

COVER SHEET
DESIGNED BY
GRAPHIC COMMUNICATIONS



Louisiana Technical College, Baton Rouge Campus, hereafter referred to as BR Tech, is 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:

Commission on Occupational Education
41 Perimeter Center East, NE
Suite 640
Atlanta, GA 30346
Telephone: 770.396.3898
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, Louisiana Technical College, BR Tech Campus upholds the following policy:

BR Tech 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. BR Tech welcomes handicapped individuals and has made buildings accessible to them. Anyone with questions regarding this policy may contact the Senior Assistant Dean of Administration and Instruction at 225.359.9204.



Enrollment Information:
Louisiana Technical College, BR Tech Campus
3250 North Acadian Thruway East
Baton Rouge, Louisiana 70805
225.359.9201
225.359.9354 Fax

Frazier Extension Campus
555 Julia Street
Baton Rouge, Louisiana 70802
225.342.5850 or 225.342.5851

www.theltc.net

CATALOG POLICY

The College catalog is published periodically. The provisions of this catalog do not constitute a contract between Louisiana 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 campus. Other faculty may be appointed, depending on the instructional needs of the campus.

Louisiana 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.

Table of Contents

WELCOME	7
LOUISIANA BOARD OF REGENTS	8
LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM BOARD.....	9
GENERAL INFORMATION	10
COLLEGE CALENDAR.....	12
ADMISSIONS POLICIES AND PROCEDURES	14
SCHEDULE OF FEES	17
FINANCIAL AID AND SCHOLARSHIPS	19
ACADEMIC POLICIES	23
ACADEMIC SUPPORT SERVICES	27
STUDENT SERVICES	28
STUDENT CONDUCT	31
PROGRAMS OF STUDY	33
COURSE DESCRIPTIONS.....	55
CAMPUS PERSONNEL	81
INDEX	84

Welcome from the Campus Dean



W. Wayne Meaux, Campus Dean

Welcome!

The Louisiana Community and Technical College System was established by the Louisiana legislature in 1999. LTC – BR Tech is a member campus of the new system and is recognized for preparing students for workforce success through continual education and training.

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

BR Tech provides students with many educational and training choices. Its affordable tuition, small class size, high quality faculty, personal attention, great job placement rate, convenient class times and locations, beautiful campus, and a wide variety of student services combine to make the BR Tech 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.

BR Tech, the People's College—Opportunity begins here!

Governance

Louisiana
Board of Regents

Members

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William “Billy” Blake.....	Lake Charles, LA
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Reggie Duprè	Lafayette, LA
Robert W. Levy	Ruston, LA
William Oliver	New Orleans, LA
Virgil Robinson, Jr.	New Orleans, LA
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William Clifford Smith	Houma, LA
Pat A. Strong.....	Franklin, LA
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Steven Sumbler, <i>Student Member</i>	Baton Rouge, LA
Dr. E. Joseph Savoie, <i>Commissioner of Higher Education</i>	Baton Rouge, LA

Governance

Louisiana

Community and Technical College System Board

Members

Ann H. Knapp, <i>Board Chair</i>	Lake Charles, LA
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F. Mike Stone.....	New Orleans, LA
Nicholas P. Trist, Jr.....	Chalmette, LA
Elizabeth Gallegos, <i>Technical College Student Representative</i>	Morgan City, LA
Gregory Hamilton, <i>Community College Student Representative</i>	Baton Rouge, LA
Dr. Walter G. Bumphus, <i>LCTCS System President</i>	Baton Rouge, LA

General Information

History of the Technical College System

Louisiana's post-secondary technical education system was established in 1999 by a Constitutional Amendment. It is constitutionally governed by the Louisiana Community and Technical College System Board of Supervisors (LCTCS Board), which was appointed by the Governor. Prior to 1999, the Technical College System was governed by the State Board of Elementary and Secondary Education/Board of Vocational Education.

Since the 1930s, vocational education has been afforded to the citizens of Louisiana through a system of post-secondary technical education, which also provides technical training to secondary high school students. Acts 208 and 209 of 1973 expanded the existing post-secondary technical education system from 33 to 53 technical institutes and provided for a coordinated and comprehensive statewide system of career education. An initial \$100 million in capital outlay investment in Louisiana's technical training opportunities established Louisiana as a national leader in workforce preparation through post-secondary technical education in up-to-date facilities.

The Louisiana vocational-technical education system originally began as "trade schools" in the thirties and has evolved to vocational schools – vocational-technical schools – vocational-technical institutes – and at present, technical college, as a result of a redesigned curriculum, which blends technical and applied academics ultimately leading to certificate, diploma, and/or the associate of applied technology degree, the credential of preference by many business, industry, and labor interests. The LCTCS Board established one technical college comprised of 42 campuses, which offers 66 full-time training programs to approximately 50,000 students. The name change to technical college is reflective of the blending of technical and applied academic education. The system is presently providing for a standardized curriculum for careers ranging from

automotive technology to biomedical technology, which affords students the ability of full transfer of credits from one LTC campus to another.

BR Tech Campus History

The 1944 Louisiana Legislature approved Act No. 263, which created and established a trade school for the education of the citizens of the state of Louisiana in East Baton Rouge Parish to be known as the Baton Rouge Trade School. It further authorized the State Board of Education to maintain and administer the operation of the school.

In 1973, the Legislature passed Acts 208 and 209. Act 208 provided for the reorganization of the state trade schools and increased their number from 33 to 53. 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.

Act 209 provided \$4,816,533 for the acquisition of 9.3 additional acres for the Baton Rouge Vocational-Technical School. An additional building, which now houses the administration area and also additional classrooms, was occupied in the fall of 1978. These facilities were renamed Louisiana Technical College, Baton Rouge Campus by the Board of Elementary and Secondary Education Board in July of 1995. The

Enrollment Information
225.359.9201

GENERAL INFORMATION

BR Tech Campus currently houses 15 programs, serving approximately 2,400 students. The campus is in District II of the state with 7 other campuses under District II jurisdiction.

The BR Tech Campus was first accredited by the Southern Association of Colleges and Schools/Commission on Occupational Education Institutions (SACS/COEI) in January 1974. The Campus was accredited by SACS/COEI from January 1974 through December 1995. COEI division withdrew from SACS in December 1995 and was reorganized as the Council on Occupational Education (COE). The Campus has been accredited by COE since January 1996.

In addition to full-time career preparation programs, employed men and women may take continuing education extension classes, which are held during afternoons and evenings a week, three hours each evening. Special programs, including apprenticeship classes, can be arranged to meet the needs of any employed group.

Mission of LTC

Louisiana Technical College (LTC) delivers instructional programs, which provide skilled employees for business, industry, and labor that contribute to the overall economic development and workforce needs of the state. LTC provides individuals with quality and relevant learning opportunities consistent with identified student and business, industry, and labor needs within a lifelong learning environment..

Campus Facilities

BR Tech is a state-of-the-art facility with two modern campuses. Both campuses are located within ten minutes' driving distance of the capitol in metropolitan Baton Rouge.

The main campus at 3250 North Acadian Thruway East is located on 11 acres of land in north Baton Rouge. Seven buildings house classrooms, shops and labs for various programs, a student activity center, conference rooms, faculty and administrative offices, and storage facilities. The college offers 14 technical programs. Twelve of these programs are located on this campus.

The Frazier Extension Campus at 555 Julia Street in south Baton Rouge houses two technical programs.

Both campuses serve residents of East Baton Rouge Parish, as well as residents of surrounding parishes



BR Tech - The People's College

College Calendar

Fall Semester 2002 August 26 – December 13

August 19-23.....	Registration and Preparation Days
August 26.....	Classes Begin
August 26.....	Late Fee Collected
September 2.....	Labor Day Holiday
September 3.....	Classes Resume
November 26-29.....	Thanksgiving Holidays
December 2.....	Classes Resume
December 9.....	Last Day to Drop Classes with W
December 13.....	Last Instructional Day of Semester
December 14.....	Fall Graduation
December 20.....	Grades Issued and Posted

Spring Semester 2003 January 13 – May 9

January 6-10.....	Registration and Preparation Days
January 13.....	Classes Begin
January 13.....	Late Fee Collected
January 20.....	Martin Luther King Holiday
January 21.....	Classes Resume
March 3-4.....	Mardi Gras Holidays
March 5.....	Classes Resume
April 17-25.....	Easter Holidays
April 28.....	Classes Resume
May 1.....	Deadline for Registrations for Summer Session(s)
May 2.....	Last Day to Drop Classes with W
May 9.....	Last Instructional Day of Semester
May 16.....	Grades Issued and Posted
May 17.....	Spring Graduation

COLLEGE CALENDAR 2002 - 2003

**Summer Session(s) 2003
May 27 – August 8**

May 12-May 23	Registration and Preparation Days
May 26	Memorial Day Holiday
May 27	Classes Begin
May 27	Late Fee Collected
July 1.....	Deadline for Registrations for Fall Semester
July 4.....	July Fourth Holiday
July 7-18	Vacation
July 21.....	Interession
August 1	Last day to Drop Classes with W
August 8.....	Last Instructional Day of Semester
August 15.....	Grades Issued and Posted

**Fall Semester 2003
August 25 – December 12**

August 19-21	Registration and Preparation Days
August 25.....	Classes Begin
August 25.....	Late Fee Collected
September 1	Labor Day Holiday
September 2	Classes Resume
November 3	Deadline for Registrations for Spring Semester
November 25-28	Thanksgiving Holidays
December 1	Classes Resume
December 5	Last Day to Drop Classes with W
December 12	Last Instructional Day of Semester
December 19	Grades Issued and Posted
December 20	Fall Graduation

Admissions

Policies & Procedures

BR Tech accepts students without regard to race, religion, sex, national origin, age, physical disability, marital or veteran status. The college has an open-door admissions policy and serves persons on an equal priority basis, including but not limited to adults, veterans, high school students, persons who have dropped out of high school, and minority ethnic groups.

Individuals who are 16 years of age or older are eligible for admission in the following programs of study: Accounting Technology, Air Conditioning and Refrigeration, Automotive Technology, Culinary Arts and Occupations, Drafting and Design Technology, Early Childhood Education, Graphic Communications, Machine Tool Technology, Network Specialist, Office Systems Technology, and Welding.

Barber-Styling, Cosmetology, and Practical Nursing programs of study must meet regulations of their respective State Licensing Boards. Practical Nursing and Barber-Styling applicants must be at least 17 years old for admission into these programs of study. Completion of the 10th grade high school is required for entrance into Cosmetology.

Ability to Benefit

BR Tech accepts students seeking entry into a diploma program who have not earned a high school diploma or equivalent, but have the ability to benefit from instruction. Ability to benefit students must meet the institution's standard admissions policies. In order to be eligible for Title IV funds, ability to benefit students must take the TABE test administered by the East Baton Rouge Parish Adult Education program partnered with BR Tech. The TABE measures basic grade levels in reading, language, and math. If the minimum scores required for the intended program are achieved, the student is enrolled in his/her program of study. In certain programs (Air Conditioning Refrigeration, Automotive Technology, Culinary Arts, Early Childhood Education, Graphic Communications, Machine Tool Technology, and Welding) if the test scores

are two grade levels below the minimum requirements, the student will be scheduled for developmental education in the Office of Academic Support concurrently with his/her program of study until the basic skill levels are achieved. No diploma shall be conferred until the minimum basic skills levels for the program of study have been met.

Americans with Disabilities Act (ADA)

BR Tech actively recruits prospective qualified students, including those with disabilities. The campus strictly adheres 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 that qualified individuals with disabilities may have access to both employment and training. The Assistant Dean of Facilities and Operations serves as the contact/information source for all matters relating to this act.

Registration Procedures

- Step 1 Apply
- Step 2 Placement Testing (if necessary)
- Step 3 Advising
- Step 4 Registration
- Step 5 Pay Fees
- Step 6 Purchase Books
- Step 7 Attend class

Persons applying for admission to BR Tech must:

- Complete and submit the registration form.
- Pay a \$5 registration fee (nonrefundable).
- Provide a high school and/or college transcript or General Equivalency Diploma (GED). A high school diploma or GED is a requirement for admission into associate degree and Practical Nursing programs.

ADMISSIONS POLICIES & PROCEDURES

- Provide a copy of the student's immunization records against measles, mumps, rubella, and tetanus-diphtheria to be kept on file, as required by Louisiana R.S. 17:110 for students born after 1956.
- For more information, please contact the Office of Student Services at 225.359.9201.

Falsification of Records

Students are responsible for submitting true, accurate, and unaltered information on school registrations, school records, etc. Any falsification of these records will result in the student being penalized at the discretion of the Campus Dean's Office and/or the applicable State boards.

High School Dual Enrollment

BR Tech has a dual enrollment program that permits students to enroll while being concurrently enrolled in high school. Students enrolled in the dual enrollment program can earn high school and LTC credit for the course enrolled. Availability of courses is limited and is accessible only through participating school systems, which have articulation agreements with BR Tech. Interested students should contact their school principal/counselor for details.

International Students

Persons desiring to attend BR Tech, but who are not U.S. citizens, must meet all standard admissions requirements. A non-citizen who is seeking admission on a student visa must submit all documentation required by federal and state regulations, including the items listed below, before Form I-20 can be issued.

- Complete registration form.
- Pay the required nonrefundable registration fee.
- Offer either a notarized Statement of Financial Support or a Statement of Understanding as evidence of sufficient funds to cover expenses while studying in the U.S. The verification must be in English and signed by the prospective student/person(s) who submits the verification.
- Furnish official secondary and/or post-secondary school records, listing courses taken and examination results.

Proof of Residency

Proof of residency is required of all students. A Louisiana driver's license, vehicle registration, voter's registration, income tax forms, etc., are acceptable proof of residency.

Selective Service Registration

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

Test Requirements

BR Tech's admission requirements offer students a reasonable expectation for completing a program. Students must achieve the acceptable scores on the entrance test to be admitted to a program. The Tests of Adult Basic Education (TABE) will be administered to students seeking entry to BR Tech's occupational programs through spring 2003. The American College Test (ACT)/Computerized Adaptive Assessment Support System (COMPASS) will be instituted in the fall 2003.

Entrance Scores - All Associate Degree Programs

Associate Degree	Reading	Math	Language
TABE	10.0	10.0	10.0
ACT	18	17	17
COMPASS	79	41	61

***Expand Your
Horizons.
Attend BR Tech!***

ADMISSIONS POLICIES & PROCEDURES

TABE Entrance Scores - Diploma Programs

Program	Reading	Math	Language
Accounting Technology	9.0	9.0	9.0
Air Condition. & Refrig.	10.0	10.0	10.0
Automotive Technology	9.0	9.0	9.0
Barber – Styling	9.0	9.0	9.0
Cosmetology	9.0	9.0	9.0
Culinary Arts	8.0	8.0	8.0
Drafting & Design Tech.	10.0	10.0	10.0
Early Childhood Education	9.0	9.0	9.0
Graphic Comm.	9.0	9.0	9.0
Machine Tool Technology	9.0	9.0	9.0
Network Specialist	10.0	10.0	10.0
Office Systems Tech.	9.0	9.0	9.0
Practical Nursing	11.0	10.5	11.0
Welding	8.0	8.0	8.0

COMPASS Entrance Scores – All Diploma Programs

Reading	Math	Language
63	28	33

ACT Entrance Scores – All Diploma Programs

Reading	Math	Language
14	15	14

Applicants will not be refused admission to BR Tech because of low test scores. Students whose test scores indicate a need for preparation in basic skills may enroll in developmental education courses. Students must attend classes on a schedule determined by their program instructor and the Department of Academic Support.

Transfer Credits

All LTC campuses follow the state-approved competency-based curriculum standards for the programs taught. When a student transfers from one LTC campus to another, all earned credit will be awarded upon receipt of an official transcript.

When a student transfers from another post-secondary institution, all official transcripts will be requested. The Registrar evaluates the transcripts to determine credit for equivalent courses taken in the program of study area.

BR Tech does not guarantee that associate degree program credit will be accepted by any university or other institution. Determination of acceptability will be made by the receiving university or institution.

Transfer Students

A transfer student is any student who has been previously enrolled at another LTC campus or at another college or university. Transferring students must submit a registration form for admission, a nonrefundable \$5 registration fee, and official transcripts from all previous institutions attended. Students may be admitted provisionally until all required transcripts are received.

**Attend BR Tech
to see how it can
make you
one of the Best!**

Schedule of Fees

Tuition

BR Tech's tuition and fees are in compliance with LCTCS Board policy. All tuition and fees must be paid in full on or before the payment deadline as listed in the College Calendar. Tuition and fees may be paid by another agency on behalf of a student.

A student is officially registered once tuition and fees are paid in full and all required admission documents have been submitted to the Office of Student Services.

Tuition Schedule (Effective January 13, 2003)		
Credit Hours	Louisiana Residents Tuition	Out-of-State Tuition
1	\$20	\$40
2	\$40	\$80
3	\$59	\$118
4	\$79	\$158
5	\$99	\$198
6	\$119	\$238
7	\$138	\$276
8	\$158	\$316
9	\$178	\$356
10	\$198	\$396
11	\$217	\$434
12 or more	\$237	\$474

Other Fees	
Registration Fee	\$5
Decal (New students or replacement)	\$5
ID (New students or replacement)	\$5
Late Fee (Effective 1/13/03)	\$25
Lab Fee (Nonrefundable)	\$5/course

Motor Vehicle Registration and Student ID Tags

A motor vehicle registration fee will be charged to all students who operate a vehicle on campus. After registering a motor vehicle, students will be given a parking decal, which is good per semester. New students or students who need a replacement decal will need to purchase a parking decal in the Office of Fiscal Affairs.

BR Tech student identification tags are good per semester. New students, students changing departments, and students who have lost their ID tag will need to purchase a BR Tech ID tag in the Office of Student Services.

Payment Options

Tuition and fee payments may be made by personal check (with a valid driver's license and the date of birth of the person signing the check), money order, or cash.

PELL Grant Recipients

In accordance with Title IV of the Higher Education Amendments, refunds of tuition and fees for PELL Grant recipients shall be made to the PELL Grant program and not to the student.

Refund Policy

Refund of tuition and fees is based upon the student's reduction in credit hours or official withdrawal of the student from BR Tech.

When a refund is due a student, it is generated automatically and issued to the student without the requirement of a written request. Refunds are made within 30 days of the official date of withdrawal or within 30 days of the date the campus becomes aware of the student's withdrawal or termination. At a minimum, all refunds are made within 60 days of the student's last date of attendance. In no event, shall the campus retain more than \$100 for a student who does not begin class.

A student who officially withdraws from BR Tech may obtain a refund of

SCHEDULE OF FEES

tuition according to the following schedule:

<u>Refund Schedule</u>	<u>Refund Amount</u>
When class is closed or canceled	100%
Withdraw during first 5 days of the semester	75%
Withdraw from 6 th to 10 th day of the semester	50%
After 10 th day of the semester	No refund

Registration Fee

The \$5 registration fee paid upon registration (prior to entrance test) and upon re-enrollment is nonrefundable.

Suspensions

If a student is suspended by BR Tech for any reason within the tenth day of the semester, the student will be refunded according to the above schedule. The effective date of the suspension will determine which category of refund will apply.

Tuition Paid by an Agency

Tuition paid by another agency on behalf of a student will not be refunded to the student. The agency must contact BR Tech within the time schedule listed for refunds.

**Student Government Association
Officers**



Cameron George, President
Claudia Dixon, Vice President

Financial Aid & Scholarships

Eligibility for Financial Aid

To qualify for and receive financial aid, a student is required to:

- Successfully complete academic assessment testing if non-high school graduate.
- Enroll as a regular, full-time student in an associate degree or diploma program.
- Be a U.S. citizen or an eligible non-citizen with permanent residency.
- Have an academic advisor approve a major course of study.
- Maintain satisfactory academic progress each semester.
- Notify the Financial Aid Officer of any additional financial assistance received that does not appear on the original award letter.
- Notify the Financial Aid Officer and the Office of Fiscal Affairs of withdrawal from BR Tech or any change in academic status.
- Repay any debts stated on the promissory note and signed by the student.
- Retain copies of all-important documents.

More details can be obtained through the Financial Aid Officer or with the sponsoring agency.

Satisfactory Academic Progress Standards

Satisfactory progress, as defined by the Louisiana Technical College, must be maintained in order to be eligible for any Title IV Federal Financial Aid Program. Academic progress will be measured qualitatively and quantitatively. An appeal process is available for students with extenuating circumstances only.

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

summer session can be used to earn credits in an attempt to re-establish lost eligibility.

Qualitative standards refer to the quality of work in which a student produces. Satisfactory progress in this regard is measured as stated below.

- Students must maintain a cumulative grade point average of at least 2.000 on a 4.000 scale or a “C” average. If a student is a transfer student from another Louisiana Technical College campus, grades from that campus will be included in the calculation of the cumulative grade point average. Also, any transfer credits will be used in the calculation of the cumulative grade point average. Previous work at a college or university other than an LTC campus that is not considered transfer credit will not be used in determining the cumulative grade point average. If a student withdraws from a course and receives a grade of “W” or if a student receives a grade of “I” for incomplete work due to extenuating circumstances, the grade will not be used in calculating the overall grade point average.
- A student’s cumulative grade point average will be checked throughout the program of study and at least twice an academic year to determine satisfactory progress.
- If a student’s cumulative average falls below a 2.000 (or “C” average), the student will be placed on probation for one payment period and notified in writing about this probation. During this probationary period, the student may still be eligible to receive Title IV funds if this is the student’s first probation. The student must appeal to the campus for eligibility during this probationary period. The student’s cumulative grade point average will be checked again at the end of the probationary period. If, at

FINANCIAL AID AND SCHOLARSHIPS

that time, the student's cumulative grade point average is still below a 2.000 on a 4.000 scale (or "C" average), the student will lose eligibility for funding until such time the cumulative average has been raised to meet the eligibility requirements.

The student's rate of progress for quantitative satisfactory progress will be checked throughout the program of study and at least once an academic year. The method in which the rate of progress will be checked is listed below.

- Students must complete their curriculum within 150% of the actual program length (measured in credit hours) in order to be considered as making satisfactory progress. Lack of progress due to extenuating circumstances, such as illness, natural disasters, etc., will be evaluated on a case-by-case basis. (Exceptions to this policy shall be allowed for handicapped and/or special needs students on an individual basis as mandated by Section 504 of the Rehabilitation Act of 1973). For a student to meet the 150% completion requirement, a student must earn 67% of all credit hours attempted each semester. For example, if a student schedules 12 credit hours in a semester, the student must earn 8 of the 12 credit hours.
- Students may receive federal funds while enrolled for up to a maximum of three developmental or remedial courses. These hours will count toward the 150% maximum time frame a student has to complete a degree or diploma.
- A student's rate of completion for Quantitative Progress will be calculated by dividing the number of credit hours earned by the number of credit hours attempted. Any withdrawals of courses after the official Drop/Add period of each semester will be computed into the rate of completion as credit hours attempted. Any transfer credit hours a student may have will be calculated into the total rate of completion for that student.
- Students are eligible to receive a Pell Grant award for only 150% of the total approved instructional credit hours for the program in which they are currently enrolled as published in the Louisiana Technical College Catalog.

- If a student's rate of progress falls below the standards stated for the type of program in which the student is participating, the student will be placed on probation for one payment period. During this probationary period, the student may still be eligible to receive Title IV funds if this is the student's first probation. The student must appeal to the campus for eligibility during this probationary period. The student's rate of completion will be checked again at the end of the probationary period. If, at that time, the student's rate of completion is still below the given standard, the student will lose eligibility for funding until which time the rate of completion has been raised to meet the eligibility requirements.

Each Louisiana Technical College campus will establish a Financial Aid Appeals Committee to examine the appeals for students who have exhausted their maximum time frame or who have failed to meet either the qualitative or quantitative standard. This committee will consist of the Financial Aid Officer and two other employees of the campus.

Only students with extenuating circumstances may appeal to the Financial Aid Appeals Committee. Examples of extenuating circumstances are prolonged illness under a doctor's care; illness or accidents requiring hospitalization or prolonged absence from class; death of an immediate family member; prolonged illness of a dependent; or a natural disaster. In all cases, the appeal must be in writing and must be accompanied by official documentation no later than 15 days after the student returns to school.

The Financial Aid Appeals Committee will review all cases and will notify all students of their decisions within ten working days from the date the appeal is received.

Federal PELL Grant

Federal PELL Grants are federal funds available to eligible students attending approved programs at Louisiana Technical College. The application for federal student aid may be obtained from the Office of Student Services. It is completed and mailed by the student to the processing center, or a student may apply online at www.fafsa.ed.gov. Federal PELL Grants are

FINANCIAL AID AND SCHOLARSHIPS

awarded on the basis of need and do not require repayment as long as the student remains in attendance, maintains at least an 80 percent or above average, and makes satisfactory academic progress. For PELL eligibility, the student must have a high school diploma, GED, or a demonstrated ability to benefit. For questions regarding Federal PELL Grant for the BR Tech campus, please contact the Financial Aid Officer at 225.359.9229.

Find Work

Individuals receiving Aid to Families with Dependent Children (AFDC) may be eligible for benefits through this program. Benefits may include assistance with tuition, instructional supplies, transportation, and/or child care.

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 and the Student Personnel Services Offices handle applications and awards. The LEAP award is not a loan.

Louisiana Rehabilitation Services

The state division of the 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 entering BR Tech. 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 at BR Tech. For additional information, contact the Office of Student Services.

Senior Exemptions

An exemption of tuition and other registration fees is offered to any person who is at least 55 years of age and who is a Louisiana resident on a space availability basis. This exemption is allowed under ACT 525 of the 1975 Louisiana legislature.

Further information may be obtained from the Office of Student Services.

Social Security

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

Technical College Scholarship (Tuition Waiver)

A Technical College Scholarship is awarded to a high school senior from each high school in the parishes served by LTC, BR Tech. To qualify for this scholarship, the senior must have obtained a 2.5 grade point average and must have submitted an application for admission to the technical college awarding the scholarship. He/She must have been recommended by high school personnel. The student must have a major at LTC, BR Tech; the student must be of good moral character/strong work ethic; the student must be a full-time student (a full-time student is defined as one who is enrolled in 12 hours of credit courses). The student may keep this scholarship for four (4) semesters provided he/she meets all the above criteria and maintains a 2.75 overall grade point average.

Temporary Assistance to Needy Families Funds (TANF)

Students eligible for TANF funds may receive reimbursement for some of their educational expenses, including tuition, mandated books and supplies, transportation, and child care assistance (for students who are employed). Eligibility is limited to students who are (1) parents of a child under the age of 19, (2) receiving federal assistance through a program such as Medicaid, Child Care Assistance, Social Security, and others demonstrating that the family falls within 200 percent of the poverty level, and (3) enrolled in at least 6 credit hours. Students wishing to apply for these educational funds should meet with the TANF Coordinator, located in the Office of Student Services.

FINANCIAL AID AND SCHOLARSHIPS

Tuition Opportunity for Students (TOPS)

The TOPS Tech program is a comprehensive program of state scholarships and is one of the most innovative and progressive student assistance programs in the nation. The Louisiana Office of Student Financial Assistance determines eligibility. For additional information, applicants should contact their high school counselor or the Office of Student Services at BR Tech.

Veterans Administration

Full-time preparatory programs are approved for Veterans Administration benefits. The veteran must establish his/her eligibility with the parish service officer prior to entry into BR Tech.

Work Force Development Center (WIA)

Students may qualify for financial assistance available through Work Force Development. Funds are available for tuition, books, and supplies. Contact the Office of Student Services for more information.

Academic Policies

Academic Load

Twelve credit hours a semester constitute the minimum full-time load. A maximum load does not exceed 18 credit hours during the semester. Students requesting to schedule more than 18 semester credit hours must get written approval of the Senior Assistant Dean, Administration and Instruction. Students receiving financial aid or veterans benefits should contact the Financial Aid Officer for information concerning the requirements for full-time status as defined by these two agencies.

Access to Student Records

All student records relating to assessment, admissions, and enrollment are secured in fireproof cabinets in the Office of Student Services. Access to student records is restricted to Office of Student Services personnel. Students who wish to see their records may do so through the Student Personnel Services Officer.

In accordance with the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380, Section 513, amending the General Education Provisions Act, Section 438) students attending BR Tech have access to their personal official record as follows:

1. The right to inspect and review the education records;
2. The right to request the amendment of the student's education records to ensure that they are not misleading, inaccurate, or otherwise in violation of privacy or other rights;
3. The right to contest the disclosures of personally identifiable information contained in the education records, except to the extent that the Act and the regulation authorize disclosure without consent;
4. The right to file with the U.S. Dept. of Education a complaint concerning

alleged failures by the institution to comply with the requirements of the Act and the regulations; and

5. The right to obtain a copy of the institution's student record policy (SA-1442.2).

The Family Educational Rights and Privacy Act includes the following as regards to directory information: student's name, address, telephone number, date and place of birth; date of enrollment; division in which enrolled; classification, major, degree(s) earned; awards, participation in officially recognized activities and sports, weight and height (members of athletic teams); and most recent previous educational agency or institution attended.

In compliance with this Act, BR Tech does not assume that all students are independent. Parents of dependent students must prove such dependence through the presentation of the most recent 1040 form filed with the IRS before they will be granted access to any student record of their dependents.

Assignment of Class Instructor

BR Tech reserves the right to change instructors listed in course schedules due to course cancellation, class divisions, or other conditions, which might necessitate the reassignment of instructors. Students are advised that the listing of an instructor's name in his/her schedule is no guarantee that the specific instructor will teach the course.

**Expand Your
Horizons.
Attend BR Tech.**

ACADEMIC POLICIES

Calculation of Grade Point Average

A student who passes a course receives both the designated number of credit hours and a number of quality points calculated by multiplying the course credit hours and the numerical equivalent of the letter grade received as follows: A=4, B=3, C=2, D=1, F=0. Example: a student earning a B in a five-hour credit course receives 15 quality points (Grade B=3 X 5=15)

To determine a semester grade point average, the total number of quality points earned by the student for all courses scheduled is divided by the total number of credit hours scheduled for the semester. To determine the cumulative grade point average, the total number of quality points earned by the student for all courses taken for all semesters is divided by the total number of credit hours scheduled for all courses for all semesters.

All grade point averages recorded on grade reports and issued to the Financial Aid Office (for PELL Grant or other verifications) will be calculated using the numerical equivalent of the letter grade and quality points earned for each credit hour course as stated above. In calculating a scholastic grade point average, credit hours from courses receiving the following grades are included: A, B, C, D, and F. Grades of I and W are to be excluded.

Class Attendance Policy

Regular class attendance is encouraged at BR Tech. Predictable absences should be discussed with all instructors prior to the absence or as soon as possible thereafter. Instructors may request verification for the absences or tardies. Programs with state licensure requirements have separate attendance policies, which are discussed at orientation for new students.

Contact with Academic Advisor

BR Tech faculty members are utilized as academic advisors in assisting new and returning students with scheduling of classes each semester. The instructors in each department 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.

Course Cancellations

BR Tech reserves the right to cancel any course listed in a student's schedule. A student could enroll in another section of the course if openings are available. The LCTCS Board requires that a course enrollment should be a minimum of fifteen (15) full-time students.

Course Repetitions

Any course for which a student has previously registered may be repeated. The student, however, must be scheduled for the course. The letter grade received will appear on the student's transcript each time the course is taken. Only the last grade awarded will be included in calculating the semester and/or cumulative grade point average.

Grade Reports

Final grades will be calculated by the instructors. The Office of Student Services will issue grades to students at the end of the semester.

Grading System

Each course for which a student has registered must be assigned one of the letter grades as follows:

Grading Scale

Grade	Numerical Equivalent	Definition	Quality Points
A	4	Excellent (94 – 100)	4
B	3	Good (88 – 93)	3
C	2	Satisfactory (80-87)	2
D	1	Below Average (70 – 79)	1
F	0	Failure (69 or below)	0

I Incomplete - Assigned by special arrangement with the instructor. Indicates some work is incomplete in a course taught in the traditional manner. The student is responsible for making up all unfinished course work within the first two weeks of the next semester. The student cannot re-enroll

ACADEMIC POLICIES

in the class to remove the "I." The "I" will be changed to an "F" if all work is not completed satisfactorily. "I" does not affect grade point average (GPA) and earns no credit hours. Quality Points: 0

W Withdraw - Indicates the student has officially withdrawn from a course within the time period stated on the college calendar. Quality Points: 0

Standards of Progress Policy

All students must maintain satisfactory progress each semester in the program in which he/she is enrolled. Students must attain at least a 2.0 semester grade point average (GPA) for satisfactory progress. A student who fails to maintain a 2.0 grade point average each semester is placed on academic probation for the following semester.

A student who fails to remove himself/herself from academic probation by the end of the next semester of attendance will be academically suspended for a minimum of one semester. A student may not enroll in another program while on academic suspension. The student must apply for readmission before the beginning of the next semester. If readmitted, the student will re-enter on academic probation for that semester. Appeals should be addressed to the Academic Appeals Committee. The student must attain a 2.0 semester grade point average to be removed from academic probation.

Transcripts

Each student at BR Tech is entitled to an official transcript of his/her completed courses and grades at no charge. Processing the request requires five (5) working (class) days. Additional copies are \$5 each. Transcripts are available in the Office of Student Services upon written request. 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:

1. The date(s) of attendance at BR Tech;
2. The student's full name (and any other name used to identify the student) during his/her tenure at BR Tech;

3. The student's social security number; and
4. The student's signature and date of request.

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.

Transfer Procedures in Programs/Curriculum

Transfers from one department to another department are permitted only at the beginning of a semester. Students must abide by the following guidelines to request a transfer from being an actively enrolled student in a program to another program within BR Tech:

1. Students should seek career counseling from the Student Personnel Services Offices.
2. Students must be in good standing within the actively enrolled program. A student may not be on academic suspension to transfer between departments.
3. A transfer must be approved by both instructors (present and prospective) and submitted to the Office of Student Services.
4. The transfer process must be completed in the Office of Student Services.

Veterans Education Policies for Students

A Veterans Administration (VA) student who fails to maintain satisfactory academic progress during any semester will be placed on academic probation at the end of that semester. The student will remain on academic probation during the following semester. If the student is unable to maintain satisfactory progress (2.0 GPA) during the semester, the student is then suspended for the upcoming semester.

During the suspension semester, the student cannot enroll in any other program at BR Tech. The student may submit a registration form for readmission and be placed on the waiting list, provided all entrance requirements for the requested program are met.

Students re-entering BR Tech after academic suspension will re-enter on academic probation. Students who do not maintain satisfactory progress after one

ACADEMIC POLICIES

academic suspension will not be allowed to enroll in any program for one calendar year from the date of the second suspension.

Satisfactory progress and readmission guidelines for the Practical Nursing program may differ due to the policies of the program's governing boards. Guidelines of the governing board will supersede those of BR Tech.

VA students are expected to attend all classes. Full time VA students are subject to suspension for non-attendance if they are absent in excess of thirty hours in a semester. Students enrolled less than full time are subject to suspension when absences have exceeded hours proportional to their enrollment status.

Withdrawal

Students are requested to notify their instructor(s) if they intend to withdraw from the campus for employment or for any other reason. Failure to withdraw from a course may result in a failing grade. Refer to the college calendar for the last day to drop a course with a grade of W. Equipment and/or books belonging to the campus must be returned. The campus is not responsible for any items left after withdrawal. Failure to properly withdraw may jeopardize a student's ability to re-enter BR Tech or to receive financial aid. The student will benefit by having records complete. Employment information should be given to the instructor or the Student Personnel Services Officer prior to leaving the campus. If the student secures employment later (after withdrawal), the student should forward that information to the campus so that student records can be updated.



"Knowledge is the only goal of which I know that can be reached simply by wanting to reach it. It is obtained through the determination to learn. My thanks to BR Tech, its instructors, and its staff for offering me the opportunity to become the better, wiser, more productive person I set out to be."

***Buffy M. Brinkley, Baker, Louisiana
Accounting Technology***

Academic Support Services

Academic Support Education

The Academic Support Department at BR Tech is designed to provide instruction that will assist students in acquiring the required academic skills for entering an occupational program. Language, reading, and mathematics are emphasized as those academic areas necessary for success in vocational training and employment.

Minimum levels are established for all occupational programs offered at BR Tech. The minimum levels are determined by the entrance examination administered to all prospective students. The American College Test (ACT)/The Computerized Adaptive Assessment Support System (COMPASS) will be the testing instrument used at BR Tech in the fall semester 2003.

Scheduling is coordinated between the Department of Academic Support and the program of study for students who need attention in developing basic learning skills (reading, mathematics, and language). Applicants who score two grade levels below the minimum requirements for the desired program can enroll in certain programs for a probationary period of one semester until they achieve the required grade level.

Students must attain the minimum requirements for his/her program of study before a credential is awarded.

Adult Education

BR Tech offers Adult Basic Education (ABE) and GED programs for individuals who do not meet the minimum test score levels. The ABE and GED programs, free of charge, are the result of partnership with the East Baton Rouge Parish School Board's Adult Education program and BR Tech. Upon completion of these courses, individuals may retest in required area(s) in an effort to bring scores to the minimum levels in order to enroll into the desired occupational programs.

Students and community residents wishing to take advantage of the services should contact the Office of Student Services.

Electronic Learning

Electronic learning courses are offered to students through compressed video, the Internet, or other types of technology. Courses are equivalent to courses offered on site. Students enrolling in electronic learning courses must meet specified requirements and obtain acceptable assessment scores set forth by BR Tech. Tuition for electronic learning courses is the same as for any other course. Students enrolling in electronic courses must have access to a personal computer.



Student Services

Bookstore

BR Tech provides an independently owned and operated bookstore located on the main campus. Required textbooks, study aids, and supplies for all subjects are available. Bookstore hours are posted each semester.

Campus Security Act

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

- The Main campus (4.5 acres) and the Frazier Extension Campus (5 acres) include buildings, parking lots, and vacant land.
- Security guards are housed on both campuses. Local law enforcement agencies are also used in case of any emergencies.
- In the event that students, faculty, or staff members witness or discover a criminal/illegal activity, they should first notify the Dean's Office or Security, who will then contact local law enforcement authorities. 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.
- BR Tech is a drug-free campus and offers drug and alcohol counseling information to students and staff.

Child Care Facilities

Child care is available for children of students enrolled at BR Tech, depending on space availability and the age of the children.

Helpful information is listed below for students interested in enrolling a child:

- Age requirement is 18 months to 5 years.
- Hours for using the facility are 7:00 a.m. – 3:30 p.m.

- Fee information may be obtained from the department instructors.

A full developmental program is offered to include small and large group activities, self-selected and individual activities, and time for rest. The Child Care facility is designed to offer ample opportunity for outdoor and indoor active and quiet play.

The Early Childhood Education program is directed by the department head who is certified by the Louisiana Department of Education. Under the supervision of the instructor, students enrolled in the training program direct the children's activities and take care of their needs. Approximately 20 trainees work with the children.

For information on registering a child, contact the Early Childhood Education Department at 225.359.9225 between the hours of 7:00 a.m. and 3:30 p.m., Monday-Friday.

Cooperative Education

Cooperative Education is offered in all program areas. See the program instructor(s) for more information.

Cost Sheets

The Office of Student Services maintains a detailed cost sheet for each occupational program. The cost sheets are updated frequently and are subject to change without notice. Students may request cost sheets from the Office of Student Services.

Counseling Services

Counseling services are available as a part of BR Tech's overall educational program. The Student Personnel Services Officer is available to help students with educational, vocational, and personal concerns. In addition, the Student Personnel Services Officer can refer students to a number of counseling agencies in the Baton Rouge area.

STUDENT SERVICES

Food Services

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

For students' convenience, vending machines and a snack bar are located near the first floor commons area. Vending machines are also located in the second floor commons area. A local vending service is responsible for the machines. Students should report problems to the snack bar area.

The student union is provided for the use of students during specified 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 maintenance personnel should be called. Consumption of food and beverages is not permitted in classrooms, hallways, or shop areas.

Inclement Weather Policy

Weather so severe as to endanger student safety or campus property may cause the Campus Dean to close the campus until conditions improve. Campus-closing announcements will be broadcast on local radio and television stations.

Interpreters

Individuals who are hearing impaired 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 Student Personnel Services Officer.

Live-Work Policy

As part of their training, students may be involved in actual "live-work" projects in which competency skills are taught. BR Tech maintains the following policy for this type of work:

- Work is limited to property of students and campus employees.
- Requests for work must be approved by the program instructor who will assign a student to the project and note

competencies of instruction to be addressed.

- All costs involved in the work must be borne by persons requesting the work.
- 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.

Personal Property

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

Smoke-Free Building

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

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(s) used is property of the campus, the student is responsible for replacing the material(s).

Students may operate machines only after they have received safety and operating instructions from the instructor. Students may work in a shop when the instructor is on duty in the shop. 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.

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.

Student Organizations

BR Tech recognizes that student organizations provide a framework for students to develop their own special talents and interests. Objectives of organizations include assisting students in developing

STUDENT SERVICES

leadership qualities and providing profitable use of leisure time. Information about current organizations may be obtained from the Office of Student Services.

Telephone

A pay telephone is available in the first floor student union area for student use. The telephone number is 225.356.9308. Students are not allowed to use office telephones unless the pay telephone is out of order and the call is deemed to be an emergency. Incoming emergency calls to students should be made through the Office of Student Services. The telephone number is 225.359.9201. Students will not be excused from class for any calls other than emergency calls. Family and friends are to be apprised of telephone rules.

Traffic and Parking

BR Tech students, faculty, and staff must obtain a parking permit if his/her vehicle is to be brought on campus. Students must display their parking permit in the vehicle's windshield. BR Tech is not responsible for theft/vandalism to any vehicles parked on campus.

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

Translator

A translator for limited English proficiency students is on staff in the Department of Academic Support.



BR Tech offers students many opportunities for success.

**Student Life -
A friendly atmosphere at
BR Tech.**



Student Conduct

Conduct Detrimental to Others

Students will be suspended for actions detrimental to the welfare of other students, instructors, staff, and the campus. These actions include, but are not limited to, the following:

- Firearms and/or weapons, alcoholic beverages, and illegal drugs will not be permitted on the campus.
- Profanity and fighting are strictly prohibited.
- Eating, drinking, smoking, or use of any other tobacco products must be limited to designated areas. Students must not eat or drink beverages in classrooms.
- Vandalism will not be permitted on campus.
- Dishonesty will not be tolerated under any circumstances. Students who cheat, or aid in the act thereof, will be dismissed from campus.
- Students must display a respectable attitude and behavior toward instructors and other students.
- BR Tech has a zero tolerance atmosphere completely free of threats and assaults. It is the purpose of the policy to ensure the highest standard of safety for all faculty, staff, students, and visitors on this campus. BR Tech will take all reasonably available steps to protect all such persons from violence. Violators of the BR Tech Zero Tolerance Policy will be suspended from BR Tech.

Dress/Grooming

BR Tech conducts programs to prepare individuals for employment. All students must wear clothing that is appropriate for the occupations in which they are training.

Dress codes for shop areas are to be consistent with safety standards. Students dressed inappropriately will not be allowed in shop areas. Specific instructions concerning attire will be provided to each student by the program instructor or the Student Personnel Services Officer.

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 the student's record. If the student's record does not show improvement, the student may be suspended for a specific time, usually a semester or more.

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.

Grievance Policy

The Louisiana Community and Technical College System has adopted policy #1.2.004 entitled "Student Conduct and Appeal Procedures." This policy is as follows:

"Each institution shall establish policies and regulations governing student conduct. These policies and regulations shall:

1. Acknowledge students' rights as well as responsibilities;
2. Provide for due process in disciplinary matters, including the right to appeal;
3. Allow for appeal of grievances to the Board of Supervisors of LCTCS after all due process procedures at the institutional level are exhausted. If a student chooses to appeal to the LCTCS Board, the appeal must be within 30 calendar days of the institution's decision. The System staff shall then review the due process proceedings followed by the institution and submit recommendations to the LCTCS Board. Policies for student conduct and provisions for appeal shall be published

STUDENT CONDUCT

in the appropriate institution publication.”

BR Tech adheres to this policy as stated. The Grievance Policy of BR Tech is published in [The Student Handbook](#).

Safety

The safety of students, personnel, and visitors is of great importance. The campus assumes the primary role of providing a safe atmosphere in which to work and study. Students/employees should contribute to the safe atmosphere by assuming their own responsibility for safety.

While it is the campus' objective to train for skill and speed, 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 BR Tech to comply with safety laws and applicable standards mandated by the State of Louisiana, applicable OSHA standards, and standards set by the manufacturers of equipment used on the campus.

All accidents and/or serious illnesses occurring on the BR Tech campus must be reported to the Assistant Dean for Facilities and Operations.

Search and Seizure

Desks and any other related office/classroom furniture and equipment are the property of BR Tech and are loaned to students for the purpose of assisting them in obtaining an education. As the property of the campus, they are subject to search for any contraband at any time, upon reasonable belief of the Campus Dean that said office/classroom furniture and equipment may contain material, which is not allowed on campus.

Bringing a toolbox and operating a motor vehicle are privileges granted to students. The granting of these privileges is conditional based upon the consent of the students to a search by the campus administration of said toolboxes or motor vehicles that may be on campus in order to determine if said toolboxes or motor vehicles contain 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 Dean determines a need for such involvement.

Sexual Harassment Definition and Policy Statement

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 at BR Tech. The objective of BR Tech 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 against another member of the campus community should meet with the Director of Student Services within seven (7) school days of the occurrence of the incident. Sexual harassment complaints will be processed in accordance with the procedures outlined for grievances.

Substance Abuse and Drug-Free Policy

BR Tech strictly adheres to the "Student Drug-Free School Policy for the Technical College System."

The campus facility has been designated as a Drug/Alcohol-Free Zone. In addition, the campus complies with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institute and Communities Act Amendment of 1989.

As part of its drug-free awareness program, the Office of Student Services maintains a library of brochures and videos, which are available for student/employee use. A drug awareness seminar is held periodically on campus.

Use of Electronic Equipment

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

Programs of Study

Curriculum Standards

Under the direction of the LCTCS Board of Supervisors, deans of instruction, 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.

Graduation Requirements

A student should meet on a regular basis with his/her academic advisor to assure that progress is being made toward the completion of a degree or certificate.

Application for graduation must be filed by each prospective candidate no later than the date indicated on the college calendar for the term in which the candidate is scheduled to complete courses of study required for graduation.

Graduation exercises are held after the fall and spring semesters.

Program Offerings

BR Tech offers programs 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.

Associate of Applied Technology Degree Programs
Accounting Technology
Automotive Technology
Drafting and Design Technology
Early Childhood Education
Office Systems Technology

Diploma Programs
Accounting Technology
Air Conditioning and Refrigeration
Automotive Technology
Barber-Styling
Cosmetology
Culinary Arts and Occupations
Drafting and Design Technology
Early Childhood Education
Graphic Communications
Machine Tool Technology
Network Specialist
Office Systems Technology
Practical Nursing
Welding

ACCOUNTING TECHNOLOGY

This program prepares individuals to provide technical support to professional accountants and other management personnel. It includes instruction in general accounting principles and practices, posting transactions to accounts, record-keeping systems, and accounting software operation.

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
ACCT 1100	Principles of Accounting, Part I.....	75	1	2	3
CPTR 1000	Introduction to Computers	45	3	0	3
ENGL 1030*	Business English.....	45	3	0	3
KYBD 1110	Introduction to Keyboarding.....	75	1	2	3
TCA - General Clerk					
ACCT 1200	Principles of Accounting, Part II.....	75	1	2	3
CPTR 1300	Introduction to Spreadsheets	45	1	1	2
ISYS 1450	Basic Word Processing	75	1	2	3
MATH 1050*	Business Math.....	45	3	0	3
CTS - Account Clerk					
ACCT 1250	Payroll Accounting	45	3	0	3
ACCT 1300	Intermediate Accounting.....	75	1	2	3
CPTR 1310	Introduction to Database Management	60	2	1	3
CPTR 2640	Advanced Spreadsheet Applications.....	60	2	1	3
ENGL 1300	Business Correspondence	45	3	0	3
CTS - Payroll Clerk					
ACCT 1400	Advanced Accounting.....	75	1	2	3
ACCT 1500	Computerized Accounting	75	1	2	3
ISYS 1550	Advanced Word Processing.....	75	1	2	3
JOBS 2450	Job Seeking Skills	30	2	0	2
OSYS 2530	Office Procedures	75	1	2	3
Approved Electives		90	6	0	6
Diploma - Accounting Technology		1,185			58
*General Education Course					
Additional Required General Education Courses:					
Approved Natural or Applied Sciences		45	3	0	3
Approved Humanities		45	3	0	3
Approved Behavioral Sciences		45	3	0	3
AAT - Accounting Technology		1,320			67
Electives:					
ACCT 2991	Special Projects I.....	30	0	1	1
ACCT 2993	Special Projects II.....	60	0	2	2
ACCT 2995	Special Projects III.....	90	0	3	3
ACCT 2996	Special Projects IV	45	0	3	3
ACCT 2997	Practicum.....	135	0	3	3
ACCT 2999	Cooperative Education	135	0	3	3

BR Tech – The People’s College

AIR CONDITIONING AND REFRIGERATION

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

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
CPTR 1001	Computer Literacy	45	0	1	1
HACR 1140	Applied Mathematics	45	3	0	3
HACR 1150	HVAC Introduction	150	1	3	4
HACR 1160	Principles of Refrigeration I	150	1	3	4
HACR 1170	Principles of Refrigeration II	105	1	2	3
TCA - Helper I					
HACR 1120	Customer Relations	30	2	0	2
HACR 1210	Electricity I	120	2	2	4
HACR 1220	Electricity II	165	1	3	4
JOBS 2450	Job Seeking Skills.....	30	2	0	2
(Basic A/C Core) CTS - Helper II		840			27
HACR 1411	Room Air Conditioning	135	3	2	5
HACR 1420	Domestic Refrigeration.....	135	3	2	5
CTS - Domestic Refrigeration/ Air Conditioning Repairer		1,110			37
HACR 2510	Central Air Conditioning.....	135	3	2	5
HACR 2520	Residential Gas Heating.....	135	3	2	5
HACR 2530	Residential Electric Heating	75	2	1	3
HACR 2540	Residential Heat Pumps.....	60	1	1	2
HACR 2550	Residential System Design	105	1	2	3
Diploma Residential Refrigeration/ Air Conditioning Technician		1,620			55
HACR 2810	Commercial Air Conditioning I	180	3	3	6
HACR 2820	Commercial Air Conditioning Controls	180	3	3	6
HACR 2830	Commercial Air Conditioning II	180	3	3	6
Diploma Commercial Air Conditioning Technician		1,650			55
HACR 2910	Commercial Refrigeration I	180	3	3	6
HACR 2920	Commercial Refrigeration Controls.....	180	3	3	6
HACR 2930	Commercial Refrigeration II	180	3	3	6
Diploma - Commercial Refrigeration Technician		1,650			55
Electives:					
HACR 2991	Special Projects I	30	0	1	1
HACR 2993	Special Projects II	60	0	2	2
HACR 2995	Special Projects III	90	0	3	3
HACR 2997	Practicum	135	0	3	3
HACR 2999	Cooperative Education	135	0	3	3

AUTOMOTIVE TECHNOLOGY

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. 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 program are closely 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	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
AUTO 1000	Intro. to Automotive Technology	30	2	0	2
AUTO 1001	Intro. to Automotive Technology	45	0	1	1
AUTO 1600	Electrical/Electronic I.....	30	2	0	2
AUTO 1601	Electrical/Electronic Lab I.....	120	0	3	3
AUTO 1610	Electrical/Electronic II.....	30	2	0	2
AUTO 1611	Electrical/Electronic Lab II.....	120	0	3	3
CPTR 1001	Computer Literacy.....	45	0	1	1
JOBS 2450	Job Seeking Skills.....	30	2	0	2
TCA Electrical Technician					
AUTO 1200	Automatic Transmission & Transaxle	30	2	0	2
AUTO 1201	Automatic Transmission & Transaxle Lab	120	0	3	3
AUTO 1800	Engine Performance I.....	30	2	0	2
AUTO 1801	Engine Performance Lab I.....	120	0	3	3
AUTO 1810	Engine Performance II.....	30	2	0	2
AUTO 1811	Engine Performance Lab II.....	120	0	3	3
AUTO 1820	Engine Performance III.....	30	2	0	2
AUTO 1821	Engine Performance Lab III.....	120	0	3	3
TCA – Engine Performance Technician					
AUTO 1100	Engine Repair.....	30	2	0	2
AUTO 1101	Engine Repair Lab	120	0	3	3
Engine Repair Technician					
AUTO 1300	Manual Drive Trains.....	30	2	0	2
AUTO 1301	Manual Drive Trains Lab	120	0	3	3
TCA – Manual Drive Train Technician					
AUTO 1400	Steering & Suspension	30	2	0	2
AUTO 1401	Steering & Suspension Lab.....	120	0	3	3
TCA – Steering & Suspension Technician					
AUTO 1200	Automatic Transmission & Transaxle	30	2	0	2
AUTO 1201	Automatic Transmission & Transaxle Lab... ..	120	0	3	3
TCA – Automatic Transmission & Transaxle Technician					
AUTO 1500	Brakes.....	30	2	0	2
AUTO 1501	Brakes Lab	90	0	2	2
TCA – Brake Technician					
AUTO 1700	Heating and Air Conditioning.....	30	2	0	2
AUTO 1701	Heating and Air Conditioning Lab	120	0	3	3
TCA – Heating & Air Conditioning Technician					
Diploma – Automotive Technician					60

AUTOMOTIVE TECHNOLOGY

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
Required General Education Courses:					
	Approved English.....	45	3	0	3
	Approved Mathematics	45	3	0	3
	Approved Behavioral Sciences.....	45	3	0	3
	Approved Natural or Applied Sciences.....	45	3	0	3
	AAT – Automotive Technician	1,995			75
Electives:					
AUTO 2991	Special Projects I	30	0	1	1
AUTO 2993	Special Projects II	60	0	2	2
AUTO 2995	Special Projects III	90	0	3	3
AUTO 2997	Practicum	135	0	3	3
AUTO 2999	Cooperative Education	135	0	3	3

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BARBER - STYLING

This 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 campus-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 Louisiana State Board of Barber Examiners and meets the 1500-hour requirement, students are eligible to take the Louisiana State Board of Barber Examiners licensure examination.

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
BARB 1110	History of Barbering and the Professional Image	30	2	0	2
BARB 1120	Sanitation, Bacteriology, Safety with Tools, Implements, and Equipment Theory	45	1	1	2
BARB 1131	Sanitation, Bacteriology, Safety with Tools, Implements, and Equipment Lab	30	0	1	1
BARB 1160	Men's/Women's Basic Hair Cutting/Styling Theory.....	60	0	2	2
BARB 1211	Barber-Styling Lab I (Men's/Women's Basic Hair Cutting/Styling - 160 hrs.) (Shaving - 20 hrs.).....	180	0	4	4
BARB 1220	Shaving, Mustaches, and Beards Theory.....	30	0	1	1
BARB 1410	Electricity, Light Therapy, and Safety.....	15	1	0	1
CPTR 1001	Computer Literacy.....	45	0	1	1
TCA - Barber Assistant I					
BARB 1140	Facial Massage and Treatments Theory.....	45	1	1	2
BARB 1150	Properties/Disorders/Treatments of Skin, Scalp and Hair Theory.....	45	1	1	2
BARB 1231	Barber - Styling Lab II (Facial Massage/Treatment - 10 hrs) (Treatment of Scalp and Hair - 80 hrs)	90	0	2	2
BARB 1310	Permanent Waving/Chemical Hair Relaxing Theory.....	90	0	2	2
BARB 1321	Permanent Waving/Chemical Hair Relaxing Lab	60	0	2	2
BARB 1350	Chemistry	30	2	0	2
BARB 1420	Anatomy and Physiology.....	45	1	1	2
CTS Barber Assistant II					
BARB 1430	Men's Hairpieces Theory.....	15	1	0	1
BARB 1441	Barber - Styling Lab III (Men's Hairpieces - 10 hrs) (Men's/Women's Hair Cutting/Styling - 200 hrs)	225	0	5	5
BARB 2630	Professionalism for Barber –Styling.....	15	1	0	1
CTS - Barber Lab Assistant					
BARB 1330	Hair Coloring Theory.....	60	0	2	2
BARB 1341	Hair Coloring Lab	60	0	2	2

BARBER - STYLING

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
BARB 2111	Barber - Styling Shop Management and Sales	60	0	2	2
BARB 2120	State Barber Board Review Theory.....	45	3	0	3
BARB 2131	State Barber Board Review Lab (Men's/Women's Hair Cutting/ Styling - 110 hrs) (Permanent Waving and Color-70 hrs.).....	180	0	4	4
JOBS 2450	Job Seeking Skills.....	30	2	0	2
Diploma - Barber-Styling		1,530			51
Electives:					
BARB 2991	Special Projects I	30	0	1	1
BARB 2993	Special Projects II	60	0	2	2
BARB 2995	Special Projects III	90	0	3	3
BARB 2997	Practicum	135	0	3	3
BARB 2999	Cooperative Education	135	0	3	3



COSMETOLOGY

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 the following: 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. Instruction in manicures, pedicures, and salon management is also included. Practical skills are developed by students, with instructor supervision, through experience in an on-site salon, which is equipped and managed according to industry standards.

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

Course Number	Course Title	Contact Hours Total	Semester Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
COSM 1110	Introduction, Decontamination, and Infection Control	105	1	3	4
COSM 1121	Properties of Skin, Scalp, and Hair	90	0	2	2
COSM 1130	Shampooing, Rinsing, & Conditioning	105	1	2	3
COSM 1211	Cells, Anatomy, and Physiology.....	60	0	2	2
COSM 1220	Manicuring and Pedicuring	135	0	3	3
TCA - Shampoo Operator					
COSM 1230	Wet Hair Styling.....	105	1	3	4
COSM 1311	Hair Cutting.....	135	0	3	3
COSM 1321	Permanent Waving	150	0	5	5
COSM 1411	Chemical Hair Relaxing	60	0	2	2
COSM 1420	Thermal Services	60	0	2	2
CTS - Manicurist					
COSM 1430	Hair Coloring.....	195	1	4	5
COSM 2510	Facial Services, Massage, and Make-Up.....	75	1	2	3
COSM 2520	Artistry of Artificial Hair	45	1	1	2
COSM 2540	Salon Management.....	75	3	1	4
CTS - Chemical Technician					
COSM 2530	Electricity and Light Therapy	45	1	1	2
CPTR 1001	Computer Literacy.....	45	0	1	1
JOBS 2450	Job Seeking Skills	30	2	0	2
Diploma - Cosmetologist		1,500			49
Electives:					
COSM 2991	Special Projects I.....	30	0	1	1
COSM 2993	Special Projects II.....	60	0	2	2
COSM 2995	Special Projects III.....	90	0	3	3
COSM 2997	Practicum.....	135	0	3	3
COSM 2999	Cooperative Education	135	0	3	3



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CULINARY ARTS AND OCCUPATIONS

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.

Course Number	Course Title	Contact Hours Total	Semester Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
CULN 1110	Culinary Math.....	45	3	0	3
CULN 1120	Food and Beverage Service	60	1	1	2
CULN 1130	Sanitation and Safety	75	2	1	3
CULN 1140	Introduction to Culinary Skills	105	1	2	3
CULN 1150	Meat Fabrication	75	1	2	3
CULN 1220	Nutrition	45	3	0	3
HOST 1010	Orientation to the Hospitality/ Tourism Industry	45	3	0	3
TCA - Entry Level Prep Cook III					
This semester is a prerequisite to all subsequent semesters for only full-time students.					
CPTR 1001	Computer Literacy	45	0	1	1
CULN 1210	Volume Food Production.....	300	2	6	8
CULN 1230	Garde Manger.....	105	1	2	3
CTS - Production Cook					
CULN 1310	Basic Baking Fundamentals	165	2	3	5
CULN 1321	À La Carte	135	0	3	3
CTS - Entry-Level Line Cook					
CULN 2410	Regional Cuisine.....	105	1	2	3
CULN 2420	International Cuisine	105	1	2	3
CULN 2430	Food and Beverage Operations	75	2	1	3
CULN 2440	Advanced Baking Fundamentals.....	165	2	3	5
JOBS 2450	Job Seeking Skills.....	30	2	0	2
Diploma - Culinary Arts & Occupations					
Total Hours Required		1,680			56
Electives:					
CULN 2991	Special Projects I	30	0	1	1
CULN 2993	Special Projects II	60	0	2	2
CULN 2995	Special Projects III	90	0	3	3
CULN 2997	Practicum	135	0	3	3
CULN 2999	Cooperative Education	135	0	3	3



“BR Tech Culinary Arts instructors, John Farrow (left) and Mike Travasos (right), have taught me the skills to become a professional in culinary arts. I have also been prepared to compete and succeed in cooking competitions. I feel by the time I graduate I will be fully qualified for a career in the culinary industry.”

***Rhonda Schwartzenburg
Culinary Arts Student***

DRAFTING AND DESIGN TECHNOLOGY

The Drafting and Technology curriculum 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 an associate of applied science degree or a diploma 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 to be employed as a drafter.

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
DRFT 1110	Drafting Fundamentals	60	1	1	2
DRFT 1120	Geometric Construction.....	60	1	1	2
DRFT 1130	Pictorial Drawing	60	1	1	2
DRFT 1140	Machine Drawing	105	1	2	3
DRFT 1150	Section Drawing	105	1	2	3
MATH 1010*	General Mathematics.....	45	3	0	3
TCA - Engineering Aide I					
CADD 1210	Introduction to CADD.....	60	1	1	2
CADD 1220	Intermediate CADD.....	150	1	3	4
DRFT 1210	Auxiliary Views/Descriptive Geometry	75	1	2	3
DRFT 1220	Intersections and Developments.....	60	1	1	2
DRFT 1230	Fasteners.....	60	1		2
JOBS 2450	Job Seeking Skills.....	30	2	0	2
CTS - Engineering Aide II					
CADD 2310	Advanced CADD.....	120	2	2	4
DRFT 2310	Introduction to Drafting Disciplines I.....	120	2	2	4
DRFT 2320	Introduction to Drafting Disciplines II.....	120	2	2	4
DRFT 2330	Introduction to Drafting Disciplines III.....	105	1	2	3
CTS - Entry Level Draftsman					
DRFT 2411	Advanced Discipline I.....	120	2	2	4
DRFT 2412	Advanced Discipline II.....	165	2	3	5
DRFT 2413	Advanced Discipline III.....	180	3	3	6
Diploma-Drafting & Design Tech.		1,800			60
*General Education Course					

Required General Education Courses:

Approved English	45	3	0	3
Approved Natural or Applied Sciences	45	3	0	3
Approved Behavioral Sciences.....	45	3	0	3
Approved Humanities or Behavioral Sciences.....	45	3	0	3

AAT - Drafting & Design Technology 1,980 72

Electives:

DRFT 2991	Special Projects I.....	30	0	1	1
DRFT 2993	Special Projects II.....	60	0	2	2
DRFT 2995	Special Projects III.....	90	0	3	3
DRFT 2997	Practicum.....	135	0	3	3
DRFT 2999	Cooperative Education	135	0	3	3

Advanced Disciplines:

- Manufacturing Drafting
- Piping Drafting
- Civil Drafting
- Electronics Drafting
- Structural Drafting
- Marine Drafting
- Architectural Drafting

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EARLY CHILDHOOD EDUCATION

This program prepares individuals for entry-level and management levels of employment in child care centers, nursery schools, recreation centers, or other areas where caring for young children is the principal function. This program focuses on normal physical, emotional, and social growth and development. Appropriate play activities, curriculum, nutrition, guidance, health/safety, children with special needs, and approaches for teaching are included.

Training is based on the National Child Development Associate (CDA) competency standards, which are incorporated into the curriculum. Training meets and surpasses the requirements for CDA credentialing.

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
ECED 1110	Intro to Early Childhood Education	45	3	0	3
ECED 1120	Child Health, First Aid and Safety	45	3	0	3
ECED 1130	Child Guidance and Behaviors	45	3	0	3
ECED 1230	Family Relationships and Issues	45	3	0	3
	TCA - Basic Caregiver I				
ECED 1210	Infant/Toddler Growth and Development	45	3	0	3
ECED 1220	Infant/Toddler Care and Curriculum	45	3	0	3
ECED 1241	Infant/Toddler Lab/WBL	135	0	3	3
	TCA - Basic Infant/Toddler Caregiver				
ECED 1310	Preschool Growth and Development.....	45	3	0	3
ECED 1320	Preschool Curriculum	45	3	0	3
ECED 1341	Preschool Lab/WBL.....	135	0	3	3
	TCA - Basic Preschool Caregiver				
	CTS - Child Care Teacher I				
CPTR 1001	Computer Literacy	45	0	1	1
ECED 1140	Nutrition for Children	45	3	0	3
ECED 1151	Observation/Participation Lab/WBL.....	135	0	3	3
ECED 1330	Literature/Language Methods.....	45	3	0	3
ECED 1332	Math/Science Methods.....	45	3	0	3
ECED 1333	Social Studies/The Arts Methods.....	45	3	0	3
ECED 1410	Children with Special Needs/Lab.....	60	2	1	3
ECED 1420	Organization and Administration of Early Childhood Programs/Lab.....	60	2	1	3
JOBS 2450	Job Seeking Skills.....	30	2	0	2
	Diploma - Early Childhood Education	1,140			54
ECED 2211	Practicum in Early Childhood Education	225	0	5	5
	Required General Education Courses:				
	Approved Behavioral Sciences.....	45	3	0	3
	Approved Natural or Applied Sciences.....	45	3	0	3
	Approved Mathematics	45	3	0	3
	Approved English.....	45	3	0	3
	One additional course from four approved above	45	3	0	3
	AAT - Early Childhood Education	1,590			74
	Electives:				
ECED 2991	Special Projects I	30	0	1	1
ECED 2993	Special Projects II	60	0	2	2
ECED 2995	Special Projects III	90	0	3	3
ECED 2997	Practicum	135	0	3	3
ECED 2999	Cooperative Education	135	0	3	3

Early Childhood Education

CDA CERTIFICATION PREPARATORY COURSES

The CDA is a nationally recognized credential for two different levels of certification by the Council on Professional Recognition. The two CDA credentials are 9 hours each. The available CDA credentials are as follows:

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
CDA - Infant/Toddler:					
ECED 1110	Intro to Early Childhood Education.....	45	3	0	3
ECED 1210	Infant/Toddler Growth and Development	45	3	0	3
ECED 1220	Infant/Toddler Care and Curriculum.....	45	3	0	3
CDA – Preschool:					
ECED 1110	Intro to Early Childhood Education.....	45	3	0	3
ECED 1310	Preschool Growth and Development.....	45	3	0	3
ECED 1320	Preschool Curriculum	45	3	0	3



GRAPHIC COMMUNICATIONS

This program provides an instructional program that prepares individuals to apply technical knowledge and skills in the use of tools, test equipment, operating equipment, materials, and processes to make ready, operate, and maintain photography and printing equipment for the production of process color printing.

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
CPTR 1001	Computer Literacy	45	0	1	1
GRPH 1100	Orientation, Safety & Shop Organization	30	2	0	2
GRPH 1110	Overview of Printing Process	15	1	0	1
GRPH 1120	Job Ticket and Cost Awareness	15	1	0	1
GRPH 1200	Binding/Finishing, Paper Cutting, Paper And other Substitutes	45	1	1	2
GRPH 1210	Color Management.....	30	2	0	2
GRPH 1220	Offset Press Systems, Inks, & Chemistry.....	15	1	0	1
GRPH 1230	Introduction to Electronic Prepress.....	45	1	1	2
GRPH 1240	Paste-up Principles and Procedures	45	1	1	2
GRPH 1250	Related Math and Measuring.....	30	0	1	1
TCA – Press Helper/Typesetter					
GRPH 1300	Design Principles	45	1	1	2
GRPH 1310	Typography, Typesetting, & Image Setting ..	120	2	3	5
GRPH 1320	Software I (Graphic, Photo-Editing & Page Layout).....	120	2	3	5
GRPH 1330	Process Camera, Darkroom, and Techniques.....	45	1	1	2
JOBS 2450	Job Seeking Skills.....	30	2	0	2
CTS – Apprentice Pressman/Designer					
GRPH 1400	Software II (Graphic, Photo-Editing & Page Layout).....	120	2	3	5
GRPH 1410	Stripping and Platemaking	75	1	2	3
GRPH 1420	Offset Press Operating and Troubleshooting	120	2	3	5
GRPH 1430	Scanning and Digital Photography	45	1	1	2
CTS – Pressman/Graphic Designer					
GRPH 1500	Advanced Document Design	120	2	3	5
GRPH 1510	Web Page Design.....	90	2	2	4
GRPH 1520	Digital Prepress.....	45	1	1	2
GRPH 1530	Screen Printing	75	1	2	3
Diploma – Graphic Communications		1,365			60
Electives:					
GRPH 2991	Special Projects I	30	0	1	1
GRPH 2993	Special Projects II	60	0	2	2
GRPH 2995	Special Projects III	90	0	3	3
GRPH 2997	Practicum	135	0	3	3
GRPH 2999	Cooperative Education	135	0	3	3

***Preparing for the challenges
of tomorrow.***

MACHINE TOOL TECHNOLOGY

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	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
CPTR 1001	Computer Literacy.....	45	0	1	1
IMSS 1110	Orientation and Safety.....	15	1	0	1
IMSS 1130	Blueprint Reading.....	45	3	0	3
IMSS 1210	Machine Shop Theory I.....	60	4	0	4
IMSS 1211	Benchwork.....	135	0	3	3
IMSS 1221	Drill Press.....	135	0	3	3
IMSS 1310	Machine Shop Theory II.....	90	6	0	6
JOBS 2450	Job Seeking Skills.....	30	2	0	2
MATH 1110	Technical Mathematics I.....	45	3	0	3
TCA - Drill Press Operator					
IMSS 1311	Basic Lathe I.....	90	0	2	2
IMSS 1321	Basic Lathe II.....	90	0	2	2
IMSS 1331	Basic Lathe III.....	135	0	3	3
IMSS 1410	Machine Shop Theory III.....	90	6	0	6
CTS - Lathe Operator					
IMSS 2511	Precision Grinding.....	30	0	1	1
IMSS 2521	Forming and Shaping.....	30	0	1	1
IMSS 1411	Basic Mill I.....	90	0	2	2
IMSS 1421	Basic Mill II.....	90	0	2	2
IMSS 1431	Basic Mill III.....	135	0	3	3
IMSS 2710	CNC.....	45	3	0	3
CTS – Mill Operator					
IMSS 2611	Advanced Lathe.....	135	0	3	3
IMSS 2621	Advanced Mill.....	135	0	3	3
IMSS 2711	CNC Lab.....	135	0	3	3
Diploma – Machinist Technician		1,830			60
Electives:					
IMSS 2991	Special Projects I.....	30	0	1	1
IMSS 2993	Special Projects II.....	60	0	2	2
IMSS 2995	Special Projects III.....	90	0	3	3
IMSS 2997	Practicum.....	135	0	3	3
IMSS 2999	Cooperative Education.....	135	0	3	3

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NETWORK SPECIALIST

The core for this program provides a thorough background in computer hardware, operating systems, local area networking, and Internet technologies. The Network Specialist option provides a background in analyzing business requirements and designing and implementing the infrastructure for business solutions. Implementation responsibilities include installing, configuring, and troubleshooting network systems.

Students following the General Track may select electives from any area.

Students following the MCSE track must take 22 credit hours from the courses listed as MCSE electives. Students following the Wide Area Network Specialist track must take 18 hours from the courses listed as Wide Area Network Specialist. All courses must be pre-approved by advisor prior to scheduling.

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
CISX 1100	Installation & Troubleshooting, Part I	75	1	2	3
CISX 1110	Installation & Troubleshooting, Part II	75	1	2	3
CPTR 1000	Introduction to Computers	45	3	0	3
KYBD 1000	Basic Keyboarding	45	1	1	2
TCA - PC Support Technician Certification Prep - A+					
CISX 1200	Operating Systems	90	2	2	4
CISX 1300	Internet Applications	75	1	2	3
CISX 1400	Networking Technologies OR				
CISX 2110	Introduction to Wide Area Networking	90	2	2	4
CPTR 1050	Software Applications	90	2	2	4
CTS - PC Administrator Certification Prep - INet+, Network+, MCP					
CISX 2902	Internship	90	0	2	2
ENGL 2530	Technical Report Writing	45	3	0	3
JOBS 2450	Job Seeking Skills	30	2	0	2
Required Courses for Major: General Track:					
Computer/Networking Electives		615	11	16	27
Diploma - Network Specialist General Track					
		1,365			60
Required Courses for Major: MCSE Track:					
	Computer Elective	75	1	2	3
	Computer Elective	75	1	2	3
	Networking Elective	90	2	2	4
	Networking Elective	90	2	2	4
	Networking Elective	90	2	2	4
	Networking Elective	90	2	2	4
	Networking Elective	75	1	2	3
	Networking Elective	75	1	2	3
TD - Network Specialist MCSE Track					
		1,410			61
Certification - MCSE					
Required Courses for Major: Wide Area Network Track					
	Computer Electives	195	3	6	9
	Networking Electives	420	8	10	18
TD - Network Specialist Wide Area Network Track					
		1,365			60
Certification Prep - CCNA, CCDA					

Network Specialist

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
NOTE: CTS - Network Systems Technician will be awarded for the following courses:					
CISX 1100	Installation & Troubleshooting, Part I	75	1	2	3
CISX 1110	Installation & Troubleshooting, Part II	75	1	2	3
CISX 1200	Operating Systems	90	2	2	4
CISX 1400	Networking Technologies	90	2	2	4
CISX 2010	MCSE II* - Windows 2000 Server	90	2	2	4
CISX 2020	MCSE III* - Windows 2000 Network	90	2	2	4
CISX 2030	MCSE IV* - Windows 2000 Directory	90	2	2	4
	MCSE Core/Elective*	90	2	2	4
	MCSE Elective I*	75	1	2	3
	MCSE Elective II*	75	1	2	3
*MCSE Courses subject to industry changes					
Note: CTS – Wide Area Network Technician will be awarded for the following courses:					
CISX 1100	Installation & Troubleshooting, Part I	75	1	2	3
CISX 1110	Installation & Troubleshooting, Part II	75	1	2	3
CISX 1200	Operating Systems	90	2	2	4
CISX 2110	Introduction to Wide Area Networking	90	2	2	4
CISX 2120	Introduction to Basic Router Configuration	90	2	2	4
CISX 2130	Advanced Router Configuration	90	2	2	4
CISX 2140	Wide Area Network Protocols	90	2	2	4
Computer Electives:					
CISX 1800	Introduction to Unix/Linux	75	1	2	3
CISX 1900	Web Page Design	75	1	2	3
CISX 2210	Introduction to Visual Basic	45	3	0	3
CISX 2650	Advanced Database Development	75	1	2	3
CISX 2820	Server Hardware	75	1	2	3
CISX 2830	Voice and Data Cabling	75	1	2	3
CISX 2991	Special Projects I	30	0	1	1
Networking Electives – MCSE Track:					
MCSE Core					
CISX 2010	MCSE II Windows 2000 Server	90	2	2	4
CISX 2020	MCSE III – Windows 2000 Network	90	2	2	4
CISX 2030	MCSE IV – Windows 2000 Directory Services Admin.	90	2	2	4
CISX 2040	Designing a MS Windows 2000 Directory Services Infrastructure	90	2	2	4
CISX 2050	Designing Security for a MS Windows 2000 Network	90	2	2	4
CISX 2060	Designing a MS Windows 2000 Network Infrastructure	90	2	2	4
CISX 2070	Designing Highly Available Web Solutions with MS Windows 2000 Server Technologies	90	2	2	4
CISX 2080	Managing a Microsoft Network Environment	75	1	2	3
Networking Electives: Wide Area Network Track:					
CISX 2120	Introduction to Basic Router Configuration	90	2	2	4
CISX 2130	Advanced Router Configuration	90	2	2	4
CISX 2140	Wide Area Network Protocols	90	2	2	4
CISX 2150	Advanced Routing – Interior Protocols	75	1	2	3
CISX 2155	Advanced Routing – Exterior Protocols	75	1	2	3
CISX 2160	Remote Access	75	1	2	3

Network Specialist

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
CISX 2170	Multi-layer Switching.....	75	1	2	3
CISX 2180	Designing Networks.....	75	1	2	3
Electives:					
CISX 2991	Special Projects I.....	30	0	1	1
CISX 2993	Special Projects II.....	60	0	2	2
CISX 2995	Special Projects III.....	90	0	3	3
CISX 2997	Practicum.....	135	0	3	3
CISX 2999	Cooperative Education.....	135	0	3	3



OFFICE SYSTEMS TECHNOLOGY

This program prepares individuals to perform the duties of special assistants for business executives and top management. It includes instruction in business communications, public relations, scheduling and travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards, and legal requirements.

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
ACCT 1100	Principles of Accounting, Part I.....	75	1	2	3
CPTR 1000	Introduction to Computers	45	3	0	3
ENGL 1030*	Business English.....	45	3	0	3
KYBD 1110	Introduction to Keyboarding.....	75	1	2	3
TCA - General Clerk					
ACCT 1200	Principles of Accounting, Part II.....	75	1	2	3
ISYS 1450	Basic Word Processing	75	1	2	3
KYBD 1210	Intermediate Keyboarding	75	1	2	3
MATH 1050*	Business Math.....	45	3	0	3
CTS – Office Assistant					
CPTR 1300	Introduction to Spreadsheets	45	1	1	2
CPTR 1310	Introduction to Database Management	60	2	1	3
ENGL 1300	Business Correspondence	45	3	0	3
ISYS 1550	Advanced Word Processing.....	75	1	2	3
CTS – Word Processor Operator					
Eligible for Certification – Core/Proficient MOUS					
ISYS 1650	Desktop Publishing	45	3	0	3
JOBS 2450	Job Seeking Skills	30	2	0	2
MACH 1350	Introduction to Machine Transcription.....	45	3	0	3
OSYS 2530	Office Procedures	75	1	2	3
Approved Electives					
90 6 0 6					
Diploma - Office Systems Technology 1,095					55
Eligible for Certification – Expert/Master MOUS					
*General Education Course					
Required General Education Courses:					
Approved Natural or Applied Sciences		45	3	0	3
Approved Humanities		45	3	0	3
Approved Behavioral Sciences		45	3	0	3
AAT – Office Systems Technology					1,230
					64
Electives:					
OSYS 2991	Special Projects, I.....	30	0	1	1
OSYS 2993	Special Projects, II.....	60	0	2	2
OSYS 2995	Special Projects, III	90	0	3	3
OSYS 2996	Special Projects IV	45	0	3	3
OSYS 2997	Practicum.....	135	0	3	3
OSYS 2999	Cooperative Education	135	0	3	3

"I attend BR Tech because it has the reputation for being one of the best technical colleges in the state of Louisiana. It is a door to opportunity."

**Stephanie Johnson, Baton Rouge, La
Office Systems Technology**



PRACTICAL NURSING

The Practical Nursing program is designed to prepare the student to become licensed practical nurses. The program consists of both classroom instruction and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies.

Since man is a biological, psychological, and spiritual being who is evolving across the life span, it is essential that nursing needs be met by caring, supportive persons who recognize the many facets and who respect individuality. The program content has been developed utilizing the Administrative Rules for the Louisiana State Board of Practical Nurse Examiners and the nursing process. The concepts of holistic nursing, hierarchy of needs, stress and adaptation, creative problem solving, and psychosocial development are incorporated, also.

Upon graduation, the student is awarded a diploma and is eligible to take the National Council of State Boards Licensure Examination, NCLEX, for Practical Nurses.

Students should note that some courses have prerequisites, which must be successfully completed before enrolling into upper level courses. All course work must be completed with at least an 80 percent or above for program progression and completion.

Students who are unable to complete the Practical Nursing program may be awarded a TCA in Nurse Assistance if they satisfactorily complete and can demonstrate competencies in OBRA skills, as determined by the instructor, and complete a minimum of 40 hours of clinical.

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
HNUR 1230	Geriatric Nursing/App. of Nursing Skills	120	2	2	4
HMDT 1170	Medical Terminology	15	1	0	1
HNUR 1220	Physical Assessment	60	1	1	2
HCNA 1112	CNA Clinical	90	0	1	1
HNUR 1110	Anatomy & Physiology for Practical Nursing ..	75	2	1	3
HNUR 1130	Intro Microbiology/Infection Control	15	1	0	1
HPSY 2020	Health Care Concepts Related to Self, Family, and Community	15	1	0	1
HNUR 1120	Nutrition	30	1	0	1
HNUR 1160	Medical Math.....	15	1	0	1
HNUR 1140	Introduction to Practical Nursing	30	2	0	2
HNUR 1232	Geriatric Clinical	90	0	1	1
HNUR 1240	Pharmacology.....	75	2	1	3
HNUR 1310	Diet Therapy.....	15	1	0	1
HNUR 1320	Medical Surgical Nursing I.....	75	5	0	4
HNUR 1322	Medical Surgical Clinical I.....	90	0	1	1
HNUR 1410	Pediatric Nursing.....	45	3	0	3
HNUR 1412	Pediatric Clinical.....	45	0	5	5
HNUR 1430	Maternal/Neonate Nursing	45	3	0	3
HNUR 1432	Maternal/Neonate Clinical	45	0	5	5
HNUR 1450	Medical/Surgical Nursing II.....	75	5	0	5
HNUR 1452	Medical/Surgical Clinical II.....	180	0	2	2
HNUR 2510	Medical/Surgical Nursing III.....	75	5	0	5
HNUR 2512	Medical/Surgical Clinical III.....	270	0	3	3
HNUR 2530	Mental Health Nursing.....	30	2	0	2
HNUR 2532	Mental Health Clinical	45	0	1	1
HNUR 2610	IV Therapy.....	45	0	1	1
HNUR 2630	Professionalism for Practical Nursing.....	15	1	0	1
HSCL 1000	Computer Literacy	15	1	0	1
Diploma - Practical Nursing		1,650			55

PRACTICAL NURSING

NOTE: (HCNA 1112 is required for Nursing Assistants, and is an elective in Practical Nursing; therefore, does not count in PN totals.)

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
Electives:					
HNUR 2991	Special Projects I.....	30	0	1	1
HNUR 2993	Special Projects II.....	60	0	2	2
HNUR 2995	Special Projects III.....	90	0	3	3
HNUR 2997	Practicum.....	135	0	3	3



WELDING

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, pipe welding, plasma arc cutting, weld symbols, and joints. After completion of this program, the student will have covered the skills designated by the AWS (American Welding Society) and will be prepared to take the AWS Entry Level Welder test.

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
WELD 1110	Occupational Orientation	45	1	1	2
WELD 1120	Basic Blueprint, Metallurgy, & Welding Symbols.....	45	1	1	2
WELD 1130	Welding Inspection & Testing	45	1	1	2
WELD 1140	Electrical Fundamentals	45	1	1	2
WELD 1210	Oxyfuel Systems.....	45	1	1	2
WELD 1310	Cutting Processes – CAC/PAC	45	1	1	2
WELD 1410	SMAW - Basic Beads	45	1	1	2
WELD 1411	SMAW - Fillet Weld	90	0	2	2
WELD 1412	SMAW - V – Groove BU/Gouge	75	0	2	2
WELD 2110	FCAW - Basic Fillet Welds	90	1	2	3
WELD 2111	FCAW - Groove Welds.....	90	0	2	2
WELD 2210	GTAW - Basic Multi-Joint	90	1	2	3
WELD 2230	GTAW - Aluminum Multi-Joint.....	90	1	2	3
WELD 2310	GMAW – Basic Fillet Weld				
WELD 2311	GMAW - Groove Weld	90	0	2	2
JOBS 2450	Job Seeking Skills.....	30	2	0	2
CPTR 1001	Computer Literacy	45	0	1	1
MATH 1000	Applied Math	45	3	0	3

To obtain a diploma, select an additional minimum of two (2) “Process Clusters” (minimum of 20 Credit hours or a total of 60 credit hours) from the following list of additional requirements.

SMAW Process Cluster:

WELD 1420	SMAW – V – Groove Open.....	90	1	2	3
WELD 1510	SMAW – Pipe 2G	90	1	2	3
WELD 1511	SMAW – Pipe 5G	90	0	2	2
WELD 1512	SMAW – Pipe 6G	90	0	2	2

FCAW Process Cluster:

WELD 2112	FCAW – 6GR.....	120	0	4	4
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GTAW Process Cluster

WELD 2220	GTAW – Pipe 5G	105	1	3	4
WELD 2221	GTAW – Pipe 2G	90	0	3	3
WELD 2222	GTAW – Pipe 6G.....	90	0	3	3

GMAW Process Cluster:

WELD 2320	GMAW – Pipe 2G	75	1	2	3
WELD 2321	GMAW – Pipe 5G	75	0	2	2
WELD 2322	GMAW – Pipe 6G	75	0	2	2
WELD 2330	GMAW – Aluminum Multi-Joint.....	75	1	2	3

WELDING

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
Electives:					
WELD 2991	Special Projects I.....	30	0	1	1
WELD 2993	Special Projects II.....	60	0	2	2
WELD 2995	Special Projects III.....	90	0	3	3
WELD 2997	Practicum.....	135	0	3	3
WELD 2999	Cooperative Education	135	0	3	3
Diploma - Welding		1,800			60
Approved Options:					
CERT 3110	Certification.....	120	2	2	4



Course Descriptions

ACCT 1100 Principles of Accounting, Part I

Lecture 1, Lab 2, Credits 3

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

ACCT 1200 Principles of Accounting, Part II

Lecture 1, Lab 2, Credits 3

Fundamental accounting principles relating to sales and receipts, purchases and payments, cash, and payroll; accrual accounting for a merchandising business including the periodic summary, adjustments, and period-end closing procedures. Includes practice set for business operating on accrual basis. Prerequisite: ACCT 1100

ACCT 1250 Payroll Accounting

Lecture 3, Lab 0, Credits 3

Accounting principles and procedures relating to payroll accounting, including the required payroll and personnel records and reports; computation and payment of wages and salaries, social security taxes, income tax withholding; unemployment compensation taxes; and the analysis and recording of payroll transactions. Hands-on experience includes payroll project.

Prerequisite: ACCT 1200

ACCT 1300 Intermediate Accounting

Lecture 1, Lab 2, Credits 3

Accounting principles relating to accounts payable and receivable, uncollectibles, notes, and interest; merchandise inventory, property, plant, and equipment; and accounting for partnerships. Prerequisite: ACCT 1200

ACCT 1400 Advanced Accounting

Lecture 1, Lab 2, Credits 3

Principles relating to the corporate organization, including accounting for capital stock, retained earnings, long-term debt, and intangible assets; also accounting principles and reporting standards Project utilizing accounting skills included.

ACCT 1500 Computerized Accounting

Lecture 1, Lab 2, Credits 3

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

ACCT 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

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

Prerequisite: Permission of Instructor

ACCT 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

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

Prerequisite: Permission of Instructor

ACCT 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

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

Prerequisite: Permission of Instructor

ACCT 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation.

Prerequisite: Permission of Instructor

2002 – 2003 COURSE DESCRIPTIONS

ACCT 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work.

Prerequisite: Permission of Instructor

AUTO 1000 Introduction to Automotive Technology

Lecture 2, Lab 0, Credits 2

An introduction to the field of automotive service technology.

AUTO 1001 Introduction to Automotive Technology Lab

Lecture 0, Lab 1, Credits 1

Introduces students to field of automotive service technology. Students learn of career opportunities available in automotive field as well as safety factors relating to automotive service industry. Students are introduced to responsibilities performed and tools used in automotive service industry. Topics include careers, chemicals used in automotive service, tools and equipment used, certification requirements, and OSHA and EPA regulations

AUTO 1100 Engine Repair

Lecture 2, Lab 0, Credits 2

Lecture class on theory, construction, and operation of internal combustion engine.

AUTO 1101 Engine Repair Lab

Lecture 0, Lab 3, Credits 3

Covers theory, construction, and operation of internal combustion engine. Topics include automotive engine designs, performance testing of engines, engine removal and disassembly, cylinder head service, short block service, engine assembly and installation, and engine lubrication system

AUTO 1200 Automotive Transmission & Transaxle

Lecture 2, Lab 0, Credits 2

Lecture class on theory, design and operation of automatic transmissions and transaxles.

AUTO 1201 Automotive Transmission & Transaxle Lab

Lecture 0, Lab 3, Credits 3

Covers theory, design, and operation of automatic transmissions and transaxles. Topics include transmission design and components, electric transmission controls,

and automatic transmission diagnosis and service

AUTO 1300 Manual Drive Trains

Lecture 2, Lab 0, Credits 2

Lecture class on theory, design, and function of manual drive train.

AUTO 1301 Manual Drive Trains Lab

Lecture 0, Lab 3, Credits 3

Covers theory, design, and function of manual drive train. Topics include manual transmission components, operation, diagnosis, and service; clutch assembly components, operation, diagnosis, and service; drive shaft and axle components, diagnosis, and service; differential components, diagnosis, and service; and four-wheel drive operation, diagnosis, and service.

AUTO 1400 Steering & Suspension

Lecture 2, Lab 0, Credits 2

Lecture class on theory, function, and operation of automotive steering and suspension system.

Auto 1401 Steering & Suspension Lab

Lecture 0, Lab 3, Credits 3

Covers theory, function, and operation of automotive steering and suspension system. Topics include steering and suspension system designs, inspection and service of steering and suspension system components, MacPherson Strut analysis and service, wheel bearing and spindle service, adjustable shock absorbers and electronic suspension controls, alignment procedures, and wheel and tire analysis and service.

AUTO 1500 Brakes

Lecture 2, Lab 0, Credits 2

Lecture class on theory, design, and operation of automotive brake systems.

AUTO 1501 Brakes Lab

Lecture 0, Lab 2, Credits 2

Covers theory, design, and operation of automotive brake systems. Topics include disc and drum brake system components; properties of brake fluids; components of hydraulic brake system; diagnosing, replacing, and adjusting automotive brake systems; and design, components, operations, diagnosis, and service of antilock brake system (ABS).

2002 – 2003 COURSE DESCRIPTIONS

AUTO 1600 Electrical/Electronic I

Lecture 2, Lab 0, Credits 2

Lecture class on fundamentals of electrical, electronic automotive systems.

AUTO 1601 Electrical/Electronic Lab I

Lecture 0, Lab 3, Credits 3

Teaches fundamentals of electrical/electronic automotive systems, which include charging system, automotive lighting, air conditioning; and using electrical trouble shooting manuals.

AUTO 1610 Electrical/Electronic II

Lecture 2, Lab 0, Credits 2

Lecture class on advanced electrical/electronic automotive systems.

AUTO 1611 Electrical/Electronic Lab II

Lecture 0, Lab 3, Credits 3

Advanced-level electrical/electronics course. Topics include gauges and warning devices; analysis and service of automotive computer system; analysis and service of active restraint systems; and function, analysis, and service of automotive computer system.

AUTO 1700 Heating and Air Conditioning

Lecture 2, Lab 0, Credits 2

Lecture class on theory and design of automotive climate control systems.

**AUTO 1701 Heating and
Air Conditioning Lab**

Lecture 0, Lab 3, Credits 3

Covers theory and design of automotive climate control systems. Topics include principles of refrigeration; air conditioning design, components, controls. Diagnosis, and service of air conditioning systems; and automotive heating system components, diagnosis, and service.

AUTO 1800 Engine Performance I

Lecture 2, Lab 0, Credits 2

Lecture class on fundamentals of ignition system.

AUTO 1801 Engine Performance Lab I

Lecture 0, Lab 3, Credits 3

Fundamentals of ignition system course. Topics include engine and performance testing; ignition system theory, analysis, and service and design; ignition-related computerized engine controls; and drivability problems related to ignition system.

AUTO 1810 Engine Performance II

Lecture 2, Lab 0, Credits 2

Lecture class on concepts of automotive fuel systems.

AUTO 1811 Engine Performance Lab II

Lecture 0, Lab 3, Credits 3

Designed to teach concepts of automotive fuel systems. Topics include fuels and fuel specifications; fuel supply systems; carburetor analysis and service; types of electronic fuel injection; components, testing, and service of electronic fuel injection; exhaust system analysis and service; and drivability problems related to fuel systems.

AUTO 1820 Engine Performance III

Lecture 2, Lab 0, Credits 2

Lecture class on design, function, and operation of emissions systems as well as EPA guidelines.

AUTO 1821 Engine Performance Lab III

Lecture 0, Lab 3, Credits 3

Covers design, function, and operation of emissions systems as well as EPA guidelines. Topics include relationship of automobile and air pollution, drivability problems related to emission systems, components of vehicle emission system, analysis and service of emission system operation, government mandated emission testing, use of exhaust gas analysis to test emission, and OBDI and OBDII systems.

AUTO 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

AUTO 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

AUTO 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

2002 – 2003 COURSE DESCRIPTIONS

AUTO 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation.

Prerequisite: Permission of Instructor

AUTO 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work.

Prerequisite: Permission of Instructor

BARB 1110 History of Barbering & the Professional Image

Lecture 2, Lab 0, Credits 2

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

BARB 1120 Sanitation, Bacteriology, and Safety With Tools, Implements, and Equipment Theory

Lecture 0, Lab 1, Credits 1

A study of types of bacteria and methods of cleaning and sanitizing, as well as safety precautions and identification and use of barbering implements, tools, and equipment.

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

Lecture 0, Lab 1, Credits 1

Includes safety and methods of cleaning and sanitizing, as well as identification, handling, and care of tools, implements, and equipment. Student performance is emphasized.

BARB 1140 Facial Massage and Treatments Theory

Lecture 1, Lab 1, Credits 2

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

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

Lecture 1, Lab 1, Credits 2

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

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

Lecture 0, Lab 2, Credits 2

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

BARB 1211 Barber-Styling Lab

Lecture 0, Lab 4, Credits 4

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

BARB 1220 Shaving, Mustaches, and Beards Theory

Lecture 0, Lab 1, Credits 1

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

BARB 1231 Barber-Styling Lab II

Lecture 0, Lab 2, Credits 2

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

BARB 1310 Permanent Waving/Chemical Hair Relaxing Theory

Lecture 0, Lab 3, Credits 3

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

2002 – 2003 COURSE DESCRIPTIONS

**BARB 1321 Permanent Waving/
Chemical Hair Relaxing
Lab**

Lecture 0, Lab 2, Credits 2

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

BARB 1330 Hair Coloring Theory

Lecture 0, Lab 2, Credits 2

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

BARB 1341 Hair Coloring Lab

Lecture 0, Lab 2, Credits 2

Student performance of hair coloring and lightening procedures and required safety precautions are emphasized.

BARB 1350 Chemistry

Lecture 2, Lab 0, Credits 2

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

**BARB 1410 Electricity, Light, Therapy
and Safety**

Lecture 1, Lab 0, Credits 1

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

BARB 1420 Anatomy and Physiology

Lecture 1, Lab 1, Credits 2

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

BARB 1430 Men's Hairpieces Theory

Lecture 1, Lab 0, Credits 1

A study of the care and fitting types of men's hairpieces, including construction details, measuring and fitting client, cutting-in/styling, coloring, and appropriate care/cleaning.

BARB 1441 Barber-Styling Lab III

Lecture 0, Lab 5, Credits 5

Student performance of care and fitting of men's hairpieces (10 Hours) and men and women's basic and advanced

haircutting/styling (200 Hours) is focus of class.

**BARB 2111 Barber-Styling Shop
Management and Sales**

Lecture 0, Lab 2, Credits 2

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

**BARB 2120 Louisiana State Barber
Board Review Theory A**

Lecture 3, Lab 0, Credits 3

Comprehensive review of theory in preparation for taking the state written exam for licensure.

**BARB 2131 Louisiana State Barber
Board Review Lab A**

Lecture 0, Lab 4, Credits 4

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

**BARB 2630 Professionalism for Barber-
Styling**

Lecture 1, Lab 0, Credits 1

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

BARB 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

BARB 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

BARB 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

2002 – 2003 COURSE DESCRIPTIONS

BARB 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation.

Prerequisite: Permission of Instructor

BARB 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work.

Prerequisite: Permission of Instructor

CADD 1210 Introduction To Computer Aided Drafting and Design

Lecture 1, Lab 2, Credits 3

Introduction to computer basics, introduction to basic concepts and principles of CAD, covering basic CAD commands. Prerequisite: DRFT 1220 or Department Approval

CADD 1220 Intermediate Computer Aided Drafting and Design

Lecture 1, Lab 1, Credits 2

Application and use of basic and intermediate commands and components of a CAD work station. Includes setting up and preparing working drawings. Prerequisite: CADD 1210

CADD 2310 Advanced Computer Aided Drafting and Design

Lecture 2, Lab 2, Credits 4

Covers advanced principles of CAD; makes use of advanced commands to develop complex drawings; development of symbol libraries; and application of parametric principles. Prerequisite: CADD 1220

CERT 3110

Lecture 2, Lab 2, Credits 4

A review of certification requirements and materials, comparing records, AWS closed book exam, and preparation of workmanship qualification samples.

Prerequisite: Consent of Instructor

CISX 1100 Installation & Troubleshooting, Part I

Lecture 1, Lab 2, Credits 3

A hands-on intensive study involving PC hardware and software that prepares students for an industry-based certification such as the A+ examination. PC hardware includes

installation of motherboards, various drives, and adapter cards. Software includes installation of operating systems, various applications, and communication software and their proper configuration. Provides a systematic approach towards PC diagnostics and troubleshooting through the use of practical industry standards diagnostic software.

CISX 1110 Installation & Troubleshooting, Part II

Lecture 1, Lab 2, Credits 3

A hands-on advanced study involving PC hardware and software that prepares students for an industry-based certification such as the A+ examination. PC hardware includes installation of motherboards, various drives, and adapter cards. Software includes installation of operating systems, various applications, and communication software and their proper configuration. Provides a systematic approach towards PC diagnostics and troubleshooting through the use of practical industry standards diagnostic software.

CISX 1200 Operating Systems

Lecture 2, Lab 2, Credits 4

A hands-on study of operating systems, which prepares students for an industry-based certification such as the MCP examination. The course includes the installation and administration of a network operating system as well as troubleshooting and optimizing techniques.

CISX 1300 Internet Applications

Lecture 1, Lab 2, Credits 3

A hands-on study of Internet concepts, which prepares students for an industry-based certification such as the INet+ examination. The course includes a wide range of Internet basics including infrastructure, programming concepts, HTML formatting, and security issues.

CISX 1400 Networking Technologies

Lecture 2, Lab 2, Credits 4

Various networking topologies will be covered as well as advantages and disadvantages of each. Students will learn correct communications terminology, installation of communication hardware, and configuration of software to support many protocols. Students will also learn of procedures to

2002 – 2003 COURSE DESCRIPTIONS

initiate dialogue between systems to facilitate file transfer.

CISX 1800 Introduction to Unix/Linux

Lecture 1, Lab 2, Credits 3

A hands-on study of the Unix or Linux operating system, which includes installation of the operating system, administration and configuration of the system, and trouble shooting techniques involved in maintaining the system.

CISX 1900 Web Page Design

Lecture 1, Lab 2, Credits 3

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

CISX 2010 MCSE II-Windows 2000 Server

Lecture 2, Lab 2, Credits 4

This course is designed to provide students with the background necessary to plan, install, configure, manage, and troubleshoot a Windows 2000 Server as a member server in an Active Directory environment

CISX 2020 MCSE III-Windows 2000 Network

Lecture 2, Lab 2, Credits 4

This course is designed to provide students with the background necessary to install, manage, monitor, configure, and troubleshoot DNS, DHCP, Remote Access, Network Protocols, IP Routing, and WINS in a Windows 2000 network infrastructure.

CISX 2030 MCSE IV-Windows 2000 Directory Services Admin.

Lecture 2, Lab 2, Credits 4

This course is designed to provide students with the background necessary to install, configure, and troubleshoot the Windows 2000 Active Directory components, DNS for Active Directory, and Active Directory security solutions.

CISX 2040 MCSE Core/Elective (Designing a Ms 2000 Windows Directory Services Infrastructure)

Lecture 2, Lab 2, Credits 4

This course is designed to provide students with the background necessary to analyze the business requirements and design a directory service architecture, including: Unified directory services such as Active Directory and Windows NT domains; connectivity between and within systems, system components, and applications; data replication such as directory replication and database replication.

CISX 2050 Designing Security for a MS Windows 2000 Network

Lecture 2, Lab 2, Credits 4

This course is designed to provide students with the background necessary to analyze the business requirements for security and design a security solution that meets business requirements. Security includes: controlling access to resources, auditing access to resources, authentication and encryption.

CISX 2060 Designing a MS Windows 2000 Network Infrastructure

Lecture 2, Lab 2, Credits 4

This course is designed to provide students with the background necessary to analyze the business requirements for a network infrastructure and design a network infrastructure that meets business requirements. Network infrastructure elements include: Network topology, routing, IP addressing, name resolution such as WINS and DNS, virtual private networks, remote access, and telephony solutions.

CISX 2070 MCSE Core/Elective (Designing Highly Available Web Solutions With Ms Windows 2000 Server Technologies)

Lecture 2, Lab 2, Credits 4

New topic being developed by Microsoft

CISX 2080 Managing A Microsoft Network Environment

Lecture 1, Lab 2, Credits 3

This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to administer and support a Microsoft Windows 2000 network and to prepare for

2002 – 2003 COURSE DESCRIPTIONS

Microsoft Certified Systems Administrator (MCSA) certification. It is a comprehensive course that begins with an introduction to the Windows 2000 networking architecture and covers a broad spectrum of essential topics, including: setting up client and server computers; managing data storage, shared resources, and permissions; creating user and group objects and administering the Active Directory service; configuring and troubleshooting network infrastructure, including Transmission Control Protocol/Internet Protocol (TCP/IP), Dynamic Host Configuration Protocol (DHCP), Windows Internet Name Service (WINS), and Domain Name System (DNS) services; using group policies to manage desktops and network security; configuring remote access and Virtual Private Network (VPN) connections; and preventing and recovering from data loss.

CISX 2110 Introduction to WAN's

Lecture 2, Lab 2, Credits 4

A study of the OSI model, network topologies, IP addressing, network components, and basic network designs. This course is designed around the Cisco Networking Academy Program Semester 1 curriculum.

CISX 2120 Introduction to Basic Routers

Lecture 2, Lab 2, Credits 4

A hands-on study of beginning router configurations and routed versus routing protocols. This course is designed around the Cisco Networking Academy Program Semester 2 curriculum.

CISX 2130 Advanced Router Configuration

Lecture 2, Lab 2, Credits 4

A hands-on study of advanced router configurations, LAN switching theory and design, and Novel IPX issues. Students will also begin work on an extensive threaded case study that involves all aspects of designing a local area network. This course is designed around the Cisco Networking Academy Program Semester 3 curriculum.

CISX 2140 Wide Area Network Protocols

Lecture 2, Lab 2, Credits 4

A hands-on study of WAN theory and design, WAN technologies, and network troubleshooting. It also includes the

completion of the threaded case study that involves aspects of designing a wide area network. This course is designed around the Cisco Networking Academy Program Semester 4 curriculum.

CISX 2150 Advanced Routing - Interior Protocols

Lecture 1, Lab 2, Credits 3

This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to configure and troubleshoot interior routing protocols including IGRP, OSPF, and EIGRP. The course also covers IP addressing issues related to IPV4 and IPV6 as well as summarization techniques. The course will prepare students for the CCNP Routing (640-602) certification. Prerequisite: CISX 2140 or CCNA Certification

CISX 2155 Advanced Routing – Exterior Protocols

Lecture 1, Lab 2, Credits 3

This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to configure and troubleshoot exterior routing protocols such as BGP. The course also covers router optimization and security issues. The course will prepare students for the CCNP Routing (640-602) certification. Prerequisite: CISX 2140 or CCNA Certification

CISX 2160 Remote Access

Lecture 1, Lab 2, Credits 3

This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to configure and troubleshoot remote access technologies, which includes asynchronous dialup, ISDN, and frame relay as well as NAT implementation. The course will prepare students for the CCNP Routing (640-605) certification Prerequisite: CISX 2140 or CCNA Certification

CISX 2170 Multilayer Switching

Lecture 1, Lab 2, Credits 3

This course teaches students, through lectures, discussions, demonstrations, and lab exercises, the skills and knowledge necessary to configure and troubleshoot VLANs, Spanning Tree protocol, Multilayer Switching, Hot Standby Routing, and Multicast Routing. The course will prepare students for the CCNP

2002 – 2003 COURSE DESCRIPTIONS

Routing (640-604) certification. Prerequisite: CISX 2140 or CCNA Certification

CISX 2180 Designing Networks

Lecture 1, Lab 2, Credits 3

A study of good design techniques, which includes design goals, assessing existing networks, WAN design, LAN design, and building a prototype and pilot network. The course will prepare students for the Cisco Certified Design Associate (640-441) certification Prerequisite: CISX 2110)

CISX 2210 Introduction to Visual Basic

Lecture 3, Lab 0, Credits 3

A study of the Visual Basic User Interface, which includes codes and variables, decision making, objects and forms. The course also includes a hands-on study of creating programs to manage data.

CISX 2650 Advanced Database Development

Lecture 1, Lab 2, Credits 3

A hands-on study of advanced database techniques including forms, reports, macros, import/exports, and database integration. Prerequisite: CPTR 1050

CISX 2820 Server Hardware

Lecture 1, Lab 2, Credits 3

Focuses on complex activities and solving complex problems to ensure servers are functional and applications are available. This course will provide students with an understanding of the planning, installing, configuring, and maintaining servers, including knowledge of server-level hardware implementations, data storage subsystems, data recovery, and I/O subsystems. Students will learn interrelationships of all parts of the server system and understand ramifications of their actions. The course will prepare students for CompTIA's Server+ certification.

CISX 2830 Voice and Data Cabling

Lecture 1, Lab 2, Credits 3

CISX 2902 Internship

Lecture 0, Lab 2, Credits 2

Final course taken by students in their last semester. Students will be assigned one or more projects at the campus site or at an employer's site to gain practical hands-on workplace related skills.

CISX 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

CISX 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

CISX 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

CISX 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation. Prerequisite: Permission of Instructor

CISX 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work. Prerequisite: Permission of Instructor

COSM 1110 Introduction, Decontamination, and Infection

Lecture 1, Lab 3, Credits 4

Includes history, ethics, grooming, safety, and first aid. Also the LA State Board of Cosmetology Rules and Regulations are discussed. Types and methods of decontamination and sanitation are explained and performed.

COSM 1121 Properties of Skin, Scalp, and Hair

Lecture 0, Lab 2, Credits 2

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

2002 – 2003 COURSE DESCRIPTIONS

COSM 1130 Shampooing, Rinsing and Conditioning

Lecture 1, Lab 2, Credits 3

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

COSM 1211 Cells, Anatomy & Physiology

Lecture 0, Lab 2, Credits 2

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

COSM 1220 Manicuring and Pedicuring

Lecture 0, Lab 3, Credits 3

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

COSM 1230 Wet Hair Styling

Lecture 1, Lab 3, Credits 4

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

COSM 1311 Hair Cutting

Lecture 1, Lab 3, Credits 4

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

COSM 1321 Permanent Waving

Lecture 0, Lab 5, Credits 5

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

COSM 1411 Chemical Hair Relaxing

Lecture 0, Lab 2, Credits 2

History and trends of chemical hair relaxing methods and procedures are discussed and demonstrated in this class. Student

performance of methods and procedures are a part of this course.

COSM 1420 Thermal Services

Lecture 1, Lab 1, Credits 2

Identification, discussion, and student performance of various thermal services are the objectives of this course.

COSM 1430 Hair Coloring

Lecture 1, Lab 4, Credits 5

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

COSM 2510 Facial Services, Massage and Make-Up

Lecture 1, Lab 2, Credits 3

Skin types are discussed in order to recommend and perform appropriate facial treatments and massage movements. Also explored are factors affecting the choice and application of cosmetic makeup. Student performance is a part of this course.

COSM 2520 Artistry of Artificial Hair

Lecture 1, Lab 1, Credits 2

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

COSM 2530 Electricity & Light Therapy

Lecture 1, Lab 1, Credits 2

The student relates the use of electricity and light therapy to cosmetology procedures and techniques. Student performance is a part of this class.

COSM 2540 Salon Management

Lecture 2, Lab 0, Credits 2

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

COSM 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

2002 – 2003 COURSE DESCRIPTIONS

COSM 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

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

Prerequisite: Permission of Instructor

COSM 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

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

Prerequisite: Permission of Instructor

COSM 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation.

Prerequisite: Permission of Instructor

COSM 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work.

Prerequisite: Permission of Instructor

CPTR 1000 Introduction to Computers

Lecture 3, Lab 0, Credits 3

An introductory study of computer system components, operating system environments. Internet concepts, and security issues. Includes a hands-on study emphasizing computer hardware and various operating systems features.

CPTR 1001 Computer Literacy

Lecture 0, Lab 1, Credits 1

Fundamentals of microcomputers, Windows and the use of the Internet.

CPTR 1050 Software Applications

Lecture 2, Lab 2, Credits 4

A hands-on approach in the use of microcomputer applications software including spreadsheets, word processing, and database concepts. Students will learn to create spreadsheets, word processing documents, and databases as well as the general function and purpose of each.

Prerequisites: CPTR 1000, KYBD 1000

CPTR 1300 Introduction to Spreadsheets

Lecture 1, Lab 1, Credits 2

Focuses on the basic fundamentals of producing spreadsheets and graphs.

CPTR 1310 Introduction to Database Management

Lecture 2, Lab 1, Credits 3

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

CPTR 2640 Advanced Spreadsheet Applications

Lecture 2, Lab 1, Credits 3

Focuses on use of multiple spreadsheets, database capabilities, and special spreadsheet functions to perform statistical analysis, financial analysis, mathematical computations, and an introduction to the macro capabilities of spreadsheets.

CULN 1110 Culinary Math

Lecture 3, Lab 0, Credits 3

Solving culinary problems using fundamental math skills including cost per serving, adjusting recipe yields, and total cost and quantity of recipes

CULN 1120 Food & Beverage Service

Lecture 2, Lab 1, Credits 3

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

CULN 1130 Sanitation & Safety

Lecture 2, Lab 1, Credits 3

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

CULN 1140 Introduction to Culinary Skills

Lecture 1, Lab 2, Credits 3

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

CULN 1150 Meat Fabrication

Lecture 1, Lab 2, Credits 3

Covers the identification and fabrication of meats, poultry, fish, and seafood so that they

2002 – 2003 COURSE DESCRIPTIONS

are in a state where they can be used for final preparations in the other stations in the kitchen.

CULN 1210 Volume Food Production

Lecture 2, Lab 6, Credits 8

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

CULN 1220 Nutrition

Lecture 3, Lab 0, Credits 3

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

CULN 1230 Garde Manger

Lecture 1, Lab 2, Credits 3

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

CULN 1310 Basic Baking Fundamentals

Lecture 2, Lab 3, Credits 5

Preparation of yeast dough products, quick breads, cakes and icings, cookies, and pies.

CULN 1321 À La Carte

Lecture 0, Lab 3, Credits 3

Includes duties of salad, sandwich, fry, grill, and breakfast station workers.

CULN 2410 Regional Cuisine

Lecture 1, Lab 2, Credits 3

Team preparation of a specified number and variety of regional dishes for portfolio, using advanced skills, instructor-prepared criteria, and evaluation processes. Includes a research project.

CULN 2420 International Cuisine

Lecture 1, Lab 2, Credits 3

Team preparation of a specified number and variety of international meals for portfolio, using advanced skills, instructor-prepared criteria, and evaluation processes. Includes a research project.

CULN 2430 Food and Beverage Operation

Lecture 2, Lab 1, Credits 3

Maintaining food quality by implementing appropriate procedures for purchasing, receiving and issuing food, food products, and

cooking supplies. Includes menu management.

CULN 2440 Advanced Baking Fundamentals

Lecture 2, Lab 3, Credits 5

Preparation of puff pastry, éclair and cream puffs, meringues, soufflés, as well as creams, custards, puddings, sauces, and frozen and fruit desserts.

CULN 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

CULN 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

CULN 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

CULN 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation. Prerequisite: Permission of Instructor

CULN 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work. Prerequisite: Permission of Instructor

DRFT 1110 Drafting Fundamentals

Lecture 1, Lab 1, Credits 2

Covers orientation to drafting profession, sketching techniques, drafting instruments, equipment, and materials. Also includes lettering techniques.

DRFT 1120 Geometric Construction

Lecture 1, Lab 1, Credits 2

Covers geometric construction. Prerequisite: DRFT 1110

2002 – 2003 COURSE DESCRIPTIONS

DRFT 1130 Pictorial Drawing

Lecture 1, Lab 1, Credits 2

Covers pictorial drawings.

Prerequisite: DRFT 1120

DRFT 1140 Machine Drawing

Lecture 1, Lab 2, Credits 3

Fundamentals of orthographic projection and the application and the application of dimensioning practices in the preparation of formal multiview drawings.

Prerequisite: DRFT 1120

DRFT 1150 Section Drawing

Lecture 1, Lab 2, Credits 3

Identification and drawing of section conventions and different types of sectional views. Prerequisite: DRFT 1140

DRFT 1210 Auxiliary Views and Descriptive Geometry

Lecture 1, Lab 2, Credits 3

Identification and drawing of primary and secondary auxiliary views, construction of points, lines, and planes in space. Also covers the determination of the true size of angles and distances of lines and surfaces.

Prerequisite DRFT 1150

DRFT 1220 Intersections and Developments

Lecture 1, Lab 1, Credits 2

Development of intersections of geometric surfaces and flat patterns of geometric shapes.

Prerequisite: DRFT 1210

DRFT 1230 Fasteners

Lecture 1, Lab 1, Credits 2

Drawing of various types of threads, springs, and fastening devices and their designations. Also covers drawing of welding symbols.

Prerequisite: DRFT 1140

DRFT 2310 Introduction to Drafting Disciplines I

Lecture 2, Lab 2, Credits 4

Introduces general background information, terms and conventions, and the various types of working drawings used in manufacturing, electrical/electronic, and architectural drafting.

DRFT 2320 Introduction to Drafting Disciplines II

Lecture 2, Lab 2, Credits 4

Introduction to general background information, terms, and conventions, and the various types of working drawings used in Civil Map Drafting, Structural Drafting.

Prerequisite: CADD 1220

DRFT 2330 Introduction to Drafting Disciplines III

Lecture 1, Lab 2, Credits 3

Introduction to general background information, terms and conventions, and the various types of working drawings used in Marine and Pipe Drafting.

DRFT 2411 Advanced Discipline I

Lecture 2, Lab 2, Credits 4

DRFT 2412 Advanced Discipline II

Lecture 2, Lab 3, Credits 5

DRFT 2413 Advanced Discipline III

Lecture 3, Lab 3, Credits 6

DRFT 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

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

Prerequisite: Permission of Instructor

DRFT 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

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

Prerequisite: Permission of Instructor

DRFT 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

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

Prerequisite: Permission of Instructor

DRFT 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation.

Prerequisite: Permission of Instructor

2002 – 2003 COURSE DESCRIPTIONS

DRFT 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work.

Prerequisite: Permission of Instructor

ECED 1110 Introduction to Early Childhood Education

Lecture 3, Lab 0, Credits 3

Introduction to Early Childhood Education as part of total education to include study of theory, models, contemporary issues, professionalism, career opportunities, observing and recording, technology, and developmentally appropriate practices (DAP).

ECED 1120 Child Health, First Aid Safety

Lecture 3, Lab 0, Credits 3

Examines health and safety practices for children. Signs and symptoms of common communicable diseases, pediatric first aid, and infant/child Cardiopulmonary Resuscitation (CPR) are covered.

ECED 1130 Child Guidance & Behaviors

Lecture 3, Lab 0, Credits 3

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

ECED 1140 Nutrition for Children

Lecture 3, Lab 0, Credits 3

Application of principles of nutrition to children with emphasis on prenatal nutrition, special requirements of various age levels from birth through adolescence, and problems related to children and nutrition.

ECED 1151 Observation/Participation Lab/Work Based Learning

Lecture 0, Lab 3, Credits 3

Directed observation and practical experiences.

ECED 1210 Infant/Toddler Growth and Development

Lecture 3, Lab 0, Credits 3

Study of physical, cognitive, social, and emotional development including temperaments, nurturing relationships, language/communication, and related

theories of infant/toddlers from conception to age 3.

ECED 1220 Infant/Toddler Care and Curriculum

Lecture 3, Lab 0, Credits 3

Designing culturally sensitive environments and education practices appropriate to developmental needs of infant/toddlers from conception to age 3 including facilities, schedules, activities, and regulations.

ECED 1230 Family Relationships and Issues

Lecture 3, Lab 0, Credits 3

A study of the dynamics of family cycles, interpersonal relationships and application of principles of child and family development to relationships among young children, their families and teachers/communities.

ECED 1241 Infant/Toddler Lab/Work Based Learning

Lecture 0, Lab 3, Credits 3

Directed observation and practical experiences with infants and/or toddlers

ECED 1310 Preschool Growth and Development

Lecture 3, Lab 0, Credits 3

A holistic approach and study of cognitive, physical, social and emotional developmental needs and related theories of the preschool age child.

ECED 1320 Preschool Curriculum

Lecture 3, Lab 0, Credits 3

A study of developmentally appropriate practices including cultural diversity, scheduling, classroom environments, and assessing needs to individualize activities and utilize emergent curricula.

ECED 1330 Literature/Language Methods

Lecture 3, Lab 0, Credits 3

Examines young children's emergent use and understanding of literacy. This course will analyze current practices in teaching language arts as well as methods and materials appropriate for promoting and assessing literacy development of young children.

2002 – 2003 COURSE DESCRIPTIONS

ECED 1332 Math/Science Methods

Lecture 3, Lab 0, Credits 3

Survey of principles, methods, techniques and materials for teaching math and science in an early childhood classroom. Emphasis will be on exploring current practices of teaching math and science to children through a combination of naturalistic, informal and structured activities

ECED 1333 Social Studies/The Arts Methods

Lecture 3, Lab 0, Credits 3

Survey of principles, methods, techniques, and materials for teaching music, movement, art, creative dramatics and social studies in an early childhood setting.

ECED 1341 Preschool Lab/Work Based Learning

Lecture 0, Lab 3, Credits 3

Directed observation and practical experiences with preschool children.

ECED 1410 Children With Special Needs/Lab

Lecture 2, Lab 1, Credits 3

A study of information regarding children with special needs including assessment and programming, strategies for developing adaptive environments,

ECED 1420 Organization and Administration of Early Childhood Programs/Lab

Lecture 2, Lab 1, Credits 3

Philosophy, objectives, and methods of organizing and operation of Early Childhood programs to include licensing issues, budgeting, personnel, policy development, facilities, supervisory/management skills, and advocacy.

ECED 2211 Practicum

Lecture 0, Lab 5, Credits 5

Individualized program under supervision and guidance; practical experience in organized programs in Early Childhood Education.

ECED 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

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

Prerequisite: Permission of Instructor

ECED 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

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

Prerequisite: Permission of Instructor

ECED 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

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

Prerequisite: Permission of Instructor

ECED 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation.

Prerequisite: Permission of Instructor

ECED 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work.

Prerequisite: Permission of Instructor

ENGL 1030 Business English

Lecture 3, Lab 0, Credits 3

A concentrated and intensive study of basic English grammar, composition, correct word usage, proper punctuation, capitalization, and number usage.

ENGL 1300 Business Correspondence

Lecture 3, Lab 0, Credits 3

The psychological approaches to preparing business letters, analysis and solution of business problems through effective letters and memos

ENGL 2530 Technical Report Writing

Lecture 3, Lab 0, Credits 3

General procedures in organization of ideas and writing professional reports and/or proposals for industry.

ENSC 2000 Environmental Science

Lecture 3, Lab 0, Credits 3

Designed to give the students knowledge of environmental factors including the composition of various biomes and ecosystems, soil conservation, and pesticide use and abuse.

2002 – 2003 COURSE DESCRIPTIONS

GRPH 1100 Orientation, Safety, and Shop Organization

Lecture 2, Lab 0, Credits 2

This course is to provide instructions in shop safety, employment opportunities, basic math and career overview; the safe use of hand tools equipment, chemicals and solvents, instructions in workmanship, attitudes and terminology.

GRPH 1110 Overview of Printing Process

Lecture 1, Lab 0, Credits 1

Provides a general overview of the various processes involved in printing.

GRPH 1120 Job Ticket and Cost Awareness

Lecture 1, Lab 0, Credits 1

This course provides an understanding of the cost of shop supplies and printing materials.

GRPH 1030 Process Camera/Plate

Lecture 1, Lab 2, Credits 3

GRPH 1210 Color Management

Lecture 2, Lab 0, Credits 2

Provides instruction in pre-press processes for color separation and registration.

GRPH 1220 Offset Press Systems, Inks, and Chemistry

Lecture 1, Lab 0, Credits 1

Provides instruction in use of color registration systems, color matching, and ink properties.

GRPH 1230 Introduction to Electronic Prepress

Lecture 1, Lab 1, Credits 2

Provides instruction in system specifications and in evaluation and application of various software.

GRPH 1240 Paste-up Principles and Procedures

Lecture 1, Lab 1, Credits 2

This course will provide instruction in terminology, tools, procedures, and materials in copy paste-up.

GRPH 1250 Related Math & Measuring

Lecture 0, Lab 1, Credits 1

A study of various business-related mathematical processes.

GRPH 1300 Design Principles

Lecture 1, Lab 1, Credits 2

This course will provide an introduction to layout and design techniques, terminology and safety.

GRPH 1310 Typography, Typesetting, & Image Setting

Lecture 2, Lab 3, Credits 5

This course will provide instruction in terminology and procedures relating to typography, keyboarding, preparation of copy for composition, and desktop publishing.

GRPH 1320 Software I (Graphic, Photo Editing & Page Layout)

Lecture 2, Lab 3, Credits 5

Provides instruction in software used to create and manipulate text and produce basic printed documents.

GRPH 1330 Process Camera, Darkroom, and Techniques

Lecture 1, Lab 1, Credits 2

This course will provide instruction in process camera, terminology, films, darkroom chemicals, safety, and techniques.

GRPH 1400 Software II (Graphic, Photo Editing & Page Layout)

Lecture 2, Lab 3, Credits 5

Provides instruction in software used to scan, process, edit, and print photographs and art and instruction in software used to create and manipulate drawings and produce basic printed designs.

GRPH 1410 Stripping & Platemaking

Lecture 1, Lab 2, Credits 3

To provide instructions in stripping terminology, techniques and safety along with instructions in platemaking terminology, techniques and safety.

GRPH 1420 Offset Press Operating and Troubleshooting

Lecture 2, Lab 3, Credits 5

Provides instruction in offset press and printing terminology, safety rules, systems, equipment, inks and chemistry. Includes basic press operations and printing techniques.

2002 – 2003 COURSE DESCRIPTIONS

GRPH 1430 Scanning and Digital Photography

Lecture 1, Lab 1, Credits 2

This course provides in the procedures involved in scanning and digital photography.

GRPH 1500 Advanced Document Design

Lecture 2, Lab 3, Credits 5

Provides instruction in the use of page layout and graphics software to create and print complex documents and designs.

GRPH 1510 Web Page Design

Lecture 2, Lab 2, Credits 4

This course covers the creation and handling of graphics for the World Wide Web, including image management strategies, compression, palettes, graphic creation and manipulation, conversion, working with display text, and simple animations.

GRPH 1520 Digital Prepress

Lecture 1, Lab 1, Credits 2

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

GRPH 1530 Screen Printing

Lecture 1, Lab 2, Credits 3

This course is designed to give the student a hands-on approach to learning each stage of this highly diversified printing method. Students will learn all phases of silk screen printing from screen development through production of finished pieces.

GRPH 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

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

Prerequisite: Permission of Instructor

GRPH 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

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

Prerequisite: Permission of Instructor

GRPH 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

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

Prerequisite: Permission of Instructor

GRPH 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation.

Prerequisite: Permission of Instructor

GRPH 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work.

Prerequisite: Permission of Instructor

HACR 1120 Customer Relations

Lecture 2, Lab 0, Credits 2

A course designed for persons who have daily contact with other people, customers, and employees

HACR 1140 Applied Mathematics

Lecture 1, Lab 2, Credits 3

A course covering basic concepts of arithmetic, geometry, and algebra. Emphasis is placed on computations involving ratio and proportion, weights and measures, areas and volumes, and simple linear equations.

HACR 1150 HAVC Introduction

Lecture 1, Lab 3, Credits 4

Overview of the air conditioning and refrigeration industry and basic safety and health information needed to prepare individuals entering the workforce, and persons who have daily contact with other people, customers, and employees.

HACR 1160 Principles of Refrigeration I

Lecture 1, Lab 3, Credits 4

Theory of the compression and refrigeration systems, including a study of compressors, condensers, evaporators, metering devices, accessories, evacuation, charging, control adjustments, efficiency checks, and recovery, recycling and reclamation.

HACR 1170

Lecture 1, Lab 2, Credits 3

Operation and analysis of basic refrigeration systems, including a study of compressors, condensers, evaporators, metering devices, accessories, evacuation, charging, control adjustments, efficiency checks, and recovery, recycling and reclamation.

2002 – 2003 COURSE DESCRIPTIONS

HACR 1210 Electricity I

Lecture 1, Lab 3, Credits 4

A study of electricity involving electrical theory and properties, electrical laws, units and components, and circuit evaluation. Includes the study of their behavior in series, parallel, and combination circuits

HACR 1220 Electricity II

Lecture 1, Lab 3, Credits 4

A study of electrical control circuits and hardware found in industry. Includes wiring diagram reading, identification of voltages and power supplies, electric motors, capacitors, thermostats, relays, pressure controls, and troubleshooting techniques.

HACR 1411 Room Air Conditioning

Lecture 3, Lab 2, Credits 5

Operation, diagnosis, and service of room air conditioners. Emphasis is devoted to troubleshooting and repair.

HACR 1420 Domestic Refrigeration

Lecture 3, Lab 2, Credits 5

Operation, diagnosis, and service of domestic refrigeration. Emphasis is devoted to troubleshooting and repair.

HACR 2510 Central Air Conditioning

Lecture 3, Lab 2, Credits 5

Introduces fundamental theory and techniques to identify major components and functions of air conditioning systems. Instruction is given on types of air conditioning systems and use of instruments.

HACR 2520 Residential Gas Heating

Lecture 3, Lab 2, Credits 5

Introduction to principles of combustion and service requirements for gas heating systems.

HACR 2530 Residential Electric Heating

Lecture 2, Lab 1, Credits 3

A study of electrical furnaces found in residences and small commercial buildings.

HACR 2540 Residential Heat Pumps

Lecture 1, Lab 1, Credits 2

A study of installing and servicing heat pumps, and related systems.

HACR 2550 Residential System Design

Lecture 1, Lab 2, Credits 3

Topics will include types of residential air conditioning systems' heat loads, duct design, air filtration, and safety principles.

HACR 2810 Commercial Air Conditioning I

Lecture 3, Lab 3, Credits 6

Introduces fundamental theory and techniques to identify major components and function of commercial system.

HACR 2820 Commercial Air Conditioning Controls

Lecture 3, Lab 3, Credits 6

Emphasis will be placed on service of split-systems, add-on package system, and safety.

HACR 2830 Commercial Air Conditioning II

Lecture 3, Lab 3, Credits 6

Topics will include types of commercial air conditioning systems' heat loads.

HACR 2910 Commercial Refrigeration II

Lecture 3, Lab 3, Credits 6

Introduces fundamental theory and techniques to identify major components and functions of commercial system.

HACR 2920 Commercial Refrigeration Controls

Lecture 3, Lab 3, Credits 6

Emphasis will be placed on service of split-systems, add-on, package system, and safety.

HACR 2930 Commercial Refrigeration II

Lecture 3, Lab 3, Credits 6

Topics will include types of commercial refrigeration systems heat loads.

HACR 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

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

Prerequisite: Permission of Instructor

HACR 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

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

Prerequisite: Permission of Instructor

2002 – 2003 COURSE DESCRIPTIONS

HACR 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

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

Prerequisite: Permission of Instructor

HACR 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation.

Prerequisite: Permission of Instructor

HACR 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work.

Prerequisite: Permission of Instructor

HCNA 1112 CAN Clinical

Lecture 0, Lab 1, Credits 1

Students will perform 80 hours of basic nursing skills needed to give bedside care to patients under the direction of a LPN or RN.

HMDT 1170 Medical Terminology

Lecture 1, Lab 0, Credits 1

Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms.

HNUR 1110 Anatomy & Physiology for Practical Nursing

Lecture 2, Lab 1, Credits 3

A study of structure and function of the human body systems to include cells, skeletal, muscular, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems.

HNUR 1120 Nutrition

Lecture 1, Lab 0, Credits 1

Normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes are studied in depth.

HNUR 1130 Introduction to Microbiology/Infection Control

Lecture 1, Lab 0, Credits 1

Includes basic microbiology concepts that apply to health care. Principles of disease

transmission as a basis for universal blood and body fluid precautions.

HNUR 1140 Introduction to Practical Nursing

Lecture 2, Lab 0, Credits 2

Includes vocational adjustments, history and information about the role of practical nurse, practical nursing education and the LA State Board of Practical Nurse Examiners.

HNUR 1160 Medical Math

Lecture 1, Lab 0, Credits 1

A study of fundamental math concepts including whole numbers, fractions, decimals, percentages, measurements, apothecary system and U. S. Standard and Metric conversions as it applies to drug and dosage calculations.

HNUR 1220 Physical Assessment

Lecture 1, Lab 1, Credits 2

Concurrent theory and clinical/lab experiences providing basic information about the process of aging, the physiological and functional changes that occur during aging and nursing interventions designed to maintain health and prevent illness.

HNUR 1230 Geriatric Nursing/Application of Nursing Skills

Lecture 2, Lab 2, Credits 4

Concurrent theory and lab experiences providing information about the process of aging, the physiological and functional changes that occur during aging and nursing intervention designed to maintain health and prevent illness.

HNUR 1232 Geriatric Clinical

Lecture 0, Lab 1, Credits 1

The student will perform 90 hours of nursing care clinical skills in long term care facilities under the supervision of the faculty.

Prerequisite/Corequisite: HNUR 1220, HNUR 1230

HNUR 1240 Pharmacology

Lecture 2, Lab 1, Credits 3

Terminology, classifications, and principles of drug administration are presented in this course. Prerequisite: HNUR 1160

2002 – 2003 COURSE DESCRIPTIONS

HNUR 1310 Diet Therapy

Lecture 1, Lab 0, Credits 1

Normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes are studied in depth. I

HNUR 1320 Medical/Surgical Nursing I

Lecture 5, Lab 0, Credits 5

Concurrent theory and lab/clinical experiences focusing on advanced nursing and physical assessment skills. Prerequisites: HBIO 1110, HBIO 1130, HPSY 2020, HNUR 1220, HNUR 1310, HNUR 1160, HSCL 1000

HNUR 1322 Medical Surgical Clinical I

Lecture 0, Lab 1, Credits 1

Using the nursing process, students perform basic and advanced clinical nursing care skills in appropriate health care facilities under the supervision of the instructor. Prerequisites: HNUR 1110, HNUR 1130, HNUR 1230, HNUR 1120, HNUR 1160, HNUR 1220, HNUR 1170, HPSY 2020. Corequisite: HNUR 1320

HNUR 1410 Pediatric Nursing

Lecture 3, Lab 0, Credits 3

Presents essential information related to growth and development of infants and children, and those diseases common but not exclusive to the particular age groups. Prerequisites: HNUR 1140, HNUR 1240, HNUR 1320

HNUR 1412 Pediatric Clinical

Lecture 0, Lab .5, Credits .5

Students will perform at least 45 hours of pediatric nursing care skills, under the supervision of the faculty. Prerequisites: HNUR 1240, HNUR 1320, HNUR 1322

HNUR 1430 Maternal/Neonate Nursing

Lecture 3, Lab 0, Credits 3

Historical/current issues, trends, growth and development of the childbearing family, fetal development and gestation are studied. Prerequisites: HNUR 1140, HNUR 1240, HNUR 1320

HNUR 1432 Maternal/Neonate Clinical

Lecture 0, Lab 5, Credits .5

Using the nursing process, maternal and neonatal nursing skills are performed meeting the needs of the patient/client and neonate during antepartal, intrapartal, and postpartal periods. Prerequisites: HNUR 1240, HNUR 1320, HNUR 1322. Corequisite: HNUR 1430

HNUR 1450 Medical/Surgical Nursing II

Lecture 5, Lab 0, Credits 5

Concurrent theory and clinical experiences related to care of the patient/client experiencing alterations in the cardiovascular/lymphatic, respiratory, gastrointestinal, and endocrine systems, neoplasia and skin integrity with integrated principles of pharmacology, geriatrics and diet therapy. Prerequisite: HNUR 1320

HNUR 1452 Medical Surgical Clinical II

Lecture 0, Lab 2, Credits 2

Using the nursing process, students perform 180 hours of basic and advanced clinical nursing care skills in appropriate health care facilities under supervision of the faculty. Prerequisites: HNUR 1320, HNUR 1322, HNUR 1240. Corequisite: HNUR 1450

HNUR 2510 Medical/Surgical Nursing III

Lecture 5, Lab 0, Credits 5

Concurrent theory and clinical experiences related to caring for patient/client with alterations in the urinary, reproduction, sensory, neurological and musculoskeletal systems. Prerequisite: HNUR 1450

HNUR 2512 Medical/Surgical Clinical III

Lecture 0, Lab 3, Credits 3

Using the nursing process, students perform 270 hours of advanced clinical nursing care skills in appropriate health care facilities under the supervision of faculty. Prerequisites: HNUR 1240, HNUR 1450, HNUR 1452. Corequisite: HNUR 2510

HNUR 2530 Mental Health Nursing

Lecture 2, Lab 0, Credits 2

A study of the patient/client experiencing psychopathological, emotional, and behavioral alterations utilizing the nursing process approach. Co-requisites: HNUR 1140, HNUR 1240, HNUR 1320

HNUR 2532 Mental Health Clinic

Lecture 0, Lab 1, Credits 1

Using the nursing process, students perform 45 hours of nursing care skills in mental health clinical sites under the supervision of the instructor. Prerequisites: HNUR 1320, HNUR 1322, Co-requisite: HNUR 2530

2002 – 2003 COURSE DESCRIPTIONS

HNUR 2610 IV Therapy

Lecture 0, Lab 1, Credits 1

This course builds on basic information presented in HNUR 1240 and includes the role of the practical nurse, legal implications of intravenous therapy (IV Therapy), and equipment devices used,

HNUR 2630 Professionalism for Practical Nursing

Lecture 1, Lab 0, Credits 1

Assists the students in preparing for the NCLEX licensure examination, making immediate and future decisions concerning job choices and educational growth. Prerequisite: HNUR 1140

HNUR 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

HNUR 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

HNUR 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

HNUR 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation.

Prerequisite: Permission of Instructor

HOST 1010 Orientation to Hospitality/Tourism Industry

Lecture 3, Lab 0, Credits 3

An introduction to the many components of the travel industry with emphasis on automation, types of travelers, safety, international travel, political, and environmental issues facing the industry.

HPSY 2020 Personal, Family, and Community Health

Lecture 1, Lab 0, Credits 1

Discussion of the concepts of health and its maintenance, human development throughout the life cycle. It also identifies local, state and national health resources available for maintenance of health.

HSCL 1000 Computer Literacy

Lecture 1, Lab 0, Credits 1

Basic computer applications.

IMSS 1110 Orientation and Safety

Lecture 1, Lab 0, Credits 1

Overview of the industrial machine shop industry and safety and health information and general shop procedures.

IMSS 1130 Blueprint Reading

Lecture 3, Lab 0, Credits 3

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

IMSS 1210 Machine Shop Theory I

Lecture 4, Lab 0, Credits 4

Identifying layout tools, precision measuring tools, hand tools, metals, and grinding wheels

IMSS 1211 Benchwork

Lecture 0, Lab 3, Credits 3

MFR mechanical parts using layout, precision and measuring tools.

IMSS 1221 Drill Press

Lecture 0, Lab 3, Credits 3

MFR mechanical parts using drilling, boring and tapping operations.

IMSS 1310 Machine Shop Theory II

Lecture 6, Lab 0, Credits 6

Identifying types of lathes, accessories, parts, and controls. Learning to face, turn, knurl, and calculate proper feeds and speeds.

IMSS 1311 Basic Lathe I

Lecture 0, Lab 2, Credits 2

MFR mechanical parts using turning, facing and knurling operations.

IMSS 1321 Basic Lathe II

Lecture 0, Lab 2, Credits 2

MFR mechanical parts using drilling, reaming, boring, and taper turning operations.

2002 – 2003 COURSE DESCRIPTIONS

IMSS 1331 Basic Lathe III

Lecture 0, Lab 3, Credits 3

MFR UNF, acme, square and tapered thread forms.

IMSS 1410 Machine Shop Theory III

Lecture 6, Lab 0, Credits 6

Identifying types of milling machines, accessories, parts, and controls. Learning to mill to length, squaring parts, milling set-ups, associated cutting tool, and calculate proper feeds and speeds.

IMSS 1411 Basic Mill I

Lecture 0, Lab 2, Credits 2

MFR basic 3-D parts using a milling process.

IMSS 1421 Basic Mill II

Lecture 0, Lab 2, Credits 2

MFR mechanical parts that include keyways, indexing and pocket milling operations using a combination of lathe and milling operations

IMSS 1431 Basic Mill III

Lecture 0, Lab 3, Credits 3

Manufacturing mechanical parts that include, slot cutting, indexing, and pocket milling procedures using a combination of lathe and milling operations.

IMSS 2511 Precision Grinding

Lecture 0, Lab 1, Credits 1

Grinding machined parts, performing wheel dressing and maintenance, proper uses of surface grinder, and performing precision grinding operations.

IMSS 2521 Forming and Shaping

Lecture 0, Lab 1, Credits 1

MFR and assembly of precision machine parts using hydraulic and arbor presses.

IMSS 2611 Advanced Lathe

Lecture 0, Lab 3, Credits 3

Students perform steady-rests and follow-rests, bore, counter bore, and turn tapers, cut radius and threads.

IMSS 2621 Advanced Mill

Lecture 0, Lab 3, Credits 3

Students perform angular set-ups, gear cutting, advance indexing operations and other advance cutting operations

IMSS 2710 CNC

Lecture 3, Lab 0, Credits 3

Students identify coding used in CNC technology.

IMSS 2711 CNC Lab

Lecture 0, Lab 3, Credits 3

Students write CNC programs.

IMSS 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

A course designed for the student who has demonstrated specific special needs.
Prerequisite: Permission of Instructor

IMSS 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

A course designed for the student who has demonstrated specific special needs.
Prerequisite: Permission of Instructor

IMSS 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

A course designed for the student who has demonstrated specific special needs.
Prerequisite: Permission of Instructor

IMSS 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation.

Prerequisite: Permission of Instructor

IMSS 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work.

Prerequisite: Permission of Instructor

ISYS 1450 Basic Word Processing

Lecture 1, Lab 2, Credits 3

Hands-on experience of basic word-processing techniques and functions. Current version of popular word processing software is incorporated. Prerequisites: CPTR 1000 and KYBD 1110

ISYS 1550 Advanced Word Processing

Lecture 1, Lab 2, Credits 3

Hands-on application of basic and advanced word processing with emphasis on features and commands usage. Current version of

2002 – 2003 COURSE DESCRIPTIONS

word processing software will be used.
Prerequisite: ISYS 1450

ISYS 1650 Desktop Publishing

Lecture 3, Lab 0, Credits 3

Basic concepts in creating documents containing graphics and text. Current version of popular word processing/graphics software is incorporated. Prerequisite: ISYS 1550

JOBS 2450 Job Seeking Skills

Lecture 2, Lab 0, Credits 2

Assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job.

KYBD 1000 Basic Keyboarding

Lecture 1, Lab 1, Credits 2

An introduction to basic keyboarding terminology, touch-typing, and basic word processing. Emphasis is placed on speed, accuracy, and correct techniques.

KYBD 1110 Introduction to Keyboarding

Lecture 1, Lab 2, Credits 3

Introduction to keyboarding. Emphasis on speed, accuracy, and correct techniques. Preparation of letters, reports, and tables.

KYBD 1210 Intermediate Keyboarding

Lecture 1, Lab 2, Credits 3

Emphasis on computer keyboarding with increased speed and accuracy. Proper formatting of business documents, tables and financial statements, correspondence, and creating forms. Prerequisite: KYBD 1210

KYBD 1310 Advanced Keyboarding

Lecture 1, Lab 2, Credits 3

Continued development and application of intermediate keyboarding ability and proper usage of word processing commands. Emphasis on integrated office projects for various types of businesses. Prerequisite: KYBD 1210

MACH 1350 Introduction to Machine Transcription

Lecture 3, Lab 0, Credits 3

Hands-on applications of machine transcription equipment. Production of documents (mailable copy) from various fields of employment. Emphasis on English

language skills: punctuation, spelling, grammar, and vocabulary. Prerequisite: ENGL 1030, ISYS 1450

MATH 1000 Applied Math

Lecture 3, Lab 0, Credits 3

Review of basic mathematical operations.

MATH 1050 Business Math

Lecture 3, Lab 0, Credits 3

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

MATH 1010 General Mathematics

Lecture 3, Lab 0, Credits 3

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

MATH 1110 Technical Mathematics I

Lecture 3, Lab 0, Credits 3

A study of algebra, right triangle trigonometry, coordinate systems, and numerical computations.

OSYS 2530 Office Procedures

Lecture 1, Lab 2, Credits 3

Focuses on understanding the role of the office professional in today's changing office environment. Students learn effective office, human relations, communication, decision-making, and critical thinking skills by completing assignments and live projects. Prerequisites: ENGL 1030, ISYS 1450

OSYS 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

OSYS 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

OSYS 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

A course designed for the student who has demonstrated specific special needs. Prerequisite: Permission of Instructor

2002 – 2003 COURSE DESCRIPTIONS

OSYS 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation.

Prerequisite: Permission of Instructor

OSYS 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work.

Prerequisite: Permission of Instructor

PSYC 2000 Total Quality Management

Lecture 3, Lab 0, Credits 3

Designed to give students a working knowledge in quality management to help meet needs of business and industry. Gives students ability to make decisions based on data. Various activities are included with all skills.

PSYC 2010 Human Relations

Lecture 3, Lab 0, Credits 3

Provides an understanding of human behavior in various settings including the home and the workplace. Includes a variety of topics including motivation, emotional stress, and applied social psychology.

WELD 1110 Occupational Orientation & Safety

Lecture 1, Lab 1, Credits 2

Introduces the student to the occupation of welding that includes information and practice concerning safe working environments and safe operation of tools and equipment common to welding.

WELD 1120 Basic Blueprint, Metallurgy, and Weld Symbols

Lecture 1, Lab 1, Credits 2

An introduction to and practice of interpreting basic blueprint, metallurgy, and welding symbols.

WELD 1130 Welding Inspection and Testing

Lecture 1, Lab 1, Credits 2

Instruction and practice in the qualities and judgments involved in the testing and inspection of welded materials.

WELD 1140 Electrical Fundamentals

Lecture 1, Lab 1, Credits 2

An introduction to the electrical elements and safety involved with welding power sources and related systems including practice in connecting welding equipment.

WELD 1210 Oxyfuel Systems

Lecture 1, Lab 1, Credits 2

An introduction to and practice of safety, setup, and handling of Oxyfuel cylinders and cutting equipment including practice cutting mild steel.

WELD 1310 Cutting Processes CAC/PAC

Lecture 1, Lab 1, Credits 2

An introduction to and practice of safety, setup, and handling of Carbon Arc Cutting and Plasma Arc Cutting Equipment including practice cutting ferrous and non ferrous metals.

WELD 1410 SMAW - Basic Beads

Lecture 1, Lab 1, Credits 2

An introduction to the fundamentals of shielded metal arc welding including safety and practice of welding beads.

WELD 1411 SMAW – Fillet Weld

Lecture 0, Lab 2, Credits 2

Maintaining safety and practice of fillet welds using the shielded metal arc welding process.
Prerequisite: Consent of Instructor

WELD 1412 SMAW – V-Groove BU/Gouge

Lecture 0, Lab 2, Credits 2

Maintaining safety and practice of V-Groove welds with a backing or back gouging using the shielded metal arc welding process.
Prerequisite: Consent of Instructor

WELD 1420 SMAW - V-Groove Open

Lecture 1, Lab 2, Credits 3

An introduction to the fundamentals of shielded metal arc welding of open groove welds including safety and practice of open groove welds.
Prerequisite: Consent of Instructor

WELD 1510 SMAW – Pipe 2G

Lecture 1, Lab 2, Credits 3

An introduction to the fundamentals of shielded metal arc welding of pipe including safety, setup, and operation of pipe beveling

2002 – 2003 COURSE DESCRIPTIONS

equipment, and practice of a 2G-pipe weld.
Prerequisite: Consent of Instructor

WELD 1511 SMAW – Pipe 5G

Lecture 0, Lab 2, Credits 2

Maintaining safety and practice of a 5G-pipe weld using the shielded metal arc welding process.

Prerequisite: Consent of Instructor

WELD 1512 SMAW – Pipe 6G

Lecture 0, Lab 2, Credits 2

Maintaining safety and practice of a 6G-pipe weld using the shielded metal arc welding process.

Prerequisite: Consent of Instructor

WELD 2110 FCAW – Basic Fillet Welds

Lecture 1, Lab 2, Credits 3

An introduction to the fundamentals of flux-cored arc welding including safety and practice of fillet welds.

WELD 2111 FCAW – Groove Welds

Lecture 0, Lab 2, Credits 2

Maintaining safety and practice of groove welds using the flux-cored arc welding process.

Prerequisite: Consent of Instructor

WELD 2112 FCAW – 6GR

Lecture 0, Lab 4, Credits 4

Maintaining safety and practice of a 6GR-pipe weld using the flux-cored arc welding process.

Prerequisite: Consent of Instructor

WELD 2210 GTAW – Basic Multi-Joint

Lecture 1, Lab 2, Credits 3

An introduction to the fundamentals of gas tungsten arc welding including safety and practice of various fillet and groove welds.

WELD 2220 GTAW – Pipe 5G

Lecture 1, Lab 3, Credits 4

An introduction to the fundamentals of gas tungsten arc welding of pipe including safety, setup and operation of pipe beveling equipment, and practice of a 5G-pipe weld.

Prerequisite: Consent of Instructor

WELD 2221 GTAW – Pipe 2G

Lecture 0, Lab 3, Credits 3

Maintaining safety and practice of a 2G-pipe weld using the gas tungsten arc welding process.

Prerequisite: Consent of Instructor

WELD 2222 GTAW – Pipe 6G

Lecture 0, Lab 3, Credits 3

Maintaining safety and practice of a 6G-pipe weld using the gas tungsten arc welding process.

Prerequisite: Consent of Instructor

WELD 2230 GTAW – Aluminum Multi-Joint

Lecture 1, Lab 2, Credits 3

An introduction to the fundamentals of aluminum gas tungsten arc welding including safety and practice of various fillet and groove welds.

WELD 2310 GMAW – Basic Fillet Weld

Lecture 1, Lab 2, Credits 3

An introduction to the fundamentals of gas metal arc welding including safety and practice of fillet welds.

WELD 2311 GMAW – Groove Weld

Lecture 0, Lab 2, Credits 2

Maintaining safety and practice of groove welds using the gas metal arc welding process.

Prerequisite: WELD2310

WELD 2320 GMAW – Pipe 2G

Lecture 1, Lab 2, Credits 3

An introduction to the fundamentals of gas metal arc welding of pipe including safety, setup and operation of pipe beveling equipment, and practice of a 2G-pipe weld.

Prerequisite: Consent of Instructor

WELD 2321 GMAW – Pipe 5G

Lecture 0, Lab 2, Credits 2

Maintaining safety and practice of a 5G-pipe weld using the gas metal arc welding process.

Prerequisite: Consent of Instructor

WELD 2322 GMAW – Pipe 6G

Lecture 0, Lab 2, Credits 2

Maintaining safety and practice of a 6G-pipe weld using the gas metal arc welding process.

Prerequisite: Consent of Instructor

WELD 2330 GMAW – Aluminum Multi-Joint

Lecture 1, Lab 2, Credits 3

An introduction to the fundamentals of aluminum gas metal arc welding including safety and practice of various fillet and groove welds.

2002 – 2003 COURSE DESCRIPTIONS

WELD 2991 Special Projects I

Lecture 0, Lab 1, Credits 1

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

Prerequisite: Permission of Instructor

WELD 2993 Special Projects II

Lecture 0, Lab 2, Credits 2

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

Prerequisite: Permission of Instructor

WELD 2995 Special Projects III

Lecture 0, Lab 3, Credits 3

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

Prerequisite: Permission of Instructor

WELD 2997 Practicum

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students do not receive compensation.

Prerequisite: Permission of Instructor

WELD 2999 Cooperative Education

Lecture 0, Lab 3, Credits 3

Provides supervised on-the-job work experience related to student's education objectives. Participating students receive compensation for their work.

Prerequisite: Permission of Instructor



Campus Personnel

Administration

Meaux, W. Wayne.....Assistant Chancellor/Campus Dean
M.A., Northwestern State University

Gassen, Michael.....Assistant Dean for Facilities and Operations
M.S., Louisiana State University

McDaniel, Kay.....Senior Assistant Dean, Administration and Instruction
Ph.D., Louisiana State University

Student Services

Carpenter, Patrick..... Director/Registrar
M.A., Southern University

Brown, Tammy..... Financial Aid Officer/Community Outreach Coordinator
A.A.T., Louisiana Technical College, Sowela Campus

Miller, Enola..... Student Personnel Services Officer
M.Ed., Southern University

Welch, Yvonne..... Industrial Coordinator/Community Outreach
A.A., Baton Rouge Community College

Williams, LaMoyné..... TANF Coordinator
B.S., Xavier University

Faculty of Instruction

Aguillard, Amber..... Early Childhood Education
B.S. McNeese State University

Babin, Wanda..... Practical Nursing
R.N., A.D.N., Nichols State University,

Beckman, Phyllis..... Accounting Technology/Office Systems Technology
B.S., Nichols State University

Blackwell, Purvis..... Network Specialist
A.A.T., Louisiana Technical College, Sowela Campus

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

Boudreaux, Wilfred..... Network Specialist
A.A.T., Louisiana Technical College, Sowela Campus

Bourgeois, Philip..... Automotive Technology
A.A.T., Louisiana Technical College, Sowela Campus

Brinkley, William..... Industrial Machine Shop
A.A.T., Louisiana Technical College, Sowela Campus

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

Brown, Percy..... Automotive Technology
A.A.T., Louisiana Technical College, Sowela Campus

Carpenter, FeLisa..... Practical Nursing

CAMPUS PERSONNEL

<i>B.S.N., Southern University</i>	
Case, Andrew.....	Drafting and Design Technology
<i>A.A.T., Louisiana Technical College, Sowela Campus</i>	
Cupit, Glenn	IWP Instructor, Automotive Technology
<i>H.S. Diploma, ASE Master Technician, Mechanical and Body/Paint</i>	
Dupre, Ted	Practical Nursing
<i>B.S.N., Our Lady of the Lake College</i>	
Duvic, Martin	Automotive Technology
<i>A.A.T., Louisiana Technical College, Sowela Campus</i>	
Farrow, John	Culinary Arts and Occupations
<i>Diploma, Louisiana Technical College, BR Tech</i>	
Fields, Geraldine	Practical Nursing
<i>L.P.N Diploma, Charity Hospital School of Nursing</i>	
Grigg, Sue	Department Head, Network Specialist
<i>A.A.T., Louisiana Technical College, Sowela Campus</i>	
Hall, Cheryl.....	Department Head, Accounting Technology/Office Systems Technology
<i>M.B.A., Louisiana State University, Shreveport Campus</i>	
Hanson, Andy.....	Welding
<i>A.A.T., Louisiana Technical College, Sowela Campus</i>	
Hellums, Paula	Practical Nursing
<i>R.N., B.S.N., Louisiana College</i>	
Jones, William	Accounting Technology/Office Systems Technology
<i>B.A., Prairie View</i>	
Linder, Barbara	Department Head, Academic Support
<i>B.S., Louisiana State University</i>	
Marks, Gwendolyn	Department Head, Early Childhood Education
<i>M.Ed., Plus 30, Xavier University</i>	
Nichols, Walter	Department Head, Industry Skills
<i>B.A., Baptist Christian College</i>	
Pacas, Beverly	Department Head, Practical Nursing
<i>R.N. Diploma, Mercy Hospital School of Nursing</i>	
Passman, Jennifer	Network Specialist
<i>Diploma, Louisiana Technical College, BR Tech</i>	
Poydras, Gilbert.....	Barber-Styling
<i>A.A.T., Louisiana Technical College, Sowela Campus</i>	
Rand-Achord, Dewanna	Practical Nursing
<i>R.N., M.S.N., Ed. Southeastern Louisiana University</i>	
Sanders, LaTonya.....	Cosmetology
<i>B.A., Southern University</i>	
Smith, Carol.....	Accounting Technology/Office Systems Technology
<i>M.Ed., Southeastern Louisiana University</i>	
Stewart, Mary	Practical Nursing
<i>B.S.N., Northwestern State University</i>	
Street, Angela.....	Graphic Communications
<i>A.A.T., Louisiana Technical College, Sowela Campus</i>	
Travassos, Michael	Department Head, Culinary Arts and Occupations
<i>B.A., Louisiana State University</i>	
Waguespack, Leroy	Network Specialist
<i>A.A.T., Louisiana Technical College, Sowela Campus</i>	
Wallace, Margie	Practical Nursing
<i>R.N. Diploma, Charity Hospital School of Nursing</i>	
Washington, Ella	Barber-Styling
<i>A.A.T., Louisiana Technical College, Sowela Campus</i>	
Williams, Darnell.....	Drafting and Design Technology
<i>A.A.T., Louisiana Technical College, Sowela Campus</i>	
Younger, Mary Pat	Accounting Technology/Office Systems Technology
<i>M.S., Louisiana State University</i>	

CAMPUS PERSONNEL

Staff

Batiste, Elnora	Custodian II
Bell, Percy	Custodian II
Bienemy, Steven	Maintenance Repairer II
Clark, William.....	Police Officer I
Cornelius, Bettye	Clerk Chief I
Crook, Laura.....	Director, Fiscal Affairs
Elgin, Margaret	Human Resources Analyst
Fair, Rose Marie	Word Processor Operator I
Foreman, Florence	Administration Service Officer II
Hatfield, Ruth.....	Instructor's Aide
Helm, Darlene	Procurement Specialist II
Hitchcock, Lynn	Institutional Researcher
Lampton, Lloyd.....	Police Sergeant
Mims, Paul.....	Custodian II
Mulbah, Chasity.....	Clerk
Neal, Katrice	Instructor's Aide
Pryer, Lillie	Accounting Specialist II
Ricard, Mark	HVAC Control Technician
Verbois, Eric	Director, Information Technology
Vu, Dat	Instructor's Aide
Walton, Pat.....	Technical Consultant
Williams, Brian.....	Instructor's Aide
Young, Ginny.....	Student Services Officer
Young, Woodrow.....	Maintenance Repairer Master

Expand your horizons.
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Index

A

Ability to Benefit, 14
Academic Load, 23
Academic Support Education, 27
Access to Student Records, 23
Adult Education, 27
Americans with Disabilities Act (ADA), 14
Assignment of Class Instructor, 23

B

Bookstore, 28

C

Calculation of Grade Point Average, 24
Campus Facilities, 11
Campus Security Act, 28
Child Care Facilities, 28
Class Attendance Policy, 24
College Calendar, 12
Conduct Detrimental to Others, 31
Contact with Academic Advisor, 24
Cooperative Education, 28
Cost Sheets, 28
Counseling Services, 28
Course Cancellations, 24
Course Repetitions, 24
Curriculum Standards, 33

D

Dress/Grooming, 31
Disciplinary Probation, 31

E

Electronic Learning, 27
Eligibility for Financial Aid, 19

F

Falsification of Records, 15
Find Work, 21

Firearms Policy, 31
Food Services, 29

G

Grade Reports, 24
Grading System, 24
Graduation Requirements, 33
Grievance Policy, 31

H

High School Dual Enrollment, 15
History of Technical College System, 10

I

Inclement Weather Policy, 29
International Students, 15
Interpreters, 29

L

LEAP Funds, 21
Live-Work Policy, 29
Louisiana Rehabilitation Services, 21

M

Mission of LTC, 11
Motor Vehicle Registration ID Tags, 17

N

National Guard Tuition Exemption, 21

P

Payment Options, 17
PELL Grant Funds, 20
PELL Grant Recipients, 17
Personal Property, 29
Program Offerings, 33
Proof of Residency, 15

INDEX

R

Refund Policy, 17
Registration Fee, 18
Registration Procedures, 14

S

Safety, 32
Satisfactory Academic Progress, 19
Search and Seizure, 32
Selective Service Registration, 15
Senior Exemptions, 21
Sexual Harassment Policy Statement, 32
Smoke-Free Building, 29
Social Security, 21
Solicitations, 29
Special Projects, 29
Standards of Progress Policy, 25
Student Organizations, 29
Substance Abuse & Drug-Free Policy, 32
Suspensions, 18

T

TANF Funds, 21
Technical College Scholarship, 21

Telephone, 30
Test Requirements, 15
TOPS Scholarship, 22
Traffic and Parking, 30
Transcripts, 25
Transfer Credits, 16
Transfer Procedures in Programs, 25
Transfer Students, 16
Translator, 30
Tuition, 17
Tuition Paid by an Agency, 18

U

Use of Electronic Equipment, 32

V

Veterans Administration Funds, 22
Veterans Ed. Policies for Students, 25

W

Withdrawal, 26
Work Force Dev. Center (WIA) Funds, 22

CAMPUS MAP

An education at BR Tech is closer than you think.



