



Baton Rouge Community College, Technical Education Campuses

SCHOOL CATALOG

2013-2014 Academic Year

www.catc.edu

Find us on Facebook: Capital Area Technical College

School Catalog available online at www.catc.edu
click on Student Information



The campuses of Baton Rouge Community College, Technical Education Campuses are accredited by the Accrediting Commission of the Council on Occupational Education (COE). This accreditation means that, nationwide, this college will be recognized as meeting standards of training acceptable for accreditation.

Any student who wishes to contact the Council on Occupational Education may do so at the following address:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: 770.396.3898
(Toll Free) 800.917.2081
Website: www.council.org

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, Baton Rouge Community College, Technical Education Campuses uphold the following policy:

Baton Rouge Community College assures equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this campus. The campuses welcome handicapped individuals and have buildings accessible to them. Anyone with questions regarding this policy may contact the Regional Director.

Baton Rouge Community College, Technical Education Campuses

Acadian Campus

3250 North Acadian Thruway East
Baton Rouge, Louisiana 70805
(225) 359-9201 Phone
(225) 359-9354 Fax

J. M. Frazier Extension Campus

555 Julia Street
Baton Rouge, LA 70802
(225) 216-8430 Phone
(225) 342-7975 Fax

Port Allen Extension Campus

3233 Rosedale Road
Port Allen, LA 70767
(225) 342-5061 Phone
(225) 342-5120 Fax

Folkes Branch Campus

3337 Highway 10, East
Jackson, LA 70748
(225) 342-6661 Phone
(225) 634-4225 Fax

Jumonville Branch Campus

605 Hospital Road
New Roads, LA 70760
(225) 638-8613 Phone
(225) 618-0157 Fax

Westside Branch Campus

25250 Tenant Road
Plaquemine, LA 70764
(225) 687-5500 Phone

Louisiana State Penitentiary

17544 Tunica Hills
Angola, LA 70712
(225) 655-4411 Phone
(225) 655-2236 Fax

Hunt Correctional Center

Highway 76
St. Gabriel, LA 70776
(225) 642-3306 Phone
(225) 319-4596 Fax

Dixon Correctional Institute

5568 Highway 68
Jackson, LA 70748
(225) 634-1200 Phone
(225) 634-4225 Fax

Louisiana Correctional Institute for Women

Highway 76
St. Gabriel, LA 70776
(225) 642-5529 Phone
(225) 319-2757 Fax

CATALOG POLICY

The catalog is published periodically. The provisions of this catalog do not constitute a contract between Baton Rouge Community College, Technical Education Campuses and the students. 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 are subject to cancellation or termination by the campus of the Louisiana Community and Technical College Board. The academic regulations and degree requirements are subject to revision during the effective period of this catalog to reflect changes in Board policies, occupational and licensure requirements, and other changes related to the quality of the program.

The faculty listed in the catalog is the regular, full-time faculty of this region. Other faculty may be appointed, depending on the instructional needs of the region.

Baton Rouge Community College, Technical Education Campuses 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.

MISSION OF BATON ROUGE COMMUNITY COLLEGE, TECHNICAL EDUCATION CAMPUSES

The mission of Baton Rouge Community College, Technical Education Campuses is to deliver instructional programs that provide skilled employees for business and industry that contribute to the overall economic development and workforce needs of the state. BRCC, Technical Education Campuses provides individuals with quality and relevant learning opportunities consistent with identified student, business and industry needs within a life-long learning environment.



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Welcome

The Louisiana Community and Technical College System was established by the Louisiana legislature in 1999. Baton Rouge Community College is a member of this system and is recognized for preparing students for workforce success through continual education and training.

Baton Rouge Community College, Technical Education Campuses will afford you an opportunity to earn a degree, diploma, or certificate in an area of study. If you want to take only a few classes to learn a specific skill that will assist you in obtaining a promotion or better job, we are here for you.

Baton Rouge Community College, Technical Education Campuses provides students with many educational and training choices. Its affordable tuition, small class size, highly qualified faculty, personal attention, great job placement rate, convenient class times and locations, beautiful campuses, and a wide variety of student services combine to make the BRCC experience one that works for students.

We are proud of this college. We are about education and training for a lifetime—providing individuals an opportunity for skilled training, enriched knowledge, and a new outlook on their lives. We are **YOUR** technical college. Our goal is to assist you in being the best you can be in whatever area of study you select.

Baton Rouge Community College, Technical Education Campuses, the People's College—Opportunity begins here!



Dr. Kay McDaniel

Vice Chancellor of Technical Education

Louisiana Community and Technical College System Board of Supervisors

Dr. Joe May, LCTCS System President	Baton Rouge, LA
Michael “Mickey” Murphy, Board Chair	Bogalusa, LA
Norwood “Woody” Ogé, First Vice Chair	Avondale, LA
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Vincent St. Blanc III.....	Franklin, LA
Allen Scott Terrill.....	Bossier City, LA
Stephen Toups.....	Baton Rouge, LA
Algernon Doplemore, Student Member	Thibodaux, LA

History of Baton Rouge Community College, Technical Education Campuses

Originally known as trade schools, Louisiana's technical colleges began with the establishment of two campuses in Bogalusa and Shreveport in the 1930s. Five campuses were added with the passage of Louisiana Legislative Act 14 in 1938. Schools were constructed in Winnfield, Crowley (Acadian Campus), Lake Charles, Opelousas (T. H. Harris Campus), and Natchitoches. Two more schools in Monroe were added in the early 1940s as a result of the War Production Training Program. Louisiana Legislative Act 109, passed in 1942, authorized a tenth school in the statewide system to be built in Cottonport; it was completed after World War II in 1947. As the result of passing the Vocational Education Act of 1946, the building of technical campuses continued. Between 1950 and 1957, a total of 17 additional schools were constructed, bringing the cumulative total of state-operated post-secondary technical schools to 27. Between 1958 and 1973, system expansion slowed considerably with only six additional schools constructed. However, expansion increased with the passage of Acts 208 and 209 of the Louisiana Legislature in 1973. Act 208 provided for a comprehensive statewide system of career education. From 1974 to 1987, the system added 22 additional campuses and expanded the post-secondary technical education system to 53 campuses. This act placed a vocational-technical school within a 25-mile driving distance for any citizen requiring vocational training. Act 209 was a companion bill, which provided funds for the expansion of post-secondary vocational-technical education that was authorized in Act 208. Louisiana's vocational technical education system, originally begun as trade schools in the thirties, evolved to vocational schools, vocational technical schools, vocational technical institutes, and at present, technical colleges.

In 1995, the Board of Elementary and Secondary Education established a technical college system comprised of one technical college with 42 campuses. The name changed to Louisiana Technical College and was reflective of the blending of technical and applied academic education. In 1999 the governance of Louisiana Technical College was transferred from the Board of Elementary and Secondary Education to the

Louisiana Community and Technical College System Board of Supervisors.

Act 506 of the 2005 Legislative session proposed a reorganization of the Louisiana Technical College System. On July 1, 2006, the restructuring plan created regional centers, each of which are comprised of a cluster of technical college campuses in a single area. A campus leader, known as a Regional Director, serves as the head of the multi-campus region, guiding it both educationally and administratively. Louisiana Technical College became a statewide technical education system composed of 8 regions with 38 campuses. The Baton Rouge area was named Louisiana Technical College Region 2 and began operating as college with one main campus, 3 branch campuses, 2 extension campuses, and 4 correctional facilities.

In March 2010, the Louisiana Community and Technical College System (LCTCS) Board of Supervisors approved institutional name changes for the seven technical college regions. The approved name changes were implemented as a result of an extensive accreditation process conducted by the Council on Occupational Education (COE) which was based upon a new regional technical college model as opposed to the previous campus-by-campus accreditation model which had been used since earlier in the colleges' existence. Louisiana Technical College Region 2 was renamed Capital Area Technical College.

The campuses were accredited by the Southern Association of Colleges and Schools/Commission on Occupational Education Institutions (SACS/COEI) until December 1995. The COEI division withdrew from SACS in December 1995 and was reorganized as the Council on Occupational Education (COE). The campuses have been accredited by COE from January 1996 to the present.

On May 28, 2013 Senate Bill 45 was passed, which recommended merging Baton Rouge Community College and Capital Area Technical College. On July 1, 2013, this merger was implemented.

GENERAL INFORMATION

Campus Facilities

The Acadian campus serves as the main technical campus for Baton Rouge Community College, Technical Education Campuses. It is located in north Baton Rouge at 3250 N. Acadian Thruway East on 11 acres of land. The facility houses classrooms, shops and labs for various programs, a student activity center, conference rooms, faculty and administrative offices, and storage facilities.

The two extension campuses are within a nine-mile radius. The Frazier extension campus at 555 Julia Street in Baton Rouge offers Barber-Styling and Cosmetology. The Port Allen extension campus at 3233 Rosedale Road in West Baton Rouge Parish offers Welding and Nurse Assistant to secondary students. The main technical campus and extension campuses all serve residents of East Baton Rouge and surrounding parishes.

Educational facilities at the Jackson campus located at 3337 Highway 10 in Jackson, approximately 30 miles from the main campus, include adequately equipped classrooms in the main building. The shop programs are located in a separate building. Classroom and instructor offices for shop programs are also available. The campus serves the citizens of East Feliciana, West

Feliciana, and sections of East Baton Rouge Parish.

The Plaquemine campus is located in Iberville Parish at 59125 Bayou Road approximately 20 miles from the main campus. The facility consists of five one-story buildings on four acres of land, all of which are easily accessible to the handicapped. Technical training is provided through state of the art equipment to the citizens of Ascension, Assumption, St. James, Iberville, Pointe Coupee, East Baton Rouge, and West Baton Rouge Parishes.

The New Roads campus is located at 605 Hospital Road in New Roads, about 35 miles west of Baton Rouge. The school is located in historical Pointe Coupee Parish and has been serving the local and surrounding parishes since 1952. The campus has grown significantly over the past three years and was listed in the December 2006 Community College Week magazine as one of the fastest growing two-year public institutions, ranking 9th in the nation in the category of institutions with fewer than 2500 students.

Louisiana State Penitentiary in Angola, Hunt Correctional Center in St. Gabriel, Dixon Correctional Institute in Jackson, and Louisiana Correctional Institute for Women in St. Gabriel are prison facilities which offer programs to inmates.



Acadian Campus



Jackson Campus



New Roads Campus



Plaquemine Campus

Fall 2013 Academic Calendar

August 2, 2013.....	Last day to apply for admission for Fall semester
August 5, 2013.....	Payment due date for registration (Monday by 5:00 p.m.)
August 16, 2013.....	Special registration hours (Friday 8:00 a.m.-8:00 p.m.)
August 19, 2013.....	Last day to register for Fall semester – Final Payment Due Date (Monday by 5:00 p.m.)
August 20, 2013.....	Add/drop period begins for Fall semester
August 25, 2013.....	100% refund for classes dropped for Fall semester
August 26, 2013.....	Classes begin for Fall semester
August 26 – September 1, 2013.....	75% refund for classes dropped for Fall semester
September 2, 2013	College closed for Labor Day
September 2-9, 2013	50% refund for classes dropped for Fall semester
September 3, 2013	Final day to add/drop classes for Fall semester
September 4, 2013	Withdrawal period begins for Fall semester
October 9-16, 2013	Mid-semester examinations
October 17-19, 2013	Fall break
October 21 – November 1, 2013	Advising Period
November 1, 2013	Last day to withdraw for Fall semester
November 4, 2013	Enrollment for Spring semester begins for continuing students
November 11, 2013	Enrollment for Spring semester begins for new students
November 27-30, 2013	Thanksgiving Break
November 28-30, 2013	College closed for Thanksgiving
December 6, 2013	Last day of classes
December 7-13, 2013	Final examinations for Fall semester
December 16, 2013	Final grades due (Monday by 1:00 p.m.)
December 24-31, 2013	College closed for winter break

Admissions Policies and Procedures

Ability to Benefit

Applicants who have not earned a high school diploma or GED equivalent and who are at least 17 years old must pass an approved ability to benefit test in order to be admitted into a diploma program. Applicants who have earned an online diploma must pass an ability to benefit test. In order to demonstrate an ability to benefit (ATB), applicants must take the COMPASS placement test and meet the minimum ATB score requirements in Reading (62), Math (25), and Writing (32) established by the U.S. Department of Education. To be eligible for ability to benefit status, applicants must pass all three components of the ATB test in one test session. Prior to enrollment, applicants may retest after a waiting period of 15 calendar days. Applicants who pass the ATB test are eligible for admission into a diploma program and are enrolled in appropriate developmental education courses. Applicants who do not pass the ATB test are enrolled as non-degree seeking and are scheduled for developmental courses along with entry-level courses in the program of study. Those applicants with exceptionally low performance on the ability-to-benefit test will be referred to the local adult education program for basic skills improvement and/or GED preparation.

Admission Procedures

- Complete application for admission (\$10 nonrefundable fee)
- Take the COMPASS or ASSET placement test (\$22.50 fee) **or** provide ACT, SAT, COMPASS or ASSET test scores taken within the last 3 years **or** provide official proof of an associate's or higher level degree
- Provide proof of high school graduation as applicable (high school transcript or diploma **OR** GED certificate or scores)
- Proof of Louisiana residency (driver's license or photo ID)
- Copy of immunization records
- Provide college transcript(s) if applicable

Admission Requirements

Applicants must meet one of the following general requirements for admission:

- High school graduate from a regionally accredited institution or GED equivalent
- Applicants who have not earned a high school diploma or GED and who are at least 17 years of age must pass an "ability to benefit" (ATB) test in order to be admitted into a diploma program and to qualify for financial aid. In order to demonstrate an ability to benefit, applicants must take the COMPASS or ASSET placement test and meet the minimum ATB score requirements in reading, math, and writing established by the U.S. Department of Education.
- Applicants with an online/correspondence high school diploma must pass an ability to benefit test.

Other Admission Requirements

- The following programs require a high school diploma from a regionally accredited institution or GED:
 - Cosmetology
 - Medical Assistant
 - Patient Care Technician
 - Pharmacy Technician
 - Practical Nursing
- The following programs require the students to complete a criminal background check
 - Care & Development of Young Children
 - Nurse Assistant
 - Medical Assistant
 - Patient Care Technician
 - Pharmacy Technician
 - Practical Nursing
- Practical Nursing and Barber-Styling applicants must be 17 years of age or older

Americans with Disabilities Act (ADA)

Prospective qualified students are recruited, including those with disabilities. The campuses strictly adhere to Title I and Title II of the Americans with Disabilities Act. Reasonable alterations in facilities, services, policies, and practices will be made in order for qualified individuals with disabilities to have access to

ADMISSIONS POLICIES AND PROCEDURES

training. When facility adaptations are necessary, the campus Facilities Manager will make the accommodations.

Students who wish to receive accommodations within their classrooms and labs must meet with the disability coordinator to discuss their requests. While the college is not required to provide all specified accommodations, each student's request is reviewed and determined on a case-by case basis.

To begin the Accommodation Plan Process:

1. **Complete an Accommodations Request Form.** Forms may be obtained in the Office of Student Services or from the counselor.
2. **Submit the following to the Office of Student Services:**
 - Accommodation Request Form
 - Documentation stating your disability
 - Accommodation(s) for your disability

Once the Office of Student Services reviews the student's Accommodations Request Form, the student will be notified of the committee's decision.

To implement the Accommodation Plans:

1. **Pick up completed Accommodation Plans.** An Accommodation Plan packet containing a copy for each instructor will be available the **1st Thursday of each semester** in the Office of Student Services.
2. **Students are to distribute** their Accommodation Plans to each instructor.
3. **Students are to request** their instructor to sign the Master Copy of the Accommodation Plan.
4. **Students are to return** the Master Copy of the Accommodation Plan to the Office of Student Services.

Falsification of Records

Students are responsible for submitting accurate information on all school records. Any falsification of these records will result in the student being penalized at the discretion of the campus administrator and/or the applicable State Boards.

High School Dual Enrollment

The dual enrollment program permits juniors or seniors to enroll while being concurrently enrolled in high school. Students enrolled in the dual enrollment program can earn high school credit and technical college

credit for the courses enrolled. Availability of courses is limited and is accessible only through participating school systems which have articulation agreements with the campuses. Interested students should contact their school counselor for details.

International Students

Baton Rouge Community College, Technical Education Campuses campuses are not authorized to accept international students.

Placement Exam

All applicants who are pursuing a credential (diploma, associate degree, or certificate) are required to take a placement exam. The COMPASS test (computerized) is used for admission. The ASSET (written test) will be administered in cases where extenuating circumstances exist. An applicant may retest after a waiting period of 15 calendar days. Placement scores for COMPASS, ASSET, ACT, or SAT taken within the last three years are accepted. Students whose test score results indicate a need for preparation in basic skills (English, Math, and/or Reading) will be enrolled in developmental education courses.

Practical Nursing Students Only. Practical Nursing students may retake the COMPASS with a minimum 2 week waiting period between each retest. Practical Nursing students can **retest two times only** (total of 3 attempts to meet scores). After 3rd attempt, Practical Nursing students must enroll in Developmental Education or Allied Health courses as applicable.

Selective Service Registration

Males who have reached 18 years of age and were born after 1960 must provide proof of Selective Service registration prior to enrollment.

Transfer Between Programs

Students who transfer from one program to another at the same campus must complete and obtain approved signatures on the Request for Program Change Form (IS100.55). Student should seek career counseling from the Student Services Office. Students must meet the admission requirements for the new program of entry and must have an overall GPA of 2.0 or higher. Official enrollment in the new program will begin the semester after the request is approved. Credit will be awarded for courses successfully completed in the original program

ADMISSIONS POLICIES AND PROCEDURES

with a grade of “C” or better that have the same competencies as courses in the new program area. Transfers between programs may affect financial aid eligibility.

Transfer From Other Institutions

Transfer students must have an official transcript from each college or university previously attended sent to the campus Student Services Office.

Transferring from one LTC campus to another LTC campus.

Because all LTC campuses utilize a common curriculum for academic credit, satisfactorily completed coursework (grade of “C” or higher or 80% for Practical Nursing coursework) taken at an LTC campus is commonly accepted as transfer credit toward a credential at another LTC campus. Note: Acceptance of transfer credit toward an LTC credential may be affected by a regular semester break in enrollment, change of major, or grades earned. Coursework being transferred from one LTC

campus to another will be evaluated by the student’s program instructor and the Regional Academic Officer/designee for transfer credit. Campus residency requires that transfer students successfully complete a minimum of one course at the campus from which the credential will be awarded.

Transferring from another post-secondary institution to an LTC campus.

When a student transfers from another post-secondary institution, all official transcripts will be requested. Coursework taken at an institution accredited by COE or a regionally accredited postsecondary educational institution outside of LTC will be evaluated by the student’s program instructor and the Chief Academic Officer/designee for transfer credit. Only grades of “C” or higher are considered for transfer credit toward a credential. Practical Nursing students must have a grade of 80% or higher. Determination of acceptability of general education courses will be made by the receiving institution.

ADMISSIONS POLICIES AND PROCEDURES

Minimum Placement Scores - Diploma/Certificate Programs (Effective January 2008)

Program	COMPASS			ACT		
	Reading	Pre-Algebra	Writing	Reading	Math	English
Air Conditioning & Refrigeration	70	36	33	15	16	14
Automotive Technology	70	36	33	15	16	14
Barber-Styling	70	36	33	15	16	14
Business Office Technology	77	40	42	18	16	16
Care & Dev. of Young Children	77	40	42	18	16	16
Cosmetology	70	36	33	15	16	14
Culinary Arts & Occupations	70	36	33	15	16	14
Drafting & Design Technology	77	40	42	18	16	16
Graphics	77	40	42	18	16	16
Industrial Maintenance Tech.	77	40	42	18	16	16
Information Technology	77	40	42	18	16	16
Machine Tool Technology	77	40	42	18	16	16
Medical Assistant	62	25	32	13	14	13
Nurse Assistant	62	-	-	13	-	-
Patient Care Technician	62	25	32	13	14	13
Pharmacy Technician	70	36	33	15	16	14
Practical Nursing*	85	48	68	20	18	18
Welding	62	36	32	13	16	13

Entrance Scores			
All Associate Degree Programs			
Test Type	Reading	Algebra	Language
ACT	18	19	18
COMPASS	80	40	68

Entrance Scores			
Ability to Benefit (no HS Diploma or GED)			
Test Type	Reading	Pre-Algebra	Language
COMPASS	62	25	32
ASSET	35	35	35

Applicants will not be refused admission to a program if the minimum entrance scores are not met. Students whose test scores indicate a need for preparation in basic skills will be scheduled in developmental education courses.

*For direct admission into the Practical Nursing program, students must meet or exceed entrance test scores as indicated in table above.

Tuition and Fees

Tuition

Tuition and fees, assessed to all who enroll at BRCC, Technical Education Campuses, are in compliance with LCTCS Board policy. A student is officially registered once tuition and fees are paid in full and all required admission documents have been submitted.

Tuition Schedule (Effective Fall 2013)		
Credit Hours	Louisiana Residents	Out-of-State
1	\$106.27	\$267.27
2	\$212.54	\$534.54
3	\$318.81	\$801.81
4	\$425.08	\$1,069.08
5	\$531.35	\$1,336.35
6	\$637.62	\$1,603.62
7	\$743.89	\$1,870.89
8	\$850.16	\$2,138.16
9	\$956.43	\$2,405.43
10	\$1,062.70	\$2,672.70
11	\$1,168.97	\$2,939.97
12 or more	\$1,275.24	\$3,207.24

Online Tuition
\$134.68 per Credit Hour plus \$40 online registration fee

Other Fees*	
SGA Fee	\$4/Credit Hr.
Technology Fee	\$5/Credit Hr.
Operational Fee	\$3/Credit Hr.
Academic Excellence Fee	\$7/Credit Hr.
Student Services Fee	\$2/Credit Hr.
ERP Fee	\$3/Credit Hr.
Athletic Fee	\$6/Credit Hr.
Building Use Fee	\$4/Credit Hr.
Duplicate ID Card Fee	\$5
Late Fee Effective 1/13/03	\$25
WorkKeys Fee (JOBS 2450)	\$22
Course Challenge Fee	\$30
ATI Fee (Practical Nursing only)	Varies
NSF Checks	\$25
Credit Card Transaction	3%

Tuition Payment

Tuition and fee payments may be made by personal check with a valid driver's license, money order, cash, VISA, or Mastercard.

Refund Policy

Refund of tuition and certain fees is based upon withdrawal from classes, official withdrawal from school, or class cancellations. The amount of the refund, if any, will depend upon the amounts paid by the student and the date of withdrawal.

Refunds will be subject to an administrative fee of \$15 per refund transaction (regardless of the number of credit hours dropped or upon withdrawal from the college). Refunds, when due, are made within 30 days of (1) the withdrawal date as documented on the Drop/Add/Reimbursement form or (2) the date the institution determines the student has withdrawn. The following fees are considered refundable: Academic Excellence Fee, Operational Fee, and Technology Fee. If the College cancels a class, then 100% of all tuition and fees paid will be refunded an administrative fee will not be assessed. In accordance with the Council on Occupational Education requirements, students who have not visited the school facility prior to enrollment can withdraw within three days following either attendance at an orientation or a tour of the school facilities and receive a full refund of all tuition and fees paid.

REFUND SCHEDULE FALL & SPRING	
Instructional Day of Semester	Percentage of Refund
Class Cancellation	100%
Prior to the 1 st day of class	100%
1 st – 4 th	75%
5 th – 10 th	50%
After 14 th day.....	None

REFUND SCHEDULE SUMMER	
Instructional Day of Semester	Percentage of Refund
Class Cancellation	100%
Prior to the 1 st day of class	100%
1 st – 2 nd	75%
3 rd – 5 th	50%
After 7 th day.....	None

Financial Aid

Eligibility

Basic financial aid eligibility requirements:

- Must be a U.S. citizen or eligible non-citizen
- Must be enrolled as a regular student in an eligible program
- Must have a high school diploma or equivalent or pass an approved ability-to-benefit test
- Must make satisfactory academic progress
- Must meet enrollment status requirements
- Must have resolved any drug conviction issues
- Men ages 18 through 25 must be registered with the Selective Service System

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP), as defined by BRCC, Technical Education Campuses, must be maintained in order to be eligible for any Title IV Federal Financial Assistance program. SAP will be measured qualitatively and quantitatively. A SAP appeal is available for students with extenuating circumstances only. Students are notified of the SAP policy in the school catalog, the financial aid handbook, and the award letter.

The payment periods for the students are according to the actual semester dates. Students receive payments for the fall and spring semesters with the summer as a trailer, if funds are still available.

The Office of Financial Aid evaluates student academic progress at the beginning of each semester. Students are evaluated based on cumulative grade point average, credit hour completion, and maximum time-frame limitation. New students (first semester at BRCC), transfer (any other college or university), or freshmen are awarded aid initially. SAP is checked following the student's first semester and every semester thereafter.

To receive any type of financial assistance, a student must maintain a minimum qualitative measure of progress defined as cumulative grade point average. The lowest cumulative grade point average that a student can have to receive title IV assistance is a 2.00.

Students are also required to meet a measure of incremental progress. Students must complete 67% of all coursework attempted at LTC regardless of the program or campus, to qualify for financial assistance. Hours attempted include all hours that appear on the transcript, including those with "W", "P", "S", "U", and "I" grades. Attempted hours also include any remedial,

repeated, transfer and academic amnesty/renewal hours. All hours that appear on the transcript are counted as attempted, even those for semesters in which the student did not receive aid.

Students are also subject to a quantitative measure of progress. The student reaches the maximum time frame for completion of his/her program of study when the student has attempted 150% of the program hours required for completion.

Ineligibility. A student will be deemed ineligible for continued assistance if any of the following occurs:

- The student's cumulative GPA is below the minimum requirements of 2.00
- The student does not make the incremental progress of 67% completion of all attempted courses at BRCC regardless of the program or campus
- The student reaches the maximum time frame for completion of his/her program of study, which is 150% of the program hours required for completion

Appeal Process. Any student deemed ineligible for financial aid has the right to appeal. If the student believes the academic record has been incorrectly evaluated or if extenuating circumstances (such as illness, death in the family, etc.) have affected the academic performance, the student may complete a SAP Appeal form and submit a letter with documentation to be reviewed by the Financial Aid Appeals Committee.

Financial Aid Appeals Committee. The Financial Aid Appeals Committee is composed of three members: the Financial Aid Officer, one faculty member, and one professional Student Services representative. The Financial Aid Officer and the professional Student Services representative are permanent members of the Committee. However, the faculty member will serve a one academic year term. Use of the 'For Financial Aid Appeals Committee' portion of the SAP Appeal form (SA200.42) will serve as documentation for all meetings. This documentation shall be maintained by the Financial Aid Officer in the student's financial aid folder and a finder/file labeled for the Financial Aid Appeals Committee for auditing and tracking purposes. The Financial Aid Officer will notify the student within ten (10) working days of the

FINANCIAL AID

Financial Aid Appeals Committee's meeting of their decision, approved or denied.

A student who is ineligible for aid because he/she failed to meet the standards for SAP, whose SAP Appeal was approved, will be granted aid for the semester in which he/she appealed. This student will be placed on **Pell Probation**. This student will remain eligible for Title IV assistance each semester following the SAP Appeal approval as long as the student maintains a semester average of 2.00 and has a semester completion rate of 67%. If the student does not meet the stated criteria, he/she will be denied Title IV assistance until he/she has re-establishes eligibility.

A student who becomes ineligible for aid because he/she failed to meet the standards for SAP and his/her SAP Appeal was denied will continue to be ineligible until such time as the student re-establishes eligibility.

SAP and readmission guidelines for the Practical Nursing program may differ due to the policies of the governing board, which will supersede campus guidelines.

Federal PELL Grant

Federal PELL Grants are federal funds available to eligible students attending approved programs. The application for federal student aid may be obtained from the Student Services Office, completed, and mailed by the applicant to the processing center. Applications are available online at www.fafsa.ed.gov. Federal PELL Grants are awarded on the basis of need and do not require repayment as long as the student remains in attendance and maintains satisfactory academic progress. Please contact the Financial Aid Officer at the campus in which you plan to enroll.

Leveraging Education Assistance Partnership (LEAP)

LEAP awards are offered to technical college students as funds are available. Recipients must be PELL eligible and must meet grade requirements. The Financial Aid Officer handles awards. The LEAP award is not a loan.

Louisiana Rehabilitation Services

Louisiana Rehabilitation Services provides financial assistance to a person who has a physical, emotional, learning, or mental disability. To establish eligibility, the applicant should contact a counselor at the agency four to six months prior to enrolling. Tuition, books, supplies, transportation, and meals may be paid, depending on the needs of the individual.

National Guard Tuition Exemption

Eligible recipients will be exempt from tuition and fees. For additional information, contact the Student Services Office.

Social Security

Dependent children of disabled or deceased workers covered by Social Security may be eligible to receive benefits while enrolled as full-time students. Individuals should contact the local Social Security Office for determination of eligibility.

STEP

Students should contact their Office of Family Support case workers for information on this program.

Tuition Opportunity for Students (TOPS)

The TOPS Tech program is designed for those students pursuing a technical degree at one of the state technical colleges. For additional information, individuals should contact their high school counselor or the Student Services Office.

Veterans Affairs

BRCC programs are approved for Veterans Affairs benefits. Please contact the school's Financial Aid Officer for further information.

Workforce Investment Act (WIA)

WIA funds are available for qualifying students for tuition, books, and supplies. The WIA form can be picked up at the front desk in Student Services. Please contact the WIA office for more information.

Instructional Services Policies and Procedures

Academic Advising

Faculty members are utilized as academic advisors to assist students with scheduling of classes. The instructors are familiar with the progression of classes needed to allow students to complete the program. Every effort is made through regular conferences to provide assurance that progress is being made toward completing the program requirements within the publicized time frame.

Academic Appeals

The academic appeals process is designed for a student to formally question the application of any campus policy.

- Student must first address academic concerns with the instructor and department head
- If the matter is not resolved at the department level, the student must apply in writing for a hearing to the chair of the Academic Appeals Committee with 10 school days of the department meeting
- The Academic Appeals Committee will schedule a hearing

Academic Status

A student who maintains a cumulative grade point average of 2.0 (C) or higher on all coursework completed at BRCC, Technical Education Campuses is considered to be in good academic standing. A student will be placed on academic probation whenever the BRCC cumulative average is below a 2.0. No student will be placed on probation before he/she has attempted 15 credit hours. Once on probation, a student will remain on probation until the BRCC cumulative grade point average of 2.0 or higher is achieved.

A student on academic probation will be suspended from the College for one semester at the conclusion of any semester or summer session in which he/she fails to earn a **semester** grade point average of 2.0. No student will be suspended prior to attempting 24 semester hours of enrollment.

A student who is suspended at the end of the fall semester must remain out of school for the spring semester. A student who is suspended at the end of the spring semester

may attend the summer session. If the student raises his/her BRCC cumulative average to 2.0 during the summer session, the student may attend the fall semester. If the cumulative average remains below 2.0, or if the student does not attend the summer session, the student is suspended for the fall semester.

A student may appeal to attend the College during his/her suspension semester. The appeal must be in writing to the Academic Appeals Committee on the student's home campus.

A student who has been placed on academic suspension and achieved a 2.0 grade point average for the semester following reinstatement must maintain at least a 2.0 grade point average in each subsequent semester of attendance until he/she achieves a BRCC cumulative grade point average of 2.0. Failure to make a 2.0 grade point average in any subsequent semester before the cumulative 2.0 grade point average is achieved will result in another one semester suspension.

Assignment of Class Instructor

Campuses reserve the right to change instructors listed in class schedules due to course cancellation, class divisions, or other conditions which might necessitate the reassignment of instructors. The listing of an instructor's name in the schedule is no guarantee that the specific instructor will teach the course.

Attendance

All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Students who stop attending a course and do not officially drop may receive a grade of "F" for all coursework missed that may result in a punitive final grade. This policy shall be superseded by any more stringent attendance policy required by a regulatory or licensing body having jurisdiction over program requirements. **An instructor may drop a student for excessive absences if the student misses 10% of the class.**

INSTRUCTIONAL SERVICES POLICIES AND PROCEDURES

Continuing Education

Continuing Education classes are noncredit and typically there are no transcripts or grades. Noncredit courses are open to interested persons without regard to eligibility for admission to college-credit programs. Courses are usually offered during the evening hours.

Courses are designed to meet students' personal aims, achieve life-style change, or experience the sheer pleasure of learning alongside others who share the same enthusiasm.

Cooperative Education

Cooperative education provides supervised on-the-job experience related to the educational objectives. See the program instructor for more information.

Course Cancellations

Campuses reserve the right to cancel a course. The LCTCS Board requires that course enrollment should be a minimum of 10 students (some exceptions apply). If a course is cancelled, a student may enroll in another section of the course if openings are available. If no replacement course is scheduled, tuition and fees will be refunded.

Course Repetitions

Any course for which a student has previously registered may be repeated. The student, however, must register for the course. The symbol (R) will follow the letter grade earned. The last grade awarded will be used in the computation of the cumulative grade point average. The term grade point average is not affected with Repeat grades.

Course Substitution/Course Waiver

Under extenuating circumstances, a course may be substituted for another course or a course may be waived. Course substitution may include one course being substituted for another due to scheduling by the college or due to a change in major or transfer course taken by the student. Course waiver may be a course that is waived due to a change in curriculum whereby a course is no longer offered as a stand-alone course, but the content of the course is embedded in another course.

The course substitution/course waiver documentation must be included in the student's permanent record to be used as part of the

student's graduation requirement checklist. The request for course substitution/course waiver is initiated by college personnel rather than by the student.

Credit by Examination

Credit by Examination (course challenge exam) measures mastery of course content and may be taken in lieu of a course if the student can provide sufficient evidence of the probability of success on the exam. Sufficient evidence may be in the form of relevant work experience, previous coursework, and so forth. Credit by examination may include both written and skill performance, and it is developed, administered, and scored by faculty who teach the course. The eligibility and requirement guidelines are as follows:

- The credit exam fee must be paid prior to sitting for the examination.
- A student must receive a score of 80% or higher to be assigned a grade of "P" for the course. Note: The actual grade earned on the challenge exam by Practical Nursing students will be posted on the transcript that is submitted to the LSBPNE.
- Students who score less than 80% will not receive a passing grade and must enroll in the course.
- Students may attempt a credit examination once per course and will not be eligible to challenge courses already attempted.
- Student cannot be currently enrolled in the course they wish to challenge.

Curriculum Requirements

A student will be expected to complete the curriculum requirements in effect at the time of enrollment. A student who re-enters after a regular semester break in enrollment (fall or spring) or who changes major must complete the program's current curriculum requirements.

Dean's List

The Dean's List is a means of recognizing academic excellence. In order to be eligible to receive this recognition, a student must achieve a minimum of a 3.5 grade point average (GPA) for a semester while enrolled in a minimum of 12 credit hours. GPA is computed by dividing the total number of quality points earned by the number of semester hours attempted. An A carries 4 quality points, a B carries 3 quality points, a C carries 2 quality points, a D carries 1 quality point, and an F carries 0 quality points. Students receiving a grade of "F" or an Incomplete ("I") for the current semester are ineligible for this recognition.

INSTRUCTIONAL SERVICES POLICIES AND PROCEDURES

Developmental Education

Applicants seeking a diploma, associate degree, or certificate are required to take a placement test or to provide the campus Student Services Office with an official record of previously achieved appropriate test scores. Students may retest prior to program admission/enrollment. Students who do not meet the placement scores are required to enroll in developmental education courses. The college offers three areas of developmental education: Developmental Reading, Developmental English/Writing, and Developmental Mathematics. There are three levels in each developmental course: 0090, 0091, and 0092. Placement scores determine course level.

The purpose of developmental education is to prepare students for success in the occupational program. Once enrolled in a developmental course, students must be referred by the Developmental Education Instructor in order to schedule a retest in any discipline. Only Developmental Education Instructors are to schedule enrollment of students in developmental education courses based on placement scores.

Students who progress in their developmental course but do not earn a passing grade ("A", "B", or "C") will receive a "D" or "F" and must re-enroll in the course the following semester and pay all tuition and applicable fees.

Students seeking a credential will continue to enroll in developmental education each semester until they accomplish one of the following: earn a passing grade in the developmental education course(s) or retake the placement test and achieve the minimum score requirements for his/her program of study before a credential is awarded.

Electronic Learning

Students enrolling in electronic learning courses must have access to a personal computer. Electronic learning courses are offered to students through compressed video, online course management system, or other types of technology. Courses are equivalent to those offered on site. Students enrolling in electronic learning courses must meet specified requirements. Tuition for electronic learning courses is the same as for traditional courses.

Full-Time Enrollment

A full-time student is one who is taking at least 12 credit hours during the fall and spring semesters or at least 6 credit hours during a summer session. Students requesting to schedule

more than 18 semester credit hours must get written approval from the campus administrator.

Full-time status for Title IV (PELL) is 12 credit hours for a fall or spring semester or 7 credit hours (effective August 2004) for a summer session. Students receiving financial aid benefits should contact the Financial Aid Officer for details concerning the requirements for full-time status as defined by the governing agency.

General Education Courses

Associate degree programs include 15 credit hours of college coursework in English Composition, Speech, Physical Science, Introduction to Psychology, and College Algebra. Students should meet with their advisor to schedule these courses. **No student will be allowed to dual-enroll in a BRCC course unless he/she is enrolled in at least one course at a technical college campus.**

GI Bill

Veteran's Affairs will not pay for courses not included in the approved curriculum or for courses which exceed the program's total credit hours. Please schedule the courses accordingly.

Grade Point Average

A grade point average (GPA) is obtained by dividing the total number of quality points earned by the total credit hours attempted (not the number of credit hours passed). Quality points are calculated by multiplying the course credit hours by the numerical equivalent of the letter grade received as follows: A=4, B=3, C=2, D=1, F=0. For example, a student earning an A in a three-hour credit course receives 12 quality points (Grade A=4 x 3 = 12). The term GPA is based on the earned quality points and the credit hours attempted for the semester only. The cumulative GPA is based on the total earned quality points divided by the total credit hours attempted. Grades of I, W, R, S, P, AU, and U will not be calculated in the GPA.

Grade Reports

Grade reports, which list the courses taken and grades earned each semester along with the semester GPA and cumulative GPA, are available by logging into your LoLA account.

Grade Symbols and Designations

Each course for which a student has registered will be assigned a letter grade.

INSTRUCTIONAL SERVICES POLICIES AND PROCEDURES

Grading Scale*

Grade	Numerical Equivalent	Definition	Quality Points
A	4	Excellent (90 – 100)	4
B	3	Good (80 – 89)	3
C	2	Satisfactory (70-79)	2
D	1	Below Average (60 – 69)	1
F	0	Failure (59 or below)	0

*Practical Nursing uses a different grading scale.

Incomplete – Represents incomplete coursework given only when there are extenuating circumstances resulting in the inability for a student to complete the coursework prior to the end of a semester. An Incomplete (“I”) shall be awarded only when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall inform the student what work is necessary and the deadline to complete such work. The deadline must be no later than the first day of midterm exams of the next semester. Students do not re-enroll or pay tuition for an incomplete class. The grade of “I” has no value in computing the grade point average but is counted in hours attempted.

Withdraw – Represents a withdrawal from a course. Students may officially withdraw from a course until the official drop date and will receive a grade of W. The course and grade of W will be posted to the student’s permanent record, but will not be included in the calculation of the semester cumulative grade point average. Students are cautioned that withdrawal from a course may impact their financial aid and other status (e.g. insurance coverage).

Live Work

As part of their training, students may be involved in actual live work projects. All live work must fall within the parameters of the curriculum and objectives for the course in which the student is enrolled. At no time will this type of work experience interfere with the normal progression of instruction as outlined in the course curriculum.

The following live work policy applies:

- The instructor will complete a work order for every live work project. The instructor and campus administrator must approve all live work assignments.
- Work is limited to property of students and campus employees.
- The instructor will assign a student to the project and note competencies of instruction to be addressed.
- There is no charge for labor since students perform all work as a learning experience. The cost of all materials and supplies for work to be performed are incurred by the person requesting the service.
- The student performing the work or the instructor supervising the work will not be liable for losses that might occur in connection with the work.
- Live work experiences enhance skills and training for the course and the institution assumes no liability for live work projects.

Textbooks and Supplies

Students are responsible for acquiring textbooks, supplies, tools, and/or uniforms that are required in the program.

Transferring to Another College/University

Transferring credits from Baton Rouge Community College, Technical Education Campuses to another institution is at the discretion of the receiving institution. BRCC neither guarantees nor implies that coursework taken at the college will transfer to any institution other than Louisiana Technical Colleges.

Transcripts

Transcripts are available in the Student Services Office upon written request. Each student is entitled to one official transcript at no charge. Additional copies are \$5 each. Processing requires five (5) business days. Students may have the transcripts mailed to themselves or to third parties. Prior to releasing any information or records to third parties, the privileged information release statement is verified.

The following information is needed to obtain an official transcript:

- Date(s) of attendance
- Student’s full name (and any former name used to identify the student)
- Student’s social security number

INSTRUCTIONAL SERVICES POLICIES AND PROCEDURES

- Student's signature and request date

If the transcript is to be sent directly to another institution, the full name and address of the institution should be included in the request.

Withdraw from a Course

A student may withdraw from a course during the first 14 days of a fall or spring semester (first 7 days for a summer session) without the withdrawal being shown on the transcript. Courses dropped during this period will be entitled to a partial refund.

A student may withdraw from a course after the 14th day of classes (7th day for summer) but by the official DROP date with a grade of W by completing the following steps:

- Request a Student Change in Course Load form in the Student Services Office.
- Complete the form and obtain all signatures.
- Submit form to the Student Services Office.

Failure to withdraw from a course may result in a failing grade and, as a result, may jeopardize a student's ability to re-enter in good standing. Withdrawing from a course may impact financial aid. Refer to the academic calendar for the last day to drop a course with a grade of "W".

Withdraw from Compressed Class

Some campuses offer compressed classes that are accelerated and shorter than the

standard semester timelines. For these courses, the last day to drop a course without penalty will be 50% of the way through the compressed course.

Withdraw from the College

It is the student's responsibility to withdraw from the College. Students who stop attending classes but do not complete and submit a withdrawal form to the Student Services Office may remain on the class roll and may be assigned a grade of "F" by the instructor.

Students who officially withdraw from the College on or before the last date to withdraw will receive a grade of "W" in each enrolled course. Withdrawal from the College may impact financial aid and other status (e.g. insurance coverage).

To withdraw from the College:

- Request a Withdrawal from College form in the Student Services Office.
- Complete the form and obtain all signatures
- Submit form to the Student Services Office.

A student is not officially withdrawn from the College until the request is received in the Student Services Office. Equipment or books belonging to the campus must be returned. The campus is not responsible for any items left after withdrawal.

Student Affairs Policies and Procedures

Bookstore

Book purchases vary by campus. Students at the Baton Rouge Campus may use the campus bookstore. Dates and times of operation will be posted prior to each semester. The online bookstores are available at <http://capital.tbconcourse.com/> or www.batonrougeccbookstore.com. Students may use other online resources to purchase books.

Campus Security Act

The following policies have been adopted to comply with the requirements of the Campus Security Act (PL 101-542):

- In the event that students, faculty, or staff members witness or discover a criminal/illegal activity, they should first notify Security, who will then contact local law enforcement authorities if necessary. A report will be written and maintained on file.
- Records shall also be maintained regarding any illegal acts which occur during any campus-sponsored activities held off campus.
- All campuses are drug-free campuses and offer drug and alcohol counseling information to students and staff.

Child Care Facilities

In collaboration with East Baton Rouge Parish Head Start Program, childcare is available for children of students depending on space availability. Students must be enrolled at the Baton Rouge or Frazier campus and must be residents of East Baton Rouge Parish. Enrollment is limited.

- Age requirement is 18 months to 5 years.
- Hours are 7:30 a.m. – 3:30 p.m.
- Registration information may be obtained at 225-358-4504.

Confidentiality for Student Records

Educational records are those records directly related to a student and are maintained by the College.

Personally identifiable information is information associated with an educational record (student name, address, social security number or student number).

Directory information is information available to the public (student name, address, phone number, e-mail address, date and place of birth, major field of study, dates of attendance, degrees, awards and honors received, and the most recent previous educational institution attended).

Baton Rouge Community College, Technical Education Campuses, consistent with the regulations of the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), insures students access to their educational records maintained by the College, District or BRCC Campus 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.

It is assumed that a student is not a dependent of his/her parents or guardians unless the College is notified to the contrary by the student or his/her parents or guardians. An individual claiming a student as his/her dependent shall provide to the Student Services Office an affidavit satisfactory to BRCC 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.

Faculty members are responsible for maintaining the privacy of a student's grades. Disclosure of a student's grades by a faculty member may be made only in a manner that makes the grades identifiable only to the faculty member and the student. Since the social security number is classed as "personally identifiable information," the disclosure of grades with the student's social security number or name is not allowed.

Cost Sheets

The Student Services Office maintains a summarized cost sheet for each program. The cost sheets are updated frequently and are subject to change without notice.

STUDENT AFFAIRS POLICIES AND PROCEDURES

Disciplinary Probation

A student may be placed on disciplinary probation when campus rules and policies are disregarded. When a student is placed on disciplinary probation, the student is given a specified time to improve his/her record. If the student's record does not show improvement, the student may be suspended for a specific time, usually a semester or more.

Dress Code

Instructional programs are intended to prepare students for the workforce. Implementing a dress code will help students to begin assembling a wardrobe or uniforms. Additionally, appropriate dress is critical for safety.

DRESS CODE:

- ALWAYS wear your ID badge
- Follow all dress code rules set by your individual department
- The following will **NOT** be allowed:
- Low cut blouses (no visible cleavage), tank tops, and strapless or spaghetti strapped tops
- Undershirts (sleeveless)
- Shirts with inappropriate slogans (offensive or vulgar messages)
- Tops that are too short (reveals the midriff) or pants that are too low (reveals underwear)
- Excessively long shirts or excessively short skirts or shorts
- Sagging pants worn below waist or hips (underwear cannot show)
- Leggings or tight fitting spandex
- Hoods may NOT be worn inside the building (welding caps are permissible)

This dress code policy will be enforced by the campus employees. Students violating the dress code will be dismissed from class. Once the dress code violation has been corrected, the student may return to class. Multiple violations may result in an administrative suspension or expulsion.

Facebook (and Other Social Networking)

Students accessing "social networking services" such as Facebook, MySpace, Blogger, Twitter, and others should carefully read the terms and conditions set forth by such services. Students are solely responsible for the content of their sites. Baton Rouge Community College, Technical Education Campuses does not assume any responsibility for what students post to these sites. Inappropriate material placed as Facebook,

MySpace, Blogger, Twitter, and others should carefully read the terms and conditions set forth by such services. Students are solely responsible for the content of their sites. Baton Rouge Community College, Technical Education Campuses does not assume any responsibility for what students post to these sites. Inappropriate material placed on social networking sites that is a violation of College policy is subject to disciplinary action.

In addition to violation of College policy, the posting of inappropriate material may subject students to criminal and civil penalties. As referenced in the terms and conditions of these networking services, students should refrain from posting material that is deemed to be criminal; harassing; racially, sexually, ethnically or religiously objectionable; defamatory; obscene; invasive of another's privacy; or infringing of copyright.

Firearms Policy

Carrying a firearm or dangerous weapon as defined in R.S. 14:2, by a student or non-student on campus property, at a campus-sponsored function, or in a firearm-free zone is unlawful. Such action shall be defined as possession of any firearm or dangerous weapon on one's person at any time while on campus, on college transportation, or at any college-sponsored function in a specified designated area including, but not limited to, any extracurricular activities, or within one thousand feet of the campus.

Food Services

As part of the training of the Culinary Arts and Occupations program at the Baton Rouge Campus, lunch is served to students, employees, and visitors at a nominal cost. Serving days and times are posted in the cafeteria.

A snack bar at the Baton Rouge Campus provides counter service items such as soft drinks, candy, hot dogs, hamburgers, and chips. The snack bar is operated daily during the semester sessions. Vending machines are located throughout the campuses.

A commons area is provided for the use of students during breaks and lunch periods. Microwave ovens are also provided. Trash and food products should be disposed of properly. The student should clean up any spills or call maintenance personnel. Food and beverages are not permitted in classrooms or shop areas.

STUDENT AFFAIRS POLICIES AND PROCEDURES

Graduation Requirements

It is the responsibility of the student to make sure that all requirements for graduation have been met. Each student should meet with his/her department advisor prior to the final semester to discuss graduation requirements.

Students must apply for graduation by submitting a completed graduation application and a \$25 application fee by the 7th Friday for the semester in which the candidate is completing the requirements. A \$25 late fee will be charged to any student submitting a graduation application and fee after the due date.

The Student Services Office will complete a degree audit of all graduation requirements for each student before the student is certified as a candidate for graduation. To qualify, a student must meet the specific program requirements outlined in the curriculum the student is following at the time of graduation, including the following:

- Earn at least a 2.0 overall grade point (GPA) average on all work attempted at Louisiana Technical College
- Earn a grade of “C” or better in each course required to earn the credential (effective Fall 2007)
- If a program requires a course but the course is no longer available or a course substitution cannot be made, completion of the total number of credit hours required in the program being followed is mandatory
- Fulfill all other obligations including financial obligations to the College

Graduation ceremonies are held at the end of each fall and spring semesters.

Grievance Policy

Informal Grievance Policy. A sincere attempt shall be made to resolve any grievance by scheduling a meeting between the grievant and the appropriate campus personnel. If the grievance involves discrimination on the basis of sex, race or handicap, then the grievant shall go to the coordinator for Title IX, Title VI, and Section 504 for an oral discussion of the grievance. The coordinator for these titles is appointed by the Regional Director. The grievant may contact the campus administrator or the Student Services Office for assistance.

Step 1: If the grievance involves a student and instructor, an oral discussion shall be arranged between the student and instructor.

Step 2: If this procedure offers no solution, then the student shall request an appointment with the campus administrator.

Step 3: If the grievance is not resolved at this level, then and only then can formal proceedings be initiated.

Formal Grievance Policy. BRCC establishes the guidelines and standards for student grievances NOT involving an academic or grade appeal or financial appeal; refund appeals; admission appeals and other matters within the jurisdiction of other committees of the College. This policy reflects the College’s commitment to the principles, goals, and ideals described in the mission statement and its core values.

Cases of challenges to student records through the Family Education Rights and Privacy Act (FERPA) shall be referred to the campus Student Services Office. Student appeals relating to Financial Aid decisions, rules, and regulations shall be directed to the Financial Aid Office.

For formal grievance procedures, refer to www.BRCC.edu; click For Faculty, click Policies, click Student Services, and then Grievance Policy (SA1930.223)

For cases where the grievance is not settled at the institutional level, please contact the following address:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone: (770) 396-3898

Honors Designation

Graduation honors will be awarded based on cumulative grade point average. At least 50% of required credits must be completed at BRCC in order for a student to be eligible for honors. The required GPA’s are Honors Graduate 3.00 – 3.49 and Graduation with Distinction 3.50 – 4.00.

ID Badge Policy

The ID Badge must be worn visibly above the waist at all times while on campus grounds. No one will be admitted to his/her respective area without a proper ID badge.

When a person is found without a current ID badge, he/she will be confirmed as a student then given a ticket (with a \$5 fine) and a temporary ID. Non students will be escorted off campus.

Interpreters

Hearing impaired individuals may be provided an interpreter for entrance test purposes or on an “as needed” basis. Students have the availability of

STUDENT AFFAIRS POLICIES AND PROCEDURES

an interpreter if funds are available and if requests are made in advance. For information regarding interpreters, contact the Admissions Officer.

Internet Usage Do's

- Use only the software on the computers
- Print only short, school related documents of 10 or fewer pages
- Use your own media to store documents; the hard drive may be reformatted

Internet Usage Don't's

- Do not download Instant Messenger, music, games, or videos
- Do not stream audios/videos
- Do not visit inappropriate sites (such as pornographic sites)
- Do not play games
- Do not use Instant Messenger
- Do not do anything that would disable the computer or keep someone else from using the computer
- Do not change the screensaver
- Do not bring guests, friends, or children to into the computer labs
- Do not bring food or drink into the computer labs

Military Activation

Special conditions exist for student called to active duty. Contact the Student Services Office for specific information.

Parking

Students, faculty, and staff at designated campuses must obtain a parking permit if his/her vehicle is to be brought on campus. The parking permit must be displayed in the vehicle's windshield. The campuses are not responsible for theft/vandalism to any vehicles parked on campus.

Handicapped parking is provided for vehicles with handicapped license plates or permits.

Personal Property

The campus will not be held responsible for personal properties of students.

Safety

The safety of students, personnel, and visitors is of great importance. The campus assumes the primary role of providing a safe environment. Students and employees should contribute to the safe atmosphere by assuming their own responsibility for safety. It is the campus' policy

that safety shall not be sacrificed for speed or shortcuts.

Every attempt shall be made to reduce the possibility of accidents; therefore, the teaching of safe practices shall be integrated into the curriculum of all programs. It is the intent of all campuses to comply with safety laws and applicable standards mandated by the State of Louisiana, applicable OSHA standards, and standards set by the equipment manufacturers.

Students may operate machines only after they have received safety and operating instructions from the instructor. No work may be done in the absence of an instructor unless specific orders were left by the instructor that this work could be done in his/her absence.

All accidents and/or serious illnesses occurring on the campuses must be reported to the Facilities Manager.

Search and Seizure

Desks, furniture and equipment are the property of the campuses and are accessible to students for obtaining an education. As campus property, these items are subject to search for any contraband at any time, upon reasonable belief that said property may contain material which is not allowed on campus.

Bringing a toolbox and operating a motor vehicle are conditional privileges granted to students based upon the consent of the student to a search by the campus administration in order to determine if said property contains material which is not allowed on 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 campus administrator determines a need for such involvement.

Sexual Harassment

By definition, sexual harassment is any unsolicited, non-reciprocal behavior that emphasizes an individual's sexuality over his/her function as a worker. Sexual harassment in any form will not be tolerated. The objective is to 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.

Any individual who feels that he/she has reason to file a charge of sexual harassment should meet with the Admissions Officer within seven (7) school days of the incident. Sexual

STUDENT AFFAIRS POLICIES AND PROCEDURES

harassment complaints will be processed in accordance with the procedures outlined for grievances.

Smoke-Free Building

All campuses are smoke-free facilities. Smoking is prohibited in any indoor facility, including classrooms, offices, labs, shop areas, hallways, restrooms, or commons areas. Smoking by employees, students, and visitors is permitted outside the building in designated areas only.

Solicitations

Students are not permitted to solicit money from the student body for any cause unless permission is granted by the campus administration. Students should not solicit for donations, loans, cigarettes, or rides in personal cars from faculty, staff, or other students.

Special Projects

Students who want to perform personal projects in shop classes must receive prior approval from the program instructor. When the instructor approves personal projects, the student must furnish all necessary materials for the project. If, for any reason, material used is property of the campus, the student is responsible for replacing the material.

Student Conduct

It is the responsibility of every student to conduct him/herself in a manner fitting to an academic environment. BRCC campuses have a zero tolerance policy completely free of threats and assaults to ensure the highest standard of safety for all faculty, staff, students, and visitors. The campuses will take all reasonably available steps to protect all such persons from violence. Violators of the Zero Tolerance Policy will be expelled.

Any student who is expelled will not receive a tuition refund.

Students will be suspended or expelled (depending on the violation) for actions detrimental to the welfare of other students, instructors, staff, and the campus. These actions include, but are not limited to:

- Intentional obstruction or disruption of teaching, administration, disciplinary procedure, or other authorized college event
- Physical abuse or threat 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
- Unauthorized use or possession of fire arms, 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
- Use or possession of any alcoholic beverages on campus
- Failure to comply with the directives of campus officials and law enforcement officers acting in performance of their duties, or failure to identify oneself to these officers when requested to do so
- Conduct which involves use of profanity, fighting, or disorderly conduct
- Smoking in any college facility
- Gambling in any form on college property
- Misuse or abuse of computer equipment, programs, or data
- Aiding or inciting others to commit any act set forth above

Student Government Association (SGA)

Student Government Associations (SGA) are established at each campus. The SGA operates under a constitution that is prepared by and for each campus SGA and approved by the campus administrator. Additionally, each campus has an SGA faculty advisor appointed by the campus administrator who serves as the liaison between the student government and the college administration.

The purpose of the SGA is to provide an officially recognized student organization to identify and represent students and their interests; to promote student participation in the overall policy and decision-making process of the college; to enhance the quality and scope of the college; and to promote the general welfare of the student body.

Every student enrolled at the college campuses are members of the Student Government Association. This means that they are liable for any student self-assessed fees, have a right to attend SGA open meetings, and may participate and vote in all campus-wide elections sponsored by each respective SGA.

STUDENT AFFAIRS POLICIES AND PROCEDURES

Student Success Center

The Student Success Center, which is located on the Baton Rouge Campus, provides services to support a successful educational experience for potential, new, and continuing students including mentoring/counseling, career assessment survey, career services, library/media center, and disability services. The purpose of the counseling is to ensure that the student understands the expectations, requirements, and demands of the career path they chose. Also, students can take the College Life course to learn about services and strategies to help them succeed while attending college.

Substance Abuse and Drug-Free Policy

Campuses strictly adhere to the "Student Drug-Free School Policy for the Technical College

System." The campus facilities have been designated as Drug/Alcohol-Free Zones. In addition, the campuses comply with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institute and Communities Act Amendment of 1989.

The Student Services Office maintains a library of brochures and videos which are available for student/employee use.

Use of Electronic Equipment

All beepers, cell phones, CD, radio or IPOD earphones, etc., must be turned off during class hours. Anyone violating this policy is subject to disciplinary action.

Emergency Procedures

Fire Drills

Fire drills will be held periodically. The signal for a fire alarm is a continuous sounding buzzer. The evacuation route should be posted in all classrooms. When the alarm sounds, students will be escorted out of the building and will meet in a designated area outdoors. The instructor will call roll. Wait for a bell to sound before re-entering the building.

Lockdown Procedures

One type of emergency that schools may face is a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In these situations, schools should be prepared to take steps to isolate students and teachers from danger by instituting a school lockdown.

A school lockdown can serve several functions during an emergency, including the following:

- Removing students and teachers from the threat;
- Isolating the dangerous situation from much of the school;
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area.

The following procedures should be followed when a Lockdown decision is made. • Building administrator or designee orders and announces “This is a Lockdown” over the Phone system by using the All Call # 30, #3103 and #3108.. This announcement should be repeated several times.

- If the threat is outside of the facility, lock exterior doors.
- If the threat is inside of the facility, DO NOT lock exterior doors.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover classroom windows.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
- Take attendance of students in each classroom.
 - Teachers should prepare a list of missing and extra students in the room.

- Teachers should take this list with them once they are directed to leave the classroom.
- Control all movement. Move on announcement only.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the building administrator announces “all clear” over the PA system.

NOTE : Some threats, such as a confirmed fire, intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbance.

School Closure

If campuses must close because of an emergency, the following will be used to notify students.

- Local TV/radio stations
- Message on the homepage of the region’s website at www.catc.edu
- A voice message on the main campus numbers—359-9201 or 359-9204 or your local campus
- E-mail notification
- First Call Interactive Network

Programs of Study

Curriculum Standards

Under the direction of the LCTCS Board of Supervisors, the chief academic officers, instructional coordinators, and a committee of technical college instructors establish the curriculum for each occupational program offered through the technical college system. The LCTCS Board of Supervisors also approves the program standards and curriculum. The competency-based curriculum outlines are developed for each program.

Student activities in the program's curriculum are designed to teach the required competencies. All curriculum competencies must be achieved in order to complete a program of study. Activities are a combination of class lecture, demonstration, discussion, and related laboratory work. Laboratory work assignments may be simulated job projects or actual "live-work" projects. All work is performed under the supervision of the program instructor.

Program Offerings

Programs are offered in which students can earn an associate degree, diploma, or certificate. Each program has exit points where technical certificates can be earned. See curriculum listings for more details. Not all programs are offered at every campus (see chart on the following page).

Course Descriptions
available online
www.catc.edu

Click Programs of Study
Click on the program title
Click Course Names and Descriptions

<i>Diploma Programs</i>
Air Conditioning and Refrigeration
Automotive Technology
Barber-Styling
Business Office Technology
Care and Development of Young Children
Carpentry
Collision Repair Technology
Cosmetology
Culinary Arts and Occupations
Drafting and Design Technology
Graphics
Horticulture/Landscape
Industrial Maintenance Technology
Information Technology
Machine Tool Technology
Practical Nursing
Upholstery Technology
Welding
<i>Certificate Programs</i>
Medical Assistant
Nurse Assistant
Patient Care Technician
Pharmacy Technician
<i>Associate Degree Programs</i>
Business Office Technology
Drafting and Design Technology
Care and Development of Young Children

POSTSECONDARY PROGRAMS (by campus)

	Program Length*	Baton Rouge	Port Allen	Frazier Ext.	Folkes	Jumv.	West-side	Angola	Hunt	DCI	LCIW
Air Conditioning and Refrigeration	21 mos.	•							•		
Automotive Technology Diploma	21 mos.	•									
Barber-Styling	21 mos.			•							
Business Office Technology Diploma [†]	21 mos.	•				•					
Business Office Administration AAS [†]	24 mos.	•									
Care/Dev. of Young Children Dip.	21 mos.	•									
Care/Dev. of Young Children AAS	24 mos.	•									
Carpentry	21 mos.							•	•	•	
Collision Repair Technology	21 mos.									•	
Cosmetology	21 mos.			•							
Culinary Arts and Occupations	21 mos.	•						•			•
Drafting & Design Tech. Diploma	21 mos.	•									
Drafting & Design Tech. AAS	24 mos.	•									
Graphics	21 mos.	•									
Horticulture/Landscape	21 mos.							•			
Industrial Maintenance Technology	21 mos.						•				
Information Technology	21 mos.	•									
Machine Tool Technology	21 mos.	•									
Medical Assistant	12 mos.						•				
Nurse Assistant	6 wks.				•	•	•				
Occupational Education [†]	5 yrs.	•									
Patient Care Technician	12 mos.	•			•	•					
Pharmacy Technician	12 mos.		•								
Practical Nursing	21-24 mos.	•					•				
Upholstery Technology	21 mos.										•
Welding	21 mos.	•	•		•	•		•	•		

***Frequency of Course Offerings**

Program length is based on full-time enrollment. Courses are offered with sufficient frequency so that a full-time student can complete the program within the publicized time frame. Developmental coursework, part-time status, course withdrawals, and course failures may affect the actual completion time.

[†]Teachout – Not accepting new students

AIR CONDITIONING AND REFRIGERATION

Curriculum Last Modified Spring 2012

Residential Air Conditioning and Refrigeration Technician: 45 credit hours, 1350 clock hours, Commercial Air Conditioning and Refrigeration Technician: 45 credit hours, 1350 clock hours, Commercial Refrigeration Technician: 45 credit hours, 1350 clock hours

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of heating, air conditioning, and refrigeration.

The Air Conditioning and Refrigeration program prepares individuals to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating air conditioning, and refrigeration systems.

NOTE: Computer proficiency is required for enrollment in this program.

Course Number	Course Title	Total Credit Hrs.
HACR 1150	HVAC Introduction	3
HACR 1160	Principles of Refrigeration I	3
HACR 1170	Principles of Refrigeration II	3
HACR 1180	Principles of Refrigeration III	3
	TCA - Helper I	12
HACR 1210	Electrical Fundamentals	3
HACR 1220	Electrical Components	3
HACR 1230	Electric Motors	3
HACR 1240	Applied Electricity and Troubleshooting	3
	CTS - Helper II.....	24
HACR 1410	Domestic Refrigeration	2
HACR 1420	Room Air Conditioners	2
	CTS - Domestic A/C & Refrigeration Technician	28
HACR 2510	Residential Central Air Conditioning I	3
HACR 2520	Residential Central Air Conditioning 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
	TD - Residential A/C & Refrigeration Technician	45

See following page for additional exit points.



Accredited by HVAC Excellence

National Certifications

- | | |
|-----------------------------|-------------------------------------|
| Air Conditioning | Gas Heat |
| Electrical | Carbon Monoxide/Combustion Analysis |
| Commercial Air Conditioning | EPA 608 |
| Heat Pump | R-410A |
| Electric Heat | |

AIR CONDITIONING AND REFRIGERATION (cont.)

Course Number	Course Title	Total Credit Hrs.
	Additional Exit Point:	
HACR 2510	Residential Central Air Conditioning	3
SOLR 1000	Solar Fundamentals	3
SOLR 1030	Solar Thermal Applications	3
	(Plus CTS - Helper II – 25 Credit Hours)	
	CTS – HACR Energy Systems Technician	33
HACR 2810	Commercial Air Conditioning I	6
HACR 2820	Commercial Air Conditioning Controls	7
HACR 2830	Commercial air Conditioning II	6
	Successful completion of TCA Helper I, CTS Helper II, JOBS 2450, and the above three courses	
	TD – Commercial Air Conditioning Technician	45
HACR 2910	Commercial Refrigeration I	6
HACR 2920	Commercial Refrigeration Controls.....	7
HACR 2930	Commercial Refrigeration II	6
	Successful completion of TCA Helper I, CTS Helper II, JOBS 2450, and the above three courses	
	TD – Commercial Refrigeration Technician	45
	Optional Electives:	
CPTR 1000	Introduction to Computers.....	2
CSRV 1000	Customer Service	3
CSRV 2000	Customer Service & Sales	3
ENTP 1000	Foundations of Entrepreneurship	3
SOLR 1000	Solar Fundamentals	3
SOLR 1010	PV Solar Applications	3
SOLR 1020	Industrial Solar Applications	3
SOLR 1030	Solar Thermal Applications	3
	With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
SPPR 2991	Special Projects I	1
SPPR 2993	Special Projects II	2
SPPR 2995	Special Projects III	3
SPPR 2996	Special Projects IV.....	3
SPPR 2998	Special Projects V.....	1
SPPR 2997	Practicum	3
SPPR 2999	Cooperative Education.....	3
	Additional TCA Exit Point:	
SOLR 1000	Solar Fundamentals	3
SOLR 1010	PV Solar Applications	3
SOLR 1020	Industrial Solar Applications	3
SOLR 1030	Solar Thermal Applications	3
	TCA – Solar Systems Installer	12

AUTOMOTIVE TECHNOLOGY

Curriculum Last Modified Fall 2004

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of automobiles at the entry level. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction in the diagnosis of malfunctions and the repair of engines; fuel, electrical, cooling, and brake systems; drive train; and suspension systems is included.

The competencies in the automotive technology program are directly correlated with the knowledge required to prepare an individual for the certification test given by the National Institute for Automotive Service Excellence (ASE). The content is organized into competency-based courses of instruction that specify occupational competencies the individual must successfully complete according to the priorities for tasks established by the National Automotive Technicians Education Foundation (NATEF).

Course Number	Course Title	Total Credit Hrs.
ORNT 1000	Freshman Seminar	1
AUTO 1100	General Engine Diagnosis and Repair	2
AUTO 1110	Cylinder Head and Valve Train Diagnosis and Repair	1
AUTO 1120	Engine Block Assembly Diagnosis and Repair	1
AUTO 1130	Lubrication and Cooling System Diagnosis and Repair	1
	TCA - Engine Repair Technician	6
AUTO 1200	General Transmission and Transaxle Diagnosis	1
AUTO 1210	Transmission and Transaxle Maintenance	1
AUTO 1220	In-Vehicle Repair	1
AUTO 1230	Off-Vehicle Transmission and Transaxle Repair I	1
AUTO 1240	Off-Vehicle Transmission and Transaxle Repair II	1
	TCA - Automatic Transmission & Transaxle Technician	5
AUTO 1300	Drive Train and Clutch Diagnosis and Repair	1
AUTO 1310	Transmission and Transaxle Diagnosis and Repair	1
AUTO 1320	Drive and Half Shaft and Universal Joint Repair	1
AUTO 1330	Drive Axle Diagnosis and Repair	1
AUTO 1340	Four and All-Wheel Drive Diagnosis and Repair	1
	TCA - Manual Drive Train Technician	5
AUTO 1400	General Steering and Suspension Diagnosis	1
AUTO 1410	Steering System Diagnosis and Repair	1
AUTO 1420	Suspension Systems Diagnosis and Repair	1
AUTO 1430	Wheel Alignment Diagnosis and Repair	1
AUTO 1440	Wheel and Tire Diagnosis and Repair	1
	TCA - Steering & Suspension Technician	5
AUTO 1500	Hydraulic Systems Diagnosis and Repair	1
AUTO 1510	Drum Brake Diagnosis and Repair	1
AUTO 1520	Disc Brake Diagnosis and Repair	1
AUTO 1530	Power Assist Diagnosis and Repair	1
AUTO 1540	Antilock and Traction Control Diagnosis and Repair	1
	TCA - Brake Technician	5
AUTO 1600	General Electrical System Diagnosis	2
AUTO 1610	Battery Diagnosis and Repair	1
AUTO 1620	Starting Systems Diagnosis and Repair	2
AUTO 1630	Charging Systems Diagnosis and Repair	2
AUTO 1640	Lighting Systems, Gauges, Warning Devices, Driver Information Diagnosis and Repair	1
AUTO 1650	Horn and Wiper/Washer Diagnosis and Repair	1
AUTO 1660	Electrical Accessories Diagnosis and Repair	1
	TCA - Electrical Technician	10
AUTO 1700	HVAC System Diagnosis and Repair	1
AUTO 1710	Refrigeration System Component Diagnosis and Repair	1
AUTO 1720	Heating and Ventilation System Component Diagnosis and Repair	1
AUTO 1730	Operating Systems and Related Controls	1
AUTO 1740	Refrigerant Recover, Recycling, and Handling	1
	TCA - Heating and Air Conditioning Technician	5

AUTOMOTIVE TECHNOLOGY (cont.)

AUTO	1800	General Engine Diagnosis	3
AUTO	1810	Computerized Engine Controls Diagnosis and Repair	3
AUTO	1820	Ignition Systems Diagnosis and Repair	2
AUTO	1830	Fuel, Air Induction, and Exhaust Systems	2
AUTO	1840	Emissions Systems Diagnosis and Repair	3
AUTO	1850	Engine Related Services	2
		TCA - Engine Performance Technician	15
JOBS	2450	Job Seeking Skills	2
CPTR	1000	Introduction to Computers	2
		TD - Automotive Technician	60
		General Electives:	
AUTO	1150	Automotive Internship I	4
AUTO	1250	Automotive Internship II.....	4
AUTO	1350	Automotive Internship III	2
AUTO	1450	Automotive Internship IV	5
AUTO	1550	Automotive Internship V	5
AUTO	1670	Automotive Internship VI	4
CSRV	1000	Customer Service (Optional Elective).....	3
		With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
AUTO	2991	Special Projects I.....	1
AUTO	2993	Special Projects II.....	2
AUTO	2995	Special Projects III.....	3
AUTO	2996	Special Projects IV.....	3
AUTO	2997	Practicum	3
AUTO	2999	Cooperative Education.....	3
		CTS's may be awarded as follows:	
		Complete TCA Electrical Technician and any three (3) of the following TCA's:	
		TCA – Electrical Technician	10
		TCA – Engine Repair Technician	6
		TCA – Automatic Transmission & Transaxle Technician	5
		TCA – Manual Drive Train Technician.....	5
		TCA – Steering and Suspension Technician	5
		TCA – Brake Technician	5
		TCA – Heating and Air Conditioning Technician.....	5
		CTS Electrical Technician	25
		TCA – Electrical Technician	10
		TCA – Engine Performance Technician	15
		CTS – Engine Performance Technician	25
		Complete five (5) of the following TCA's	
		TCA – Engine Repair Technician	6
		TCA – Automatic Transmission & Transaxle Technician	5
		TCA – Manual Drive Train Technician.....	5
		TCA – Steering and Suspension Technician	5
		TCA - Brake Technician	5
		TCA – Heating and Air Conditioning Technician.....	5
		CTS – Power Train Technician	25



Accredited by NATEF

BARBER-STYLING

Curriculum Last Modified Fall 2004

The Barber-Styling diploma program is designed to prepare students to work efficiently in the industry of Barber-Styling. This competency-based program includes classroom instruction and practical/lab experience under supervision of the instructor.

Practical skills are developed through experience in a school-based, on-site shop which is equipped and managed according to industry standards by the students with instructor supervision. Upon completion of this program, which is approved by the LA State Board of Barber Examiners and meets the 1500-hour requirement, students are eligible to take the LA State Board of Barber Examiners licensure examination.

Course Number	Course Title	Total Credit Hrs.
ORNT 1000	Freshman Seminar	1
BARB 1110	History of Barbering and the Professional Image	2
CPTR 1000	Introduction to Computers	2
BARB 1120	Sanitation, Bacteriology, Safety with Tools, Implements, and Equipment Theory & Practice	2
BARB 1131	Sanitation, Bacteriology, Safety with Tools, Implements & Equipment Lab	1
BARB 1160	Men's/Women's Basic Haircutting/Styling Theory & Practice	2
BARB 1220	Shaving, Mustaches, and Beards Theory & Practice	1
BARB 1211	Barber-Styling Lab I	4
BARB 1410	Electricity and Safety	1
BARB 1140	Facial Massage and Treatments Theory & Practice	2
BARB 1150	Properties/Disorders/Treatments of Skin, Scalp, & Hair Theory & Practice	2
BARB 1231	Barber-Styling Lab II	2
BARB 1310	Permanent Waving/Chemical Hair Relaxing Theory & Practice	3
BARB 1321	Permanent Waving/Chemical Hair Relaxing Lab	2
BARB 1350	Chemistry	2
BARB 1420	Anatomy and Physiology	2
BARB 1430	Men's Hairpieces Theory	1
BARB 1441	Barber-Styling Lab III	5
BARB 2630	Professionalism for Barber Styling	1
BARB 1330	Hair Coloring Theory & Practice	2
BARB 1341	Hair Coloring Lab	2
BARB 2111	Barber-Styling Shop Management and Sales	2
BARB 2120	La State Barber Board Review Theory	3
BARB 2131	La State Barber Board Review Lab	4
JOBS 2450	Job Seeking Skills	2
	TD - Barber Styling	53
CSRV 1000	Customer Service (Optional Elective)	3
	With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
BARB 2991	Special Projects I	1
BARB 2993	Special Projects II	2
BARB 2995	Special Projects III	3
BARB 2996	Special Projects IV	3
BARB 2997	Practicum	3
BARB 2999	Cooperative Education	3



Your career begins here!

BUSINESS OFFICE TECHNOLOGY

Curriculum Implemented Fall 2010; Last Modified Fall 2011

The Business Office Technology program provides opportunities for individuals to acquire marketable skills for entry-level employment positions and career advancement in various areas of business, industry, and government offices. Students will receive hands-on training in office technology software skills using Word, Excel, Access, and Publisher. This program provides students with safe and efficient work practices, basic occupational skills, customer service, job-seeking skills, employability skills, and strong work ethics required for success in the workplace.

Course Number	Course Title	Total Credit Hrs.
The following courses are prerequisite courses for all exit points.		
CPTR 1002	Computer Literacy & Applications.....	3
KYBD 1010	Introductory Keyboarding	3
Core Courses for all Concentration Areas		
ORNT 1000	Freshman Seminar	1
CSRV 1000	Customer Service	3
BUSE 1030	Business English	3
KYBD 1111	Introduction to Formatting	3
OSYS 1100	Records Management.....	3
TCA – General Clerk		13
ACCT 1100	Principles of Accounting, Part 1	3
BUSM 1050	Business Math	3
BUSE 1045	Business Communication.....	3
CPTR 1320	Spreadsheets.....	3
CPTR 1310	Database Management.....	3
ISYS 1440	Word Processing	3
ACCT 1200	Principles of Accounting, Part II	3
CTS – Office Assistant Specialist (includes TCA General Clerk)		34
ISYS 1650	Desktop Publishing.....	3
MATR 1350	Machine Transcription	3
OSYS 2530	Office Procedures	3
JOBS 2450	Job Seeking Skills.....	2
TD – Business Office Technology (General Office Concentration)		45
General Education Courses required for AAS:		
ENGL 1015	English Composition I.....	3
MATH 1015	College Algebra	3
PSYC 2015	Introduction to Psychology	3
PHSC 1015	Physical Science I.....	3
SPCH 1015	Introduction to Public Speaking	3
AAS – Business Office Administration.....		60
ACCT 1100	Principles of Accounting, Part 1	3
ACCT 1200	Principles of Accounting, Part II	3
BUSM 1050	Business Math	3
BUSE 1045	Business Communication.....	3
CPTR 1320	Spreadsheets.....	3
ISYS 1440	Word Processing	3
ACCT 1250	Payroll Accounting.....	3
CTS – Accounting Office Specialist (includes TCA General Clerk 13 Cr. Hrs.)		34
With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.		
SPPR 2991	Special Projects I	1
SPPR 2993	Special Projects II	2
SPPR 2995	Special Projects III	3
SPPR 2996	Special Projects IV.....	3
SPPR 2998	Special Projects V.....	1
SPPR 2997	Practicum	3
SPPR 2999	Cooperative Education	3
Additional exit points may be offered by branch campuses. Check with your local campus.		

CARE AND DEVELOPMENT OF YOUNG CHILDREN

Curriculum Last Modified Summer 2012

The Care and Development of Young Children program prepares individuals for various levels of employment in child care centers, nursery schools, recreation centers, public school settings, head start programs, or other areas where caring for young children is the principal function. This program focuses on cognitive, physical, emotional, and social growth and development. Developmentally appropriate play activities, curriculum, nutrition, guidance, health/safety, children with special needs, and approaches for teaching as suggested by the National Association for the Education of Young Children (NAEYC) are included.

Course Number	Course Title	Total Credit Hrs.
CDYC 1110	Introduction to Care and Development of Young Children	3
	TCA - Basic Caregiver I	3
CDYC 1210	Growth & Development of Young Children	3
CDYC 1220	Infant/Toddler Care & Curriculum	3
CDYC 1320	Preschool Curriculum	3
	TCA – Infant/Toddler or Preschool Caregiver	12
CDYC 1120	Health, Safety & Nutrition	3
CDYC 1151	Observation/Participation Lab	3
CDYC 1130	Child Guidance and Behaviors	3
CDYC 1241	Infant/Toddler Lab	3
CDYC 1341	Preschool Lab	3
CDYC 1410	Children With Special Needs	2
	CTS – Child Care Teacher	29
CDYC 1330	Literature/Language Methods	3
CDYC 1332	Preschool Methods	3
CDYC 1420	Organization & Administration of Care & Development of Young Children	3
CDYC 2211	Practicum in Care & Development of Young Children	5
CDYC 1230	Family Relationships and Issues	2
	TD – Care and Development of Young Children	45
	Transferable General Education Courses Required for AAS:	
ENGL 1015	English Composition I	3
MATH 1015	College Algebra.....	3
PSYC 2015	Introduction to Psychology	3
PHSC 1015	Physical Science I	3
SPCH 1015	Introduction to Public Speaking	3
	AAS – Care and Development of Young Children	60
	Optional Electives:	
CSRV 1000	Customer Service	3
CSRV 2000	Customer Service & Sales	3
ENTP 1000	Foundations of Entrepreneurship.....	3
	With approval from the Chief Academic Officer/Designee, the following courses may be substituted for any of the above course requirements.	
CDYC 2991	Special Projects I.....	1
CDYC 2993	Special Projects II.....	2
CDYC 2995	Special Projects III.....	3
CDYC 2996	Special Projects IV	3
CDYC 2997	Practicum.....	3
CDYC 2999	Cooperative Education	3
CDYC 1340	Music and Motion.....	3
	The following courses meet the training hour requirements for CDA:	
CDYC 1110		
CDYC 1210		
CDYC 1220 or CDYC 1320		
Total 9 Credit Hours		

CARPENTRY*

The Carpentry program prepares individuals to apply technical knowledge and skills to lay out, fabricate, erect, install, and repair wooden structures and fixtures using hand and power tools. The program also includes instruction in areas such as common systems of framing, construction materials, estimating, blueprint reading, and finish carpentry techniques.

Course Number	Course Title	Total Credit Hrs.
ORNT 1000	Freshman Seminar	1
CARP 1110	Introduction and Safety	1
CARP 1120	Hand Tools	2
CARP 1130	Power Tools	4
	TCA - Carpenter's Helper	8
CARP 1140	Building Materials	2
CARP 2620	Applied Mathematics I	3
	TCA - Carpentry Technician I	13
CARP 1150	Blueprint Reading	5
CARP 2110	Site Layout	2
CARP 2120	Foundations and Floor Framing	5
CARP 2131	Wall and Ceiling Framing	4
	CTS - Carpentry Technician II.....	29
CPTR 1000	Introduction to Computers	2
CARP 2210	Roofing I	6
CARP 2220	Roofing II	6
CARP 2230	Exterior Finish and Trim	3
CARP 2310	Interior Finish and Trim	3
CARP 2320	Cabinetmaking	6
JOBS 2450	Job Seeking Skills	2
	TD - Carpentry	57
CSRV 1000	Customer Service (Optional Elective).....	3
	With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
CARP 2991	Special Projects I	1
CARP 2993	Special Projects II	2
CARP 2995	Special Projects III	3
CARP 2996	Special Projects IV.....	3
CARP 2997	Practicum	3
CARP 2999	Cooperative Education	3

*Prison program offered to inmates only



COLLISION REPAIR TECHNOLOGY*

The purpose of this program is to provide specialized instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of Collision Repair Technology.

The Collision Repair Technology program prepares individuals to repair modern vehicles. This includes identification and analysis of damage, measurement, straightening, welding, structural repair and replacement, corrosion, alignment, refinishing, trim and glass replacement, plastic repair, and working with electrical and mechanical components as they pertain to collision repair.

Course Number	Course Title	Total Credit Hrs.
ORNT 1000	Freshman Seminar	1
CLRP 1110	Shop Orientation and Safety	1
CLRP 1121	Tools and Equipment	3
CLRP 1131	Identification and Analysis	3
CLRP 2130	Basic Metal Alignment and Finish	6
	TCA - Collision Repair Apprentice	14
CLRP 1311	Automotive Trim and Glass	4
CLRP 1210	Frame and Body	6
CLRP 1150	Mechanical Components	6
	CTS - Basic Structural Repair Person	30
CLRP 1230	Panel Replacement	6
CLRP 2140	Corrosion	3
CLRP 1220	Welding and Cutting	4
CLRP 1140	Basic Automotive Electricity	3
CLRP 1320	Refinishing/Detailing	7
CLRP 2121	Plastic Repair	1
CLRP 2111	Restraint Systems	2
JOBS 2450	Job Seeking Skills	2
CPTR 1000	Introduction to Computers	2
	TD - Collision Repair	60
CSRV 1000	Customer Service (Optional Elective).....	3
	With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
CLRP 2991	Special Projects I.....	1
CLRP 2993	Special Projects II.....	2
CLRP 2995	Special Projects III.....	3
CLRP 2996	Special Projects IV	3
CLRP 2997	Practicum.....	3
CLRP 2999	Cooperative Education	3

*Prison program offered to inmates only



COSMETOLOGY

Curriculum Last Modified Fall 2004

This program is designed to prepare students to work efficiently in the role of cosmetologists and/or hair stylists.

Classroom instruction includes the study of anatomy and physiology of the head, neck, and other areas, infection control, decontamination and sanitation of tools, hair cutting, styling, and coloring, permanent waving and relaxing, facials, and the application of cosmetic make-up. Manicuring, pedicuring, and salon management are also included. Practical skills are developed through experience in an on-site salon which is equipped and managed according to industry standards by the students with instructor supervision.

Upon completion of this program, which is approved by the LA State Board of Cosmetology and meets the 1500-hour requirement, students are eligible to take the LA State Board of Cosmetology licensure examination.

Course Number	Course Title	Total Credit Hrs.
ORNT 1000	Freshman Seminar	1
COSM 1110	Introduction, Decontamination, and Infection Control	4
COSM 1121	Properties of Skin, Scalp, and Hair	2
COSM 1130	Shampooing, Rinsing, and Conditioning	3
COSM 1211	Cells, Anatomy, and Physiology	2
	TCA - Shampoo Operator	12
COSM 1220	Manicuring and Pedicuring	3
COSM 1230	Wet Hair Styling	4
COSM 1311	Hair Cutting	3
COSM 1321	Permanent Waving	5
COSM 1411	Chemical Hair Relaxing	2
COSM 1420	Thermal Services	2
COSM 1430	Hair Coloring	5
COSM 2510	Facial Services, Massage, and Make-Up	3
COSM 2520	Artistry of Artificial Hair	2
COSM 2540	Salon Management	4
COSM 2530	Electricity and Light Therapy	2
JOBS 2450	Job Seeking Skills	2
CPTR 1000	Introduction to Computers	2
	TD - Cosmetology	51
CSRV 1000	Customer Service (Optional Elective).....	3
	With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
COSM 2991	Special Projects I	1
COSM 2993	Special Projects II	2
COSM 2995	Special Projects III	3
COSM 2996	Special Projects IV.....	3
COSM 2997	Practicum	3
COSM 2999	Cooperative Education	3

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CULINARY ARTS & OCCUPATIONS

Curriculum Last Modified Fall 2011

The mission of the Culinary Arts and Occupations program is to develop in individuals the knowledge, skills, and attitudes necessary to succeed in Culinary Arts and Occupations employment.

This program prepares students to work in service, production, fast foods, and baking areas of the food service industry. Program content includes American Culinary Federation information and guidelines for approved Chef training and accreditation. Students will be provided with safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics.

Course Number	Course Title	Total Credit Hrs.
ORNT 1000	Freshman Seminar	1
CULN 1110	Culinary Math	3
CULN 1170	Essentials of Dining Room Service	2
CULN 1130	Sanitation and Safety	3
CULN 1140	Introduction to Culinary Skills	3
	TCA - Entry Level Prep Cook III	12
CULN 1160	Orientation to Culinary Hospitality Industry	3
CULN 1220	Nutrition	3
CULN 1240	Culinary Production for Dining Facilities	7
CPTR 1002	Computer Literacy and Applications	3
	CTS - Production Cook (TCA Plus Production Cook)	28
CULN 2310	Introduction to Baking and Pastry	5
CULN 1321	A La Carte	3
CULN 2430	Food & Beverage Operations	3
	CTS - Entry-Level Line Cook (TCA Plus Entry-Level Line Cook)	23
CULN 2410	Regional Cuisine	2
CULN 2420	International Cuisine	2
JOBS 2450	Job Seeking Skills	2
	TD – Culinary Arts and Occupations	45
	Optional Electives	
CSRV 1000	Customer Service	3
CRVS 2000	Customer Sales and Service	3
ENTP 1000	Foundations of Entrepreneurship	3
	With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
CULN 2991	Special Projects I.....	1
CULN 2993	Special Projects II.....	2
CULN 2995	Special Projects III.....	3
CULN 2996	Special Projects IV	3
CULN 2997	Practicum.....	3
CULN 2999	Cooperative Education	3



Accredited by
American Culinary Federation

DRAFTING DESIGN & TECHNOLOGY

Curriculum Last Modified Spring 2012

The Drafting and Design Technology program is a two-year technical program designed to give the student essential knowledge and skills required for efficient and productive performance in the drafting field. Louisiana Technical College grants a diploma or associate degree to students upon satisfactory completion of the curriculum and assists in placing students in gainful employment. Certificates are also offered for those needing a background in drafting without gaining all of the skills required for employment as a drafter.

Course Number	Course Title	Total Credit Hrs.
ORNT 1000	Freshman Seminar	1
DRFT 1110	Drafting Fundamentals	2
DRFT 1120	Geometric Construction	2
DRFT 1130	Pictorial Drawing	2
DRFT 1145	Machine & Section Drawing	3
DRFT 1161	Dimensioning	2
	TCA - Engineering Aide I	12
MATH 1110	Technical Math I	3
	or	
DRFT 1160	Drafting Math I.....	3
DRFT 1215	Auxiliary Views/Intersections & Development	3
DRFT 1230	Fasteners	1
CADD 1210	Basic Computer Aided Drafting & Design	3
	CTS - Engineering Aide II	22
CADD 1215	Advanced Computer Aided Drafting & Design	3
DRFT 2310	Discipline I – Introduction to Manufacturing/Electrical	3
DRFT 2320	Discipline II – Introduction to Architectural/Civil/Structural	3
DRFT 2330	Discipline III – Introduction to Piping/Marine	3
DRFT 2340	*Advanced Discipline I	3
DRFT 2350	*Advanced Discipline II.....	3
DRFT 2360	*Advanced Discipline III.....	3
JOBS 2450	Job Seeking Skills.....	2
	TD - Drafting and Design Technician	45
	General Education Courses required for AAS:	
ENGL 1015	English Composition I	3
MATH 1015	College Algebra	3
PSYC 2015	Introduction to Psychology	3
PHSC 1015	Physical Science I	3
SPCH 1015	Introduction to Public Speaking	3
	AAS - Drafting and Design Technology	60
	*Advanced Disciplines:	
	Manufacturing Drafting (DRFT 2341, 2351, 2361)	
	Civil Drafting (DRFT 2342, 2352, 2362)	
	Architectural Drafting (DRFT 2343, 2353, 2363)	
	Structural Drafting (DRFT 2344, 2354, 2364)	
	Electrical Drafting (DRFT 2345, 2355, 2365)	
	Piping/Marine Drafting (DRFT 2346, 2356, 2366)	
	Optional Electives:	
CSRV 1000	Customer Service	3
CSRV 2000	Customer Service & Sales	3
ENTP 1000	Foundations of Entrepreneurship	3

DRAFTING DESIGN & TECHNOLOGY (cont.)

With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.

SPPR 2991	Special Projects I.....	1
SPPR 2993	Special Projects II.....	2
SPPR 2995	Special Projects III.....	3
SPPR 2996	Special Projects IV	3
SPPR 2998	Special Projects V	1
SPPR 2997	Practicum.....	3
SPPR 2999	Cooperative Education	3

GRAPHICS

Curriculum Last Modified Fall 2011

Graphics prepares individuals to apply technical knowledge and skills to the layout, design and typographic arrangement of printed and/or electronic graphic and textual products. The program provides instruction in printing and lithographic equipment and operations; computer hardware and software; digital imaging; print preparation; page layout and design; desktop publishing; and applicable principles of graphic design and web page design.

Upon enrollment in the program, students must be able to demonstrate basic computer skills or be required to enroll in CPTR 1000 or a comparable computer course.

Course Number	Course Title	Total Credit Hrs.
ORNT 1000	Freshman Seminar	1
GRPH 1100	Introduction to Graphic Communications	5
GRPH 1200	Bindery Operations; Measurement; Basic Math	3
	TCA – Bindery Worker	9
GRPH 1300	Typography and Page Layout.....	6
GRPH 1350	Advertising and Design	6
GRPH 1400	Digital Prepress and Printing.....	3
	CTS – Prepress Technician	24
GRPH 1420	Digital File Preparation	6
GRPH 1430	Digital File Output.....	4
JOBS 2450	Job Seeking Skills.....	2
For Technical Diploma, student must complete the above 36 credits plus one of the following four sets.		
Set I	GRPH 2110 Visual and Print Design I	5
	GRPH 2120 Visual and Print Design II	4
Set II	GRPH 2210 Web Design I.....	5
	GRPH 2220 Web Design II.....	4
Set III	GRPH 2310 Animation and Digital Video I	5
	GRPH 2320 Animation and Digital Video II	4
Set IV	GRPH 2410 Offset Press Operations	4
	GRPH 2420 Advanced Offset Press Operations	4
	GRPH 2430 Binding & Finishing	1
	TD - Graphics	45
Optional Electives		
CPTR 1000	Introduction to Computers	2
CSRV 1000	Customer Service	3
GRPH 1510	SkillsUSA Promotional Bulletin Board	3
GRPH 1520	Sign Making	3
GRPH 1530	Screen Printing.....	3
GRPH 1540	Digitizing for Embroidery.....	3
ENTT 1140	Storyboarding.....	4
GRPH 2130	Adobe Certified Associate Prep/Visual.....	3
GRPH 2230	Adobe Certified Associate Prep/Web	3
GRPH 2330	Adobe Certified Associate Prep/Rich Media	3
GRPH 2400	Digital Production Printing	3
With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.		
SPPR 2991	Special Projects I	1
SPPR 2993	Special Projects II	2
SPPR 2995	Special Projects III	3
SPPR 2996	Special Projects IV.....	3
SPPR 2998	Special Projects V.....	1
SPPR 2997	Practicum	3
SPPR 2999	Cooperative Education	3

HORTICULTURE/LANDSCAPE*

This program is designed to prepare students for employment in the areas of production and management in horticultural enterprises. It includes instruction and practical experience in the lab which is equipped and managed according to industry standards.

Upon graduation of this program students are qualified to take LA State examinations to become licensed horticultural professionals such as Arborists, Horticulturists, Landscape Contractors, and Certified Commercial Pesticide Applicators. Permits may also be obtained to become Nursery Stock and Cut Flower Dealers.

Course Number	Course Title	Total Credit Hrs.
ORNT 1000	Freshman Seminar	1
HORT 1210	Botany	4
HORT 1130	Plant Identification Theory I	2
HORT 1420	Plant Propagation	4
HORT 1220	Horticulture Laws and Regulations	1
HORT 1000	Horticulture Lab I	3
	TCA - Grower Technician	15
HORT 1110	Soils, Fertilizers, and Water	9
HORT 1240	Plant Identification Theory II	2
HORT 2110	Landscaping	7
HORT 1010	Horticulture Lab II	3
	CTS - Landscape Technician	36
HORT 1310	Greenhouse Crop Production	4
HORT 1230	Turfgrass	2
HORT 1320	Fruits and Vegetables Production	2
HORT 1330	Plant Identification Theory III	1
HORT 1120	Plant Pest Control	5
HORT 1020	Horticulture Lab III	2
MATH 1010	General Mathematics	3
JOBS 2450	Job Seeking Skills	2
CPTR 1000	Introduction to Computers	2
HORT 1030	Horticulture Lab IV	1
	TD - Horticulture Technician	60
CSRV 1000	Customer Service (Optional Elective)	3
	With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
HORT 2991	Special Projects I	1
HORT 2993	Special Projects II	2
HORT 2995	Special Projects III	3
HORT 2996	Special Projects IV	3
HORT 2997	Practicum	3
HORT 2999	Cooperative Education	3

*Prison program offered to inmates only



INDUSTRIAL MAINTENANCE TECHNOLOGY

Curriculum Implemented Fall 2011

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the industrial maintenance field. Graduates from this program will fill a void in the workforce needs of business and industry in the surrounding parishes. This program will offer program completers a high wage, high demand, high skill occupation pathway.

This program prepares individuals to install, repair, and maintain industrial machinery and equipment such as pumps, motors, pneumatic and hydraulic systems, and production machinery. It includes instruction in testing, adjusting, and repairing pneumatic and hydraulic systems, attaching supplemental equipment such as hoses, valves, gates, mechanical, electrical, and electronic control devices. It also includes instruction in material handling equipment, pipefitting, welding, metal fabrication, and millwright.

Course Number	Course Title	Total Credit Hrs.
ORNT 1000	Freshman Seminar	1
IMMT 1110	Introduction to Industrial Maintenance Technology	1
CPTR 1000	Introduction to Computers	2
IMMT 1111	Welding I.....	3
IMMT 1112	Welding II.....	2
IMMT 1120	Blueprint Reading	2
IMMT 1121	Metal Fabrication	3
	TCA – Fabrication Apprentice	14
	The above TCA plus one additional grouping results in the CTS indicated.	
	Sequence A – Pneumatic Hydraulic Apprentice	
	Material Handling.....	2
IMMT 1210	Pneumatics	3
IMMT 1220	Pneumatics Application	2
IMMT 1221	Hydraulics	3
IMMT 1230	Hydraulics Application	3
IMMT 1231	Hydraulics Troubleshooting Projects	3
IMMT 1241	Total – Sequence A	16
	CTS – Pneumatic Hydraulic Apprentice	30
	Sequence B – Millwright Apprentice	
IMMT 1311	Pipefitting	2
IMMT 1320	Millwright I.....	3
IMMT 1321	Millwright I Lab.....	2
IMMT 1330	Millwright II.....	2
IMMT 1331	Millwright II Lab.....	3
	Total – Sequence B	12
	CTS – Millwright Apprentice	26
	Sequence C – Electrical Maintenance	
IMMT 1410	Basic Electricity.....	1
IMMT 1411	Basic Electricity Lab.....	3
IMMT 1421	Industrial Electricity.....	4
IMMT 1430	Motor Controls	4
IMMT 1441	Programmable Logic Controllers	4
	Total – Sequence C	16
	CTS – Electrical Maintenance.....	26
JOBS 2450	Job Seeking Skills.....	2
	TD – Industrial Maintenance Technology	60
	Optional Electives	
CSRV 1000	Customer Service	3
CSRV 2000	Customer Service & Sales.....	3
ENTR 1000	Foundations of Entrepreneurship	3
	With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
IMMT 1131	Advanced Metal Fabrication.....	3
IMMT 2991	Special Projects I	1
IMMT 2993	Special Projects II	2
IMMT 2995	Special Projects III	3
IMMT 2996	Special Projects IV.....	3
IMMT 2997	Practicum	1
IMMT 2999	Cooperative Education	3

INFORMATION TECHNOLOGY

Curriculum Last Modified Spring 2012

This program is divided into a basic core area and a specialty networking area. The basic core courses of study will prepare individuals to troubleshoot, repair, and maintain computer systems and basic local area network problems. Students will also learn to operate a computer using current operating system software and use current application software for manipulating spreadsheets, databases, and word processing documents.

The specialty networking area will prepare students to design, implement, and manage linked systems of computers, peripherals, and associated software to maximize efficiency and productivity. The program includes instruction in operating systems and applications; systems design and analysis; networking theory and solutions; types of networks; network management and control; network and flow optimization; security; configuring; and troubleshooting. Electives will be provided to prepare students to successfully implement, manage, and troubleshoot the ongoing needs of Microsoft Windows® based operating environments.

The curriculum provides both knowledge acquisition and skills development for those who are currently working in the information technology field and would like to obtain industry-based certifications or for those who would like to prepare for employment in this field. The program is designed to prepare students to successfully pass national, industry-based exams such as: CompTIA's A+, Network+, Server+, IC3, Microsoft MCSE and Microsoft MCSA.

Course Number	Course Title	Total Credit Hrs.
CORE COURSES for all Concentration Areas:		
ORNT 1000	Freshman Seminar	1
INTE 1100	Installation and Troubleshooting, Part I	3
INTE 1110	Installation and Troubleshooting, Part 2	3
INTE 1200	Operating Systems	3
INTE 1210	Introduction to Programming	3
INTE 2110	Networking Technologies	3
JOBS 2450	Job Seeking Skills	2
Program Core Courses		18
The Program Core PLUS the following courses comprise the Computer Network Specialist Concentration:		
INTE 2010	Introduction to Client/Server Networking	3
INTE 2020	Server Network Infrastructure	3
INTE 2030	Active Directory Infrastructure	3
INTE 2120	Introduction to Basic Routers	3
INTE 2902	Internship	3
Program Electives		12
TD – Information Technology (Computer Network Specialist Concentration)		45
Approved Program Electives:		
CPTR 1310	Database Management	3
CPTR 1320	Spreadsheets	3
CPTR 2650	Advanced Database Application.....	3
INTE 1010	Internet & Computing Literacy	3
INTE 1210	Introduction to Programming.....	3
INTE 1250	Project Management	3
INTE 1300	Internet Technology.....	3
INTE 1330	Introduction to Networking	3
INTE 1800	Introduction to UNIX/LINUX	3
INTE 1900	Web Page Design	3
INTE 2015	Server Administrator	3
INTE 2020	Server Network Infrastructure	3
INTE 2030	Active Directory Infrastructure.....	3
INTE 2060	Implementing and Managing Email/Communication Server	3
INTE 2070	Administering & Managing SQL Server	3
INTE 2080	Application Infrastructure	3
INTE 2095	Windows Server Enterprise Administrator	3
INTE 2120	Introduction to Basic Routers	3
INTE 2130	Intermediate Routing & Switching	3
INTE 2140	Wide Area Network Protocols	3
INTE 2150	Advanced Routing	3
INTE 2160	Remote Access	3
INTE 2170	Multilayer Switching	3
INTE 2180	Designing Networks	3
INTE 2190	Internetwork Support.....	3
INTE 2261	Desktop Support	3
INTE 2545	Network Security: Ethical Hacking	3

INFORMATION TECHNOLOGY (cont.)

INTE	2820	Server Technology	3
INTE	2830	Cabling Infrastructure	3
INTE	2840	Managing Network Security	3
INTE	2850	Emerging Technologies	3
INTE	2855	Firewall Technology	3
INTE	2860	Wireless Technology	3
INTE	2910	Home Technology Integrator	3
INTE	2930	Enterprise Security Implementation	3
INTE	2935	Advanced Security Implementation	3
TENG	2530	Technical Report Writing	3
With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements:			
SPPR	2991	Special Projects I	1
SPPR	2993	Special Projects II	2
SPPR	2995	Special Projects III	3
SPPR	2996	Special Projects IV	3
SPPR	2998	Special Projects V	1
INTE	2997	Practicum	3
INTE	2999	Cooperative Education	3
Optional Electives:			
CSRV	1000	Customer Service	3
CSRV	2000	Customer Service & Sales	3
ENTP	1000	Foundations of Entrepreneurship	3
KYBD	1010	Introductory Keyboarding	3
Below are Certificate Exits Levels:			
INTE	1100	Installation and Troubleshooting, Part I	3
INTE	1110	Installation and Troubleshooting, Part II	3
TCA – Computer Technician			6
INTE	1200	Operating Systems	3
INTE	2010	Introduction to Client/Server Networking	3
INTE	2020	Server Network Infrastructure	3
INTE	2030	Active Directory Infrastructure	3
TCA – Wide Area Network Technician			12
INTE	1100	Installation and Troubleshooting, Part I	3
INTE	1110	Installation and Troubleshooting, Part II	3
INTE	1200	Operating Systems	3
INTE	2110	Networking Technologies	3
TCA – System Support Technician.....			12
INTE	1900	Web Page Design	3
INTE	1210	Introduction to Programming	3
INTE	2070	Administering & Managing SQL Server	3
TCA – Application Specialist			9
INTE	1010	Internet & Computing Literacy	3
CPTR	1310	Introduction to Spreadsheet Development	3
CPTR	1320	Introduction to Database Development	3
CPTR	2650	Advanced Database Application	3
TCA – Desktop Application Specialist			12
INTE	1100	Installation and Troubleshooting, Part I	3
INTE	1110	Installation and Troubleshooting, Part II	3
INTE	1200	Operating Systems	3
INTE	2110	Networking Technologies	3
INTE	2120	Introduction to Basic Routers	3
TCA – LAN Technician			15
INTE	1100	Installation and Troubleshooting, Part I	3
INTE	1110	Installation and Troubleshooting, Part II	3
INTE	1200	Operating Systems	3
INTE	2010	Introduction to Client/Server Networking	3
INTE	2110	Networking Technologies	3
INTE	2120	Introduction to Basic Routers	3
INTE Elective			3
CTS – Network Administrator.....			21

INFORMATION TECHNOLOGY (cont.)

INTE	1100	Installation and Troubleshooting, Part I	3
INTE	1110	Installation and Troubleshooting, Part II	3
INTE	1200	Operating Systems	3
INTE	2010	Introduction to Client/Server Networking	3
INTE	2020	Server Network Infrastructure	3
INTE	2030	Active Directory Infrastructure	3
CTS – System Analyst.....			18



National Certifications:

MCSA	A+
MCSE	Net+
CCNA	MCP
IC ³	CWNA

MACHINE TOOL TECHNOLOGY

Curriculum Last Modified Fall 2012

The Machine Tool Technology program prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, and milling machines. Computer numerical controlled machines are also introduced. The program includes making computations for dimensions and cutting feeds and speeds, using precision measuring instruments, laying out parts, and heat treatment of metals.

The instructor has the option of adding other specialty studies such as Numerical Control (NC), Computer Numerical Control (CNC), etc. in order to meet local industry needs.

Course Number	Course Title	Total Credit Hrs.
CPTR 1000	Introduction to Computers	2
MTTC 2110	Blueprint Reading	3
MTTC 2120	Introduction to Machine Tools	4
MTTC 2210	Bench Work	3
MTTC 2230	Drill Press	4
MTTC 2310	Basic Lathe I	3
MTTC 2320	Basic Lathe II	3
MTTC 2331	Advanced Lathe	4
MTTC 2410	Basic Mill I	3
MTTC 2420	Basic Mill II	3
MTTC 2431	Advanced Mill	4
MTTC 2510	Precision Grinding	3
MTTC 2710	CNC	4
JOBS 2450	Job Seeking Skills	2
	TD - Industrial Machine Shop Technician	45
	Optional Electives:	
CSRV 1000	Customer Service	3
CSRV 2000	Customer Service & Sales	3
ENTP 1000	Foundations of Entrepreneurship.....	3
	With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
MTTC 2991	Special Projects I	1
MTTC 2993	Special Projects II	2
MTTC 2995	Special Projects III	3
MTTC 2996	Special Projects IV.....	3
MTTC 2998	Special Projects V.....	1
MTTC 2997	Practicum	3
MTTC 2999	Cooperative Education	3
	Below are Certificate Exit Levels:	
MTTC 2110	Blueprint Reading	3
MTTC 2120	Introduction to Machine Tools	4
MTTC 2230	Drill Press	4
	TCA - Drill Press Operator	11
MTTC 2110	Blueprint Reading	3
MTTC 2120	Introduction to Machine Tools	4
MTTC 2310	Basic Lathe I	3
MTTC 2320	Basic Lathe II	3
MTTC 2331	Advanced Lathe	4
	CTS - Lathe Operator	17
MTTC 2110	Blueprint Reading	3
MTTC 2120	Introduction to Machine Tools	4
MTTC 2410	Basic Mill I	3
MTTC 2420	Basic Mill II	3
MTTC 2431	Advanced Mill	4
	CTS - Mill Operator	17
MTTC 2110	Blueprint Reading	3
MTTC 2120	Introduction to Machine Tools	4
MTTC 2310	Basic Lathe I	3
MTTC 2410	Basic Mill I	3
MTTC 2710	CNC	4
	CTS - CNC Operator	17

MEDICAL ASSISTANT

This program prepares students for employment in private and large group physician's offices, clinics, hospitals, medical records, laboratories and/ or insurance companies. Supervised/preceptor clinical activities are included. Prior to clinical, the student must present CPR card for Basic Life Support for Health Care Providers.

Upon completion of this competency-based program, students are eligible to take the National Certification exam from the National Association for Health Professionals.

Course Number	Course Title	Total Credit Hrs.
HMDT 1170	Medical Terminology	1
HCOR 1120	Basic Body Structure and Function	2
MAST 1110	Introduction to Medical Assistant	1
MAST 1120	Law and Ethics for Medical Assistant	2
MAST 1130	Medical Assistant Applications	2
CPTR 1000	Introduction to Computers	2
MAST 1210	Administrative Procedures I	4
MAST 1220	Clinical Procedures I	1
MAST 1230	Insurance and Medical Coding	2
ENGL 1030	Business English	3
MAST 2110	Medical Transcription	3
MAST 2130	Clinical Procedures II	1
MAST 2140	Pharmacology for Medical Assistants	2
MAST 2210	Clinical Procedures III	1
HCOR 1160	Professionalism for Healthcare Providers	1
MAST 2222	Medical Assistant Externship	2
	CTS - Medical Assistant	30
CSRV 1000	Customer Service (Optional Elective)	3
	With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
HCOR 2991	Special Projects I.....	1
HCOR 2993	Special Projects II.....	2
HCOR 2995	Special Projects III.....	3
HCOR 2996	Special Projects IV	3
HCOR 2997	Special Projects V	1

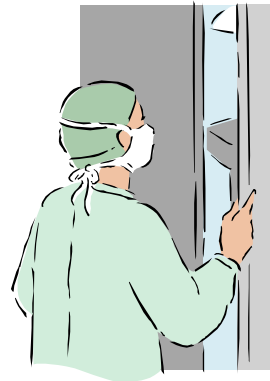


NURSE ASSISTANT

The Nurse Assistant Certificate Program prepares students for employment in long-term care facilities, home health agencies, and hospitals where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, essential OBRA skills required for certification, body structure and function, and the job-seeking process, with an introduction to computer skills, as it relates to the health care industry. Students participate in clinical activities at approved facilities under the supervision of the instructor.

Upon successful completion of this program the student is qualified for universal certification and employment in the areas of long-term care, home health care, and acute care.

Course Number	Course Title	Total Credit Hrs.
HNUR 1211	Nursing Fundamentals I	4
HCOR 1212	Skills Application	1
	TCA - Nurse Assistant	5
	Or	
HCOR 1213	Nurse Assistant Refresher Course	3
	Enrollment in HCOR 1213 will require proof of attainment of previous Nurse Assistant certification.	
	TCA – Nurse Assistant	3
CSRV 1000	Customer Service (Optional Elective).....	3
	With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
HCOR 2991	Special Projects I	1
HCOR 2993	Special Projects II	2
HCOR 2995	Special Projects III	3
HCOR 2996	Special Projects IV.....	3



PATIENT CARE TECHNICIAN

Curriculum Last Modified Summer 2012

The Patient Care Technician certificate program prepares individuals for a variety of job opportunities in the health occupations areas and is generated to meet the need for cross training of employees in health care facilities. Graduates may find employment in long-term care facilities, hospitals, laboratories, and clinics where basic bedside nursing skills are required, as well as the skills of phlebotomy, performing electrocardiograms (EKG), stress testing, and holter monitoring procedures. All OBRA skill standards are included into this competency-based curriculum. The program consists of classroom/lab instruction and supervised/preceptor clinical activities. Prior to clinical, the student must present a current CPR card for Basic Life Support for Health Care Providers.

Upon successful completion of this competency-based program, students may be eligible to take certification exams in Phlebotomy, Nursing Assistant, Electrocardiogram (EKG) Technician, and/or Patient Care Technician.

Course Number	Course Title	Total Credit Hrs.
HNUR 1211	Nursing Fundamentals I	4
HCOR 1212	Skills Application	1
	TCA – Nurse Assistant	5
CPTR 1000	Introduction to Computers	2
HCOR 1200	Introduction to Anatomy & Physiology (with Medical Terminology)	3
HEKG 1113	EKG	2
	TCA – EKG Skills	7
HCOR 1601	Communication Techniques in Healthcare	3
HPHL 1013	Phlebotomy	4
HCOR 1801	Professional Aspects for Healthcare Providers	2
	TCA - Phlebotomy Skills	9
BOTH 1210	Administrative Procedures for Medical Offices	3
	CTS - Patient Care Technician	24
	Optional Electives: (May not substitute for required courses above)	
CSRV 1000	Customer Service	3
CSRV 2000	Customer Service & Sales	3
ENTP 1000	Foundations of Entrepreneurship	3
HCOR 2991	Special Projects I.....	1
HCOR 2993	Special Projects II.....	2
HCOR 2995	Special Projects III.....	3
HCOR 2996	Special Projects IV	3
HCOR 2997	Special Projects V	1
	*Qualified Students may enroll in the following elective courses based on COMPASS or ACT scores	
AHSC 1000	Allied Health Science	3
AHMA 1000	Allied Health Math	3
AHRE 1000	Allied Health Reading	3
AHEN 1000	Allied Health English	3

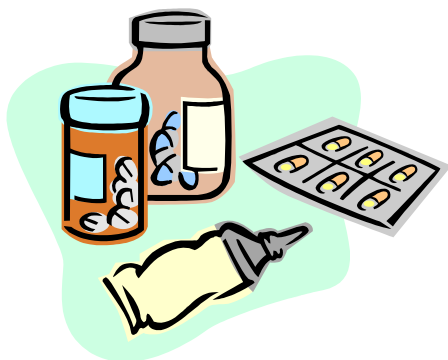


PHARMACY TECHNICIAN

Curriculum Implemented Fall 2010

The Pharmacy Technician program is structured to meet the competency standards as established by the Department of Health and Hospitals, Board of Pharmacy. The curriculum outline consists of courses designed to train students in all phases of the pharmacy technician field. This program requires classroom and lab work in areas such as medical and pharmaceutical terminology, pharmaceutical calculations, pharmacy recordkeeping, pharmaceutical techniques, pharmacy law and ethics, and customer service. An important aspect of this program is the clinical experience, which provides a bridge to future employment. The required supervised/preceptor clinical activities will be conducted in pharmacy-board approved sites such as a community pharmacy, institutional pharmacy, and/or hospital pharmacy. Prior to enrolling in clinical courses, Pharmacy Technician Candidates must register with the Pharmacy Board and possess a Pharmacy Technician Candidate Registration.

Course Number	Course Title	Total Credit Hrs.
ORNT 1000	Freshman Seminar	1
CPTR 1000	Introduction to Computers	2
	Required Core Courses	
HPHM 1200	Pharmacy Technician Fundamentals	3
HPHM 1300	Pharmacy Laws & Ethics	3
HPHM 1400	Pharmacy Math & Dosage Calculations.....	2
HPHM 1503	Pharmacology for Pharmacy Technicians I	5
HPHM 1513	Pharmacology for Pharmacy Technicians II	5
HPHM 2000	Professionalism for Pharmacy Technicians	3
HPHM 2012	Pharmacy Clinical Externship I	4
HPHM 2022	Pharmacy Clinical Externship II	5
	CTS - Pharmacy Technician	30



PRACTICAL NURSING

Curriculum Last Modified Fall 2008

The Practical Nursing program is designed to prepare the student to meet the licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The program progresses from simple to complex and consists of classroom instruction; lab practicum and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies.

Students should note that some courses have prerequisites, which must be successfully completed before enrolling into upper level courses and continuing in the program. Students must demonstrate basic computer skills prior to advancement into the acute care clinical component of the program. Practical Nursing Program Coordinators may assess a student's basic computer skills by administering a competency exam or having the student successfully complete the CPTR 1000 or a comparable computer course.

Articulated courses are determined at the discretion of the Practical Nurse Program Coordinator and based upon individual evaluation as described in the 2005 Louisiana Nursing Education Articulation Model.

Each course in the PN program must be successfully completed with a minimum score of 80%. Upon graduation, the student is awarded a diploma and is eligible to take the National Council of State Boards Licensure Examination for Practical Nurses (NCLEX-PN).

Course Number	Course Title	Total Credit Hrs.
Pre-Requisite Courses: May be exempted based on entrance test scores or successful completion of previous college level courses.		
AHSC 1000	Allied Health Science	3
AHMA 1000	Allied Health Math	3
AHRE 1000	Allied Health Reading	3
AHEN 1000	Allied Health English	3
ORNT 1000	Freshman Seminar	1
Required Practical Nursing Courses:		
HNUR 1211	Nursing Fundamentals I	4
HNUR 1212	Geriatric Clinical I	1
	TCA – Health Aid	5
HNUR 1270	Practical Nursing Perspectives	3
HNUR 1300	Anatomy and Physiology for Healthcare Providers	5
HNUR 1320	Nutritional Aspects	2
HNUR 1361	Basic Pharmacology	3
HNUR 1411	Nursing Fundamentals II	3
HNUR 1460	Advanced Pharmacology	2
HNUR 2113	Medical Surgical I	8
HNUR 2123	Medical Surgical II	8
HNUR 2133	Medical Surgical III	8
HNUR 2523	Mental Illness/Psychiatric Nursing	2.5
HNUR 2611	IV Therapy	1
HNUR 2713	Obstetrics	2.5
HNUR 2723	Pediatrics	2.5
HNUR 2813	PN Leadership & Management	2.5
	TD - Practical Nursing	58
Program Coordinators have the option to substitute HNUR 2523, 2713, or 2723 with approved courses, if needed to avoid clinical scheduling conflicts.		
CSRV 1000	Customer Service (Optional Elective)	3
The following courses may be substituted for any of the above course requirements.		
HNUR 2991	Special Projects I	1
HNUR 2993	Special Projects II	2
HNUR 2995	Special Projects III	3
HNUR 2996	Special Projects IV	3

UPHOLSTERY TECHNOLOGY*

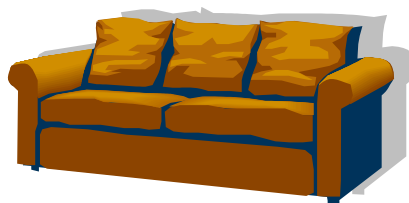
The purpose of this diploma program is to prepare individuals for employment in all aspects of upholstering furniture.

Under the supervision of the instructor, the student performs procedures for installing, repairing, arranging, and securing springs, webbing, and padding; measuring, cutting, and sewing fabrics; and filling, tufting, channeling, and buttoning cushions.

In the vehicle upholstery course, instruction includes installing auto headliners, fitting truck tonneau covers, upholstering seats, door panels, arm rests, and other advanced vehicle jobs.

Course Number	Course Title	Total Credit Hrs.
ORNT 1000	Freshman Seminar	1
UPHO 1000	General Shop Safety	2
UPHO 1011	Upholstery Techniques	6
UPHO 1021	Upholstery Benchwork	2
CPTR 1000	Introduction to Computers	2
	TCA - Upholstery Assistant	13
	NOTE: TCA coupled with one additional grouping of courses below will lead to the CTS indicated	
UPHO 1031	Introduction to Furniture Techniques	6
UPHO 1041	Basic Furniture Techniques I	2
UPHO 1051	Basic Furniture Techniques II	6
UPHO 1061	Basic Furniture Techniques III	2
	CTS - Furniture Technician I	29
UPHO 2001	Advanced Furniture Techniques I	6
UPHO 2011	Advanced Furniture Techniques II	2
UPHO 2021	Advanced Furniture Techniques III	4
UPHO 2031	Advanced Furniture Techniques IV	2
	CTS - Furniture Technician II	27
UPHO 1030	Shop Management	1
JOBS 2450	Job Seeking Skills	2
UPHO 2101	Vehicle Upholstery Techniques I	5
UPHO 2111	Vehicle Upholstery Techniques II	2
	CTS - Vehicle Upholstery Technician	23
	TD - Upholstery Technician	53
CSRV 1000	Customer Service (Optional Elective).....	3
	With approval from the Chief Academic Officer/designee, the following courses may be substituted for any of the above course requirements.	
UPHO 2991	Special Projects I	1
UPHO 2993	Special Projects II	2
UPHO 2995	Special Projects III	3
UPHO 2996	Special Projects IV	3
UPHO 2997	Practicum	3
UPHO 2999	Cooperative Education	3

*Prison program offered to inmates only



WELDING

Curriculum Last Modified Fall 2012

The purpose of the Welding Program is to prepare individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe-welding, plasma arc cutting, blueprint reading, weld symbols, and joints. After completing this program, the student will have covered the skills designated by the American Welding Society and will be prepared to take the AWS Entry Level Welder test.

Course Number	Course Title	Total Credit Hrs.
The following program course listings and exit points are non-sequential and delivered depending on industry need and student selection. Courses are required to be taken only once if successfully completed to satisfy exit credentials. The advisor will assist in proper course sequencing to obtain exit credentials.		
WELD 1110	Occupational Orientation & Safety	2
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes - CAC/PAC	3
WELD 1411	SMAW - Fillet Weld	3
WELD 2110	FCAW - Basic Fillet Welds	3
	CTS – Production Line Welder	15
WELD 2111	FCAW - Groove Welds	3
WELD 2310	GMAW – Basic Fillet Weld	3
WELD 2311	GMAW - Groove Weld	3
WELD 1420	SMAW - V-Groove Open	3
WELD 1510	SMAW - Pipe 2g	3
WELD 1511	SMAW - Pipe 5g	3
WELD 1512	SMAW - Pipe 6g	3
WELD 2220	GTAW Pipe 5g	3
WELD 2221	GTAW Pipe 2g	3
WELD 2222	GTAW Pipe 6g	3
	TD - Welding	45
	Certificate Exit Levels Are Below:	
WELD 1110	Occupational Orientation & Safety	2
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes – CAC/PAC	3
WELD 1411	SMAW Fillet Weld	3
WELD 1412	SMAW – V-Groove BU/GOUGE	3
	CTS – Structural Welder	15
WELD 1110	Occupational Orientation & Safety	2
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1420	SMAW – V-Groove Open	3
WELD 1510	SMAW – Pipe 2G	3
WELD 1511	SMAW – Pipe 5G	3
WELD 1512	SMAW – Pipe 6G	3
	CTS – SMAW Pipe Welder	18
WELD 1110	Occupational Orientation & Safety	2
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 2210	GTAW – Basic Multi-Joint	3
WELD 2220	GTAW – Pipe 5G	3
WELD 2221	GTAW – Pipe 2G	3
WELD 2222	GTAW – Pipe 6G	3
	CTS – GTAW Pipe Welder	18
WELD 1110	Occupational Orientation & Safety	2
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes – CAC/PAC	3
WELD 2110	FCAW – Basic Fillet Weld.....	3
WELD 2111	FCAW – Groove Weld	3
	CTS – FCAW Pipe Welder	15

WELD 1110	Occupational Orientation & Safety	2
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes – CAC/PAC	3
WELD 2310	GMAW– Basic Fillet Weld	3
WELD 2311	GMAW – Groove Weld	3
	CTS – GMAW Pipe Welder	15
	Optional Electives:	
CPTR 1000	Introduction to Computers	2
CPTR 1002	Computer Literacy & Applications	3
WELD 1120	Basic Blueprint, Metallurgy & Weld Symbols	3
WELD 1121	Advanced Blueprint Reading	4
WELD 1130	Welding Inspection & Testing	2
WELD 2991	Special Projects I	1
WELD 2993	Special Projects II	2
WELD 2995	Special Projects III	3
WELD 2992	Special Projects IV	2
WELD 2994	Special Projects V	4
WELD 2990	Special Projects VI	6

Course Descriptions

AIR CONDITIONING AND REFRIGERATION

HACR 1150 HAVC Introduction

Lecture 1, Lab 2, Credit 3

This course includes information needed to prepare individuals to enter the Air Conditioning and Refrigeration Industry. It also includes basic safety and health, inventory control, stock management, vehicle maintenance, licensure, certification requirements, and basic business management practices.

Prerequisite: Provisional admission

HACR 1160 Principles of Refrigeration I

Lecture 1, Lab 2, Credit 3

This course includes the proper and safe use of hand tools including power tools and materials in the HVAC Industry. It also provides for a review of HVAC and refrigeration processes and applications.

Prerequisite: HACR1150

HACR 1170 Principles of Refrigeration II

Lecture 1, Lab 2, Credit 3

This course provides 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.

Prerequisites: HACR 1150, HACR1160

HACR 1180 Principles of Refrigeration III

Lecture 1, Lab 2, Credit 3

This course provides the student with the skills and knowledge to recover, recycle, and reclaim refrigerant. The class will consist of a combination of lectures, videos, and practice tests. At the end of the course, the student will take the EPA Section 608 certification test.

Prerequisites: HACR 1150, HACR 1160, HACR 1170

HACR 1210 Electrical Fundamentals

Lecture 1, Lab 2, Credit 3

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: Provisional admission

HACR 1220 Electrical Components

Lecture 1, Lab 2, Credit 3

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.

Prerequisite: HACR 1210

HACR 1230 Electrical Motors

Lecture 1, Lab 2, Credit 3

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.

Prerequisites: HACR 1210, HACR 1220

HACR 1240 Applied Electricity And Troubleshooting

Lecture 1, Lab 2, Credit 3

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.

Prerequisites: HACR 1210, HACR 1220, HACR 1230

HACR 1410 Domestic Refrigeration

Lecture 1, Lab 1, Credit 2

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

Prerequisites: HACR1150, HACR1160, HACR1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240

HACR 1420 Room Air Conditioners

Lecture 1, Lab 1, Credit 2

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

Prerequisites: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240

HACR 2510 Residential Central Air Conditioning I

Lecture 1, Lab 2, Credit 3

This course includes the study and theory of the major components and functions of central air conditioning systems. It also includes the study of air conditioning systems types and the proper and safe use of instruments and safety.

Prerequisites: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240

HACR 2520 Residential Central Air Conditioning II

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240, HACR 2510

HACR 2530 Residential System Design

Lecture 1, Lab 1, Credit 2

This course includes theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices.

Prerequisites: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240

HACR 2540 Residential Heating I

Lecture 1, Lab 2, Credit 3

This course includes theory and study of the principles and practices for the operation, diagnosis and service of residential and small commercial heating systems. Topics include electrical controls, gas valves, piping, venting, code requirements, principles of combustion and safety for gas and electrical heating.

Prerequisites: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240

HACR 2550 RESIDENTIAL HEATING II

Lecture 1, Lab 2, Credit 3

This course includes 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.

Prerequisites: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240, HACR 2540

HACR 2560 Residential Heat Pumps

Lecture 1, Lab 1, Credit 2

This course includes theory and study of heat pumps and related systems and the fundamentals of heat pump operation and diagnosis. Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included. Prerequisites: HACR 1150, HACR 1160, HACR 1170, HACR 1180, HACR 1210, HACR 1220, HACR 1230, HACR 1240

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

SPPR 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

SPPR 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

SPPR 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

SPPR 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

SPPR 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

SPPR 2998 Special Projects V

Lecture 1, Lab 0, Credit 1

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

Prerequisite: Consent of instructor

SPPR 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

AUTOMOTIVE TECHNOLOGY

AUTO 1100 General Engine Diagnosis and Repair

Lecture 0, Lab 2, Credit 2

This course teaches the techniques used in diagnosing automotive engines and determining the necessary repair procedures. It also covers removal and installation of automotive engines.

Prerequisite: None

AUTO 1110 Cylinder Head and Valve Train Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and repair methods for diagnosing and reconditioning cylinder heads.

Prerequisites: None

AUTO 1120 Engine Block Assembly Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and repair methods for diagnosing and reconditioning engine blocks.

Prerequisite: None

AUTO 1130 Lubrication and Cooling System Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods for the diagnosis and repair of automotive engine lubrication and cooling system.

Prerequisite: None

AUTO 1200 General Transmission and Transaxle Diagnosis

Lecture 0, Lab 1, Credit 1

This course teaches the techniques and procedures used in the diagnosis of automatic transmissions and transaxles.

Prerequisite: None

AUTO 1210 Transmission and Transaxle Maintenance

Lecture 0, Lab 1, Credit 1

This course teaches the procedures for the servicing of automatic transmissions and transaxles. It also teaches linkage adjustments.

Prerequisite: None

AUTO 1220 In-Vehicle Repair

Lecture 0, Lab 1, Credit 1

This course teaches the repair and adjustment procedures that can be performed with the transmission or transaxle installed in the vehicle.

Prerequisite: None

AUTO 1230 Off-Vehicle Transmission and Transaxle Repair I

Lecture 0, Lab 1, Credit 1

This course teaches the procedures for removal, disassembly, reassembly, and reinstallation of automatic transmissions and transaxles. It also covers the procedures for the repair of torque converters and oil pump assemblies.

Prerequisite: None

AUTO 1240 Off-Vehicle Transmission and Transaxle Repair II

Lecture 0, Lab 1, Credit 1

This course teaches the procedures for the inspection and measurement of gear trains, shafts, bushings and cases.

Prerequisite: None

AUTO 1300 Drive Train and Clutch Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods of diagnosis for manual drive trains and clutches. It also covers removal, installation, and adjustments of clutches.

Prerequisite: None

AUTO 1310 Transmission and Transaxle Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods for removal, installation, and reconditioning of manual transaxle and transmission units.

Prerequisite: None

AUTO 1320 Drive and Half Shaft and Universal Joint Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods for diagnosis and repair of drive, half, and universal joints.

Prerequisite: None

AUTO 1330 Drive Axle Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods for diagnosis and repair of standard differentials, limited slip differentials and drive axle shafts.

Prerequisite: None

AUTO 1340 Four and All-Wheel Drive Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods for diagnosis and repair of four and all-wheel drive vehicles.

Prerequisite: None

AUTO 1400 General Steering and Suspension Diagnosis

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods used in diagnosing steering and suspension systems.

Prerequisite: None

AUTO 1410 Steering System Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the different types of steering systems and the procedures and methods to diagnose and repair steering systems. It also includes instruction on supplemental restraint systems (Air Bags).

Prerequisite: None

AUTO 1420 Suspension Systems Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the different types of suspension systems and the procedures and methods used for diagnose and repair.

Prerequisite: None

AUTO 1430 Wheel Alignment Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the principles of geometry necessary to understand the procedures and methods for diagnosis and alignment of steering systems.

Prerequisite: None

AUTO 1440 Wheel and Tire Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods in the servicing automotive tire and wheel assemblies including rotating, balancing, and repair.

Prerequisite: None

AUTO 1500 Hydraulic Systems Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the principles of physics as related to fluid pressures and hydraulics. It also teaches the procedures and methods of diagnosis of the automotive hydraulic system.

Prerequisite: None

AUTO 1510 Drum Brake Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods necessary to diagnose and repair drum brake systems.

Prerequisite: None

AUTO 1520 Disc Brake Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods necessary to diagnose and repair disc brake systems.

Prerequisite: None

AUTO 1530 Power Assist Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods necessary to diagnose and repair power assist units in automotive braking systems.

Prerequisite: None

AUTO 1540 Antilock and Traction Control Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods necessary to diagnose and repair antilock brake systems and traction control systems.

Prerequisite: None

AUTO 1600 General Electrical System Diagnosis

Lecture 0, Lab 2, Credit 2

This course teaches the electrical principles of Ohm's Law, Series Circuits, Parallel Circuits, and Series Parallel circuits. It also teaches the basic methods of electrical diagnosis and use of schematic and wiring diagrams.

Prerequisite: None

AUTO 1610 Battery Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods necessary to diagnose and repair the battery and associated electrical components.

Prerequisite: None

AUTO 1620 Starting Systems Diagnosis and Repair

Lecture 0, Lab 2, Credit 2

This course teaches the procedures and methods necessary to diagnose and repair starting systems including the removal and installation of components.

Prerequisite: None

AUTO 1630 Charging Systems Diagnosis and Repair

Lecture 0, Lab 2, Credit 2

This course teaches the procedures and methods necessary to diagnose and repair charging systems including removal and installation of components.

Prerequisite: None

AUTO 1640 Lighting Systems, Gauges, Warning Devices, and Driver Information Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods necessary to diagnose and repair lighting systems, gauges, warning devices and driver information systems.

Prerequisite: None

AUTO 1650 Horn and Wiper/Washer Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods necessary to diagnose and repair windshield wiper/washer systems and the horn system.

Prerequisite: None

AUTO 1660 Electrical Accessories Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods necessary to diagnose and repair other electrical accessories such as power door locks and GPS navigation systems.

Prerequisite: None

AUTO 1700 HVAC System Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the principles of refrigeration and the procedures and methods necessary to diagnose and repair automotive air conditioning systems.

Prerequisite: None

AUTO 1710 Refrigeration System Component Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods necessary to diagnose and repair individual components of the air conditioning system.

Prerequisite: None

AUTO 1720 Heating and Ventilation System Component Diagnosis and Repair

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods necessary to diagnose and repair automotive heating and ventilation systems.

Prerequisite: None

AUTO 1730 Operating Systems and Related Controls

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods necessary to diagnose and repair electrical, vacuum, and automatic temperature controls.

Prerequisite: None

AUTO 1740 Refrigerant Recover, Recycling, and Handling

Lecture 0, Lab 1, Credit 1

This course teaches the procedures and methods necessary to properly handle and store refrigerants.

Prerequisite: None

AUTO 1800 General Engine Diagnosis

Lecture 0, Lab 3, Credit 3

This course teaches the principles of internal combustion engines and the procedures and methods necessary to diagnose general engine mechanical problems.

Prerequisite: None

AUTO 1810 Computerized Engine Controls Diagnosis and Repair

Lecture 0, Lab 3, Credit 3

This course teaches the procedures and methods necessary to diagnose and repair computerized engine controls by retrieving and storing diagnostics codes.

Prerequisite: None

AUTO 1820 Ignition Systems Diagnosis and Repair

Lecture 0, Lab 2, Credit 2

This course teaches the procedures and methods necessary to diagnose and repair the various types of ignition systems in use today.

Prerequisite: None

AUTO 1830 Fuel, Air Induction, and Exhaust Systems

Lecture 0, Lab 2, Credit 2

This course teaches the procedures and methods necessary to diagnose and repair fuel supply and fuel delivery systems. It also teaches the repair procedures for intake and exhaust systems.
Prerequisite: None

AUTO 1840 Emissions Systems Diagnosis and Repair

Lecture 0, Lab 3, Credit 3

This course teaches the procedures and methods necessary to diagnose and repair the myriad of emissions controls systems on modern automobiles.

Prerequisite: None

AUTO 1850 Engine Related Services

Lecture 0, Lab 2, Credit 2

This course teaches the procedures and methods necessary to diagnose and repair mechanical timing devices, and cooling system components.

Prerequisite: None

CPTR 1000 Introduction to Computers

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: None

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

AUTO 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

AUTO 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

AUTO 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

AUTO 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

AUTO 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

AUTO 2998 Special Projects V

Lecture 1, Lab 0, Credit 1

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

Prerequisite: Consent of instructor

AUTO 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

BARBER-STYLING

BARB 1110 History of Barbering and the Professional Image

Lecture 2, Lab 0, Credit 2

This course includes history, ethical/legal behavior, hygiene, grooming, and maintaining the professional image of the barber-stylist, as well as the LA State Board of Barber Examiners Rules and Regulations.

Prerequisite: None

BARB 1120 Sanitation, Bacteriology, Safety with Tools, Implements, and Equipment Theory and Practice

Lecture 0, Lab 2, Credit 2

This course is a study of the types of bacteria and methods of cleaning and sanitizing, as well as safety precautions and identification and use of barbering implements, tools, and equipment.

Prerequisite: None

BARB 1131 Sanitation, Bacteriology, Safety with Tools, Implements, and Equipment Lab

Lecture 0, Lab 1, Credit 1

Student performance is the emphasis of this course, which includes safety and methods of cleaning and sanitizing, as well as identification, handling, and care of tools, implements, and equipment.

Prerequisite: None

BARB 1160 Men's/Women's Basic Haircutting/Styling Theory and Practice

Lecture 0, Lab 2, Credit 2

The theory of the art of cutting and styling men's and women's hair using fundamental principles of the tapered haircut/styling while considering various facial shapes is discussed and demonstrated.

Prerequisite: None

BARB 1220 Shaving, Mustaches, and Beards Theory and Practice

Lecture 0, Lab 1, Credit 1

Areas to be shaved are explained and the theory of the standard strokes are studied and used to demonstrate the professional shave. The theory of the artistic services of mustache and beard trimming is also a part of this course.

Prerequisite: None

BARB 1211 Barber-Styling Lab I

Lecture 0, Lab 4, Credit 4

Student performance of men's and women's basic haircutting/styling (160 Hours) and shaving, mustache, and beard design (20 Hours) is the emphasis of this class.

Prerequisite: None

BARB 1410 Electricity and Safety

Lecture 1, Lab 0, Credit 1

This course describes the common types of electrical currents and equipment used, as well as the procedures, benefits, and required safety precautions. The types, uses, and safety precautions of light therapy are also discussed.

Prerequisite: None

BARB 1140 Facial Massage and Treatments Theory and Practice

Lecture 0, Lab 2, Credit 2

A study of the bones, nerves, muscles, and motor points of the head, face, and neck related to facial massage manipulations and procedures. Demonstration of equipment used for the complete facial and other types of facials, as well as the physiological effects/benefits are discussed.

Prerequisite: None

BARB 1150 Properties/Disorders/Treatments of Skin, Scalp, and Hair Theory and Practice

Lecture 0, Lab 2, Credit 2

In this course, skin, scalp, and hair are analyzed according to structure and function. Performing the shampoo, using hair rinses and conditioners, as well as other modes of scalp and hair treatment are explored in order to meet the client's individual needs.

Prerequisite: None

BARB 1231 Barber-Styling Lab II

Lecture 0, Lab 2, Credit 2

Student performance is the emphasis of this course, which includes facial massage manipulations and procedures, as well as the treatments of the scalp and hair (shampooing, rinsing and conditioning).

Prerequisite: None

BARB 1310 Permanent Waving/Chemical Hair Relaxing Theory and Practice

Lecture 0, Lab 3, Credit 3

The principal actions and purposes of permanent waving, soft curl permanents, and chemical hair relaxing of the hair are discussed. Appropriate rodding and perming procedures, types of perms and relaxers, safety precautions, and the hair analysis and record are explained and demonstrated.

Prerequisite: None

BARB 1321 Permanent Waving/Chemical Hair Relaxing Lab

Lecture 0, Lab 2, Credit 2

Student performance of permanent waving, soft curl perms, and chemical relaxing of the hair are the emphasis of this class.

Prerequisite: None

BARB 1350 Chemistry

Lecture 2, Lab 0, Credit 2

A brief exploration of the nature and structure of matter in order to assist barber-stylists in their professional work.

Prerequisite: None

BARB 1420 Anatomy and Physiology

Lecture 1, Lab 1, Credit 2

A discussion of the structure and function of the body systems related to barber-styling skills with emphasis on the bones, nerves, and muscles of the face, head, and neck.

Prerequisite: None

BARB 1430 Men's Hairpieces Theory

Lecture 0, Lab 1, Credit 1

A study of the care and fitting of the types of men's hairpieces, including construction details, measuring and fitting the client, cutting-in/styling, coloring, and appropriate care/cleaning.
Prerequisite: None

BARB 1441 Barber-Styling Lab III

Lecture 0, Lab 5, Credit 5

Student performance of the care and fitting of men's hairpieces (10 Hours) and men's and women's basic and advanced haircutting/styling (200 Hours) is the focus of this class.

Prerequisite: None

BARB 2630 Professionalism for Barber Styling

Lecture 1, Lab 0, Credit 1

Students learn to identify and perform skills necessary to make immediate and future decisions concerning job choices and educational growth.

Prerequisite: None

BARB 1330 Hair Coloring Theory and Practice

Lecture 0, Lab 2, Credit 2

The laws of color and principles of hair coloring and lightening, classifications and solutions related to hair color, and safety precautions and procedures are explained.

Prerequisite: None

BARB 1341 Hair Coloring Lab

Lecture 0, Lab 2, Credit 2

Student performance of hair coloring and lightening procedures and required safety precautions are the emphasis of this class.

Prerequisite: None

BARB 2111 Barber-Styling Shop Management and Sales

Lecture 0, Lab 2, Credit 2

In this course the students manage the school-based shop according to the LA State Board of Barber Examiners rules and regulations under instructor supervision. Information is given on business principles, sales, management techniques, as well as requirements for opening or working in a shop.

Prerequisite: None

BARB 2120 LA State Barber Board Review Theory

Lecture 3, Lab 0, Credit 3

A comprehensive review of theory in preparation for taking the state written exam for licensure

Prerequisite: None

BARB 2131 LA State Barber Board Review

Lecture 0, Lab 4, Credit 4

A comprehensive review of practical experiences in men's and women's haircutting/styling (110 Hours) and permanent waving, chemical hair relaxing, soft curl perms, and coloring (70 Hours) in preparation for taking the state practical exam for licensure.

Prerequisite: None

CPTR 1000 Introduction to Computers

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: None

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

BARB 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

BARB 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

BARB 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

BARB 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

BARB 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

BARB 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

BUSINESS OFFICE TECHNOLOGY

ACCT 1100 Principles of Accounting Part I

Lecture 2, Lab 1, Credit 3

This course covers fundamental principles of double-entry accounting, with emphasis on journalizing, posting, and the preparation of financial statements; also accounting for cash and work at close of the fiscal period using the cash basis for a service enterprise.

Prerequisite: None

ACCT 1200 Principles of Accounting Part II

Lecture 2, Lab 1, Credit 3

This course covers fundamental accounting principles relating to sales and receipts, purchases and payments, cash, and payroll; accrual accounting for a merchandising business including the periodic summary, adjustments, and end-of-period closing procedures.

Prerequisite: ACCT 1100

ACCT 1250 Payroll Accounting

Lecture 3, Lab 0, Credit 3

This course covers accounting principles and procedures relating to payroll accounting, including payroll and personnel records and reports; computation and payment of wages and salaries, social security taxes, income tax withholding; unemployment compensation taxes; and the analysis and recording of payroll transactions.

Prerequisite: ACCT 1200 or consent of the instructor

ACCT 1300 Intermediate Accounting

Lecture 2, Lab 1, Credit 3

Accounting principles relating to accounts receivable, accounts payable, uncollectible accounts, notes and interest, merchandise inventory, property, plant, and equipment; and accounting for partnerships.

Prerequisite: ACCT 1200

ACCT 1400 Advanced Accounting

Lecture 2, Lab 1, Credit 3

This course covers principles relating to the corporate organization, including accounting for accounting principles and reporting standards. Financial reporting and analyses including cash flow statements, measures of profitability, liquidity, and financial strength, and accounting for departmentalized profit and cost centers is also covered.

Prerequisite: ACCT 1200

ACCT 1500 Computerized Accounting

Lecture 2, Lab 1, Credit 3

This course covers basic accounting principles utilizing the application of a computerized accounting package which includes setting up the accounting system, recording routine transactions, preparing financial statements, and completing the year-end operations.

Prerequisite: ACCT 1200

BOTH 1120 General Body Structure

Lecture 3, Lab 0, Credit 3

This course covers identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each.

Prerequisite: None

BOTH 1210 Administrative Procedures for Medical Offices

Lecture 3, Lab 0, Credit 3

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: None

BOTH 1230 Insurance Billing

Lecture 3, Lab 0, Credit 3

This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available.

Prerequisites: BOTH 1120; can be taken concurrently with BOTH 1240

BOTH 1240 Coding

Lecture 3, Lab 0, Credit 3

This course covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available.

Prerequisites: BOTH 1120; can be taken concurrently with BOTH 1230

BOTH 1250 Advanced Coding

Lecture 2, Lab 1, Credit 3

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

Prerequisites: BOTH 1120, BOTH 1230, BOTH 1240

BOTH 1300 Medical Office Terminology

Lecture 3, Lab 0, Credit 3

This course is an introduction of basic medical terms by use of prefixes, suffixes, and anatomical roots.

Prerequisite: None

BOTH 2110 Medical Office Transcription

Lecture 3, Lab 0, Credit 3

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

Prerequisites: BOTH 1300, KYBD 1111

BUSE 1030 Business English

Lecture 3, Lab 0, Credit 3

This course is a concentrated and intensive study of English grammar and usage as applied to business documents and applications.

Prerequisite: Satisfactory completion of all required Developmental Education English/Writing courses

BUSE 1045 Business Communication

Lecture 3, Lab 0, Credit 3

This course is a study of concepts and methods of business communication.

Prerequisite: Satisfactory completion of all required Developmental Education English/Writing courses, BUSE 1030, KYBD 1111

BUSM 1050 Business Math

Lecture 2, Lab 1, Credit 3

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

Prerequisite: Satisfactory completion of all required Developmental Education Math courses

CPTR 1002 Computer Literacy and Applications

Lecture 3, Lab 0, Credit 3

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: None

CPTR 1310 Database Management

Lecture 2, Lab 1, Credit 3

This course covers basic methods for creating a database, adding, changing and deleting information in a database, printing data in the form of reports, and the printing of address labels.

Prerequisite: CPTR 1002

CPTR 1320 Spreadsheets

Lecture 1, Lab 2, Credit 3

This course focuses on the basic fundamentals of producing spreadsheets and graphs.

Prerequisite: CPTR 1002

CSRV 1000 Customer Service

Lecture 3, Lab 0, Credit 3

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: None

ISYS 1440 Word Processing

Lecture 1, Lab 2, Credit 3

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: KYBD 1111

ISYS 1650 Desktop Publishing

Lecture 2, Lab 1, Credit 3

This course includes basic concepts in creating documents containing graphics and text. Current version of popular word processing/graphics software is incorporated.

Prerequisite: ISYS1440 or discretion of instructor

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

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

Prerequisites: None

KYBD 1010 Introductory Keyboarding

Lecture 3, Lab 0, Credit 3

This course is an introduction to basic keyboarding terminology and touch typing. Emphasis is placed on speed, accuracy, and correct techniques.

Prerequisite: None

KYBD 1111 Introduction to Formatting

Lecture 1, Lab 2, Credit 3

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.

Prerequisites: CPTR 1002, KYBD 1010

MATR 1350 Machine Transcription

Lecture 3, Lab 0, Credit 3

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.

Prerequisites: BUSE 1030, ISYS 1440 or KYBD 1111

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

OSYS 1100 Records Management

Lecture 3, Lab 0, Credit 3

This course includes basic records management terminology, procedures, classification systems, electronic and manual storage, retrieval, and disposal, compliance with freedom of information laws and Privacy Act.

Prerequisite: None

OSYS 2530 Office Procedures

Lecture 3, Lab 0, Credit 3

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.

Prerequisites: BUSE 1030, ISYS 1440

SPPR 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

SPPR 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

SPPR 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

SPPR 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

SPPR 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

SPPR 2998 Special Projects V

Lecture 1, Lab 0, Credit 1

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

Prerequisite: Consent of instructor

SPPR 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

CARE AND DEVELOPMENT OF YOUNG CHILDREN**CDYC 1110 Introduction to Care and Development of Young Children**

Lecture 3, Lab 0, Credit 3

An introduction to Care and Development of Young Children as a part of total education to include the study of theory, models, contemporary issues, professionalism, career opportunities, observing and recording, technology, and developmentally appropriate practices (DAP).

Prerequisite: None

CDYC 1120 Health, Safety, and Nutrition

Lecture 1, Lab 1, Credit 3

This course examines health, safety, and nutrition for children. Signs and symptoms of common communicable diseases, pediatric first aid, and infant/child Cardiopulmonary Resuscitation (CPR) are covered. 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: None

CDYC 1130 Child Guidance and Behaviors

Lecture 1, Lab 1, Credit 3

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

Prerequisite: None

CDYC 1151 Observation/Participation/Lab

Lecture 0, Lab 3, Credit 3

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

Prerequisite: None

CDYC 1210 Growth and Development of Young Children

Lecture 2, Lab 1, Credit 3

This course includes a holistic approach to the study of the physical, cognitive, social, and emotional development needs and related theories of infant/toddlers and preschooler age children.

Prerequisite: None

CDYC 1220 Infant/Toddler Care and Curriculum

Lecture 1, Lab 1, Credit 3

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: None

CDYC 1230 Family Relationships and Issues

Lecture 1, Lab 1, Credit 2

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: None

CDYC 1241 Infant/Toddler Lab

Lecture 0, Lab 3, Credit 3

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

Prerequisite: None

CDYC 1320 Preschool Curriculum

Lecture 1, Lab 2, Credit 3

This course includes a study of developmentally appropriate practices, including cultural diversity scheduling, classroom environments, and assessing needs to individualize activities and utilize emergent curricula with young children.

Prerequisite: None

CDYC 1330 Literature/Language Methods

Lecture 1, Lab 2, Credit 3

This course will examine young children's emergent use and understanding of literacy. This course will 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. This course will also consider and promote issues of individual and cultural differences. Technology in language and literacy development will be explored.

Prerequisite: None

CDYC 1332 Preschool Methods

Lecture 2, Lab 1, Credit 3

This course includes a 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. It also includes selection, development, and presentation of instructional materials with an integrated curriculum approach.

Prerequisite: None

CDYC 1340 Music and Motion

Lecture 3, Lab 0, Credit 3

A study of music and movement needs of the young child, especially sensory motor development.

Prerequisite: None

CDYC 1341 Preschool Lab

Lecture 0, Lab 3, Credit 3

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

Prerequisite: None

CDYC 1410 Children with Special Needs

Lecture 1, Lab 1, Credit 2

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: None

CDYC 1420 Organization and Administration of Care and Development of Young Children

Lecture 1, Lab 2, Credit 3

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: None

CDYC 2211 Practicum in Care and Development of Young Children

Lecture 0, Lab 5, Credit 5

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

Prerequisite: Permission of instructor

CDYC 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

CDYC 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

CDYC 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

CDYC 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

CDYC 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

CDYC 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

CARPENTRY

CARP 1110 Introduction and Safety

Lecture 1, Lab 0, Credit 1

Introduces industry trends, career levels, and future trends in carpentry. Covers safety required in the use of equipment and construction.

Prerequisite: None

CARP 1120 Hand Tools

Lecture 1, Lab 1, Credit 2

Basic skills and safety in the use of hand tools.

Prerequisite: None

CARP 1130 Power Tools

Lecture 2, Lab 2, Credit 4

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

Prerequisite: None

CARP 1140 Building Materials

Lecture 1, Lab 1, Credit 2

Identification of types, sizes, and grades of building materials, and fasteners and adhesives.

Prerequisite: None

CARP 2620 Applied Mathematics 1

Lecture 2, Lab 1, Credit 3

A general mathematics course covering general mathematical skills in whole numbers, fractions, and decimals.

Prerequisite: None

CARP 1150 Blueprint Reading

Lecture 2, Lab 3, Credit 5

Methods of reading an architect scale and sketching simple woodworking projects. Also includes reading and sketching house plans.

Prerequisite: None

CARP 2110 Site Layout

Lecture 1, Lab 1, Credit 2

Basic skills and use of transits, levels, and other measuring devices to lay out a building site and erect batter boards.

Prerequisite: None

CARP 2120 Foundations and Floor Framing

Lecture 2, Lab 3, Credit 5

Basic skills for building forms for patios, sidewalks, house slabs, and skills needed for framing floors.

Prerequisite: None

CARP 2131 Wall and Ceiling Framing

Lecture 0, Lab 4, Credit 4

Teaches the skills needed for framing walls and ceilings.

Prerequisite: None

CARP 2210 Roofing I

Lecture 2, Lab 4, Credit 6

Layout and framing skills used in basic roof design. Use of the framing square is covered.

Prerequisite: None

CARP 2220 Roofing II

Lecture 2, Lab 4, Credit 6

Layout and framing skills used in more complex roof designs.

Prerequisite: CARP 2210

CARP 2230 Exterior Finish and Trim

Lecture 1, Lab 2, Credit 3

Various exterior finishes, materials, and trim are covered.

Prerequisite: None

CARP 2310 Interior Finish and Trim

Lecture 1, Lab 2, Credit 3

Various interior finishes, materials, and trim are covered.

Prerequisite: None

CARP 2320 Cabinetmaking

Lecture 2, Lab 4, Credit 6

Cabinetmaking skills. Includes face frames, drawers, and raised panels.

Prerequisite: None

CPTR 1000 Introduction to Computers

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: None

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

CARP 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

CARP 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

CARP 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

CARP 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

CARP 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

CARP 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

COLLISION REPAIR TECHNOLOGY

CLRP 1110 Shop Orientation and Safety

Lecture 1, Lab 0, Credit 1

Overview of the collision repair industry and basic safety and health information needed to prepare individuals entering the work force.

Prerequisites: None

CLRP 1121 Tools and Equipment

Lecture 0, Lab 3, Credit 3

Fundamentals of hand and power tools, identifying and safeguarding equipment and materials used in the collision repair industry.

Prerequisite: CLRP 1110

CLRP 1131 Identification and Analysis

Lecture 0, Lab 3, Credit 3

The analysis of body construction. Emphasis is given to diagnosis and repair of collision related items.

Prerequisite: CLRP 1110

CLRP 2130 Basic Metal Alignment and Finish

Lecture 1, Lab 5, Credit 6

Basic repair techniques used in the alignment of body panels such as dent pulling, minor repairs, etc.. Also includes the basics of metal finishing.

Prerequisite: CLRP 1110

CLRP 1311 Automotive Trim and Glass

Lecture 0, Lab 4, Credit 4

The application of body trim and glass removal and installation. Includes the removal and replacement of interior and exterior trim and locking mechanisms as well as removal and replacement and alignment of moveable glass.

Prerequisite: CLRP 1110

CLRP 1210 Frame and Body

Lecture 2, Lab 4, Credit 6

Includes instructions in unibody and frame construction. Emphasis is given to proper measuring and straightening techniques, stress and failure analysis, the use of gauging equipment, and alignment of components.

Prerequisite: CLRP 1110

CLRP 1150 Mechanical Components

Lecture 3, Lab 3, Credit 6

Covers mechanical components such as steering, suspension, brakes, cooling system, climate control, etc which might be damaged in a collision.

Prerequisite: CLRP 1110

CLRP 1230 Panel Replacement

Lecture 1, Lab 5, Credit 6

Provides the skills for panel removal, replacement, and alignment of bonded, welded, and bolted assemblies.

Prerequisite: CLRP 1110

CLRP 2140 Corrosion

Lecture 1, Lab 2, Credit 3

Theory and application leading to an understanding of corrosion principles applied by manufacturing for the protection against corrosion.

Prerequisite: CLRP 1110

CLRP 1220 Welding and Cutting

Lecture 1, Lab 3, Credit 4

The application of welding equipment and procedures as they pertain to collision repair processes. Emphasis is given to the set up and use of oxy gas equipment, MIG, and other welding equipment.

Prerequisite: CLRP 1110

CLRP 1140 Basic Automotive Electricity

Lecture 2, Lab 1, Credit 3

A study of basic electrical properties and their behavior in electrical circuits. The course also emphasizes the reading and interpretation of wiring diagrams and schematics.

Prerequisite: CLRP 1110

CLRP 1320 Refinishing/ Detailing

Lecture 2, Lab 5, Credit 7

Theory and application of surface preparation, refinishing, and detailing procedures. Includes surface preparation and the proper operation of spray equipment, priming, top coat application, color adjustment, polishing and compounding.

Prerequisite: CLRP 1110

CLRP 2121 Plastic Repair

Lecture 0, Lab 1, Credit 1

The fundamentals of plastic repair. Emphasis is given to the proper repair procedures for rigid and flexible plastic. Includes plastic welding and bonding procedures.

Prerequisite: CLRP 1110

CLRP 2111 Restraint Systems

Lecture 0, Lab 2, Credit 2

A study of the types and operation of passive and active restraint systems. Includes theory of operation, components, troubleshooting, and removal and replacement of restraint systems.

Prerequisite: CLRP 1110

CPTR 1000 Introduction to Computers

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: None

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

CLRP 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

CLRP 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

A course is designed for students who demonstrated specific special needs.

Prerequisite: Consent of instructor

CLRP 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

CLRP 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

CLRP 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

CLRP 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

COSMETOLOGY

COSM 1110 Introduction, Decontamination, and Infection Control

Lecture 1, Lab 3, Credit 4

This course includes history, ethics, grooming, safety, and first aid. The LA State Board of Cosmetology Rules and Regulations are discussed. Types and methods of decontamination and sanitation are explained and demonstrated.

Prerequisite: None

COSM 1121 Properties of Skin, Scalp, and Hair

Lecture 0, Lab 2, Credit 2

In this course the skin and scalp are analyzed according to structure and function. Diseases of the skin, scalp, and hair are explored.

Prerequisite: None

COSM 1130 Shampooing, Rinsing, and Conditioning

Lecture 1, Lab 2, Credit 3

This course includes discussion and student demonstration of shampooing, rinsing, and conditioning using appropriate solutions and techniques for each procedure to meet the client's individual needs.

Prerequisite: None

COSM 1211 Cells, Anatomy, and Physiology

Lecture 0, Lab 2, Credit 2

The basic functions of organs and body systems related to specific cosmetology skills are discussed in this course.

Prerequisite: None

COSM1220 Manicuring and Pedicuring

Lecture 0, Lab 3, Credit 3

Identification of composition and structure of the nails, as well as characteristics of nail disorders/ diseases are explained in this course. Manicure and pedicure procedures are discussed and performed using appropriate safety precautions.

Prerequisite: None

COSM 1230 Wet Hair Styling

Lecture 1, Lab 3, Credit 4

Facial shapes, profiles, and body structures are analyzed in order to suggest the most becoming hairstyles for clients. Student demonstration of a variety of hairstyles is a part of this course.

Prerequisite: None

COSM 1311 Hair Cutting

Lecture 0, Lab 3, Credit 3

Equipment and procedures for hair shaping techniques are covered in this course. Facial shapes, profiles, and body structure are analyzed to meet client's needs and desires for an attractive cut. Student demonstration of hair shaping techniques is a part of this course.

Prerequisite: None

COSM 1321 Permanent Waving

Lecture 0, Lab 5, Credit 5

This course covers the history and trends of permanent waving as well as the methods, procedures, and skills required for the types of permanent waves available to clients. Student demonstration of permanent waving procedures is a part of this course.

Prerequisite: None

COSM 1411 Chemical Hair Relaxing

Lecture 0, Lab 2, Credit 2

History and trends of chemical hair relaxing methods and procedures are discussed and demonstrated. Student demonstration of methods and procedures are a part of this course.

Prerequisite: None

COSM 1420 Thermal Services

Lecture 1, Lab 1, Credit 2

Identification, discussion, and student demonstration of various thermal services are covered in this course.

Prerequisite: None

COSM 1430 Hair Coloring

Lecture 1, Lab 4, Credit 5

This course includes the fundamentals of temporary, semi-permanent, and permanent hair color and the methods, skills, and procedures required for each. Student demonstration is a part of this course.

Prerequisite: None

COSM 2510 Facial Services, Massage, and Make-Up

Lecture 1, Lab 2, Credit 3

In this course skin types are discussed in order to recommend and perform appropriate facial treatments and massage movements. Factors affecting the choice and application of cosmetic make-up are also explored. Student performance is a part of this course.

Prerequisite: None

COSM 2520 Artistry of Artificial Hair

Lecture 1, Lab 1, Credit 2

The student studies the types, uses, and special care techniques of wigs and hair accessories.

Prerequisite: None

COSM 2540 Salon Management

Lecture 3, Lab 1, Credit 4

Students plan, operate, and manage the school-based salon according to the LA State Board of Cosmetology rules and regulations under instructor supervision.

Prerequisite: None

COSM 2530 Electricity and Light Therapy

Lecture 1, Lab 1, Credit 2

Student relates the use of electricity and light therapy to cosmetology procedures and techniques. Student demonstration is a part of this course.

Prerequisite: None

CPTR 1000 Introduction to Computers

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: None

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

COSM 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of Instructor

COSM 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of Instructor

COSM 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of Instructor

COSM 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of Instructor

COSM 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of Instructor

COSM 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of Instructor

CULINARY ARTS AND OCCUPATIONS

CULN 1110 Culinary Math

Lecture 2, Lab 1, Credit 3

This course includes solving culinary problems using fundamental math skills including cost per serving, adjusting recipe yields, and total cost and quantity of recipes.

Prerequisite: Appropriate program placement exam score.

CULN 1130 Sanitation and Safety

Lecture 2, Lab 1, Credit 3

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

Prerequisite: None

CULN 1140 Introduction to Culinary Skills

Lecture 2, Lab 1, Credit 3

Career options, personal traits, tools/equipment, recipe use, menu making, as well as the “mise en place” preparation principle for effective time management are studied.

Prerequisite: None

CULN 1160 Orientation to Culinary Hospitality Industry

Lecture 2, Lab 1, Credit 3

To develop an understanding of the hospitality industry and career opportunities in the field; to investigate trade publications and professional organizations appropriate for continuing education; to become familiar with the structure and basic functions of departments within hospitality and foodservice establishments.

Prerequisite: None

CULN 1170 Essentials of Dining Room Service

Lecture 1, Lab 1, Credit 2

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

Prerequisite: None

CULN 1220 Nutrition

Lecture 2, Lab 1, Credit 3

Discussion of the Food Pyramid, essential nutrients, and the importance of meeting nutritional needs throughout the life cycle when planning menus.

Prerequisite: None

CULN 1240 Culinary Production for Dining Facilities

Lecture 2, Lab 5, Credit 7

Prepare cold appetizers and hot foods using appropriate preparation, holding, and serving procedures to maintain a quality product.

Prerequisite: CULN 1140

CULN 1321 À La Carte

Lecture 0, Lab 3, Credit 3

This course includes the study of the duties of salad, sandwich, fry, grill, and breakfast station workers.

Prerequisite: None

CULN 2310 Introduction to Baking and Pastry

Lecture 2, Lab 3, Credit 5

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: None

CULN 2410 Regional Cuisine

Lecture 0, Lab 2, Credit 2

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: None

CULN 2420 International Cuisine

Lecture 0, Lab 2, Credit 2

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: CULN 1130

CULN 2430 Food and Beverage Operations

Lecture 1, Lab 2, Credit 3

Maintaining food quality by implementing appropriate procedures for purchasing, receiving, and issuing food, food products, and cooking supplies; includes menu management.

Prerequisite: None

CPTR 1002 Computer Literacy and Applications

Lecture 3, Lab 0, Credit 3

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.

Prerequisites: None

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

CULN 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of Instructor

CULN 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of Instructor

CULN 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of Instructor

CULN 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of Instructor

CULN 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of Instructor

CULN 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of Instructor

DRAFTING AND DESIGN TECHNOLOGY

CADD 1210 Basic Computer Aided Drafting and Design

Lecture 1, Lab 2, Credit 3

This course is designed to introduce the student to the basic concepts and principles of CAD. It introduces the student to the application and use of basic CAD commands and components of a CAD workstation.

Prerequisite: None

CADD 1215 Advanced Computer Aided Drafting and Design

Lecture 1, Lab 2, Credit 3

This course continues the study of computer-aided drafting using advanced concepts and principles of CAD. It focuses on advanced functionality and the use of advanced commands and components of a CAD workstation.

Prerequisite: CADD 1210

DRFT 1110 Drafting Fundamentals

Lecture 1, Lab 1, Credit 2

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

Prerequisite: None

DRFT 1120 Geometric Construction

Lecture 1, Lab 1, Credit 2

This course covers geometric construction.

Prerequisite: DRFT 1110

DRFT 1130 Pictorial Drawing

Lecture 1, Lab 1, Credit 2

This course covers pictorial drawings.

Prerequisite: DRFT 1120

DRFT 1145 Machine and Section Drawing

Lecture 1, Lab 2, Credit 3

Machine drawing is designed to introduce the student to the fundamentals of orthographic projection and the application dimensioning practices in the preparation of formal multi-view drawings. Section drawing is designed to introduce the student to the identification and drawing of section conventions and different types of sectional views, as well as the drawing of various types of threads, springs, fastening devices and their designations and welding symbols. It also covers pictorial drawings.

Prerequisite: DRFT 1130

DRFT 1160 Drafting Math I

Lecture 3, Lab 0, Credit 3

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

Prerequisite: None

DRFT 1161 Dimensioning

Lecture 1, Lab 1, Credit 2

This course includes the fundamentals and application of standard dimensioning practices used in preparation of technical drawings.

Prerequisite: DRFT 1145

DRFT 1215 Auxiliary Views/Intersections and Development

Lecture 1, Lab 2, Credit 3

This course includes the identification and drawing of primary and secondary auxiliary views, construction of points, lines, and planes in space. It also covers the determination of the true size of angles and distances of lines and surfaces and the development of intersections of geometric surfaces and flat patterns of geometric shapes.

Prerequisite: DRFT 1145

DRFT 1230 Fasteners

Lecture 0, Lab 1, Credit 1

This course includes the drawing of various types of threads, springs, and fastening devices and their designations. It also covers the drawing of welding symbols.

Prerequisite: DRFT 1145

DRFT 2310 Discipline I – Introduction to Manufacturing/Electrical

Lecture 1, Lab 2, Credit 3

This course introduces general background information, terms and conventions, and the various types of working drawings used in Manufacturing and Electrical/Electronic drafting.

Prerequisites: CADD 1215

DRFT 2320 Discipline II – Introduction to Architectural/Civil/Structural

Lecture 1, Lab 2, Credit 3

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

Prerequisites: DRFT 2310

DRFT 2330 Discipline III – Introduction to Piping/Marine

Lecture 1, Lab 2, Credit 3

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

Prerequisites: DRFT 2320

DRFT 2341, DRFT 2351, DRFT 2361 – Advanced Manufacturing Drafting

Lecture 1, Lab 2, Credit 3

This course will present advanced technologies related to engineering design applications used for different materials: Metals, Plastics/Polymers, Resins and Composite materials.

Prerequisite: DRFT 2310

DRFT 2342, DRFT 2352, DRFT 2362 – Advanced Civil Drafting

Lecture 1, Lab 2, Credit 3

This course will present concepts and techniques related to surveys and site mapping/preparation/planning.

Prerequisite: DRFT 2320

DRFT 2343, DRFT 2353, DRFT 2363 – Advanced Architectural Drafting

Lecture 1, Lab 2, Credit 3

This course will expose the students to the most advanced construction materials and the latest building technologies used in both residential and commercial construction.

Prerequisite: DRFT 2320

DRFT 2344, DRFT 2354, DRFT 2364 – Advanced Structural Drafting

Lecture 1, Lab 2, Credit 3

This course will analyze advanced principles and methods of completing structural drawings for commercial construction in concrete, wood, steel, and composite materials.

Prerequisite: DRFT 2320

DRFT 2345, DRFT 2355, DRFT 2365 – Advanced Electrical Drafting

Lecture 1, Lab 2, Credit 3

This course will review in detail the current Electrical Design Standards applied to both Architectural and Engineering fields.

Prerequisite: DRFT 2310

DRFT 2346, DRFT 2356, DRFT 2366 – Advanced Piping/Marine Drafting

Lecture 1, Lab 2, Credit 3

This Piping section of this course presents advanced methods and techniques needed for the completion of process pipe drawings including P&ID and ISO's. The Marine section of this course will review the latest aspects of marine and offshore construction, including materials and techniques associated with them.

Prerequisite: DRFT 2330

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

MATH 1110 Technical Math I

Lecture 3, Lab 0, Credit 3

This course includes a study of algebra, right triangle trigonometry, coordinate systems, and numerical computations.

Prerequisite: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

SPPR 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

SPPR 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

SPPR 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

SPPR 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

SPPR 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

SPPR 2998 Special Projects V

Lecture 1, Lab 0, Credit 1

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

Prerequisite: Consent of instructor

SPPR 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

GRAPHICS

GRPH 1100 Introduction to Graphic Communications

Lecture 3, Lab 2, Credit 5

This course provides an overview of the graphics/printing industry and includes instruction in terminology, health and safety, software applications, digital file formats, imaging and printing equipment, color theory, workmanship, attitudes, and employment opportunities. This course is a prerequisite for most other Graphics courses.

Prerequisite: None

GRPH 1200 Bindery Operations; Measurement; Basic Math

Lecture 1, Lab 2, Credit 3

This course provides instruction in binding and finishing terminology, safety rules, equipment, and operations; paper types, weights, grades, and classifications, cutting, and safety; linear and volume measurement; and basic math.

Prerequisite: None

GRPH 1300 Typography and Page Layout

Lecture 3, Lab 3, Credit 6

This course provides instruction in type, fonts, and the techniques for arranging text on pages for printed documents.

Prerequisites: GRPH 1100, GRPH 1200

GRPH 1350 Advertising and Design

Lecture 3, Lab 3, Credit 6

This course provides instruction in design principles and the use of type, illustrations, and digital images to create documents suitable for a variety of customer needs.

Prerequisites: GRPH 1100, GRPH 1200

GRPH 1400 Digital Prepress and Printing

Lecture 2, Lab 1, Credit 3

This course provides an overview of the digital prepress procedures related to digital production printing.

Prerequisites: GRPH 1100, GRPH 1200

GRAPH 1420 Digital File Preparation

Lecture 2, Lab 4, Credit 6

This course provides instruction in the terms, procedures, and techniques used in the preparation and manipulation of digital files for the output of printed documents.

Prerequisites: GRPH 1100, GRPH 1200

GRPH 1430 Digital File Output

Lecture 0, Lab 4, Credit 4

This course provides instruction in the terms, procedures, equipment, and techniques used to output digital files for plating, proofing, and printing documents.

Prerequisites: GRPH 1100, GRPH 1200

GRPH 2110 Visual and Print Design I

Lecture 1, Lab 4, Credit 5

This course provides advanced instruction in the terms, procedures, and techniques used in the preparation and manipulation of digital files for the output of printed documents.

Prerequisites: GRPH 1100, GRPH 1200, GRPH 1300, GRPH 1350, GRPH 1400, GRPH 1420, GRPH 1430

GRPH 2120 Visual and Print Design II

Lecture 0, Lab 4, Credit 4

This course provides advanced instruction in the terms, procedures, and techniques used in the preparation and manipulation of digital files for the output of printed documents.

Prerequisite: GRPH 2110

GRPH 2210 Web Design I

Lecture 1, Lab 4, Credit 5

This course provides instruction in the terms, procedures, and techniques used in the preparation and manipulation of digital files for the purpose of designing websites.

Prerequisites: GRPH 1100, GRPH 1200, GRPH 1300, GRPH 1350, GRPH 1400, GRPH 1420, GRPH 1430

GRPH 2220 Web Design II

Lecture 0, Lab 4, Credit 4

This course provides instruction in applying creative thought, research, communication, and collaboration to web design while using current technology and in the advanced procedures and techniques used in the preparation and manipulation of digital files for the purpose of designing websites.

Prerequisite: GRPH 2210

GRPH 2310 Animation and Digital Video I

Lecture 1, Lab 4, Credit 5

This course provides instruction in the elements and techniques of animation for the purpose of showing a sequence of action.

Prerequisites: GRPH 1100, GRPH 1200, GRPH 1300, GRPH 1350, GRPH 1400, GRPH 1420, GRPH 1430

GRPH 2320 Animation and Digital Video II

Lecture 0, Lab 4, Credit 4

This course provides instruction in combining digital video, animated characters, and storytelling.

Prerequisite: GRPH 2310

GRPH 2410 Offset Press Operations

Lecture 0, Lab 4, Credit 4

This course provides instruction in offset press and printing terminology, safety rules, systems, equipment, inks and chemistry. Topics include basic press operations, printing techniques, ink properties, and use of color registration systems.

Prerequisites: GRPH 1100, GRPH 1200, GRPH 1300, GRPH 1350, GRPH 1400, GRPH 1420, GRPH 1430

GRPH 2420 Advanced Offset Press Operations

Lecture 0, Lab 4, Credit 4

This course provides instruction in advanced offset press operations, printing techniques, specialty papers, inks, coatings, and press system maintenance.

Prerequisite: GRPH 2410

GRPH 2430 Binding and Finishing

Lecture 0, Lab 1, Credit 1

This course provides instruction terminology, safety rules, materials, equipment, and techniques used in binding and finishing operations.

Prerequisites: GRPH 1100, GRPH 1200, GRPH 1300, GRPH 1350, GRPH 1400, GRPH 1420, GRPH 1430

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

SPPR 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

SPPR 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

SPPR 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

SPPR 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

SPPR 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

SPPR 2998 Special Projects V

Lecture 1, Lab 0, Credit 1

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

Prerequisite: Consent of instructor

SPPR 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

HORTICULTURE/LANDSCAPE

HORT 1000 Horticulture Lab I

Lecture 0, Lab 3, Credit 3

This lab offers the hands-on experience to complement horticultural practices which are seasonal. This lab is critical to tie-in certain duties with their corresponding seasons and course work.

Prerequisite: None

HORT 1010 Horticulture Lab II

Lecture 0, Lab 3, Credit 3

This lab offers the hands-on experience to complement horticultural practices which are seasonal. This lab is critical to tie-in certain duties with their corresponding seasons and course work.

Prerequisite: None

HORT 1020 Horticulture Lab III

Lecture 0, Lab 2, Credit 2

This lab offers the hands-on experience to complement horticultural practices which are seasonal. This lab is critical to tie-in certain duties with their corresponding seasons and course work.

Prerequisite: None

HORT 1030 Horticulture Lab IV

Lecture 0, Lab 1, Credit 1

This course is designed for the students to gain practical hands on experience.

Prerequisite: None

HORT 1110 Soils, Fertilizers, and Water

Lecture 2, Lab 7, Credit 9

In this course students learn how to perform soil and water tests, amending for suitable plant growth and maintenance. Also discussed are soil-water and fertilizer-soil relationships and irrigation systems.

Prerequisite: None

HORT 1120 Plant Pest Control

Lecture 1, Lab 4, Credit 5

Federal and LA State laws and regulations governing pesticide use and applicator certification are explained. Taking the State examination for Applicator Certification is a goal of this course.

Prerequisite: None

HORT 1130 Plant Identification Theory I

Lecture 1, Lab 1, Credit 2

The student learns to identify plants using common and botanical names, growth habits, uses, and cultural requirements.

Prerequisite: None

HORT 1210 Botany

Lecture 1, Lab 3, Credit 4

In this course the classification of plant systems as well as the morphological and anatomical structures of plants is described.

Prerequisite: None

HORT 1220 Horticulture Laws and Regulations

Lecture 1, Lab 0, Credit 1

Louisiana State Horticulture Laws and Regulations are studied in detail in this course.

Prerequisite: None

HORT 1230 Turfgrass

Lecture 1, Lab 1, Credit 2

This course explores the appropriate turf grasses for warm climates and the procedures for the establishment and maintenance of turf grasses.

Prerequisite: None

HORT 1240 Plant Identification Theory II

Lecture 1, Lab 1, Credit 2

Students learn to identify more plants using common and botanical names, growth habits, uses, and cultural requirements.

Prerequisite: None

HORT 1310 Greenhouse Crop Production

Lecture 1, Lab 3, Credit 4

This course discusses the maintenance of greenhouse equipment and the culture of flowering and foliage plants in the greenhouse.

Prerequisite: None

HORT 1320 Fruits and Vegetables Production

Lecture 1, Lab 1, Credit 2

The cultural procedures for growing fruit and vegetables are described in detail.

Prerequisite: None

HORT 1330 Plant Identification Theory III

Lecture 0, Lab 1, Credit 1

Students learn to identify more plants using common and botanical names, growth habits, use, and cultural requirements.

Prerequisite: None

HORT 1420 Plant Propagation

Lecture 1, Lab 3, Credit 4

Plant propagation methods, sexual and asexual, are discussed in this course.

Prerequisite: None

HORT 2110 Landscaping

Lecture 1, Lab 6, Credit 7

The students design a realistic landscape plan using principles of design, site analysis, the outdoor room concept, with installation of appropriate plant materials and post-planting care.

Prerequisite: None

MATH 1010 General Mathematics

Lecture 3, Lab 0, Credit 3

This course covers the basic concepts of algebra, geometry, and trigonometry. Emphasis is placed on computations involving areas and volumes, simple linear equations, and solution of right triangle problems.

Prerequisite: None

CPTR 1000 Introduction to Computers

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: None

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

HORT 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

HORT 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

HORT 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

HORT 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

HORT 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

HORT 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

INDUSTRIAL MAINTENANCE TECHNOLOGY

IMMT 1110 Introduction to Industrial Maintenance Technology

Lecture 1, Lab 0, Credit 1

A general comprehensive study relating to Industrial safety designed to give students a practical working knowledge of safety hazards. Codes, standards and regulations are presented, discussed, and implemented throughout the entire course. All skills, philosophy and comprehension are practiced and reinforced by participants in individual and group activities.

Prerequisite: None

IMMT 1111 Welding I

Lecture 0, Lab 3, Credit 3

A general introductory course in maintenance welding; a condensed version of the full-scale welding course.

Prerequisite: IMMT 1110

IMMT 1112 Welding II

Lecture 0, Lab 2, Credit 2

A continuance of Welding I (IMMT 1112); includes basic MIG and TIG welding.

Prerequisite: IMMT 1110, IMMT 1111

IMMT 1120 Blueprint Reading

Lecture 2, Lab 0, Credit 2

A general study of blue print reading and interpretation of data contained in the drawing.

Prerequisite: IMMT 1110

IMMT 1121 Metal Fabrication

Lecture 1, Lab 2, Credit 3

A study and practical application of the general aspect of metal fabrication. Included will be design, material choices, and construction techniques.

Prerequisites: IMMT 1110, IMMT 1111, IMMT 1112

IMMT 1131 Advanced Metal Fabrication

Lecture 0, Lab 3, Credit 3

A general comprehensive study relating to advanced metal fabrication designed to give students a practical working knowledge of equipment safety design and construction techniques using a variety of materials. The student will exercise his own ability to be creative and adapt to changing conditions and situations that arise in the workplace.

Prerequisites: IMMT 1111; IMMT 1112

IMMT 1210 Material Handling

Lecture 2, Lab 0, Credit 2

The study and theory of the proper methods of storing, movement and securing both solid and liquid material in an industrial setting.

Prerequisite: IMMT 1110

IMMT 1220 Pneumatics

Lecture 3, Lab 0, Credit 3

A general study relating to pneumatic power. The major topics will include safety, installation techniques, proper maintenance, diagnosis, and repair of pneumatic controllers and systems.

Prerequisite: IMMT 1110

IMMT 1221 Pneumatics Applications

Lecture 0, Lab 2, Credit 2

Application of the theory of pneumatic power in diagnosis, control devices, and activation types, and uses

Prerequisites: IMMT 1110, IMMT 1220

IMMT 1230 Hydraulics

Lecture 3, Lab 0, Credit 3

A general study relating to design and application of hydraulic power

Prerequisite: IMMT 1110

IMMT 1231 Hydraulics Application

Lecture 0, Lab 3, Credit 3

The practical application of hydraulic power. Areas included will be system design, installation, diagnosis and repair.

Prerequisites: IMMT 1110, IMMT 1230

IMMT 1241 Hydraulics Troubleshooting Projects

Lecture 0, Lab 3, Credit 3

The study and application of diagnosis of fluid power systems and components. Includes the use of testing devices, system specifications, codes, and applications and safety to determine the proper functions of the application.

Prerequisites: IMMT 1110, IMMT 1230, IMMT 1231

IMMT 1311 Pipefitting

Lecture 0, Lab 2, Credit 2

General knowledge of pipefitting procedures, types of pipe and areas of application in an industrial setting.

Prerequisite: IMMT 1110

IMMT 1320 Millwright I

Lecture 3, Lab 0, Credit 3

A general study of the design, installation, diagnosis and repair of mechanical systems in an industrial setting.

Prerequisite: IMMT 1110

IMMT 1321 Millwright I Lab

Lecture 0, Lab 2, Credit 2

The practical application of mechanical system installation, diagnosis, and repair.

Prerequisites: IMMT 1110, IMMT 1320

IMMT 1330 Millwright II

Lecture 2, Lab 0, Credit 2

Introduces the operation of precision machines such as lathes, mills, presses, and surface grinders.

Emphasis is placed on the proper operation and safety practices of rotating equipment.

Prerequisites: IMMT 1110, IMMT 1320; IMMT 1321

IMMT 1331 Millwright II Lab

Lecture 0, Lab 3, Credit 3

A practical application of the operation of precision machines such as lathes, mills, drill presses, and surface grinders. Exposures to this equipment will prepare an individual for maintenance production in a safe and efficient environment.

Prerequisites: IMMT 1110, IMMT 1320, IMMT 1321, IMMT 1330

IMMT 1410 Basic Electricity

Lecture 1, Lab 0, Credit 1

A general study of electricity designed to introduce the fundamental, theory, and uses of electricity in industry. Safety issues and how electricity works is the primary focus.

Prerequisites: None

IMMT 1411 Basic Electricity Lab

Lecture 0, Lab 3, Credit 3

The application of electrical knowledge, theory, and uses in an industrial workplace. Emphasis will be placed on safe practice and circuit construction.

Prerequisites: Co-requisite IMMT 1410, IMMT 1110

IMMT 1421 Industrial Electricity

Lecture 0, Lab 4, Credit 4

A study of industrial electrical applications utilizing practical techniques to introduce the installation, diagnosis and repair of electrical circuits and components. Safe practices and basic wiring schemes will be emphasized.

Prerequisites: IMMT 1110, IMMT 1410, IMMT 1411

IMMT 1430 Motor Controls

Lecture 0, Lab 4, Credit 4

A study of AC motor controls designed to acquaint the student with the theory, diagnosis, and repair of various motor controllers and circuit components. Students will be involved in the construction of various controls circuits found in industry.

Prerequisites: IMMT 1110, IMMT 1410, IMMT 1411

IMMT 1441 Programmable Logic Controllers

Lecture 0, Lab 4, Credit 4

This course covers the use of programmable controllers in industrial applications; Includes microcomputer applications, hardware, software, and basic programming.

Prerequisites: IMMT 1110, IMMT 1410, IMMT 1411

IMMT 1500 Advanced Pipefitting

Lecture 0, Lab 4, Credit 4

Advanced knowledge of pipefitting procedures, types of pipe, and areas of application in an industrial setting.

Prerequisite: IMMT 1110

IMMT 1501 Preventive Maintenance

Lecture 0, Lab 4, Credit 4

Introduces the proper types of preventive maintenance and troubleshooting practices for plant equipment and safety procedures dealing with working around the equipment

Prerequisite: IMMT 1110

IMMT 1502 Rigging

Lecture 0, Lab 4, Credit 4

Introduces the proper types of rigging equipment and hand signals and safety procedures, along with man lift, forklift, crane operations, and procedures.

Prerequisite: IMMT 1110

IMMT 1503 Plant Equipment

Lecture 0, Lab 3, Credit 3

Introduces the proper types of plant equipment and safety procedures dealing with working around the equipment.

Prerequisite: IMMT 1110

CPTR 1000 Introduction to Computers

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: None

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

IMMT 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

IMMT 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

IMMT 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

IMMT 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

IMMT 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

IMMT 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

INFORMATION TECHNOLOGY

INTE 1010 Internet and Computing Literacy

Lecture 1, Lab 2, Credit 3

This course provides skills training and assessment for a broad range of computing concepts and techniques, including competency in computer hardware and software, operating systems, word processing and spreadsheet functions, networks and the internet, electronic mail, and an understanding of the impact of computing and the internet in society. Completion of this course prepares students for the IC3 exams.

Prerequisite: None

INTE 1100 Installation and Troubleshooting Part I

Lecture 1, Lab 2, Credit 3

This course is designed to provide students with the basic knowledge and skills necessary for Personal Computer (PC) support and maintenance. It also prepares students for the CompTIA A+ Essentials part of the A+ certification process. Students are given basic training in the areas of PC installation, preventative maintenance, networking, security and troubleshooting. PC hardware and software covered in this course includes installation and proper configuration of motherboards, various drives, adapter cards, operating systems, various applications, and data communication software. The course provides a systematic approach towards PC diagnostics and troubleshooting through the use of common industry standard diagnostic software.

Prerequisite: None. Basic knowledge of computers is helpful.

INTE 1110 Installation and Troubleshooting Part II

Lecture 1, Lab 2, Credit 3

This course is designed to extend the knowledge and skills gained in INTE 1100 with more hands-on activities focused on advanced troubleshooting scenarios and on identifying proper tools that must be applied to resolve specific problems. Advanced topics and projects in PC hardware and software troubleshooting and maintenance are introduced. PC hardware topics include installation of motherboards,

various devices, drives, and adapter cards. Software topics include installation of operating systems, various applications, and communication software and their proper configuration. This course also prepares students for industry-based certification such as the CompTIA A+ practical application part of the certification exam.

Prerequisite: None. Basic knowledge of computers is helpful.

INTE 1200 Operating Systems

Lecture 1, Lab 3, Credit 3

This course is designed to teach students basic and advanced topics in personal computer operating systems. It is a hands-on study of personal computer operating systems which also prepares students for industry-based certification leading toward MCTS: Windows 7, Configuration ([Exam 70-680](#)); MCTS: Windows 7, Deployment ([Exam 70-681](#)). The course includes but is not limited to the following subject areas; Installation, Administration, Management and Troubleshooting aspects associated with managing Windows desktop operating systems from standalone to network environments. The course trains students the skills necessary to deploy, support, and maintain desktop and network operating systems.

Prerequisite: None. Basic knowledge of computers is helpful.

INTE 1210 Introduction to Programming

Lecture 1, Lab 2, Credit 3

This course introduces students to popular basic programming languages and their inherent logic structures. The students will develop 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: None. Basic knowledge of computers is helpful.

INTE 1900 Web Page Design

Lecture 1, Lab 2, Credit 3

This course allows the student to develop a working knowledge of a web site programming software package such as FrontPage. The student will plan, design, build, and publish an easy to navigate web site. Good designs fundamentals will be covered.

Prerequisite: INTE 1010

INTE 2010 Introduction to Programming

Lecture 1, Lab 2, Credit 3

This course is designed to provide students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server™ 2008 environment. Furthermore, the course provides the skills and knowledge to prepare for Microsoft Certified Professional Exam 70-646.

Prerequisite: INTE 1200

INTE 2020 Server Network Infrastructure

Lecture 1, Lab 2, Credit 3

This course is designed to provide students with the knowledge and skills to implement, manage, and maintain a Windows Server network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access.

Prerequisite: INTE 1110

INTE 2030 Active Directory Infrastructure

Lecture 1, Lab 2, Credit 3

This course is designed to provide students with the knowledge and skills to successfully plan, implement, and troubleshoot Server Active Directory, directory service infrastructure. The course focuses on a directory service environment, including forest and domain structure, Domain Name

System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, and user, group, and computer account strategies.

Prerequisite: INTE 1200

INTE 2070 Administering and Managing SQL Server

Lecture 1, Lab 2, Credit 3

The goal of this course is to provide system administrators, network administrators, and IT professionals with the ability to design and implement database solutions by using Microsoft SQL Server. This course provides the skills and knowledge to prepare for Microsoft Certified Professional Exam 70-229 or an equivalent certification exam.

Prerequisite: INTE 2010

INTE 2110 Networking Technologies

Lecture 1, Lab 2, Credit 3

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum.

Prerequisite: None. Basic knowledge of computers is helpful.

INTE 2120 Introduction to Basic Routers

Lecture 1, Lab 2, Credit 3

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems.

Prerequisite: INTE 2110

INTE 2130 Intermediate Routing and Switching

Lecture 1, Lab 2, Credit 3

This course help students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Beginning with a foundational overview of Ethernet, this course provides detailed explanations of LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operations. Students analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced.

Prerequisite: INTE 2120

INTE 2140 Wide Area Network Protocols

Lecture 1, Lab 2, Credit 3

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Students learn about user access technologies and devices and discover how to implement and configure Point-to-Point (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. Wan security concepts, tunneling, and VPN basics are introduced. The course concludes with a discussion of the special network services required by converged applications and introduction to quality services (QoS).

Prerequisite: INTE 2130

INTE 2860 Wireless Technology

Lecture 1, Lab 2, Credit 3

This course will focus on the design, planning, implementation, operation, and troubleshooting of wireless networks. It will provide an overview of technologies, security and design best practices with particular emphasis on hands-on skills in wireless LAN setup and troubleshooting, site surveys, resilient WLAN design, installation, and configuration.

Prerequisite: INTE 2120

INTE 2902 Internship

Lecture 0, Lab 3, Credit 3

The internship will be the final course taken by students in their last semester. Students will be assigned projects at the school site or at an employer's site to gain practical hands-on workplace related skills.
Prerequisite: Department Head Approval

CSRV 1000 Customer Service

Lecture 3, Lab 0, Credit 3

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.

Prerequisites: Consent of instructor

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

SPPR 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

SPPR 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

SPPR 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

SPPR 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

SPPR 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

SPPR 2998 Special Projects V

Lecture 1, Lab 0, Credit 1

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

Prerequisite: Consent of instructor

SPPR 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

MACHINE TOOL TECHNOLOGY

MTTC 2110 Blueprint Reading

Lecture 2, Lab 1, Credit 3

This course is designed to identify types and uses of blueprints, identifying lines, and interpreting views, dimensions and tolerances.

Prerequisite: None

MTTC 2120 Introduction to Machine Tools

Lecture 1, Lab 3, Credit 4

This course includes the use of layout tools, precision measuring tools, applied shop math, hand tools, grinders and grinding wheels.

Prerequisite: MTTC 2110

MTTC 2210 Benchwork

Lecture 2, Lab 1, Credit 3

This course is designed to help the student to be able to learn and use layout, and precision measuring tools correctly and proficiently.

Prerequisite: MTTC 2110

MTTC 2230 Drill Press

Lecture 1, Lab 3, Credit 4

This course is designed to identify types and uses of drill presses, parts and controls; manufacture mechanical parts using drilling, boring, and tapping operations.

Prerequisite: MTTC 2110, MTTC 2120

MTTC 2310 Basic Lathe I

Lecture 1, Lab 2, Credit 3

This course is designed to identify types of lathes, accessories, parts and controls; calculate proper feeds and speeds; learn facing, turning, drilling, reaming, and boring operations; sharpen cutting tools; manufacture mechanical parts using turning, facing, drilling, reaming and boring operations.

Prerequisites: MTTC 2110, MTTC 2120

MTTC 2320 Basic Lathe II

Lecture 1, Lab 2, Credit 3

Learn proper feeds and speeds for knurling, boring, taper-turning, and thread cutting; learn how to use steady rest, follow rest, and taper attachment; manufacture mechanical parts using boring and counter-boring operations, steady-rest, and follow rest setups, filing and polishing, knurling and thread forming operations; learn the use of indexable carbide tooling.

Prerequisites: MTTC 2110, MTTC 2120

MTTC 2331 Advanced Lathe

Lecture 0, Lab 4, Credit 4

This course is designed to perform precision cutting of tapers, advanced threading operations, multi-lead threading, and other advanced cutting operations.

Prerequisites: MTTC 2110, MTTC 2120, MTTC 2310, MTTC 2320

MTTC 2410 Basic Mill I

Lecture 1, Lab 2, Credit 3

This course is designed to identifying types of milling machines, accessories, parts, and controls; learn to mill to length, squaring part, milling set-ups, associated cutting tool, and calculate proper feeds and speeds; learn

to realign a vertical milling head; square up milling vise; manufacture 3-D parts using a milling process; manufacture mechanical parts that include, key-seats, and gang-milling procedures.
Prerequisites: MTTC 2110, MTTC 2120

MTTC 2420 Basic Mill II

Lecture 1, Lab 2, Credit 3

This course is designed to teach indexing procedures using rotary table and dividing heads and how to manufacture parts using milling machines and its accessories.

Prerequisites: MTTC 2110, MTTC 2120

MTTC 2431 Advanced Mill

Lecture 0, Lab 4, Credit 4

This course is designed to teach student to perform multi-angular set-ups, gear cutting, advanced indexing operations and other advanced cutting operations.

Prerequisites: MTTC 2110, MTTC 2120, MTTC 2410, MTTC 2420

MTTC 2510 Precision Grinding

Lecture 1, Lab 2, Credit 3

This course is designed to identify types of grinders and accessories; perform set-up operations, perform wheel dressing and maintenance; learn proper uses of surface grinders and tool grinders; perform precision grinding operations.

Prerequisites: MTTC 2110, MTTC 2120

MTTC 2710 CNC

Lecture 1, Lab 3, Credit 4

This course is designed to identify coding used in CNC technology, write CNC programs, install programs in CNC machines, and manufacture parts using CNC technology.

Prerequisites: MTTC 2110, MTTC 2120, MTTC 2310, MTTC 2410

CPTR 1000 Introduction to Computers

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: None

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

MTTC 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

MTTC 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

MTTC 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

MTTC 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

MTTC 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

MTTC 2998 Special Projects V

Lecture 1, Lab 0, Credit 1

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

Prerequisite: Consent of instructor

MTTC 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

MEDICAL ASSISTANT

CPTR 1000 Introduction to Computers

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: None

ENGL 1030 Business English

Lecture 3, Lab 0, Credit 3

A concentrated and intensive study of basic English grammar.

Prerequisites: None

HCOR 1120 Basic Body Structure and Function

Lecture 2, Lab 0, Credit 2

Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each.

Prerequisite: None

HCOR 1160 Professionalism for Healthcare Providers

Lecture 1, Lab 0, Credit 1

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: None

HMDT 1170 Medical Terminology

Lecture 1, Lab 0, Credit 1

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: None

MAST 1110 Introduction to Medical Assistant

Lecture 1, Lab 0, Credit 1

Analysis of the job market, salaries, working conditions, and job responsibilities and desirable attributes required of the Medical Assistant. Historical issues and current health care trends are also discussed.

Prerequisite: None

MAST 1120 Law and Ethics for Medical Assistant

Lecture 2, Lab 0, Credit 2

Discussion of AMA principles of medical ethics and the law, Patient's Bill of Rights, confidentiality, medical records, and other medical/legal/ethical issues and responsibilities of the Medical Assistant.

Prerequisite: None

MAST 1130 Medical Assistant Applications

Lecture 1, Lab 1, Credit 2

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

Prerequisite: None

MAST 1210 Administrative Procedures I

Lecture 4, Lab 0, Credit 4

Discussion of the components of effective client/staff communication, both verbal and nonverbal. Beginning front office activities such as scheduling, insurance, billing and patient/client education methods are covered. Practical application activities are integrated throughout this course.

Prerequisite: None

MAST 1220 Clinical Procedures I

Lecture 0, Lab 1, Credit 1

This course discusses federal regulations and guidelines including CDC, CLIA88, OSHA Standards, and universal precaution. Emergency procedures, first aid and CPR, infection control measures, laboratory safety and quality control issues, rehabilitation medical practices, general safety measures/precautions used in the office/facility environment for employee/patient/client safety issues are also included. Orientation to clinical facilities is introduced.

Prerequisite: None

MAST 1230 Insurance and Medical Coding

Lecture 1, Lab 1, Credit 2

Discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available.

Prerequisite: None

MAST 2110 Medical Transcription

Lecture 2, Lab 1, Credit 3

Principles of medical transcription along with practical application and usage of medical forms, reports and case studies with integrated medical terminology and medical keyboarding. Students may participate in selected clinical sites as part of this course, if available.

Prerequisites: HCOR 1120 and MAST 1130 or KYBD 1110

MAST 2130 Clinical Procedures Lab II

Lecture 0, Lab 1, Credit 1

Methods to obtain and document assessment data obtained from the patient/client to assist with the basic physical examination, special medical exams and procedures, minor surgical procedures, and the administration of selected medications. Practical application in selected clinical sites is a part of this course.

Prerequisite: MAST 1220

MAST 2140 Pharmacology for Medical Assistants

Lecture 1, Lab 1, Credit 2

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

Prerequisites: MAST 1110 or permission of the instructor

MAST 2210 Clinical Procedures III

Lecture 0, Lab 1, Credit 1

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

Prerequisite: MAST 2130

MAST 2222 Medical Assistant Externship

Lecture 0, Lab 2, Credit 2

Students will experience 180 hours of preceptor clinical experience in a variety of health care agencies allowing practical application of medical assistant principles, theories and skills.

Prerequisites: MAST 1110, MAST 1210, MAST 1220, MAST 1230, MAST 2110, MAST 2130, MAST 2140, MAST 2210

HCOR 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

HCOR 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

HCOR 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

HCOR 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

HCOR 2997 Special Projects V

Lecture 1, Lab 0, Credit 1

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

Prerequisite: Consent of instructor

NURSE ASSISTANT

HNUR 1211 Nursing Fundamentals I

Lecture 3, Lab 1, Credit 4

Theory (45 hrs.) and supervised skills lab (30 hrs.) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations.

Prerequisite: Admission into applicable program

HCOR 1212 Skills Application

Lecture 0, Lab 1, Credit 1

The student will perform, demonstrate, and practice a minimum of 80 hours of basic nursing assistant care in approved facilities, to include a minimum of 40 hours of long term care, under the supervision of the LTC faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric clients in selected environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.

Prerequisite: None

PATIENT CARE TECHNICIAN

BOTH 1210 Administrative Procedures for Medical Offices

Lecture 3, Lab 0, Credit 3

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: None

CPTR 1000 Introduction to Computers

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: None

HCOR 1200 Introduction to Anatomy and Physiology (with Medical Terminology)

Lecture 3, Lab 0, Credit 3

Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each body system. Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms is included in the course. Medical abbreviations are also included.

Prerequisite: None

HCOR 1212 Skills Application

Lecture 0, Lab 1, Credit 1

The student will perform, demonstrate, and practice a minimum of 80 hours of basic nursing assistant care in approved facilities, to include a minimum of 40 hours of long term care, under the supervision of the LTC faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric clients in selected environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.

Prerequisite: None

HCOR 1601 Communication Techniques in Healthcare

Lecture 2, Lab 1, Credit 3

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: None

HCOR 1801 Professional Aspects for Healthcare Providers

Lecture 1, Lab 1, Credit 2

This course should be taken during the last semester of enrollment prior to completion of program requirements. 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. It also includes personal/career assessments including foundational Work Keys assessments, application for the Louisiana Work Ready! (National Career Ready) Certificate. Submission of professional resume, application cover letter and resignation letter is required. Selected computer application skills are incorporated into this course.

Included is a comprehensive review for state/national certification exams relative to specific focus of student (i.e. EKG Technician, Phlebotomy Technician, PCT, or MA).

Prerequisite: Enrollment into final semester of program courses.

HEKG 1113 EKG

Lecture 2, Lab 0, Credit 2

This course introduces the student to the electrocardiogram (EKG) purposes and procedures. Students will gain knowledge regarding the normal structure and function of the heart with emphasis on the conduction system. A supervised lab portion (**30 hrs.**) is an integral portion of this course and will allow student performance of EKG procedures. This course includes a **minimum of 30 hours of clinical externship** to be performed by the student under the supervision of a preceptor or course instructor in a variety of health care settings.

Prerequisites: HNUR1211; HCOR 1212 or currently on the Louisiana CNA registry. Concurrent enrollment or successful completion of HCOR 1200 is also required.

HNUR 1211 Nursing Fundamentals I

Lecture 3, Lab 1, Credit 4

Theory (45 hrs.) and supervised skills lab (30 hrs.) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations.

Prerequisite: Admission into applicable program

HPL 1013 Phlebotomy

Lecture 3, Lab 1, Credit 4

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.

Prerequisites: Successful completion or concurrent enrollment in HCOR 1200

HCOR 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

HCOR 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

HCOR 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

HCOR 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

HCOR 2997 Special Projects V

Lecture 1, Lab 0, Credit 1

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

Prerequisite: Consent of instructor

PHARMACY TECHNICIAN

HPHM 1200 Pharmacy Technician Fundamentals

Lecture 3, Lab 0, Credit 3

This course introduces the student to the role of the Pharmacy Technician and provides an overview of pharmacy practice and the opportunities available to Certified Pharmacy Technicians.

Prerequisite: Acceptance into Pharmacy Technician program

HPHM 1300 Pharmacy Laws and Ethics

Lecture 3, Lab 0, Credit 3

This course familiarizes the student with federal and state laws as well as ethical issues relative to the pharmacy technician.

Prerequisite: Acceptance into Pharmacy Technician program

HPHM 1400 PHARMACY Math and Dosage Calculations

Lecture 2, Lab 0, Credit 2

This course is a review of basic mathematics as well as use of systems of measurements, dosage calculations, concentrations and dilutions involving pharmaceutical calculations. It involves the application of formulas, calculations of fractional dosages, and methods of calculating dosages from all drug forms.

Prerequisite: Acceptance into Pharmacy Technician program

HPHM 1503 Pharmacology for Pharmacy Technicians I

Lecture 3, Lab 2, Credit 5

This course emphasizes drug therapy, defines major drug classifications, drug nomenclature and drug dosage forms. The course is designed to provide the Pharmacy Technician candidate with a foundation in drug related information and for actual preparation to dispense medications. This course includes 100 hours of lab/clinical practice in the retail and/or hospital pharmacy under the supervision of a registered pharmacist.

Prerequisites: Acceptance into Pharmacy Technician program and approval of La. Board of Pharmacy.

Concurrent enrollment or successful completion of HPHM 1200, HPHM 1300, and HPHM 1400 is also required. A Pharmacy Technician candidate shall possess a Pharmacy Technician Candidate Registration prior to earning any practical experience at a pharmacy approved by the Louisiana Board of Pharmacy.

HPHM 1513 Pharmacology for Pharmacy Technicians II

Lecture 3, Lab 2, Credit 5

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. This course includes 100 hours of lab/clinical practice in the retail and/or hospital pharmacy under the supervision of a registered pharmacist.

Prerequisites: Acceptance into Pharmacy Technician program and approval of La. Board of Pharmacy.

Concurrent enrollment or successful completion of HPHM 1200, HPHM 1300, HPHM 1400, and HPHM 1503 is also required. A Pharmacy Technician candidate shall possess a Pharmacy Technician Candidate Registration prior to earning any practical experience at a pharmacy approved by the Louisiana Board of Pharmacy.

HPHM 2000 Professionalism for Pharmacy Technicians

Lecture 3, Lab 0, Credit 3

This course assists students in making immediate and future decisions regarding job choices and educational growth. It includes techniques on setting goals, creating a positive professional image, preparing a portfolio, and compiling a resume. Included is a review of the topics covered on the National Certification Exam.

Prerequisites: HPHM 1200, HPHM 1300, HPHM 1400, HPHM 1503, HPHM 1513

HPHM 2012 Pharmacy Clinical Externship I

Lecture 0, Lab 4, Credit 4

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.

Prerequisites: CPTR 1000, ORNT 1000, HPHM 1200, HPHM 1300, HPHM 1400, HPHM 1503, and HPHM 1513. Concurrent enrollment or successful completion of HPHM 2000 is also required. A Pharmacy Technician candidate shall possess a Pharmacy Technician Candidate Registration prior to earning any practical experience at a pharmacy approved by the Louisiana Board of Pharmacy.

HPHM 2022 Pharmacy Clinical Externship II

Lecture 0, Lab 5, Credit 5

This course provides the Pharmacy Technician clinical student the continued opportunity to work in pharmacy settings under the supervision of a registered pharmacist. The student will be assigned to retail and/or hospital pharmacies for approximately 225 hours. *This course is a continuation of HPHM 2012.*

Prerequisites: CPTR 1000, ORNT 1000, HPHM 1200, HPHM 1300, HPHM 1400, HPHM 1503, and HPHM 1513. Concurrent enrollment or successful completion of HPHM 2000 and HPHM 2012 is also required. A Pharmacy Technician candidate shall possess a Pharmacy Technician Candidate Registration prior to earning any practical experience at a pharmacy approved by the Louisiana Board of Pharmacy.

CPTR 1000 Introduction to Computers

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

PRACTICAL NURSING

AHSC 1000 Allied Health Science

Lecture 2, Lab 1, Credit 3

This Science course provides entry level introduction to biology and chemistry thus providing a foundation for enrollment into an allied health program and improving proficiency in career preparation courses.

Prerequisites: Successful completion of the placement examination for the primary program of interest. This course may be waived based on ACT or TEAS science score **or** successful completion of college level science course (Biology, Chemistry, etc), **or** LTC Allied Health Science challenge test.

AHMA 1000 Allied Health Math

Lecture 2, Lab 1, Credit 3

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, measurements, algebraic concepts, and geometry. This course is designed to provide a

foundation for enrollment into an allied health program and improving proficiency in career preparation courses.

Prerequisite: Math COMPASS score 47-54

AHRE 1000 Allied Health Reading

Lecture 2, Lab 1, Credit 3

This reading course provides an intensive study of vocabulary, and comprehension skills thus providing a foundation for enrollment into an allied health program and improving proficiency in career preparation courses.

Prerequisite: Reading COMPASS score 82-84

AHEN 1000 Allied Health English

Lecture 2, Lab 1, Credit 3

The purpose of this English course is to provide instruction that will enable students to acquire mastery of basic grammar, usage, and mechanics, as well as mastery of sentence structure and the study of paragraph development and introductory essay writing thus providing a foundation for enrollment into an allied health program and improving proficiency in career preparation courses.

Prerequisite: English COMPASS score 60-69

HNUR 1211 Nursing Fundamentals I

Lecture 3, Lab 1, Credit 4

Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations.

Prerequisite: Admission into program

HNUR 1212 Geriatric Clinical

Lecture 0, Lab 1, Credit 1

The student will perform, demonstrate, and practice a minimum of 40 hours of basic geriatric nursing care and skills in long term care facilities under the supervision and discretion of the CATC nursing faculty.

Prerequisite: Concurrent or successful completion of HNUR 1211

HNUR 1270 PN Perspectives

Lecture 3, Lab 0, Credit 3

This course includes information regarding vocational adjustments and personal, family, and community health issues. It expounds on the role of the practical nurse, practical nursing education and the Law Relating to the Practice of Practical Nursing as defined by the Capital Area State Board of Practical Nurse Examiners (LSBPNE), including the Capital Area Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46:XLVII.Nursing, subpart 1- Practical Nurses. Ethical/legal/cultural issues and trends, communication techniques, and personality development are addressed. It includes discussion of the concepts of health maintenance with identification of local, state and national health resources available for maintenance of health. Also included is an introduction to the normal aging process, including biological, psychosocial, cultural, spiritual, and pharmacological factors, including health maintenance throughout the life cycle. Additional topics covered in this course will include rehabilitative/restorative care and support of end-of-life issues utilizing therapeutic and preventive measures.

Prerequisite: Admission into program

HNUR 1300 Anatomy and Physiology for Healthcare Providers

Lecture 5, Lab 0, Credit 5

This course is a study of structure and function of the human body systems to include cells, skeletal, muscular, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems. Medical terms and commonly used medical/nursing abbreviations related to each body system are addressed in detail in this course.

Prerequisite: Admission into program

HNUR 1320 Nutritional Aspects

Lecture 2, Lab 0, Credit 2

Normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes are studied. This course includes the role of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals and water in the maintenance of good health and wellness for all ages.

Prerequisite: Admission into program

HNUR 1361 Basic Pharmacology

Lecture 2, Lab 1, Credit 3

Medical math is an integral component of this course. The terminology and principles of medication administration are presented in this course. It includes medication assessment, procedures for administration of oral, parenteral, topical, irrigation and instillation routes/methods, along with basic dosage calculations of medications/intravenous fluid rates. Safety precautions, guidelines and documentation are emphasized. A supervised skills lab (30 hours) is a basic component of this course.

Prerequisite: Admission into program

HNUR 1411 Nursing Fundamentals II

Lecture 2, Lab 1, Credit 3

This course includes 30 hours of theory and 60 hours of supervised skills lab experiences that focus on providing practical nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various healthcare environments. Advanced skills are presented through the application of the nursing process to assist in the management of all aged clients with health alterations.

Prerequisites: HNUR 1211; concurrent enrollment or successful completion of HNUR 1212, HNUR 1270, HNUR 1300, and HNUR 1320.

HNUR 1460 Advanced Pharmacology

Lecture 2, Lab 0, Credit 2

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.

Prerequisites: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361; concurrent enrollment or successful completion of HNUR 1411

HNUR 2113 Medical Surgical I

Lecture 5, Lab 3, Credit 8

This course is a study of the nursing process as a method of individualizing patient care with special emphasis directed towards essential concepts related to body fluid/water, electrolytes, and acid-base balance, care of the perioperative adult client and the adult client experiencing alterations in cardiovascular/lymphatic/immune functioning. Included is a review of anatomy & physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Students will begin to utilize a nursing process approach, and will perform applicable practical nursing clinical skills to assigned client(s) in approved health care facilities under the supervision and discretion of practical nursing faculty. This course includes a 180-hour clinical component.

Prerequisites: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, HNUR 1361; concurrent enrollment or successful completion of HNUR 1411

HNUR 2123 Medical Surgical II

Lecture 5, Lab 3, Credit 8

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.
Prerequisites: HNUR 2113 and concurrent enrollment or successful completion of HNUR 1460

HNUR 2133 Medical Surgical III

Lecture 5, Lab 3, Credit 8

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 in-direct supervision of the clinical instructor. This course includes a 180-hour clinical component.

Prerequisites: HNUR 1460 and HNUR 2123

HNUR 2523 Mental Illness/Psychiatric Nursing

Lecture 2, Lab 0.5, Credit 2.5

This 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.

Prerequisites: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361; concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113

HNUR 2611 IV Therapy

Lecture 1, Lab 0, Credit 1

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 (15 hours) is an integral part of this course.

Prerequisites: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361; concurrent enrollment or successful completion of HNUR 1411 and HNUR 2113 or current PN license (or eligibility) in state of institution

HNUR 2713 Obstetrics

Lecture 2, Lab 0.5, Credit 2.5

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.

Prerequisites: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361; concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113

HNUR 2723 Pediatrics

Lecture 2, Lab 0.5, Credit 2.5

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.

Prerequisites: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320 and HNUR 1361; concurrent enrollment or successful completion of HNUR 1411 and HNUR 2113

HNUR 2813 PN Leadership and Management

Lecture 2, Lab 0.5, Credit 2.5

This course presents the laws, rules and regulations which govern licensure to practice practical nursing in the state of Capital Area, including a review of the Capital Area Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46:XLVII.Nursing, subpart 1- 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 Capital Area 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 Capital Area 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.

Prerequisites: HNUR 1411 and HNUR 2123; concurrent enrollment or successful completion of HNUR 1460 and HNUR 2133

HNUR 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

HNUR 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

HNUR 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

HNUR 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study

skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

UPHOLSTERY TECHNOLOGY

UPHO 1000 General Shop Safety

Lecture 2, Lab 0, Credit 2

This course emphasizes the factors that contribute to the establishment and maintenance of a safe work environment, such as use of personal equipment, handling of tools (both air and power drive), knowledge of hazardous materials and waste, and regular safety meetings.

Prerequisite: None

UPHO 1011 Upholstery Techniques

Lecture 3, Lab 3, Credit 6

An introductory course that covers the occupation of upholstery, tools, equipment and supplies required, and the use of the industrial sewing machine.

Prerequisite: None

UPHO 1021 Upholstery Benchwork

Lecture 1, Lab 1, Credit 2

This course covers how to thread the sewing machines and wind bobbins. Throw cushion patterns are used for application and practice of various techniques. The course also covers the various parts of furniture frames, installing webbing and springs, as well as refinishing exposed wood on upholstered furniture.

Prerequisite: None

UPHO 1031 Introduction to Furniture Techniques

Lecture 3, Lab 3, Credit 6

In this course, a basic furniture job (stool, dinette, chair, etc.) is assigned as a first project. Students learn how to measure a frame and how to strip a job removing all materials, staples, and tacks. Repairs (as needed) are completed in this course. The reupholstering of an actual job begins. Students also learn to work with chemicals.

Prerequisite: None

UPHO 1041 Basic Furniture Techniques I

Lecture 0, Lab 2, Credit 2

The course includes instruction on how to make the various types of cushions and upholster a recliner chair and a loose-cushioned sofa using appropriate basic methods and techniques. The student will apply the skills of cutting, sewing and installation.

Prerequisite: None

UPHO 1051 Basic Furniture Techniques II

Lecture 3, Lab 3, Credit 6

Taking apart the frame and mechanism of a recliner (necessary for upholstering), labeling the parts and patterns for future identification and reassembly are undertaken in this course. Course content includes handling loose-cushions both separate and on a sofa or chair and marking them for identification.

Prerequisite: None

UPHO 1061 Basic Furniture Techniques III

Lecture 0, Lab 2, Credit 2

Conducting pattern layout on the material while allowing for no waste is covered in this course. Measuring, cutting, and sewing techniques are utilized. Attachment of the final cover is completed on the frame.

Prerequisite: None

UPHO 2001 Advanced Furniture Techniques I

Lecture 3, Lab 3, Credit 6

Basic techniques on upholstering a sleeper sofa and attached cushioned sofa using appropriate basic methods and techniques are covered in this course. Railroaded materials, patterns and designs such as plaids, floral and prints are studied and techniques on how to cut to match are demonstrated.

Prerequisite: None

UPHO 2011 Advanced Furniture Techniques II

Lecture 0, Lab 2, Credit 2

In this course, a sleeper sofa is separated from the frame (bed mechanism is taken out), labeled and reassembled when sofa is completed. The attached-cushion sofa will have the pattern pieces labeled, stripped to the frame and reassembled. The advanced procedures of channeling and tufting are performed and practiced.

Prerequisite: None

UPHO 2021 Advanced Furniture Techniques III

Lecture 1, Lab 3, Credit 4

The student practices layout for construction of the square and diamond tufted designs. The channel-back design and layout is practiced using various size piping tins.

Prerequisite: None

UPHO 2031 Advanced Furniture Techniques IV

Lecture 0, Lab 2, Credit 2

Students in this course construct the channel-back, square and diamond tufting designs.

Prerequisites: UPHO 2011 and UPHO 2021

UPHO 1030 Shop Management

Lecture 1, Lab 0, Credit 1

This course includes entrepreneurial topics such as: start-up costs, customer relationships, and small business record keeping for the private upholstery shop.

Prerequisite: None

UPHO 2101 Vehicle Upholstery Techniques I

Lecture 1, Lab 4, Credit 5

Vehicle headliners, sun visors and dashboard components are disassembled, repaired when necessary, reupholstered then reinstalled in the vehicle. The techniques of upholstering 3 and 4 wheelers, boats and other vehicle components are performed.

Prerequisite: None

UPHO 2111 Vehicle Upholstery Techniques II

Lecture 0, Lab 2, Credit 2

Vehicle interior components (seats, arm rests, door panels, etc.) are disassembled, repaired when necessary, reupholstered, then put back into/on the vehicle.

Prerequisite: None

CPTR 1000 Introduction to Computers

Lecture 1, Lab 1, Credit 2

This course includes 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.

Prerequisites: None

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. 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.

Prerequisites: None

ORNT 1000 Freshman Seminar

Lecture 1, Lab 0, Credit 1

This course is designed to introduce newly enrolled students to college life and career development through a variety of activities. It is recommended that this course be scheduled during the first semester of enrollment. An overview of college policies, procedures, and resources as well as study skills and time management strategies will introduce the student to the college experience. Also included is an introduction to electronic learning and the use of online resources.

Prerequisite: None

UPHO 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

UPHO 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

UPHO 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

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

Prerequisite: Consent of instructor

UPHO 2996 Special Projects IV

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Consent of instructor

UPHO 2997 Practicum

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

UPHO 2999 Cooperative Education

Lecture 0, Lab 3, Credit 3

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: Consent of instructor

WELDING

WELD 1110 Occupational Orientation and Safety

Lecture 1, Lab 1, Credit 2

An introduction to the occupation of welding including facility layout, policies, safety and health procedures, information and practice concerning basic safety, safe operation of hand and power tools, materials handling and maintenance of a safe working environment. Students are also introduced to safe welding practices, communication skills, and essential workplace skills.

Prerequisites: Complete all appropriate entrance placement tests and campus registration requirements.

Unless OSHA approved safety training documentation can be produced, credit should "NOT" be granted for this course. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1120 Basic Blueprint, Metallurgy and Weld Symbols

Lecture 2, Lab 1, Credit 3

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.

Prerequisites: WELD 1110 and meet minimum approved Math entrance score.

Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1121 Advanced Blueprint Reading

Lecture 2, Lab 2, Credit 4

Instruction in this course includes a review of basic blueprint reading and an introduction to advanced blueprint layout, concepts, nomenclature, mark-up, and sketching specifications. Advanced disciplines covered may include Architectural, Civil, Electronics, Manufacturing, and Marine, Piping, Structural, ISO (International Standards Organization) or other industry specific disciplines.

Prerequisites: WELD 1110 and WELD 1120 plus meet minimum approved Math entrance score. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1130 Welding Inspection and Testing

Lecture 1, Lab 1, Credit 2

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content

WELD 1140 Electrical Fundamentals

Lecture 1, Lab 1, Credit 2

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1210 Oxyfuel Systems

Lecture 1, Lab 1, Credit 2

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1310 Cutting Processes – CAC/PAC

Lecture 0, Lab 3, Credit 3

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

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1411 SMAW – Fillet Weld

Lecture 0, Lab 3, Credit 3

Safely setup and operate Shielded Metal Arc Welding (SMAW) equipment with practice of single and multi-pass fillet welds in the flat, horizontal, vertical, and overhead positions using various electrodes

Prerequisite: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1412 SMAW – V-Groove BU/Gouge

Lecture 0, Lab 3, Credit 3

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1420 SMAW – V-Groove Open

Lecture 0, Lab 3, Credit 3

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1510 SMAW – Pipe 2G

Lecture 0, Lab 3, Credit 3

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1511 SMAW – Pipe 5G

Lecture 0, Lab 3, Credit 3

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 1512 SMAW – Pipe 6G

Lecture 0, Lab 3, Credit 3

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2110 FCAW – Basic Fillet Welds

Lecture 0, Lab 3, Credit 3

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2111 FCAW – Groove Welds

Lecture 0, Lab 3, Credit 3

Safely setup and operate Flux Core Arc Welding (FCAW) equipment with practice of V-Groove welds with a backing or back gouging in the flat, horizontal, vertical, and overhead positions.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2210 GTAW – Basic Multi-Joint

Lecture 0, Lab 3, Credit 3

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2220 GTAW – Pipe 5G

Lecture 0, Lab 3, Credit 3

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2221 GTAW – Pipe 2G

Lecture 0, Lab 3, Credit 3

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2222 GTAW – Pipe 6G

Lecture 0, Lab 3, Credit 3

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2310 GMAW – Basic Fillet Weld

Lecture 0, Lab 3, Credit 3

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.

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2311 GMAW – Groove Weld

Lecture 0, Lab 3, Credit 3

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

Prerequisites: WELD 1110. Exit Notice: Students may be required to pass course proficiency tests before proceeding to other program content.

WELD 2990 Special Projects VI

Lecture 0, Lab 6, Credit 6

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

Prerequisite: Consent of instructor

WELD 2991 Special Projects I

Lecture 0, Lab 1, Credit 1

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

Prerequisite: Consent of instructor

WELD 2992 Special Projects IV

Lecture 1, Credit 1, Credit 2

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

Prerequisite: Consent of instructor

WELD 2993 Special Projects II

Lecture 0, Lab 2, Credit 2

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

Prerequisite: Consent of instructor

WELD 2994 Special Projects V

Lecture 0, Lab 4, Credit 4

A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor

WELD 2995 Special Projects III

Lecture 0, Lab 3, Credit 3

A course designed for the student who has demonstrated specific special needs.
Prerequisite: Consent of instructor

Campus Personnel

Administration

McDaniel, Kay	Vice Chancellor of Technical Education
Ph.D., Louisiana State University	
Beckman, Phyllis	Dean of Technical Education
B.S., Nicholls State University	
Hubbs, Mike	Chief Business Officer
B.S. University of Louisiana - Lafayette	
Nichols, Walter	Corrections Coordinator
B.A. Baptist Christian College	
Williams, LaMoynie	Chief Workforce Development Officer
B.S., Xavier University	

Acadian Faculty

Benoit, John	Welding
High School Diploma working on A.A.S. Degree	
Boone, Dennis	Welding
A.A.T., Louisiana Technical College, Sowela Campus	
Chapa, Jose	Automotive Technology
High School Diploma working on A.A.S. Degree	
Dempsey, Jan	Practical Nursing
B.S.N., Brigham Young University	
Dupre, Ted	Practical Nursing
M.S.N., Southern University	
Duvic, Martin	Automotive Technology
A.A.T., Louisiana Technical College, Sowela Campus	
French, Jean	Culinary Arts and Occupations
A.A.S Degree, Louisiana Technical College, Baton Rouge Campus	
Jackson, Darnella	Practical Nursing
B.S.N., Loyola University	
Marks, Gwendolyn	Department Head, Care and Development of Young Children
M.Ed., Plus 30, Xavier University	
Meek, Jerry	Air Conditioning & Refrigeration
High School Diploma working on AAS Degree	
Newman, Denise	Department Head, Practical Nursing
M.S., Warren National University	
Potter, Pamela	Patient Care Technician
M.S.N, Grambling State University	
Pourciau, Paulette	Practical Nursing
L.P.N. Diploma, Our Lady of the Lake School of Nursing	
Saia, Angela	Graphic Communications
A.A.T., Louisiana Technical College, Sowela Campus	
Sibley, Kathie	Practical Nursing
B.S., Southeastern Louisiana University	
Smith, Vivian	Care and Development of Young Children
M.S., Southeastern Louisiana University	
Stewart, Mary	Practical Nursing
M.B.A., University of Phoenix	
Travastos, Michael	Department Head, Culinary Arts and Occupations
B.A., Louisiana State University	
Waguespack, Leroy	Information and Communications Technology
A.A.T., Louisiana Technical College, Sowela Campus	

Williams, Darnell..... Drafting and Design Technology
 A.A.T., CBM Technical College
 Wittig, April Practical Nursing
 B.S.N., University of North Alabama
 Young, Ryan..... Machine Tool Technology
 High School Diploma working on A.A.S. Degree
 Younger, Mary Pat..... Business Office Technology
 M.S., Louisiana State University

Acadian Staff

Alexander, James..... Police Officer
 Anderson, Delandera JAG Specialist
 Batton, Yolanda..... Test Administrator/STEP Coordinator
 Bienemy, Steven Maintenance Repairer II
 Brinkley, Buffy Chief Student Services Officer
 Brown, Tammy Chief Development and Public Relations Officer
 Clardy, John Maintenance Repairer Foreman
 Dantoni, Joyce..... Administrative Assistant IV
 Foster, Morris Custodian II
 Gobert, Glenn (part-time)..... Paraeducator
 Guidry, Oralie Custodian I
 Harrison, Shynell Accounting Clerk
 Johnson, Reginald..... JAG Specialist
 Johnson, Tyquencia Career Counselor
 Lampton, Lloyd..... Police Sergeant
 Lovell, Rebecca..... Institutional Researcher
 Morgan, Pamela Financial Aid Officer
 Reed, Patricia..... Custodian II
 Sealy, Martha Career Tech Facilitator
 Schupbach, Shawn..... Assistant to the Vice Chancellor of Technical Education
 Selvage, Cudgar (part-time) Maintenance
 Smelley, Rebecca..... Human Resource Manager
 Smith, Leatha (part time) Cook/Care and Development of Young Children
 Smith-Henderson, Deborah Administrative Coordinator II
 Tassin, Becky (part-time)..... IWTP Coordinator
 Vignes, Mark Facilities & Property Manager
 Ware, Carla Financial Aid Officer
 Warren, John..... Chief Information Technology Officer

Frazier Faculty

Alston, Ronald (part-time)..... Barber-Styling
 A.A.S. Degree, Louisiana Technical College, Baton Rouge Campus
 Tanios, LaTonya..... Cosmetology
 B.A., Southern University
 Washington, Ella..... Barber-Styling
 A.A.T., Louisiana Technical College, Sowela Campus

Port Allen Faculty

Benoit, John Welding
 High School Diploma working on A.A.S. Degree
 Sylvan, Cardiece Pharmacy Technology
 High School Diploma working on A.A.S. Degree; Certified Pharmacy Technician

Port Allen Staff

Cupit, Glenn..... DEQ Grants
Dukes, David Motor Vehicle Inspection Operator
Williams, Melanie Assistant Grant Coordinator

Folkes Faculty

Barnardez, Marcus..... Horticulture/Angola
B.S., Southern University
Bourgeois, Lee..... Upholstery/LCIW
A.A.T., Louisiana Technical College, Sowela Campus
Campbell, Douglas..... Carpentry/DCI
High School Diploma working on A.A.S. Degree
Collins, Lestly..... Welding/Hunt
High School Diploma working on A.A.S. Degree
Douglas, Michael Culinary Arts/LCIW
B.S., Louisiana State University
Elam, Matthew Collision Repair/DCI
A.A.S. Degree, Capital Area Technical College
Greer, Willie Welding/Folkes Campus
High School Diploma working on A.A.S. Degree
Harrison, Gary..... HVAC/Hunt
B.S., Southern University
Irvine, Elizabeth Culinary/Angola
B.S., Southern University
May, Billy Carpentry/Hunt
High School Diploma working on A.A.S. Degree
Moreau, Parker Welding/Angola
High School Diploma working on A.A.S. Degree
Smith, Stefan Welding/Hunt
High School Diploma working on A.A.S. Degree
Verbick, James Carpentry/Angola
A.A.S. Degree, Capital Area Technical College
Williams, Brenda Patient Care Technician/Folkes Campus
A.A.S. Degree, Capital Area Technical College
Zaunbrecher, Damion Welding/Angola
High School Diploma working on A.A.S. Degree

Folkes Staff

Edwards, Brian..... Academic Evaluator
Gremillion, Danielle Financial Aid Officer
Profit, Loretta Administrative Coordinator III

Jumonville Faculty

Bailey, Debra Patient Care Technician
A.A.S. Degree, Capital Area Technical College
Gunnells, Chad Welding
High School Diploma working on A.A.S. Degree
Gunnells, Lisa (Adjunct) Nurse Assistant
L.P.N., LTC Avoyelles Campus

Jumonville Staff

Gremillion, Danielle Student Services Officer
Hollins, Angelica Paraeducator
Joseph, John Laborer

Westside Faculty

Brocksmith, Chrystie..... Practical Nursing
R.N. Diploma, Our Lady of the Lake
Burton, Delma Office Systems Technology/Campus Facility Coordinator
M.Ed., Southern University
Floyd, Rachel Medical Assistant
High School Diploma and L.P.N., working on A.A.S. Degree
Raffray, Lorraine..... Practical Nursing
R.N. Diploma, Baton Rouge General

Westside Staff

Robinson, Carl..... Maintenance Repairer II
Davis, Caroll Administrative Assistant I

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