

Capital Area Technical College



SCHOOL CATALOG

2012-2013 Academic Year

www.catc.edu

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



The campuses of Capital Area Technical College 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, Capital Area Technical College campuses uphold the following policy:

Capital Area Technical 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.

Capital Area Technical College

Baton Rouge 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

59125 Bayou Road
Plaquemine, LA 70764
(225) 687-6392 Phone
(225) 342-8229 Fax

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 Capital Area Technical College 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.

Capital Area Technical College 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 CATC

The mission of Capital Area Technical College (CATC) 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. CATC 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. Capital Area Technical College is a member of this system and is recognized for preparing students for workforce success through continual education and training.

Capital Area Technical College (CATC) 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.

Capital Area Technical College 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 CATC 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.

Capital Area Technical College, the People's College—Opportunity begins here!



Dr. Kay McDaniel, Director

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
Timothy W. Hardy, Second Vice Chair.....	Baton Rouge, LA
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Brett Millington	Lafayette, LA
Paul Price, Jr.....	Winnsboro, LA
Stephen Smith	Schriever, LA
F. Mike Stone	New Orleans, LA
Vincent St. Blanc III.....	Franklin, LA
Allen Scott Terrill.....	Bossier City, LA
Stephen Toups.....	Baton Rouge, LA
Jimmy Douglas, Student Member	Baton Rouge, LA
Aдриanna Garcia, Student Member.....	Morgan City, LA

History of Capital Area Technical College

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.

GENERAL INFORMATION

Campus Facilities

The Baton Rouge campus serves as the main campus for Capital Area Technical College. 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 campus and extension campuses all serve residents of East Baton Rouge and surrounding parishes.

Educational facilities at the Folkes branch 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 Westside branch 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 Jumonville branch 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.



Baton Rouge Campus



Folkes Branch Campus



Jumonville Branch Campus



Westside Branch Campus

GENERAL INFORMATION

Fall 2012 Academic Calendar

August 2, 2012	Last day to submit application and take COMPASS test for Fall Semester
August 3 – September 10, 2012	COMPASS testing cancelled
August 13-15, 2012	Bookstore opens 8:30 am to 4:30 pm
August 13-15, 2012	Fall Registration 8:30 am to 4:30 pm
August 13-19, 2012	100% refund for classes dropped
August 16-17, 2012	Freshman Seminar Class (1 hour credit course; 2-day class)
August 20, 2012	First day of Fall Semester (review class schedule for beg. course date)
August 20-23, 2012	75% refund for classes dropped
August 24 – 31, 2012	50% refund for classes dropped
September 3, 2012	Labor Day Holiday (Campus Closed)
September 1-7, 2012	25% refund for classes dropped
September 11, 2012	COMPASS testing resumes: Tuesdays and Thursdays at 9:00 a.m. and 11:00 a.m.
September 24, 2012	Graduation application and fees due (\$25)
October 12, 2012	Students with Summer 2012 “I” grades must submit work by this date
October 8-12, 2012	Mid-Semester Week
November 2, 2012	Last day to submit Graduation Application & Fees (\$50)
November 2, 2012	Last date to drop a course or withdraw (15-week courses only) Last day to withdraw from a course that doesn’t last 15 weeks is 50% of the way through the course.
November 6 – Dec. 11, 2012	COMPASS testing extends: Tuesdays and Thursdays at 9:00 a.m., 10:00 a.m., 11:00 a.m., and 12:00 p.m.
November 12 – Dec. 3, 2012	Spring pre-registration for continuing students
November 19-23, 2012	Student fall break/Thanksgiving Holiday
November 22-23, 2012	Campus closed for Thanksgiving Holiday
November 30, 2012	Graduating seniors must have all assignments/exams completed
December 3, 2012	Graduate Grades Due
December 10, 2012	Last instructional day/exams Graduation practice 9:00 a.m. /Practical Nursing Practice 11:30 a.m.
Dec. 11, 2012	Last day to submit an application and take the COMPASS exam for the Spring 2013 semester
Dec. 17-19, 2012	Continuing students can try to test out of Developmental Education courses by taking the COMPASS test Monday, Tuesday, Wednesday at 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m.
December 12, 2012	Practical Nursing Graduation at 6:00 pm
December 13, 2012	Graduation at 6:00 pm
December 24, 2012 – January 1, 2013	Campus closed for Winter Break
January 7-9, 2013	Spring Registration

Note: Any student completing all coursework required to earn a degree must submit a graduation application and a \$25 fee to the Office of Student Services by September 24, 2012. A \$25 late fee will be charged for all applications submitted after the due date.

GENERAL INFORMATION

Spring 2013 Academic Calendar

Dec. 11, 2012	Last day to submit an application and take COMPASS test for Spring Semester
December 12, 13 – February 4, 13, 2013	COMPASS testing cancelled
January 7-9, 2013.....	Bookstore opens 8:30 am to 4:30 pm
January 7-9, 2013.....	Spring Registration 8:30 a.m. to 4:30 p.m.
January 7-13, 2013.....	100% refund for classes dropped
January 10-11, 2013.....	Freshman Seminar Class (1 hour credit course; 2-day class)
January 14, 2013.....	First day of Spring Semester (refer to class schedule for beg. course date)
January 14-17, 2013.....	75% refund for classes dropped
January 18-28, 2013.....	50% refund for classes dropped
January 21, 2013.....	Martin Luther King Holiday (Campus Closed)
January 29-February 1, 2013.....	25% refund for classes dropped
February 5, 2013	COMPASS testing resumes: Tuesdays and Thursdays at 9:00 a.m. and 11:00 a.m.
February 11-12, 2013	Mardi Gras Holiday for Students
February 12, 2013	Campus closed for Mardi Gras Holiday
March 8, 2013	Graduation Application & Fees Due (\$25)
March 11-15, 2013	Mid-Term Week
March 15, 2013	Students with Fall 2012 “I” grades must submit work by this date
March 25-29, 2013	Spring Break – Student Holiday
March 29, 2013	Good Friday – Holiday (Campus Closed)
April 12, 2013	Last day to submit Graduation Application & Fees (\$50)
April 12, 2013	Last date to drop a course or withdraw (15-week courses only) Last day to withdraw from a course that doesn’t last 15 weeks is 50% of the way through the course.
April 15-May 3, 2013	Summer Pre-Registration for Continuing Students
April 16-May 7, 2013	COMPASS testing extends: Tuesdays and Thursdays at 9:00 a.m., 10:00 a.m., 11:00 a.m., and 12:00 p.m.
April 30, 2013	Graduating seniors must have all assignments/exams completed
May 1, 2013.....	Graduate Grades Due
May 7, 2013.....	Last day to submit an application and take COMPASS test for Summer Term
May 8-10, 2013	COMPASS testing cancelled
May 8, 2013.....	Last Instructional Day/Exams
May 9-10, 2013	Continuing students can try to test out of Developmental Education courses by taking the COMPASS test Monday, Tuesday, Wednesday at 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m.
May 13, 2013.....	Graduation Practice 9:00 a.m./Practical Nursing Practice 11:30 a.m.
May 15, 2013.....	Practical Nursing Graduation at 6:00 pm
May 16, 2013.....	Graduation at 6:00 pm
May 20-21, 2013.....	Summer Registration

Note: Any student completing all coursework required to earn a degree must submit a graduation application and a \$25 fee to the Office of Student Services by March 8, 2013. A \$25 late fee will be charged for all applications submitted after the due date.

GENERAL INFORMATION

Summer 2013 Academic Calendar

May 13, 2013.....	Last day to submit application and take COMPASS test for Summer Term
May 11-June 3, 2013.....	COMPASS testing cancelled
May 20-21, 2013.....	Bookstore opens 8:30 a.m. to 4:30 p.m.
May 20-21, 2013.....	Summer Registration 8:30 a.m. to 4:30 p.m.
May 20-23, 2013.....	100% refund for classes dropped
May 22-23, 2013.....	Freshman Seminar Class (1 hour credit course; 2-day class)
May 24, 2013.....	First day of Summer Term (refer to class schedule for beg. course date)
May 24-27, 2013.....	75% refund for classes dropped
May 28-30, 2013.....	50% refund for classes dropped
May 31-June 3, 2013.....	25% refund for classes dropped
June 4, 2013.....	COMPASS testing resumes: Tuesdays and Thursdays at 9:00 a.m. and 11:00 a.m.
June 19-21, 2013.....	Mid-Term Week
June 21, 2013.....	Students with Spring 2013 "I" grades must submit work by this date
June 25-August 1, 2013.....	COMPASS testing extends: Tuesdays and Thursdays at 9:00 a.m., 10:00 a.m., 11:00 a.m., and 12:00 p.m.
July 3, 2013.....	Last date to drop a course or withdraw (8-week courses only) . Last day to withdraw from a course that doesn't last 8 weeks is 50% of the way through the course.
July 4, 2013.....	4 th of July Holiday (Campus Closed)
July 5-August 1, 2013.....	Fall pre-registration for continuing students

Note: Any student completing all coursework required to earn a degree must submit a graduation application and a \$25 fee to the Office of Student Services by the 4th Friday of the Fall 2013 semester. A \$25 late fee will be charged for all applications submitted after the due date.

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 (\$5 nonrefundable fee)
- Take the COMPASS or ASSET placement test (\$15 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:
 - 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
- Cosmetology applicants must have completed 10th grade

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

ADMISSIONS POLICIES AND PROCEDURES

individuals with disabilities to have access to 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

Capital Area Technical College 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

ADMISSIONS POLICIES AND PROCEDURES

successfully completed in the original program 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 CATC, 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 2012)		
Credit Hours	Louisiana Residents	Out-of-State
1	\$59.20	\$124.20
2	\$118.40	\$248.40
3	\$177.60	\$372.60
4	\$236.80	\$496.80
5	\$296.00	\$621.00
6	\$355.20	\$745.20
7	\$414.40	\$869.40
8	\$473.60	\$993.60
9	\$532.80	\$1,117.80
10	\$592.00	\$1,242.00
11	\$651.20	\$1,366.20
12 or more	\$710.40	\$1,490.40

Online Tuition
\$122 per Credit Hour

Other Fees*	
SGA Fee*	\$5-\$15
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.
Developmental Lab (Plato)	\$65/course
Student ID (each semester)	\$5
Parking Decal	\$5
Late Fee Effective 1/13/03	\$25
WorkKeys Fee (JOBS 2450)	\$22
Placement Challenge Fee	\$15
ATI Fee (Practical Nursing only)	varies
NSF Checks	\$25
Credit Card Transaction	3%
*Fees may vary by campus.	

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%
11 th – 14 th	25%
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%
6 th – 7 th	25%
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 Capital Area Technical College (CATC), 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 CATC), 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 CATC 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

CATC 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. Contact the Student Services 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 Capital Area Technical College is considered to be in good academic standing. A student will be placed on academic probation whenever the CATC 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 CATC 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 CATC 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 CATC 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 15 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 list the courses taken and grades earned each semester along with the semester GPA and cumulative GPA.

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 Capital Area Technical College to another institution is at the discretion of the receiving institution. CATC 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
- Student’s signature and request date

INSTRUCTIONAL SERVICES POLICIES AND PROCEDURES

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).

Capital Area Technical College (CATC), 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 CATC 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 CATC 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 detailed 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. Capital Area Technical College 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. Capital Area Technical College 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.

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

STUDENT AFFAIRS POLICIES AND PROCEDURES

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

STUDENT AFFAIRS POLICIES AND PROCEDURES

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

STUDENT AFFAIRS POLICIES AND PROCEDURES

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. CATC 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
Occupational Education (Instructors Only)

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.

[†]Instructor Credentialing Program

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.

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).



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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).



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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).



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		

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).

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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).



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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).



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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).

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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

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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

Course descriptions are available online at www.catc.edu Click Programs of Study.
Click on the program name; then click on Course Names and Descriptions (under Related Links).

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

Accredited by



Course descriptions are available online at www.catc.edu Click Programs of Study.
Click on the program name; then click on Course Names and Descriptions (under Related Links).

PrintEd is administered by the Graphic Arts Education and Research Foundation, a national accreditation and certification program.

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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).



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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).



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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).



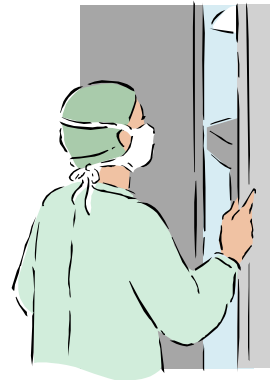
NURSE ASSISTANT

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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).



OCCUPATIONAL EDUCATION

Curriculum Implemented Fall 2007

Teacher Credentialing Program

The Associate of Applied Science in Occupational Education Methods may be obtained from Louisiana Technical College by satisfactory completion of the following curriculum which meets the minimum requirements as stipulated by the Council on Occupational Education (COE).

Course Number	Course Title	Total Credit Hrs.
Fifteen (15) semester credit hours must be earned from the following list of methods courses:		
OCED 1000	New Instructor Workshop—Required of all persons seeking certification	3
OCED 1010	Methods of Teaching Vocational Technical Education	3
OCED 1020	Management of Vocational Technical Education Classroom/Lab	3
OCED 1030	Preparation of Vocational Technical Educational Instructional Materials	3
OCED 1040	Teaching Special Needs Students in Vocational Education	3
OCED 1050	Testing and Evaluation in Vocational Technical Education	3
OCED 2010	Reading and Writing Methods in Vocational Technical Education	3
OCED 2020	Occupational Safety and Health	3
OCED 2030	Curriculum Planning	3
OCED 2040	Vocational Guidance	3
OCED 2050	Computer Technology in the Workplace	3
OCED 2060	Ethics and Diversity Training for the Workplace	3
OCED 2070	Management of Change	3
Fifteen (15) semester credit hours may be awarded for documented successful work experience OR by successful completion of the following courses:		
OCED 2710	Basic Theory in Vocational Education	3
OCED 2720	Basic Skills in Vocational Education	3
OCED 2730	Intermediate Skills in Vocational Education.....	3
OCED 2740	Development of Vocational Teacher Competency	3
OCED 2750	Basic Practicum in Occupational Education.....	3
Fifteen (15) semester credit hours may be awarded by successful completion of the NOCTI exam OR by successful completion of the following courses:		
OCED 2760	Advanced Skills in Vocational Education.....	3
OCED 2770	Advanced Theory in Vocational Education.....	3
OCED 2780	Intermediate Practicum in Occupational Education	3
OCED 2790	Advanced Practicum in Occupational Education	3
OCED 2800	Directed Study in Occupational Education	3
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 – Occupational Education.....		60

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).

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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).



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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).



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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).

UPHOLSTERY TECHNOLOGY*

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

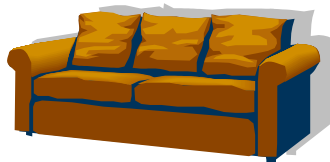
Under the supervision of the instructor, the student performs procedures for installing, repairing, arranging, and securing springs, webbing, and padding; measuring, cutting, and sewing fabrics; and filling, tufting, channeling, and buttoning cushions.

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

Course descriptions are available online at www.catc.edu Click Programs of Study. Click on the program name; then click on Course Names and Descriptions (under Related Links).



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.
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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 are available online at www.catc.edu Click Programs of Study.
Click on the program name; then click on Course Names and Descriptions (under Related Links).

Campus Personnel

Administration

McDaniel, KayRegional Director
Ph.D., Louisiana State University

Arceneaux, Johnny.....Assistant Dean, Folkes Campus
B.S., Louisiana State University

Beckman, PhyllisChief Academic Officer
B.S., Nicholls State University

Davis, Amy Campus Dean, Jumonville Campus
M.Ed., Southern University

Hubbs, MikeChief Business Officer
B.S. University of Louisiana - Lafayette

Nichols, Walter Corrections Coordinator
B.A. Baptist Christian College

Sealy, Martha Interim Campus Coordinator, Westside Campus
MLA, Louisiana State University

Williams, LaMoynes Chief Workforce Development Officer
B.S., Xavier University

Baton Rouge Faculty

Anderson, Wanda..... Developmental Studies
M.S., Southern University

Batton, Yolanda..... Business Office Support Specialist
M.Ed., Southern University

Berry, CharlesAutomotive Technology
High School Diploma working on AAS Degree

Blackwell, Purvis.....Information and Communications Technology
A.A.T., Louisiana Technical College, Sowela Campus

Boone, Dennis..... Welding
A.A.T., Louisiana Technical College, Sowela Campus

Brown, Norman Department Head, Graphic Communications
A.A.T., Louisiana Technical College, Sowela Campus

Case, Andrew..... Drafting and Design Technology
AAS Degree, Copiah-Lincoln Community College

Dempsey, Jan Practical Nursing
B.S.N., Brigham Young University

Duplantier, Suzie Developmental Studies
B.S., Louisiana State University

Dupre, Ted Practical Nursing
M.S.N., Southern University

Duvic, MartinAutomotive Technology
A.A.T., Louisiana Technical College, Sowela Campus

French, Jean Culinary Arts and Occupations
AAS Degree, Louisiana Technical College, Baton Rouge

Gordon, Carleton..... Air Conditioning & Refrigeration
Technical Diploma, Louisiana Technical College, Baton Rouge Campus working on AAS Degree

Grigg, Sue Department Head, Information and Communications Technology
A.A.T., Louisiana Technical College, Sowela Campus

Jackson, Darnella..... Practical Nursing
B.S.N., Loyola University

Jarrell, Loretta Business Office Technology
B.S., Southern University

Linder, Barbara Department Head, Developmental Studies
 B.S., Louisiana State University

Livous, Gwen Department Head, Practical Nursing
 MSN, University of Phoenix

Marks, Gwendolyn Department Head, Care and Development of Young Children
 M.Ed., Plus 30, Xavier University

Newman, Denise Practical Nursing
 MSN, Warren National University

Patrick, Kendra Practical Nursing
 B.S., Southern University

Pourciau, Paulette Practical Nursing
 Diploma, Our Lady of the Lake School of Nursing

Sibley, Kathie Practical Nursing
 B.S., Southeastern Louisiana University

Smith, Vivian Care and Development of Young Children
 M.S., Southeastern Louisiana University

Stafford, Mildred Practical Nursing
 M.A., Dillard University

Stewart, Mary Practical Nursing
 MBA, University of Phoenix

Street, Angela Graphic Communications
 A.A.T., Louisiana Technical College, Sowela Campus

Travazos, 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

Weaver, Nancy Practical Nursing
 A.D., Our Lady of the Lake School of Nursing

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 AAS Degree

Younger, Mary Pat Business Office Technology
 M.S., Louisiana State University

Baton Rouge Staff

Alexander, James Police Officer

Anderson, Delandria JAG Specialist

Batton, Yolanda Test Administrator/STEP Coordinator

Beckman, Phyllis Associate Chief Academic Officer

Bienemy, Steven Maintenance Repairer II

Brinkley, Buffy Admissions Officer

Brown, Tammy Chief Development and Public Relations Officer

Bunch, Cheryl Restricted Funds Accountant

Clardy, John Maintenance Repairer Foreman

Foster, Morris Custodian II

Gobert, Glenn (part-time) Paraeducator

Griffin-Elzy, Nikki Procurement Specialist II

Gueho, Cindy Administrative Services Officer II

Guidry, Oralie Custodian I

Harrison, Shynell Accounting Clerk

Helm, Darlene Purchasing Manager

Johnson, Reginald JAG Specialist

Johnson, Tyquencia Career Counselor

Lampton, Lloyd Police Sergeant
 Lee, Shirley Fiscal Assistant
 Lovell, Rebecca Institutional Researcher
 Morgan, Pamela Administrative Assistant IV
 Perez, Donna Human Resources Manager
 Reed, Patricia Custodian II
 Sealy, Martha Career Tech Facilitator
 Schupbach, Shawn Administrative Assistant II
 Selvage, Cudgar (part-time) Maintenance
 Smelley, Rebecca Human Resources 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
 Walker, Latreva Financial Aid Officer
 Ware, Carla Financial Aid Officer
 Warren, John Chief Information Technology Officer

Frazier Faculty

Alston, Ronald (part-time) Barber-Styling
 AAS Degree, Louisiana Technical College, Baton Rouge
 Tanios, LaTonya Cosmetology
 B.A., Southern University
 Washington, Ella Barber-Styling
 A.A.T., Louisiana Technical College, Sowela Campus

Port Allen Faculty

Cupit, Glenn DEQ Grants
 H.S. Diploma, ASE Master Technician, Mechanical and Body/Paint
 Dukes, David Motor Vehicle Inspection Operator
 A.S., New Orleans General Automotive School
 Sylvan, Cardiece Pharmacy Technology
 High School Diploma working on AAS Degree; Certified Pharmacy Technician

Port Allen Staff

Davis, Caroll Administrative Assistant I
 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
 Collins, Lestly Welding/Hunt
 High School Diploma working on AAS Degree
 Douglas, Michael Culinary Arts/LCIW
 B.S., Louisiana State University
 Elam, Matthew Collision Repair/DCI
 AAS Degree, Capital Area Technical College
 Harrison, Gary HVAC/Hunt
 B.S., Southern University
 Howard-Harris, Karen Business Office Technology /LCIW
 M.S. Degree, Southern University

Irvine, Elizabeth Culinary/Angola
 B.S., Southern University

May, Billy Carpentry/DCI
 High School Diploma working on AAS Degree

May, Melanie Horticulture/LCIW
 B.S., Southeastern Louisiana University

Moreau, Parker Welding/Angola
 High School Diploma working on AAS Degree

Reynolds, Frank..... Welding/Main
 High School Diploma working on AAS Degree

Smith, Stefan Welding/Hunt
 High School Diploma working on AAS Degree

Terrell, Richard Business Office Technology /Folkes Campus
 B.S., Southern University

Verbick, James Carpentry/Angola
 AAS Degree, Capital Area Technical College

Williams, Brenda Nurse Assistant/Folkes Campus
 AAS Degree, Capital Area Technical College

Zaubrecher, DamionWelding/Angola
 High School Diploma working on AAS Degree

Folkes Staff

Arceneaux, JohnnyAssistant Dean

Edwards, Brian..... Academic Evaluator

Gremillion, DanielleFinancial Aid Officer

Moffat, David..... Maintenance Repairer II

Profit, Loretta Administrative Coordinator III

Jumonville Faculty

Bailey, Debra Patient Care Technician
 AAS Degree, Capital Area Technical College

Chenevert, Clayton Developmental Studies
 B.S., Louisiana State University

Faust, LaTarsha.....Cosmetology
 Certification Diploma, Camelot College

Givens, BelvinBusiness Office Technology
 M.Ed., Southern University

Gunnells, LisaNurse Assistant
 LPN, LTC Avoyelles Campus

Jumonville Staff

Davis, Amy..... Campus Dean, SPSO

Davis, Sheila Administrative Services Officer II

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
 LPN Diploma, Delta College of Arts and Technology

Raffray, Lorraine Practical Nursing
 R.N. Diploma, Baton Rouge General

Westside Staff

Boudreaux, Rhett..... Maintenance Repairer II
Gremillion, Danielle Student Services Officer
Sealy, Martha Interim Campus Coordinator

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