytes and acid-base balance. Included is a review of anatomy and physiology, therapeutic or modified diets, commonly prescribed medications and medical treatment procedures, as well as nursing care interventions for each disease process reviewed. This portion of the course includes 90 hours of theory. Requires: HNUR 2000, HMDT 1170, HNUR 2110, HNUR 2111. Concurrent enrollment in HNUR 2211 (PN I); 2210 & 2211 are linked courses requiring passing grades in both to receive credit for either.

Prerequisite(s): HNUR 2000 and (HMDT 1170 or PNUR 1001) and HNUR 2110 and HNUR 2111

(6/0/6)

**HNUR 2211 - Practical Nursing I Clinical (4 Credit Hours)**

Students will begin to utilize a nursing process approach to individualize client care, and will perform applicable practical nursing clinical skills to assign adult and/or geriatric client(s) experiencing a variety of medical/surgical and mental health disorders in approved health care and mental health care facilities under the supervision and discretion of practical nursing faculty. This course includes a 180-hour clinical component in the Med-Surg setting and 25 hours in the Mental Health setting. Requires: Concurrent enrollment in HNUR 2210; 2210 & 2211 are linked courses requiring passing grades in both to receive credit for either.

Prerequisite(s): None

(4/0/4)

**HNUR 2310 - Practical Nursing II (6 Credit Hours)**

This course includes theory related to nursing care provided to adult and geriatric clients experiencing alterations in the respiratory, gastrointestinal, endocrine and integumentary function, as well as care of the adult and geriatric client with a neoplastic disorders. Included is a review of anatomy and physiology, therapeutic/modified diets, commonly prescribed medications and medical treatment procedures, as well as nursing care interventions for each disease reviewed. Nursing care of the childbearing family through the stages of inceptions, fetal development, gestation, and delivery, including the antepartum, intrapartum, and postpartum periods, and the care of the neonate is also included. This course includes 90 theory hours of medical-surgical nursing and 30 hours of obstetric nursing. Requires: Successful completion of HNUR 2210 and HNUR 2211, and successful completion or concurrent enrollment in HNUR 2500. Concurrent enrollment in HNUR 2311; 2310 & 2311 are linked courses requiring passing grades in both to receive credit for either.

Prerequisite(s): HNUR 2210 and HNUR 2211

Co-requisite(s): HNUR 2500

(6/0/6)

**HNUR 2310A - Practical Nursing IIA (3 Credit Hours)**

This course includes theory related to nursing care provided to adult and geriatric clients experiencing alterations in the respiratory, gastrointestinal, and integumentary function. Included is a review of anatomy and physiology, therapeutic/modified diets, commonly prescribed medications and medical treatment procedures, as well as nursing care interventions for each disease process reviewed. This course includes 60 theory hours of medical-surgical nursing.

Co-requisite(s): HNUR 2500, HNUR 2210, HNUR 2211, HNUR 2311A

(3/0/3)

**HNUR 2310B - Practical Nursing IIB (3 Credit Hours)**

This course includes theory related to nursing care provided to adult and geriatric clients experiencing alternations in the endocrine function, as well as care of the adult and geriatric client with a neoplastic disorder. Included is a review of anatomy and physiology, therapeutic/modified diets, commonly prescribed medications and medical treatment procedures, as well as nursing care interventions for each disease process reviewed. Nursing care of the childbearing family through the stages of inceptions, fetal development, gestation, and delivery, including the antepartum, intrapartum, and postpartum periods, and the care of the neonate is also included. This course includes 30 theory hours of medical-surgical nursing and 30 hours of obstetric nursing.

Co-requisite(s): HNUR 2500, HNUR 2210, HNUR 2211, HNUR 2311B (3/0/3)

**HNUR 2311 - Practical Nursing II Clinical (4 Credit Hours)**

Students will utilize a nursing process approach to individualize client care, and will perform 180 hours of applicable practical nursing clinical skills in the care of assigned adult and/or geriatric clients experience a variety of medical/surgical conditions. Students will also perform 30 hours of applicable practical nursing clinical skills with maternal and neonatal clients during the antepartum, intrapartum, and postpartum periods. Students are expected to demonstrate use of critical thinking skills while learning to make interdependent practical nursing decisions. All client care will be provided in approved health care facilities under the supervision, and at the discretion, of practical nursing faculty. This course includes a 205-hour clinical component, of which, 180 are in the Med-Surg clinical setting and 25 in Obstetrics setting. Requires: Concurrent enrollment in HNUR 2310; 2310 & 2311 are linked courses requiring passing grades in both to receive credit for either.

Prerequisite(s): None

(0/4/4)

**HNUR 2311A - Practical Nursing IIA (2 Credit Hours)**

Students will utilize a nursing process approach to individualize client care, and will perform 100 hours of applicable practical nursing clinical skills in the care of assigned adult and/or geriatric clients experience a variety of medical/surgical conditions. Students are expected to demonstrate use of critical thinking skills while learning to make interdependent practical nursing decisions. All client care will be provided in approved health care facilities under supervision, and at the discretion, of practical nursing faculty.

Co-requisite(s): HNUR 2310A

(0/2/2)

**HNUR 2311B - Practical Nursing IIB (2 Credit Hours)**

Students will utilize a nursing process approach to individualize client care, and will perform 80 hours of applicable practical nursing clinical skills in the care of assigned adult and/or geriatric clients experience a variety of medical/surgical conditions. Students will also perform 25 hours of applicable practical nursing clinical skills with maternal and neonatal clients during the antepartum, intrapartum, and postpartum periods. Students are expected to demonstrate use of critical thinking skills while learning to make interdependent practical nursing decisions. All client care will provided in approved health care facilities under the supervision, and at the discretion, of practical nursing faculty.

Co-requisite(s): HNUR 2310B

(0/2/2)

**HNUR 2410 - Practical Nursing III (6 Credit Hours)**

This course includes the study of nursing care provided to adult and geriatric clients experiencing alterations in genitourinary, reproductive, sensory, neurological and musculoskeletal functions, as well as essential information related to growth and development of infants, toddlers, preschool, school age, and adolescent children. Diseases and disorders common in children are covered. Included is a review of anatomy and physiology, therapeutic or modified diets, commonly prescribed medications and medical treatment procedures, as well as nursing care interventions for each disease process. This course is 120 theory hours, which includes 90 hours in med-surg and 30 in pediatrics. Requires: Successful completion of HNUR 2500, HNUR 2310, HNUR 2311.

Concurrent enrollment in HNUR 2411; 2410 & 2411 are linked courses requiring passing grades in both to receive credit for either.

Prerequisite(s): HNUR 2500 and HNUR 2310 and HNUR 2311 (6/0/6)

**HNUR 2411 - Practical Nursing III Clinical (4 Credit Hours)**

Students will utilize a nursing process approach to individualize client care, and will perform 180 hours of applicable practical nursing clinical skills in the care of multiple assigned adult and/or geriatric client(s) experiencing a variety of medical/surgical conditions. Students will also perform 25 hours of applicable practical nursing clinical skills with pediatric clients. Students are required to demonstrate use critical thinking skills while learning to make interdependent practical nursing decisions. All client care will be provided in approved health care facilities under the supervision, and at the discretion, of practical nursing faculty. This course includes 205 total clinical hours, 180 of which is in a med-surg setting and 25 in a pediatric setting. Requires: Concurrent enrollment in HNUR 2410; 2410 & 2411 are linked courses requiring passing grades in both to receive credit for either.

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

**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): None (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, including a review of the Louisiana Revised Statutes, Title 37, Chapter 11, Subpart II-Practical Nurses and LAC 46:XLVII.Nursing, subpart I-Practical Nurses. 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. Requires: Concurrent enrollment in, or successful completion of, HNUR 2410 – Practical Nursing III, and HNUR 2411 – Practical Nursing III Clinical. Co-requisite(s): HNUR 2410, HNUR 2411 (1/1/2)

**HNUR 2991 - Special Projects I (1 Credit Hour)**

The course is designed to prepare the practical nursing students 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. Requires: Concurrent enrollment in, or successful completion of, HNUR 2410, HNUR 2411, and HNUR 2813.

Co-requisite(s): HNUR 2410, HNUR 2411  
(1/0/1)

**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.

Co-requisite(s): HCOR 1211, HCOR 1214, HCOR 1205  
(1/1/2)

**HCOR 1205 - Basic Anatomy Struct and Funct (2 Credit Hours)**

This course focuses on the identification of the organs of the human body including the location and structure of organs and organ systems. Emphasis is placed on the functions of the organs and organ systems, and associated diseases and disorders of organs and organ systems.

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

**HCOR 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): 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 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.

Co-requisite(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): HCOR 1211 and HCOR 1214 and HCOR 1113 and HCOR 1601

Co-requisite(s): HCOR 1205, HCOR 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 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 Practice I (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.

Co-requisite(s): HPHM 1405, HPHM 1505, HPHM 1510  
(3/0/3)

**HPHM 1205 - Pharmacy Practice II (2 Credit Hours)**

This course familiarizes the student with the role and responsibilities of the Pharmacy Technician both in community and in institutional pharmacy settings. The course also addresses some entry and advanced level competencies needed to succeed in pharmacy practice settings. This course prepares students by providing foundational knowledge in areas of pharmacy practice including non-sterile compounding, USP chapter 795, hospital pharmacy dispensing, medication reconciliation, medication therapy management, investigational drugs, infection control, hand hygiene and aseptic technique, USP chapter 797, and medication safety

Prerequisite(s): HPHM 1200 and HPHM 1405 and HPHM 1505 and HPHM 1510 and HMDT 1170 and CSRV 1000 and CPTR 1000

Co-requisite(s): HPHM 2125, HPHM 1515, HPHM 1525  
(0/2/2)

**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 1405 and HPHM 1505 and HPHM 1510  
(3/0/3)



**HPHM 1405 - Fund. or Pharm. Tech Math (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. This course teaches the pharmacy technician student the essential pharmacy calculations that are performed in a pharmacy setting. The primary objective is to develop problem solving skills, including how to use information from written prescriptions, hospital medication orders, and drug product labels emphasizing pharmacy calculations that are used on a daily basis in retail and institutional pharmacies. Business terms and business math skills essential to pharmacy practice including inventory and purchasing, profit margins, and inventory control are also covered in this course. Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER Elementary Algebra with a score of 65 or MATH 1160

Co-requisite(s): HPHM 1200, HPHM 1505, HPHM 1510  
(2/0/2)

**HPHM 1505 - Pharm Tech Practice Lab I (2 Credit Hours)**

This course is designed to teach pharmacy technician students entry level skills performed in community and institutional pharmacy settings. The primary objective is to provide the students with practical, hands-on experience in the duties performed by a pharmacy technician in everyday pharmacy practice. This course addresses topics of instruction that includes information sources, reviewing and processing prescriptions and medication orders, applications of rules and regulations, non-sterile compounding, aseptic technique, calculations and business applications. Co-requisite(s): HPHM 1200, HPHM 1405, HPHM 1510, HMDT 1170, CSRV 1000, CPTR 1000

(0/2/2)

**HPHM 1510 - Pharmacology I (2 Credit Hours)**

This course introduces the pharmacy technician student to the general principles of pharmacology, 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 1505  
(2/0/2)

**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 1515 - Pharmacology II (2 Credit Hours)**

This course introduces the pharmacy technician student to the general principles of pharmacology. Drugs are discussed in the context of drug classes, mechanisms of action, disease types, and body systems. The course is designed to provide the Pharmacy Technician with a sufficient foundation in drug related information so that they will be able to play a key role in avoiding dispensing error. In this course emphasis will be given to the actual preparation to dispense the most commonly prescribed top 100 medications.

Prerequisite(s): HPHM 1510 and HPHM 1505  
(2/0/2)

**HPHM 1525 - Pharmacy Practice Lab II (2 Credit Hours)**

This course is designed to teach pharmacy technician students entry level skills and advanced level skills performed in community and institutional pharmacy settings. The objectives of this course are to provide the students with practical, hands-on experience in the duties performed by a pharmacy technician in every day pharmacy practice. This course addresses topics of instruction that include the reviewing and processing of medication orders, applications of pertinent laws, regulations and standards, calculations, extemporaneous non-sterile compounding, and medication preparation, hospital pharmacy dispensing and record keeping, medication reconciliation, medication therapy management and briefly touches on aseptic technique and infection control.

Co-requisite(s): CSRV 1000, CPTR 1000, HMDT 1170, HPHM 1200, HPHM 1405, HPHM 1505, HPHM 1510  
(0/2/2)

**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 1605 - Pharmacy Practice Lab III (2 Credit Hours)**

This course provides technician focused instruction and training for the successful production of sterile parenteral preparations which is a major responsibility of the pharmacy technician in hospitals, long term care facilities and home healthcare settings. This course provides hands-on experience and mastery in aseptic techniques and sterile IV admixture preparation. The course addresses incompatibility and stability issues, irrigation solutions, calculations for intravenous solutions, total parenteral nutrition and chemotherapy preparations.

Prerequisite(s): HMDT 1170 and HPHM 1200 and HPHM 1505 and HPHM 1510 and HPHM 2025

Co-requisite(s): HPHM 1300, HPHM 1515, HPHM 2035  
(0/2/2)

**HPHM 2005 - Professionalism for Pharm Tech (3 Credit Hours)**

This course reinforces the professional habits and soft skills required to bridge the gap between formal education/training and employment in a pharmacy setting. This course will consist of activities that will help reinforce the concepts and critical thinking skills that the pharmacy technician students have learned and will evaluate how well they can apply their new skills to the realistic pharmacy workplace environment. This course will address career readiness, planning, and management for the pharmacy technician. The course will help develop techniques in setting goals, creating a positive professional image, preparing a portfolio, and compiling a resume. This course will introduce and reinforce concepts and principles in pharmacy law and ethics as it relates to the role of a pharmacy technician.

Prerequisite(s): CSRV 1000 and CPTR 1000 and SPCH 1015 and HPHM 1200 and HPHM 1205 and HPHM 1405 and HPHM 1505 and HPHM 1510 and HPHM 1515 and HPHM 1525 and HPHM 2125

Co-requisite(s): HPHM 1605, HPHM 2130, HPHM 2135, HPHM 2991  
(3/0/3)

**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 2035 - Advanced Level Externship (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 300 hours.

Prerequisite(s): HPHM 1200 and HPHM 1405 and HPHM 1505 and HPHM 1510 and HPHM 2025 and HMDT 1170 and CSRV 1000 and HPHM 1515 and CPTR 1000 and SPCH 1015

Co-requisite(s): HPHM 1300, HPHM 1605, HPHM 2000  
(0/5/5)

**HPHM 2125 - Pharm Tech Clinical Ext 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 community pharmacies as available preceptors permit for 120 externship hours. The 120 hours are expected to be achieved in the normal semester time frame of the course, usually 20-30 hours /week of commitment to this experiential training is required.

Prerequisite(s): CSRV 1000 and CPTR 1000 and HMDT 1170 and HPHM 1200 and HPHM 1405 and HPHM 1505 and HPHM 1510  
(0/4/4)

**HPHM 2130 - Pharmacy Clinical Ext. II (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, safe, and accurate dispensing of medications, and participation in others roles expected of a pharmacy technician. The student will be assigned to pharmacies as available preceptors permit for 100 externship hours. The 100 hours are expected to be achieved in the normal semester time frame of the course, usually 20-30 hours /week commitment to this training is required.

Prerequisite(s): HPHM 1200 and HPHM 1405 and HPHM 1505 and HPHM 1510 and HPHM 1515 and HPHM 1525 and HPHM 2125 and CSRV 1000 and HMDT 1170 and CPTR 1000

Co-requisite(s): HPHM 2135, HPHM 1605, HPHM 2005, HPHM 2991  
(0/0/4)

**HPHM 2135 - Pharmacy Clinical Ext III (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, safe, and accurate dispensing of medications, and participation in others roles expected of a pharmacy technician. The student will be assigned to community and/or institutional pharmacies for 100 externship hours. The 100 hours are expected to be achieved in the normal semester time frame of the course, usually 20-30 hours /week commitment to this training is required.

Prerequisite(s): HPHM 1200 and HPHM 1405 and HPHM 1505 and HPHM 1510 and HPHM 1515 and HPHM 1205

Co-requisite(s): HPHM 2130, HPHM 1605, HPHM 2005, HPHM 2991  
(0/4/4)

**HPHM 2991 - Special Projects I (1 Credit Hour)**

This course is designed to help students become more prepared for and ultimately pass a national certification exam (either the PTCB exam or the ExCPT exam) so that they may be able to be certified and licensed for practice. The course content reviews in a logical sequence the content areas and skills of the national PTCB exam domains and ExCPT topic areas. Success in this course will be greatly determined by each student's own motivation.

Prerequisite(s): HPHM 1200 and HPHM 1405 and HPHM 1505 and HPHM 1510 and HMDT 1170 and CSRV 1000 and HPHM 1515 and CPTR 1000 and SPCH 1015 and HPHM 1300 and HPHM 1605 and HPHM 2000 and HPHM 2025

(1/0/1)

**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 1205, HNUR 1211, HCOR 1214

(3/1/4)

## History (HIST)

**HIST 1010 - Western Civilization I (3 Credit Hours)**

This course is designed to present the important themes, ideas, and people from the dawn of human civilization to the Renaissance.

Prerequisite(s): None

(3/0/3)

**HIST 1020 - Western Civilization II (3 Credit Hours)**

This course is designed to present the important themes, ideas, and people 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 is designed to focus 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)**

This course is designed to present the important themes, ideas, and people in American History from the migration of native peoples to the end of the Civil War.

Prerequisite(s): None

(3/0/3)

**HIST 2020 - American History II (3 Credit Hours)**

This course is designed to present the important themes, ideas, and people in American History from Reconstruction to the present day.

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 - STCW - Basic Training (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)

The purpose of this course is to introduce students to safety and important aspects of the maritime industry. Seamanship I encompasses maritime navigation laws (International and Inland light configurations and ship whistle signals), nautical terminology, line handling (natural and synthetic), knots, splices, hitches, aids to navigation, anchoring and mooring, training performing duties of a lookout, compass principles, firefighting, water survival, lifesaving appliances, and other topics that are crucial for students entering the maritime industry.

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

### 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)

This is an introductory course into marine electronic navigation. Topics of discussion includes the Global Navigation Satellite Systems (GNSS), Radar, Automatic Radar Plotting Aids (ARPA), Fathometers, Satellite Navigation, Global Maritime Distress and Safety Systems (GMDSS), and Electronic Chart Display Information Services (ECDIS). The focus of this course is on various types of radar, radar theory, navigation, and collision avoidance. This course includes the use of a technical lab providing a hands-on approach in the operation and use of marine radars and other electronic equipment pertinent to safe navigation and watch-standing of shipboard personnel.

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)

## Industrial Maintenance Core (IMTC)

### 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)

### IMTC 2991 - Special Projects I (1 Credit Hour)



# Information Communication Tech (INTE)

## **INTE 1050 - Intro to Information Tech. (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 focuses on building a solid, concise foundations in the fundamentals of information systems through the most recent research, references, and examples in the field.  
Prerequisite(s): None  
(3/0/3)

## **INTE 1150 - PC Hardware & Software Lab (3 Credit Hours)**

PC Hardware and Software is a hands-on, career-oriented e-learning solutions with an emphasis on practical experience to help students develop fundamental computer skills, along with essential career skills. This course covers mobile devices, networking technology, hardware, virtualization and cloud computing, and network troubleshooting.  
Prerequisite(s): None  
(1/2/3)

## **INTE 1210 - Introduction to Programming (3 Credit Hours)**

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): None  
(1/2/3)

## **INTE 1850 - Intro to Linux (3 Credit Hours)**

This course is designed to provide students with the skills needed to install and support the Linux operating system, including user administration, file permissions, software configurations, and the fundamental management of Linux systems.  
Prerequisite(s): None  
(1/2/3)

## **INTE 1950 - Intro to Cloud Computing (3 Credit Hours)**

This course introduces students to cloud computing while evaluating and assessing the business and technical benefits of cloud computing, gain the foundation to analyze cloud applications for use within an organization.  
Prerequisite(s): None  
(1/2/3)

## **INTE 2015 - Fundamentals of Client/Server (3 Credit Hours)**

Provides students with the knowledge and skills that are required to manage the latest Windows Operating System and Windows Server through systems design, deployment, management, and troubleshooting.  
Prerequisite(s): None  
(1/2/3)

## **INTE 2115 - Advanced Client/Server (3 Credit Hours)**

This course introduces students to planning, designing, and deploying a physical and logical Windows Server enterprise and Active Domain Services infrastructures including the network services. The students will learn how to plan and implement some of the advanced features available in Windows Server.  
Prerequisite(s): INTE 2015  
(1/2/3)

## **INTE 2150 - Networking I (3 Credit Hours)**

This course is 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.  
Prerequisite(s): None  
(1/2/3)

## **INTE 2250 - Networking II (3 Credit Hours)**

Introduces students to installing, operating, and troubleshooting a small enterprise branch network security. The students will learn about networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks.  
Prerequisite(s): INTE 2150  
(1/2/3)

## **INTE 2350 - Advanced Networking (3 Credit Hours)**

This course is designed to provide students with the skills needed to configure and troubleshoot networks, LAN switching & WAN technologies, routing technologies including IPv4 and IPv6, infrastructure services, and infrastructure maintenance.  
Prerequisite(s): INTE 2250  
(1/2/3)

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

This course is designed to provide an overview and understanding of established cyber security strategy as well as provide students with the opportunity to engage in strategic decision making in the context of cyber security. The course will assess current threats in varying contexts including conducting a threat or vulnerability assessment for a non-profit or government service organization, as well as evaluate current methodology and approaches to pave the way for the development and implementation of cyber security strategy at the organization or corporate level.  
Prerequisite(s): None  
(1/2/3)

## **INTE 2830 - Cabling Infrastructure (3 Credit Hours)**

Introduction of basic concepts of network cabling systems through the use of copper wiring and fiber optics. Focus on networking cabling design, installation, testing, certification, and troubleshooting for voice, video, and data networks.  
Prerequisite(s): None  
(1/2/3)

## **INTE 2950 - Cloud Computing (3 Credit Hours)**

This course is designed to help students master the architectural principles and services of the top cloud platforms, design and deploy highly scalable, fault-tolerant applications and develop skills to transform the students into a cloud architect.  
Prerequisite(s): INTE 1950  
(1/2/3)

## **INTE 2975 - Internship/Job Seeking Skills (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 college site or at an employer's site to gain practical hands-on workplace-related skills. While assisting students in making immediate and future decisions concerning job choices and educational growth by compiling resumes, evaluation job offers, and outlining information essential to finding, applying for, and terminating a job.  
Prerequisite(s): None  
(0/3/3)



**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)

## 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)**

Identify types and uses of blueprints, identifying lines, and interpreting views, dimensions and tolerances.

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): None  
(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.

Co-requisite(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): None  
(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 2320 - Basic Lathe II (3 Credit Hours)**

Learn proper feeds and speeds for knurling, boring, taper-turning, and thread cutting using lathe accessories.

Co-requisite(s): MTTC 2310  
(1/2/3)

**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.

Co-requisite(s): MTTC 2310  
(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 2420 - Basic Mill II (3 Credit Hours)**

Perform multi-angular set-ups, gear cutting, advanced indexing operations and other advanced cutting operations.

Co-requisite(s): MTTC 2410

(1/2/3)

**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.

Co-requisite(s): MTTC 2410, MTTC 2420

(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, introduction to factoring, systems of linear equations, and functions. It is recommended that a student have an ACT math score of 15/16 or Compass Pre-Algebra score 44-100 or Compass Algebra score 29 or below or ACCUPLACER Elementary Algebra score 46- 64 or ACCUPLACER NG Algebra QAS score 242-249 to enter the course. However, students who do not meet the above criteria will be allowed to enroll in the course with the understanding that additional work with basic math skills may be required for successful completion of the course.

Co-requisite(s): SSPA 1100

(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 ACT Math with a score of 17 or ACCUPLACER NG Algebra QAS with a score of 250 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 combined one-semester course that covers foundational algebraic skills for students to gain understanding of algebra before taking an entry-level college math course. The major topics include algebraic expressions, solving linear equations, solving linear inequalities, exponents, polynomials, graphs and equations of lines, functions, factoring, rational expressions and equations, radical expressions and equations, and solving and graphing quadratics.

This course is designed for students enrolled at Northwestern State University and participating in a cross-enrollment program. Permission and eligibility for the course granted through NSU.

Prerequisite(s): None  
(5/0/5)

**MATH 0099B - Developmental Math SLU (3 Credit Hours)**

This course is designed as 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. The weekly structure of the course includes 3-hours of in-class instruction and 3-hours of computer laboratory work in the Math Technology Learning Center in Sims Library 208. This course is designed for students enrolled at Southeastern Louisiana University and participating in a cross-enrollment program. Permission and eligibility for the course granted through SLU.

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

**MATH 0099X - Preparatory Finite Mathematics (3 Credit Hours)**

This course is designed as an introduction to topics found in finite mathematics to help prepare students for skills needed before taking an entry-level college finite mathematics course. A preparatory-level course covering skills and concepts involving algebraic expressions, linear equations, graphing linear equations and inequalities, 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 ACCUPLACER NG Algebra QAS with a score of 250 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)**

This course is designed as an overview of the study of families of functions and their graphs. Topics covered include 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. This course also includes additional support of algebra fundamentals including operations with exponents, polynomial and rational expressions, and factoring. A student may not receive credit for both MATH 1005 and MATH 1015. (\*Students who have not met the prerequisite requirements, but are eligible for MATH 0099, will be allowed to enroll in this course with the understanding that co-requisite supplemental work in the form of worksheets, watching instructional videos, additional MyMathLab assignments, tutoring, etc. will be assigned and required in order to help support the student in achieving the desired learning outcomes.)

Prerequisite(s): (MATH 0098 or MATH 0099) or ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER NG Adv Algebra AAF with a score of 200  
(5/0/5)

**MATH 1015 - College Algebra (3 Credit Hours)**

This course is designed as an overview of the study of families of functions and their graphs. Topics covered include 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 or ACCUPLACER NG Adv Algebra AAF with a score of 250  
(3/0/3)

**MATH 1160 - Medical Math (2 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 a health science program and improving proficiency in career preparation courses. An essential part of this course is to utilize the concepts to solve application problems.

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

**MATH 1175 - Allied Health Algebra (2 Credit Hours)**

Allied Health Algebra is designed to provide basic skills in elementary algebra. The major topics include: operations with rational numbers, simplifying variable expressions, solving equations and inequalities, ratio and proportions, and operations with exponents and polynomials.

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

**MATH 1500 - Finite Math (3 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, and matrices. Additional topics will include symbolic logic, linear models, and linear programming. (\*Students who have not met the prerequisite requirements listed below, but who are eligible for MATH 0099 or MATH 0099X, will be allowed to enroll in the 4-credit Finite Math course and will be required to complete additional supplemental support tasks both in and out of class. These tasks may include watching additional instructional videos, completing additional practice problems, tutoring, or participation in small group instruction.)

Prerequisite(s): MATH 0099 or MATH 0099X or ACT Math with a score of 19 or ACCUPLACER College Level Math with a score of 20 or ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER NG Adv Algebra AAF with a score of 200  
(3/0/3)

**MATH 1500A - Finite Math w/Suppl. Instr. (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, and matrices. Additional topics will include symbolic logic, linear models, and linear programming. (\*Students who have not met the prerequisite requirements listed below, but who are eligible for MATH 0099 or MATH 0099X, will be allowed to enroll in the 4-credit Finite Math course and will be required to complete additional supplemental support tasks both in and out of class. These tasks may include watching additional instructional videos, completing additional practice problems, tutoring, or participation in small group instruction.)

Prerequisite(s): ACT Math with a score of 17 or ACCUPLACER Elementary Algebra with a score of 65 or ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER NG Adv Algebra AAF with a score of 200 or MATH 0098  
(4/0/4)

**MATH 1620 - Plane Trigonometry (3 Credit Hours)**

This course is designed as a 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 or ACCUPLACER NG Adv Algebra AAF with a score of 276  
(3/0/3)

**MATH 1650 - Pre-Calculus with Trigonometry (5 Credit Hours)**

This course is designed as a combined course covering advanced algebra and trigonometry. Topics include 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 trigonometric equations, triangles with applications; polar coordinate system.

MATH 1650 is intended for students who must take MATH 2000 for their major.

Prerequisite(s): MATH 1005 or MATH 1015 or ACT Math with a score of 25 or ACCUPLACER NG Adv Algebra AAF with a score of 276  
(5/0/5)

**MATH 2000 - Calculus (5 Credit Hours)**

This course is designed as the first course in a series of calculus courses. Topics covered include 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 (MATH 1620 and MATH 1005 or MATH 1015) or ACT Math with a score of 28 or SAT Mathematics with a score of 630  
(5/0/5)

**MATH 2410 - Elementary Statistics (3 Credit Hours)**

This course is designed as 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 1125 - Medical Assisting I (5 Credit Hours)**

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. This course also includes 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 Medical Assistant. In addition, this course includes 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.

Co-requisite(s): HMDT 1170, HCOR 1205, ENGL 1030  
(5/0/5)

**MAST 1135 - Medical Assisting II (4 Credit Hours)**

This course will review methods to obtain and document assessment data obtained from the patient/client. Techniques need 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. This course will also include 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, Revised, 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): MAST 1125  
(0/4/4)

**MAST 1225 - Clinical Medical Assisting I (5 Credit Hours)**

This course discussed 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. This course also provides basic knowledge of drug classifications, mathematical computations and principles of medication administration as it related to the Medical Assistant.

Prerequisite(s): MAST 1125

Co-requisite(s): HMDT 1170, HCOR 1205, ENGL 1030  
(0/5/5)

**MAST 1235 - Clinical Medical Assisting II (4 Credit Hours)**

Students will utilize routine methods to obtain specimen samples for diagnostic tests, perform diagnostic studies, and assist with electrocardiography and cardiac diagnostic tests, pulmonary function tests and procedures, venipuncture, hematology, radiography, and other specialty laboratory tests.

Prerequisite(s): MAST 1225

(0/4/4)

**MAST 2225 - Externship for Medical Asst (4 Credit Hours)**

Students will experience 145 hours of preceptor clinical experience in a variety of health care agencies allowing practical application of medical assistant principles, theories and skills. 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): HCOR 1205 and MAST 1125 and MAST 1225 and MAST 1135 and MAST 1235 and CPTR 1000

(0/4/4)

## 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 MATH 1005 or MATH 1015 or ACT Math with a score of 19 or ACCUPLACER NG Algebra QAS with a score of 250 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 MATH 0099 or MATH 1005 or MATH 1015 or MATH 1500 or ACT Math with a score of 17 or ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER Elementary Algebra with a score of 065) and (ENGL 0098 or ENGL 0099 or ENGL 1015 or ACT English with a score of 17 or ACCUPLACER NG Writing with a score of 225 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 MATH 0099 or MATH 1005 or MATH 1015 or MATH 1500 or ACT Math with a score of 17 or ACCUPLACER NG Algebra QAS with a score of 250 or ACCUPLACER Elementary Algebra with a score of 065) and (ENGL 0098 or ENGL 0099 or ENGL 1015 or ACT English with a score of 17 or ACCUPLACER NG Writing with a score of 225 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)**

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. 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.

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)**

This course is designed to train students in the organization of materials and the oral and physical aspects of delivery in various speaking situations. It is intended to give the beginning student an understanding of and practice in public speaking.

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

**SPCH 1025 - Intro to Interpersonal Com (3 Credit Hours)**

This course is designed as an introductory course that explores the dynamics of interpersonal communication. The goals of the course include (1) improving awareness and understanding of your own communication and the communication of others and (2) enhancing your critical reasoning and thinking skills acquired through course reading, discussion, observation, listening, analysis and evaluation, and writing.

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)

### SSPA 1200 - Student Success & Study Skills (3 Credit Hours)

SSPA 1200 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, critical thinking, and learning and study strategies.

Topics covered in the course include, but are not limited to, accepting personal responsibility, goal setting, studying skills, critical thinking, learning strategies, reading strategies, note-taking strategies, and test taking techniques. This course is required for all SLU Cross-Enrolled students who need Developmental Math and Developmental English courses.

Prerequisite(s): None

(3/0/3)

## Veterinary Assistant (VETA)

### VETA 1101 - Intro to Veterinary Technology (1 Credit Hour)

This course 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. Additional topics include human-animal bond, occupational safety/zoonoses, licensing, registration, and professional organizations.

Prerequisite(s): None

(1/0/1)

### VETA 1102 - Vet Office&Hospital Procedures (2 Credit Hours)

This course teaches clinical and hospital operations including office and managerial duties, such as client/team communication, veterinary economics, admitting and discharging patients, scheduling, general cleaning, maintenance protocols, security, and inventory control. This course will also focus on teamwork dynamics and compassion fatigue regarding the veterinary profession.

Prerequisite(s): VETA 1101 and VETA 1103 and VETA 1104 and

VETA 1109 and VETA 1110

(2/0/2)

### VETA 1103 - Animal Care & Handling (2 Credit Hours)

This course introduces the basic care and husbandry of common companion and farm animals. This course will cover basic animal behavior as well as restraint and handling of domestic and exotic animals. Students will learn how to take a history and perform a physical examination. Species, breed, and sex determination of domestic animals will be covered.

Prerequisite(s): None

(2/0/2)

### VETA 1104 - Veterinary Medical Terminology (2 Credit Hours)

This course introduces students to the professional language of the veterinary profession. History and word components will be used to emphasize proper veterinary terminology.

Prerequisite(s): None

(2/0/2)

### 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 1109 - Animal Anatomy & Physiology (3 Credit Hours)

This course includes physiological and anatomical systems of domestic animals. It includes discussions on the chemical basis for life, the cells, tissues, and the integument, musculoskeletal, cardiovascular, respiratory, digestive, nervous, endocrine, urinary, and reproductive systems of domestic animals.

Prerequisite(s): None

(0/0/3)

### VETA 1110 - Animal Anatomy Physiology Lab (1 Credit Hour)

This lab is designed to reinforce lecture material and allow students to practice bone/joint identification and dissection of preserved specimens in order to identify major muscles and organs.

Prerequisite(s): None

(0/1/1)

### VETA 1203 - Avian & Exotic Medicine (2 Credit Hours)

This course covers the anatomy, husbandry, preventative health, handling, nursing, and diseases of avian and exotic pets.

Prerequisite(s): VETA 1101 and VETA 1103 and VETA 1104 and

VETA 1109 and VETA 1110

(2/0/2)

**VETA 1204 - Animal Nursing I (3 Credit Hours)**

This course covers humane animal care and nursing, with emphasis on technical skills such as: physical examinations, sample collection, medicating animals, IV catheterization/venipuncture, and bandaging. This course will also cover animal nutrition and the principles of feeding.

Prerequisite(s): VETA 1101 and VETA 1103 and VETA 1104 and VETA 1109 and VETA 1110

(3/0/3)

**VETA 1207 - Parasitology for Vet Techs (2 Credit Hours)**

This course is the study of common internal and external parasites found in domestic animals. The characteristics, methods of transmission, life cycle, and clinical signs commonly seen in animals will be studied including a review of safety concerns when dealing with these samples.

Prerequisite(s): VETA 1101 and VETA 1103 and VETA 1104 and VETA 1109 and VETA 1110

(2/0/2)

**VETA 1209 - Parasitology Lab for Vet Techs (1 Credit Hour)**

This lab is designed to enhance VETA 1207 by allowing students to practice sample collection, preparation, and evaluation of samples for parasitological examination. Laboratory sessions will include techniques for identifying internal and external parasites.

Prerequisite(s): VETA 1101 and VETA 1103 and VETA 1104 and VETA 1109 and VETA 1110

(0/1/1)

**VETA 1302 - Lab Animal Medicine (2 Credit Hours)**

This course covers basic principles of animal research, utilization of laboratory animals and non-human primates in a research setting, as well as knowledge of animal welfare regulations. There is focus on safe handling/restraint of laboratory animals.

Prerequisite(s): VETA 1102 and VETA 1203 and VETA 1204 and VETA 1207 and VETA 1209

(2/0/2)

**VETA 1311 - 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 in the externship will parallel the courses completed in the first year with a requirement of 150 hours of supervised clinical experience at an approved veterinary facility.

Prerequisite(s): VETA 1102 and VETA 1203 and VETA 1204 and VETA 1207 and VETA 1209

(0/0/2)

## Veterinary Technician (VETT)

**VETT 2102 - Pharmacology For Vet Techn (3 Credit Hours)**

This course is the study of the theory and application of pharmacology. The classifications of drugs and their usage, with specific information on mechanism of action, side effects, and dosing will be taught, using fundamentals of chemistry and mathematics

Prerequisite(s): VETA 1311

Co-requisite(s): ENGL 1015, ENGL 1015A, MATH 1500, MATH 1015, BIOL 1100

(3/0/3)

**VETT 2103 - Animal Nursing II (3 Credit Hours)**

This course will further develop clinical skills including but not limited to: radiographic positioning and acquisition, emergency and critical care, sample collection, and advanced technical skills.

Prerequisite(s): VETT 1311

Co-requisite(s): ENGL 1015, ENGL 1015A, MATH 1500, MATH 1015, BIOL 1100

(3/0/3)

**VETT 2109 - Clinical Pathology Lab for VTs (1 Credit Hour)**

This course provides hands-on experience performing and interpreting clinically relevant tests and procedures covered in Clinical Pathology with appropriate biosecurity-safety protocols.

Prerequisite(s): VETT 1311

Co-requisite(s): ENGL 1015, ENGL 1015A, MATH 1500, MATH 1015, BIOL 1100

(0/1/1)

**VETT 2110 - Imaging For Vet Technicians (2 Credit Hours)**

This course covers the fundamentals of radiology and other common imaging technologies with an emphasis on proper technique and safety.

Prerequisite(s): VETT 1311

Co-requisite(s): ENGL 1015, ENGL 1015A, MATH 1500, MATH 1015, BIOL 1100

(2/0/2)

**VETT 2111 - Clinical Pathology I for VTs (2 Credit Hours)**

This course covers the basic fundamentals of hematology and urinalysis. Emphasis is placed on testing procedures, clinical significance of the tests, and quality control on performing the tests.

Prerequisite(s): VETT 1311

Co-requisite(s): ENGL 1015, ENGL 1015A, MATH 1500, MATH 1015, BIOL 1100

(0/0/2)

**VETT 2204 - Surgical Nursing with Lab (3 Credit Hours)**

This course and lab combination covers instrument identification, aseptic technique, the roles of the surgical assistant, and the knowledge of common surgical procedures of domestic animals.

Prerequisite(s): VETT 2102 and VETT 2103 and VETT 2109 and VETT 2110 and VETT 2111

(3/0/3)

**VETT 2209 - Anesthesia & Analgesia (3 Credit Hours)**

This course covers the fundamentals of anesthesia, safety, induction, monitoring, post-anesthetic care, and pain management.

Prerequisite(s): VETT 2102 and VETT 2103 and VETT 2109 and VETT 2110 and VETT 2111

(0/0/3)

**VETT 2210 - Small Animal Medicine (2 Credit Hours)**

This course covers the common diseases of dogs and cats with an emphasis on the role of the veterinary technician in diagnostic tests, treatment, and client education. Fundamentals of small animal reproduction will also be covered.

Prerequisite(s): VETT 2102 and VETT 2103 and VETT 2109 and VETT 2110 and VETT 2111

(0/0/2)

**VETT 2211 - Clinical Pathology II for VTs (2 Credit Hours)**

This course expounds on VETT 2111 to cover the advanced principles of clinical pathology including the fundamentals of microbiology and immunology, necropsy, and cytology.

Prerequisite(s): VETT 2102 and VETT 2103 and VETT 2109 and VETT 2110 and VETT 2111

(0/0/2)

**VETT 2300 - Externship II (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 in the externship will parallel the courses completed in the second year with a requirement of 150 hours of supervised clinical experience at an approved veterinary facility.

Prerequisite(s): VETT 2204 and VETT 2209 and VETT 2210 and VETT 2211  
(0/2/2)

**VETT 2302 - Large Animal Medicine (2 Credit Hours)**

This course covers the common diseases of large animals (horses, cattle, small ruminants, pigs) with an emphasis on the role of the veterinary technician in diagnostic tests, treatment, and client education. Fundamentals of large animal reproduction will also be covered.

Prerequisite(s): VETT 2204 and VETT 2209 and VETT 2210 and VETT 2211  
(0/0/2)

**VETT 2303 - Animal Dentistry (2 Credit Hours)**

This course covers anatomical dentistry, proper dental prophylaxis of dogs, cats, and horses, and dental radiology.

Prerequisite(s): VETT 2204 and VETT 2209 and VETT 2210 and VETT 2211  
(0/0/2)

**VETT 2991 - Special Projects I (1 Credit Hour)**

This course will cover professional transition preparation and career readiness.

Prerequisite(s): VETT 2204 and VETT 2209 and VETT 2210 and VETT 2211  
(1/0/1)

**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, Metal & 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): None  
(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): None  
(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): None  
(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): None  
(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.

Co-requisite(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.

Co-requisite(s): WELD 1411  
(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.

Co-requisite(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): None  
(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.

Co-requisite(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.

Co-requisite(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.

Co-requisite(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): None  
(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): None  
(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 2996 - Certification I (4 Credit Hours)**

Prerequisite: Dean of Technical Studies approval. A review of American Welding Society certification requirements, materials and mastered student skills, compare completed records; take an AWS closed book certification exam, and prepare workmanship qualification samples according to the AWS QC10- Entry Level Welder standard

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

**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 from the Vice Chancellor of Student Affairs, Diversity and Inclusion

It is a great pleasure for me to serve as your Vice Chancellor of Student Affairs, Diversity and Inclusion. The faculty, staff, and administration at Northshore Technical Community College (NTCC) are truly invested in your success and we are thrilled you have decided to become a part of the NTCC Gator family. This student handbook will serve as a guide to help you navigate the policies and regulations at NTCC. It provides you with procedures for various processes and highlights resources that will be beneficial to you during your time at NTCC. The Student Affairs Division is here to meet the needs of our NTCC community. Please do not hesitate to contact the student affairs team on your campus if you have any questions about the policies and procedures outlined in this handbook. It is our desire that you become active and involved at NTCC and we hope that your time with us is memorable and beneficial. Welcome to the Gator Family!

Christy Montgomery, Ed.D, LPC  
Vice Chancellor of Student Affairs, Diversity and Inclusion

## Navigating the Student Handbook

The NTCC Student Handbook is divided into the major sections identified below:

- Code of Conduct (p. 87)
- Student General Policies (p. 99)
- Student Government Association (p. 102)
- Student Technology Fee Program (p. 103)
- Technology Resources Policy (p. 105)

## 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  
Vice Chancellor of Student Affairs, Diversity and Inclusion & Title IX Coordinator  
Phone: (985) 545-1239  
Email: christymontgomery@northshorecollege.edu

## Code of Student Conduct

### Quick Links Page Navigation:

## 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 Vice Chancellor 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 Vice Chancellor of Student Affairs. Sanctioned students have the right to appeal the decision of the college. The student must submit their appeal within 5 business days of receipt of the sanction letter.

## 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 Vice Chancellor 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. Impose other sanctions as outlined in the departmental handbook for specific programs including but not limited to: Health Sciences and Automotive.
11. Limit access to and/or prohibit students from certain areas of the campus.
12. Administer other sanctions as per the discretion of the Vice Chancellor 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 Vice Chancellor 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 Vice Chancellor 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. *Interim 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. 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 Vice Chancellor 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 acts(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:

- Vice Chancellor of Student Affairs
- 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 Vice Chancellor of Student Affairs oversees all student discipline procedures as well as any judiciary appeal processes involving student complaints. A reasonably prompt time-frame 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 disciplinary decisions made may be appealed. These requests should be submitted to the Vice Chancellor of Student Affairs, who will then schedule an appeal hearing with the Disciplinary Appeals Committee. The student will receive notification of the appeal results within three business days following the appeal hearing.

The following procedure was developed by NTCC:

### Reporting of Incidents

- All reports of student misconduct shall be made in writing to the Assistant Director of Student Affairs at the campus where the incident occurred within 5 days of when the incident occurred.
- The Assistant Director of Student Affairs shall interview and obtain written statements from all parties involved in the incident and witnesses to the alleged incident.
- The Assistant Director of Student Affairs 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, the

campus behavioral intervention team (campus dean, student affairs, and campus security) will convene to discuss a recommendation/sanction for the case. If it is determined that a sanction is warranted, the Assistant Director of Student Affairs will compose a sanction letter and this letter will be forwarded to the Vice Chancellor of Student Affairs for review.

- If the Vice Chancellor of Student Affairs concurs with the findings, the Assistant Director of Student Affairs will meet with the student to issue the sanction letter and go over next steps. If the student is not willing to meet in person, the letter will be mailed to the student's mailing address.

### 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 Vice Chancellor of Student Affairs.

### Incidents handled through Resolution Conference

- If the Assistant Director of Student Affairs 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.

### Incidents referred to Student Discipline Appeals Committee

- If the student cannot be resolved through the resolution conference process, the student will be referred to the college Student Discipline Committee.
- If the Vice Chancellor of Student Affairs is of the opinion that the matter should be heard by the Student Discipline Committee, the Vice Chancellor of Student Affairs will inform the student that a notice of the hearing will be forthcoming.

### Student Status Pending Final Action by a Student Discipline Appeals 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 Assistant Director of Student Affairs in consultation with the Vice Chancellor of Student Affairs will decide if an interim suspension is warranted. The student will have the right to be present at the hearing.

### Student Discipline Appeals Committee Members

The Student Discipline Committee will be comprised of a minimum of five individuals appointed by the college Executive Cabinet. Composition of the Committee is to include faculty, students, administrators, etc.

### Disciplinary Sanctions

**Admonition:** written reprimand to the student.

**Disciplinary Warning:** 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 submit a request of re-entry once this period expires. Student may also have to fulfill special requirements set forth by the Student Discipline Appeals Committee prior to re-entry to NTCC.

**Expulsion:** a student is expelled from NTCC and may never return to NTCC.

## 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 Vice Chancellor of Student Affairs no later than 4:00 p.m. within five business days.

The Vice Chancellor 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 Vice Chancellor of Student Affairs will convene 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 Vice Chancellor 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 committee, 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, and any restrictions.

The decision of the disciplinary appeals committee is final and cannot be appealed at the college level.

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.

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.

### 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.

## 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, in 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 Vice Chancellor 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.

- 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 Vice Chancellor of Student Affairs to be submitted to the Grievance Committee. Before forwarding the Student Grievance Form to the Student Grievance Committee, the Vice Chancellor 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 Vice Chancellor 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 merit<sup>1</sup>, against the respondent (if any);
  - iv. a brief summary of any on-file administrative charges of similar behavior, found to have merit<sup>1</sup>, 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.

<sup>1</sup> 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 Vice Chancellor 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 Vice Chancellor 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:

## Grievances

### 1. Referral to Student Grievance Committee

If under Section 4 preceding:

- 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 Vice Chancellor 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 Vice Chancellor of Student Affairs with the committee's findings and recommendations (if any).

The Vice Chancellor 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 Vice Chancellor of Student Affairs' ruling is filed in the Student Complaint/Grievance Files maintained by the Vice Chancellor of Student Affairs.

## Appeals

The final appeal in grievance cases, at the college level, is to the grievance committee. If the complainant or respondent wishes to appeal the ruling of the Grievance Committee, the complainant or respondent must file his/her appeal, in writing, within five (5) days of being notified of the ruling.

Within five (5) days of receiving the appeal, the Chancellor notifies, in writing, all parties to the grievance, the committee members, and the Vice Chancellor 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 Vice Chancellor 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 Executive Leadership team 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 Executive Leadership team serves as a voting member of the committee.

For each hearing, the Vice Chancellor 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 Vice Chancellor 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 Vice Chancellor 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 Vice Chancellor 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 Vice Chancellor of Student Affairs.

## 2. Employee Sanctions

If sanctions are warranted, the Vice Chancellor 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 Vice Chancellor 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 incident<sup>1</sup>, a student must either:
  - i. request an appointment with the Vice Chancellor of Student Affairs (or designee); or
  - ii. complete a Written Student Complaint and provide that report to the Campus Dean (or designee).<sup>1</sup>
- 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.

<sup>1</sup> 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 Vice Chancellor 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 Vice Chancellor of Student Affairs and Student Grievance Committee schedules a hearing.
- In writing, at least three (3) days in advance of the hearing, the Vice Chancellor 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 Vice Chancellor of Student Affairs, of the committee's findings and recommended punishment (if any).
- The Vice Chancellor 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 Vice Chancellor 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 Vice Chancellor of Student Affairs' ruling.

- a. Within five (5) days of receiving the appeal, the Chancellor will notify, in writing, all parties to the grievance, the committee members, and the Vice Chancellor 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 as 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:

- Vice Chancellor 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 or Vaping in any College facility or on college property.
- 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 ticket 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.

## 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."

- 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 NTCC 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 NTCC 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.

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. Please visit our NTCC Campus Sexual Violence Prevention (<https://www.northshorecollege.edu/students/current-students/campus-sexual-violence-prevention-program-title-ix/>) page for more information regarding sexual harassment and sexual violence.

## 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 Vice Chancellor of Student Affairs.

The Campus SGA Advisor 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 the SGA advisor on each campus and the Vice Chancellor of Student Affairs.

- A waiver of in-state tuition exclusive of self-assessed fees will be granted for the fall and spring semesters and to the elected President, Vice-President, Treasurer and Secretary.
- 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, Vice Chancellor 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 the Vice Chancellor of Finance and Administration are the final approval authority and their signatures 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

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### Quick Links Page Navigation:

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## 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 a 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 forms 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 the fall and spring semesters, 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
- Director of Library Services
- Faculty Senate Representative for NTCC
- Executive President 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.
- 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.

## 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

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