DRAFT

COVER SHEET

DESIGNED BY

GRAPHIC COMMUNICATIONS

November 24, 2003

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.brti.tec.la.us

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 any student will enable the student to successfully complete or pass any specific examinations for any course, degree, or occupational license.

Revised 9/25/03

Table of Contents

Welcome from the Campus Administrator

Dr. Kay McDaniel, Campus Administrator

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!

Louisiana Board of Regents

Members

Roland M. Toups, *Chairman* ..... Baton Rouge, LA

Frances T. Henry, *Vice Chairman* ..... Baton Rouge, LA

Pat Strong, *Secretary* ..... Franklin, LA

William “Billy” Blake ..... Lake Charles, LA

Scott Brame ..... Alexandria, LA

Richard E. D’Aquin ..... Lafayette, LA

Reggie Duprè ..... Lafayette, LA

Stanley J. Jacobs ..... New Orleans, LA

Robert W. Levy ..... Ruston, LA

William Oliver ..... New Orleans, LA

W. Clinton Rasberry, Jr. ..... Shreveport, LA

Virgil Robinson, Jr. ..... New Orleans, LA

William Clifford Smith ..... Houma, LA

Artis Terrell, Jr. ..... Shreveport, LA

Adonis Ducré, *Student Member* ..... Grambling, LA

Dr. E. Joseph Savoie, *Commissioner of Higher Education* ..... Baton Rouge, LA

Louisiana

Community and Technical College System Board

Members

Ann H. Knapp, *Board Chair*.....Lake Charles, LA

Kathy Sellers Johnson, *First Vice Chair*..... Alexandria, LA

Brett Mellington, *Second Vice Chair*..... Lafayette, LA

Charles J. Alexander..... New Orleans, LA

E. Edwards Barham ..... Oak Ridge, LA

Gibson C. Chigbu..... New Orleans, LA

Dianne M. Christopher .....New Roads, LA

John E. DeLaney ..... Baton Rouge, LA

Carl H. Franklin .....Shreveport, LA

Ava Dejoie Guidry .....Marrero, LA

J. Kevin McCotter.....Shreveport, LA

Sean Reily..... Baton Rouge, LA

Stephen C. Smith .....Shriever, LA

F. Mike Stone..... New Orleans, LA

Nicholas P. Trist, Jr. .....Chalmette, LA

Cedric Washington, *Community College Student Representative* .....Shreveport, LA

Dr. Walter G. Bumphus, *LCTCS System President* ..... 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

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 2003
August 25 – December 13

August 19-22 ..... Registration and Preparation Days
August 23 ..... Registration (Optional)
August 25 ..... First Day of Semester
September 1 ..... Labor Day Holiday
September 2 ..... Classes Resume
September 12 ..... 14th Day Fall Semester Enrollment Census
October 13-18 ..... Fall Semester Midterm Week
October 23 ..... Last Day to Drop Classes with W
November 25-28 ..... Thanksgiving Holidays
December 1 ..... Classes Resume
December 12 ..... Last Instructional Day of Semester/Fall Reporting Date
December 19 ..... Grades Issued and Posted
December 20 ..... Fall Graduation
December 23-31 ..... Christmas Holidays

Spring Semester 2004
January 12 – May 7

January 1-2 ..... New Year Holidays
January 5-9 ..... Registration and Preparation Days
January 12 ..... First Day of Semester
January 19 ..... Martin Luther King Holiday
January 20 ..... Classes Resume
January 30 ..... 14th Day Spring Semester Enrollment Census
February 23-24 ..... Mardi Gras Holidays
February 25 ..... Classes Resume
March 1-6 ..... Spring Semester Midterm Week
March 8 ..... Classes Resume
March 11 ..... Last Day to Drop Classes with W
April 8-16 ..... Easter Holidays
April 19 ..... Classes Resume
May 7 ..... Last Instructional Day of Semester/Graduation Reporting Date
May 14 ..... Grades Issued and Posted
May 15 ..... Spring Graduation

Summer Session(s) 2004
May 24 – August 13

May 17-May 21 ..... Registration and Preparation Days
May 24 ..... First Day of Summer Session
July 5 ..... July Fourth Holiday
August 13 ..... Last Instructional Day of Semester/Graduating Reporting Data
August 20 ..... Grades Issued and Posted

Registration for Fall Term 2004 is August 18 – 20, 2004

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 COMPASS test administered by BR Tech. The COMPASS test 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.

- 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 American College Test (ACT)/ Computerized Adaptive Assessment Support System (COMPASS) will be instituted in the spring semester 2004. Also, appropriate Scholastic Aptitude Test (SAT) scores may be accepted in both associate degree and diploma programs.

Entrance Scores - All Associate Degree Programs

Associate Degree	Reading	Math	Language
ACT	20	19	16
COMPASS	85	55	70

COMPASS Entrance Scores – All Diploma Programs

Program Title	Reading	Math	Language
Accounting Technology	77	41	47
Residential Air Conditioning	64	36	25
Automotive Technology	64	31	25
Barber-Styling	70	36	33
Cosmetology	70	36	33
Culinary Arts and Occ.	70	36	33
Drafting & Design Tech.	77	41	47
Early Childhood Education	77	41	47
Graphic Communications	77	41	47
Machine Tool Technology	77	41	47
Network Specialist	77	41	47
Office Systems Technology	77	41	47
Practical Nursing	82	44	60
Residential Air Cond. & Refrig.	64	36	25
Welding	64	31	25

ACT Entrance Scores – All Diploma Programs

Program Title	Reading	Math	Language
Accounting Technology	18	15	16
Automotive Technology	14	16	13
Barber-Styling	15	16	14
Cosmetology	15	16	14
Culinary Arts and Occ.	15	16	14
Drafting & Design Tech.	18	17	16
Early Childhood Education	18	17	16
Graphic Communications	18	17	16
Machine Tool Technology	18	17	16
Network Specialist	18	17	16
Office Systems Technology	18	15	16
Practical Nursing	19	18	17
Residential Air Conditioning & Refrigeration	14	16	13
Welding	14	16	13

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 2003 – 2004

Credit Hours	Louisiana Residents	Academic Excellence Fee	Total Tuition and AE Fee
1	$21	$7	$28
2	$41	$14	$55
3	$61	$21	$82
4	$81	$28	$129
5	$102	$35	$137
6	$123	$42	$165
7	$142	$49	$191
8	$163	$56	$219
9	$183	$63	$246
10	$204	$70	$274
11	$224	$77	$301
12	$244	$84	$328

***Tuition for non-Louisiana residents is double the in-state rate. All fees are the same cost.**

LTC, BR Tech Fees	
Application Fee	$5
Registration Fee	$5
Testing Fee	$5 per component (Reading, Math, English)
Late Registration	$25
Course Material Fee	$5/course
ID Fee	$5
Parking Decal	$5
Graduation Fee	$25
Transcript Fee	$5
Course Challenge Fee	$25/course
NSF	$25
Credit Card Transaction	3%
SGA Fee	$5
Technical Fee	$5

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, cash, Mastercard, or Visa.

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.

SCHEDULE OF FEES

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.

A student who officially withdraws from BR Tech may obtain a refund of tuition according to the following schedule:

Refund Schedule	**Refund Amount**
When class is closed or canceled	100%
Withdraw during first 5 days of the semester	75%
Withdraw from 6th to 10th day of the semester	50%
After 10th 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**.**

Acacemic Excellence Fee

During the 2003 Regular Legislative Session, House Bill 1786 provided the LCTCS Board of Supervisors the ability to assess an Academic Excellence Fee to its students. The fee is $7 per credit hour with a cap of $84 (for 12 credit hours) and will be implemented in the fall, 2003 semester. Revenues generated will be used to improve the technology infrastructure, purchase computer hardware and software for students, purchase state-of-the-art instructional equipment, and support student academic services.

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 2.0 on a 4.0 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 2.0 (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 that time, the student's cumulative grade point average is still below a 2.0 on a 4.0 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 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.

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

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.

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.

Expand Your Horizons.
Attend BR Tech!

Academic Policies

Academic Appeals Procedures

The academic appeals process is designated for students to formally question the application of any campus regulation, rule, policy, requirement or procedure not otherwise covered by any established policies. (Example: Students may appeal grades, academic status, and eligibility as well as dropping for excessive absences.)

The general procedures of the Academic Appeals process are as follows:

1. Students must first address their academic concerns with their instructors and Department Chairs.
2. If the matter is not resolved at the Department level, the student applies for a hearing in writing to the Chair of the Academic Appeals Committee within 10 school days of the meeting with the instructor or Department Chair. The Academic Appeals Committee consists of 8 members representing faculty and administration.
3. If the written challenge merits an academic appeals hearing, the Academic Appeals Committee will convene at a specified date and location for the purpose of hearing and ruling on the student's case.

The Appeals Committee will first discuss the matter with the instructor or Department Chair, requiring that all documents supporting their position be presented. The appealing student will also be given an opportunity to present documentation supporting his/her position. Students will only be allowed to appeal their academic standing if their GPA is at least 1.8 or greater.

Appeals regarding excessive absences will require documentation of extenuating circumstances.

Academic Load

Twelve credit hours a semester constitute the minimum full-time load. Students requesting to schedule more than 18 semester credit hours must get written approval of the Campus Administrator. 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**.**

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 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 Officer or from his/her departmental advisor.
2. Students must be in good standing within the actively enrolled program. A student may not be on academic or disciplinary suspension to transfer between departments.
3. A transfer must be approved by both instructors (outgoing department and

incoming department). The outgoing department must submit the transfer via e-mail on a Student Action form to 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 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.

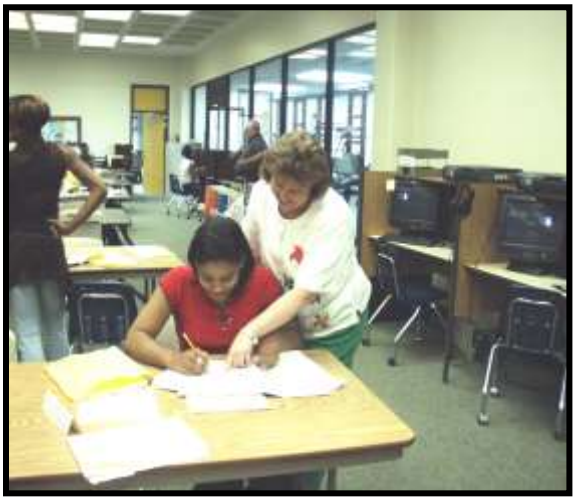
Minimum levels are established for all occupational programs offered at BR Tech. The minimum levels are determined by the entrance examination administered to all prospective students. The American College Test (ACT)/The Computerized Adaptive Assessment Support System (COMPASS) will be the testing instrument used at BR Tech in the spring semester 2004.

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).

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

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 Campus Administrator'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.

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

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 administrators, instructors, BR Tech employees, 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 permanently 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 in the appropriate institution publication."

BR Tech adheres to this policy as stated. The Grievance Policy of BR Tech is outlined below.

Informal Procedure for Grievances

A sincere attempt shall be made to resolve any grievance by scheduling a meeting between the grievant and the appropriate College personnel.

If the grievance involves discrimination on the basis of sex, race or handicap, then the grievant shall go to the coordinator for Title IX, Title VI, and Section 504 for an oral discussion of the grievance.

The coordinator for these titles is appointed by the Campus Administrator. Grievant may contact the Campus Administrator or the Office of Student Services for assistance.

Students*:*

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

Step 2: If this procedure offers no solution, then the student shall request and receive an appointment with the Campus Administrator.

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

Parents of Students:

All complaints and grievances by a parent shall begin with the Campus Administrator.

The Campus Administrator, on receiving grievances presented by a student or parent, must advise the parties of her/his disposition within five (5) days of the conclusion of the conference. For both students and parents, this remedy shall be exhausted and only then can formal procedures commence.

Formal Procedure for Grievances

All formal procedures shall be initiated by a written grievance presented to the Campus Administrator within five (5) school days following the disposition of the last information conference.

Each formal statement **must** contain the following:

1. The statement of facts; and
2. The specific policy or policies violated or a general statement of grievance that is in contention; and
3. The names and addresses of all parties to be present at the hearing as witnesses or representatives of the aggrieved party.

All grievances thus formally initiated must bear the signature of the aggrieved party; no evidence shall be introduced other than evidence relevant to the facts and issues formally presented and contained in the written application for formal hearing.

All formal grievances **must** be transmitted by the United States Postal Service, Certified Mail, return receipt requested. Once a formal grievance has been filed, the institution, the grievant, and the person against whom the grievance has been filed, and all other legal parties involved shall have the right of representation. All parties, upon mutual agreement, may extend the deadlines herein set.

The Campus Administrator may refer the formal application to a grievance committee for hearing and recommendation or, if not applicable, she/he may, after the hearing, inform the grievant of her/his findings not later than ten (10) school days after the findings of the institutional hearing committee are submitted. The grievant shall have ten (10) days after receipt of the written disposition from the Campus Administrator to appeal the disposition to the Board of Supervisors of the Louisiana Community and Technical College System. All documents and copies must be forwarded simultaneously to the Campus Administrator involved and to the Board of Supervisors of the Louisiana Community and Technical College System through its President via certified mail.

An appeal hearing shall be held by the Board within a period not to exceed sixty (60) days from receipt of the appeal. This period can be extended only by mutual consent of the appellant and the Board of Supervisors of the Louisiana Community and Technical College System.

If a student wants to proceed with his/her grievance, he/she may contact the accreditation agency of LTC, Baton Rouge Campus, 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

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 Administrator 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 Administrator 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
Residential 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	3	0	3
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	45	3	0	3
CPTR 2640	Advanced Spreadsheet Applications	45	3	0	3
ENGL 1050*	Business Correspondence	45	3	0	3
	CTS - Payroll Clerk				
ACCT 1400	Advanced Accounting	75	1	2	3
ACCT 1500	Computerized Accounting	45	3	0	3
ISYS 1550	Advanced Word Processing	75	1	2	3
JOBS 2450	Job Seeking Skills	30	2	0	2
OSYS 2530	Office Procedures	45	3	0	3
	Approved Electives	**90**	**6**	**0**	**6**
	Diploma - Accounting Technology	**1,095**			**59**
	***General Education Course**				
Additional Required General Education Courses:					
	Approved Natural or Applied Sciences	45	3	0	3
	Approved Behavioral Sciences	45	3	0	3
	AAT - Accounting Technology	**1,185**			**65**

BR Tech – The People's College

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 at the entry level. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction in the diagnosis of malfunctions and the repair of engines; fuel, electrical, cooling, and brake systems; drive train; and suspension systems is included.

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

Course Number		Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
AUTO	1100	Engine Repair	30	2	0	2
AUTO	1101	Engine Repair Lab	90	0	3	3
		TCA – Engine Repair Technician				
AUTO	1200	Automatic Transmission & Transaxle	30	2	0	2
AUTO	1201	Automatic Transmission & Transaxle Lab	90	0	3	3
		TCA – Automatic Transmission & Transaxle Technician				
AUTO	1300	Manual Drive Trains	30	2	0	2
AUTO	1301	Manual Drive Trains Lab	90	0	3	3
		TCA – Manual Drive Train Technician				
AUTO	1400	Steering & Suspension	30	2	0	2
AUTO	1401	Steering & Suspension Lab	90	0	3	3
AUTO	1500	Brakes	30	2	0	2
AUTO	1501	Brakes Lab	60	0	2	2
		TCA – Brake Technician				
AUTO	1600	Electrical/Electronic I	30	2	0	2
AUTO	1601	Electrical/Electronic Lab I	90	0	3	3
AUTO	1610	Electrical/Electronic II	30	2	0	2
AUTO	1611	Electrical/Electronic Lab II	90	0	3	3
		TCA – Electrical Technician				
AUTO	1700	Heating and Air Conditioning	30	2	0	2
AUTO	1701	Heating and Air Conditioning Lab	90	0	3	3
		TCA – Heating and Air Conditioning Technician				
AUTO	1800	Engine Performance I	30	2	0	2
AUTO	1801	Engine Performance Lab I	90	0	3	3
AUTO	1810	Engine Performance II	30	2	0	2
AUTO	1811	Engine Performance Lab II	90	0	3	3
AUTO	1820	Engine Performance III	30	2	0	2
AUTO	1821	Engine Performance Lab III	90	0	3	3
		TCA – Engine Performance Technician				
JOBS	2450	Job Seeking Skills	30	2	0	2
CPTR	1000	Introduction to Computers	45	3	0	3
AUTO	1001	Overview of Automotive Technology	30	0	1	1
		TD – Automotive Technician	**1,395**			**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
	Approved General Education Course	45	3	0	3
	AAT – Automotive Technician	**1,620**			**75**

Prepare yourself
for the future.
Enter the workforce
by taking classes
At BR Tech.
Enrollment Information:
225.359.9201

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 and Practice	60	0	2	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 and Practice	60	0	2	2
BARB 1211	Barber-Styling Lab I (Men's/Women's Basic Hair Cutting/Styling - 160 hrs.) (Shaving - 20 hrs.)	120	0	4	4
BARB 1220	Shaving, Mustaches, and Beards Theory and Practice	30	0	1	1
BARB 1410	Electricity and Safety	15	1	0	1
CPTR 1000	Introduction to Computers	45	3	0	3
BARB 1140	Facial Massage and Treatments Theory and Practice	60	0	2	2
BARB 1150	Properties/Disorders/Treatments of Skin, Scalp and Hair Theory and Practice	60	0	2	2
BARB 1231	Barber - Styling Lab II (Facial Massage/Treatment - 10 hrs) (Treatment of Scalp and Hair - 80 hrs)	60	0	2	2
BARB 1310	Permanent Waving/Chemical Hair Relaxing Theory and Practice	60	0	3	3
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
BARB 1430	Men's Hairpieces Theory	30	0	1	1
BARB 1441	Barber - Styling Lab III (Men's Hairpieces - 25 hrs) (Men's/Women's Hair Cutting/Styling - 200 hrs)	150	0	5	5
BARB 2630	Professionalism for Barber –Styling	15	1	0	1
BARB 1330	Hair Coloring Theory and Practice	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	60	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.)	120	0	4	4
JOBS 2450	Job Seeking Skills	30	2	0	2
	TD – Barber Styling	**1,350**			**53**

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	60	0	2	2
COSM 1130	Shampooing, Rinsing, & Conditioning	75	1	2	3
COSM 1211	Cells, Anatomy, and Physiology	60	0	2	2
COSM 1220	Manicuring and Pedicuring	90	0	3	3
	TCA – Shampoo Operator				
COSM 1230	Wet Hair Styling	135	1	3	4
COSM 1311	Hair Cutting	90	0	3	3
COSM 1321	Permanent Waving	150	0	5	5
COSM 1411	Chemical Hair Relaxing	60	0	2	2
COSM 1420	Thermal Services	45	1	1	2
	CTS – Manicurist				
COSM 1430	Hair Coloring	135	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 1000	Introduction to Computers	45	3	0	3
JOBS 2450	Job Seeking Skills	30	2	0	2
	TD – Cosmetologist	**1,320**			**51**

visit our website!
www.brti.tec.la.us

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				
CPTR	1000	Introduction to Computers	45	3	0	3
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	Á La Carte	180	0	4	4
		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 Operation	75	2	1	3
CULN	2440	Advanced Baking Fundamentals	225	0	5	5
JOBS	2450	Job Seeking Skills	30	2	0	2
		TD – Culinary Arts and Occupations	**1,785**			**59**

"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 Design 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
CPTR	1000	Introduction to Computers	45	3	0	3
DRFT	1110	Drafting Fundamentals	45	1	1	2
DRFT	1120	Geometric Construction	45	1	1	2
DRFT	1130	Pictorial Drawing	45	1	1	2
DRFT	1140	Machine Drawing	75	1	2	3
DRFT	1150	Section Drawing	75	1	2	3
MATH	1110	Technical Math I	45	3	0	3
		TCA – Engineering Aide I				
CADD	1210	Introduction to CADD	75	1	2	3
CADD	1220	Intermediate CADD	75	1	2	3
DRFT	1210	Auxiliary Views/Descriptive Geometry	75	1	2	3
DRFT	1220	Intersections and Developments	45	1	1	2
DRFT	1230	Fasteners	45	1		2
JOBS	2450	Job Seeking Skills	30	2	0	2
		CTS – Engineering Aide II				
CADD	2310	Advanced CADD	90	2	2	4
DRFT	2310	Introduction to Drafting Disciplines I	90	2	2	4
DRFT	2320	Introduction to Drafting Disciplines II	90	2	2	4
DRFT	2330	Introduction to Drafting Disciplines III	75	1	2	3
		CTS – Entry Level Drafter				
DRFT	24X1	Advanced Discipline I	90	2	2	4
DRFT	24X2	Advanced Discipline II	90	2	2	4
DRFT	24X3	Advanced Discipline III	90	2	2	4
MATH	1210*	Technical Math II	45	3	0	3
		TD – Drafting and Design Technician	**1,380**			**63**
		***General Education Course**				
Required General Education Courses:						
ENGL	1030	Business English	45	3	0	3
ENSC	2000	Environmental Science	45	3	0	3
PSYC	2010	Human Relations	45	3	0	3
ENGL	1060	Technical Writing	45	3	0	3
		AAT - Drafting & Design Technology	**1,560**			**75**
		Electives:				

Advanced Disciplines:

Manufacturing Drafting:
(DRFT 2411, DRFT 2412, DRFT 2413)
Piping Drafting:
(DRFT 2461, DRFT 2462, DRFT 2463)
Civil Drafting:
(DRFT 2421, DRFT 2422, DRFT 2423)
Architectural Drafting:
(DRFT 2431, DRFT 2432, DRFT 2433)

Opportunity Begins Here.

EARLY CHILDHOOD EDUCATION

This program prepares individuals for entry-level and management levels of employment in child care centers, nursery schools, recreation centers, public school settings, head start programs, or other areas where caring for young children is the principal function. This program focuses on cognitive, physical, emotional, and social growth and development. Developmentally appropriate play activities, curriculum, nutrition, guidance, health/safety, children with special needs, and approaches for teaching as suggested by the National Association for the Education of Young Children (NAEYC) are included. Training is based on the National Child Development Associate (CDA) competency standards that 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	1	1	2
ECED	1130	Child Guidance and Behaviors	45	3	0	3
ECED	1230	Family Relationships and Issues	45	3	0	3
ECED	1151	Observation/Participation Lab/WBL	90	0	3	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	90	0	3	3
ECED	1140	Nutrition for Children	45	3	0	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	90	0	3	3
ECED	1410	Children with Special Needs/Lab	60	2	1	3
		TCA - Basic Preschool Caregiver				
		CTS - Child Care Teacher I				
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	1420	Organization and Administration of Early Childhood Programs/Lab	60	2	1	3
		TCA – Early Childhood Specialist				
JOBS	2450	Job Seeking Skills	30	2	0	2
CPTR	1000	Introduction to Computers	45	3	0	3
ECED	2211	Practicum in Early Childhood Education	150	0	5	5
		TD – Early Childhood Education	**1,155**			**60**
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 general education course from above	45	3	0	3
		AAT - Early Childhood Education	**1,380**			**75**

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 1000	Introduction to Computers	45	3	0	3
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 Substrates	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, & Imagesetting	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
	TD – Graphic Communications	**1,365**			**62**

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	1000	Introduction to Computers	45	3	0	3
MTTC	1110	Orientation and Safety	15	1	0	1
MTTC	1130	Blueprint Reading	45	3	0	3
MTTC	1210	Machine Shop Theory I	45	3	0	3
MTTC	1211	Benchwork	60	0	2	2
MTTC	1221	Drill Press	60	0	2	2
MTTC	1310	Machine Shop Theory II	75	5	0	5
JOBS	2450	Job Seeking Skills	30	2	0	2
MATH	1000	Applied Math	45	3	0	3
		TCA - Drill Press Operator				
MTTC	1311	Basic Lathe I	60	0	2	2
MTTC	1321	Basic Lathe II	60	0	2	2
MTTC	1331	Basic Lathe III	90	0	3	3
MTTC	1410	Machine Shop Theory III	90	6	0	6
		CTS - Lathe Operator				
MTTC	2511	Precision Grinding	30	0	1	1
MTTC	2521	Forming and Shaping	30	0	1	1
MTTC	1411	Basic Mill I	60	0	2	2
MTTC	1421	Basic Mill II	60	0	2	2
MTTC	1431	Basic Mill III	90	0	3	3
		CTS – Mill Operator				
MTTC	2611	Advanced Lathe	90	0	3	3
MTTC	2621	Advanced Mill	90	0	3	3
MTTC	2710	CNC	45	3	0	3
MTTC	2711	CNC Lab	90	0	3	3
		TD – Machinist Technician	**1,305**			**58**

Visit our website
www.brti.tec.la.us

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
		Microsoft Track:				
CISX	1100	Installation & Troubleshooting, Part I	75	1	2	3
CISX	1110	Installation & Troubleshooting, Part II	75	1	2	3
CISX	1120	Installation & Troubleshooting Lab	60	0	2	2
CISX	1200	Operating Systems	90	2	2	4
CISX	1300	Internet Applications	75	1	2	3
CISX	2110	Introduction to Wide Area Networking	90	2	2	4
CPTR	1000	Introduction to Computers	45	3	0	3
CPTR	1050	Software Applications	90	2	2	4
JOBS	2450	Job Seeking Skills	30	2	0	2
KYBD	1000	Basic Keyboarding	45	1	1	2
		CTS – Certificate of Technical Studies	**675**			**30**
		Certifications Possible:				
		COMPTIA A+ and iNET, Microsoft MCP				
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 IV 2000 Dir. Services Admin	90	2	2	4
CISX	2080	Managing a Microsoft Network Environment	75	1	2	3
ENGL	1060	Technical Writing	45	3	0	3
		TD – Network Specialist	**1,065**			**48**
		Certifications Possible:				
		Microsoft MCSA				
CISX	1800	Introduction to Unix/Linux	75	1	2	3
CISX	1900	Web Page Design	75	1	2	3
CISX	2040	Services Infrastructure	90	2	`2	4
or						
CISX	2060	Designing a MS Windows 2000 Network Infrastructure	90	2	2	4
CISX	2902	Internship	60	0	2	2
		TD – Network Specialist	**1,395**			**60**
		Certifications Possible:				
		Microsoft MCSE				

Network Specialist

Cisco Track:

CISX	1100	Installation & Troubleshooting, Part I	75	1	2	3
CISX	1110	Installation & Troubleshooting, Part II	75	1	2	3
CISX	1120	Installation & Troubleshooting Lab	60	0	2	2
CISX	1200	Operating Systems	90	2	2	4
CISX	2110	Introduction to Wide Area Networking	90	2	2	4
CPTR	1000	Introduction to Computers	45	3	0	3
CPTR	1050	Software Applications	90	2	2	4
JOBS	2450	Job Seeking Skills	30	2	0	2
KYBD	1000	Basic Keyboarding	45	1	1	2
		CTS – Certificate of Technical Studies	**600**			**27**
		Certifications Possible:				
		COMPTIA A+, Microsoft MCP				
CISX	1300	Internet Applications	75	1	2	3
CISX	1900	Web Page Design	75	1	2	3
CISX	2010	MCSE II – Windows IV 2000 Server	90	2	2	4
CISX	2120	Introduction to Basic Router Configuration	90	2	2	4
ENGL	1060	Technical Writing	45	3	0	3
		TD – Network Specialist	**975**			**44**
		Certifications Possible:				
		COMPTIA, iNET				
CISX	1800	Introduction to Unix/Linux	75	1	2	3
CISX	2130	Advanced Router Configuration	90	2	2	4
CISX	2140	Wide Area Network Protocols	90	2	2	4
CISX	2830	Voice and Data Cabling	75	1	2	3
		TD – Network Specialist	**1,305**			**58**
		CISCO Certifications Possible:				
		CCNA, COMPTIA, NET+				

Network Specialist students in the A+ Lab receiving hands-on experience.

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	3	0	3
CPTR	1310	Introduction to Database Management	45	3	0	3
ENGL	1050*	Business Correspondence	45	3	0	3
ISYS	1550	Advanced Word Processing	75	1	2	3
KYBD	1310	Advanced Keyboarding	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	45	3	0	3
		Approved Electives	90	6	0	6
		TD – Office Systems Technology	**1,050**			**56**
		Eligible for Certification – Expert/Master MOUS				
		***General Education Course**				
Required General Education Courses:						
		Approved Natural or Applied Sciences	45	3	0	3
		Approved Behavioral Sciences	45	3	0	3
		AAT – Office Systems Technology	**1,185**			**62**

"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 meet the minimum requirements of the LA State Board of Practical Nurse Examiners for licensure as a Licensed Practical Nurse. The program consists of both classroom instruction and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies.

Students should note that some courses have prerequisites, which must be successfully completed before enrolling into upper level courses. 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.

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.

Course Number	Course Title	Contact Hours Total	Sem. Lecture Hours	Sem. Lab Hrs. Total	Sem. Cr. Hrs. Total
CPTR 1000	Introduction to Computers	45	3	0	3
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	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	Practical Nursing Concepts	45	3	0	3
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	5
HNUR 1322	Medical Surgical Clinical I	90	0	1	1
HNUR 1410	Pediatric Nursing	45	3	0	3
HNUR 1412	Pediatric Clinical	45	0	1/2	1/2
HNUR 1430	Maternal/Neonate Nursing	45	3	0	3
HNUR 1432	Maternal/Neonate Clinical	45	0	1/2	1/2
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
	TD – Practical Nursing	**1,680**			**56**

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

RESIDENTIAL 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 Residential Air Conditioning and Refrigeration program prepares individuals to install, diagnose, repair, and maintain the operating condition of residential 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	1000	Introduction to Computers	45	3	0	3
MATH	1000	Applied Mathematics	45	3	0	3
HACR	1150	HVAC Introduction	15	1	0	1
HACR	1151	HVAC Introduction Lab	60	0	2	2
HACR	1160	Principles of Refrigeration	45	3	3	3
HACR	1161	Principles of Refrigeration Lab	120	0	4	4
		TCA – Helper I	**330**			**16**
HACR	1120	Customer Relations	30	2	0	2
HACR	1210	Electricity I	120	2	2	4
HACR	1211	Electricity II	210	0	7	7
JOBS	2450	Job Seeking Skills	30	2	0	2
		CTS – Helper II	**720**			**31**
HACR	1410	Domestic A/C & Refrigeration	30	2	0	2
HACR	1411	Domestic A/C & Refrigeration Lab	90	0	3	3
		CTS – Domestic A/C & Refrigeration Technician	**840**			**36**
HACR	2510	Central Air Conditioning	45	3	0	3
HACR	2511	Central Air Conditioning Lab	120	0	4	4
HACR	2520	Residential Heating	30	2	0	2
HACR	2521	Residential Heating Lab	90	0	3	3
HACR	2540	Residential Heating Pumps	15	1	0	1
HACR	2541	Residential Heating Pumps Lab	60	0	2	2
HACR	2550	Residential System Design	60	0	2	2
		TD – Residential A/C & Refrigeration Technician	**1,260**			**59**

Imagine What YOU Can Do!

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, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe welding, plasma arc cutting, blueprint reading, 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 & Safety	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	60	0	2	2
WELD 1412	SMAW - V – Groove BU/Gouge	60	0	2	2
WELD 2110	FCAW - Basic Fillet Welds	75	1	2	3
WELD 2111	FCAW - Groove Welds	60	0	2	2
WELD 2210	GTAW - Basic Multi-Joint	75	1	2	3
WELD 2230	GTAW - Aluminum Multi-Joint	75	1	2	3
WELD 2310	GMAW – Basic Fillet Weld	75	1	2	3
WELD 2311	GMAW - Groove Weld	60	0	2	2
JOBS 2450	Job Seeking Skills	30	2	0	2
CPTR 1001	Computer Literacy	45	0	1	1
	Approved Mathematics	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	75	1	2	3
WELD 1510	SMAW – Pipe 2G	75	1	2	3
WELD 1511	SMAW – Pipe 5G	60	0	2	2
WELD 1512	SMAW – Pipe 6G	60	0	2	2

FCAW Process Cluster:

WELD 2112	FCAW – Pipe 5G	105	0	4	4
WELD 2113	FCAW – Pipe 2G	90	0	3	3
WELD 2114	FCAW – Pipe 6G (R)	90	0	3	3

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	60	0	2	2
WELD 2322	GMAW – Pipe 6G	60	0	2	2
WELD 2330	GMAW – Aluminum Multi-Joint	75	1	2	3
	TDE – Welding	**1,515**			**60**

A welding student preparing weld metal for welding.

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.
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.
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 accounting principles and reporting standards. Financial reporting and analyses including cash flow statements, measures of profitability, liquidity, and financial strength, and accounting for departmentalized profit and cost centers.
Prerequisite: ACCT 1300

ACCT 1500 Computerized Accounting
Lecture 3, Lab 0, 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.
Prerequisite: ACCT 1300

AUTO 1001 Overview of Automotive Technology
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 3, Credits 3
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 the design, components, operations, diagnosis, and service of antilock brake system (ABS).

AUTO 1600 Electrical/Electronics I
Lecture 2, Lab 0, Credits 2
Lecture class on fundamentals of electrical, electronic automotive systems.

AUTO 1601 Electrical/Electronics I Lab
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/Electronics II
Lecture 2, Lab 0, Credits 2
Lecture class on advanced electrical/electronic automotive systems.

AUTO 1611 Electrical/Electronics II Lab
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

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 2, Credits 2
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.

BARB 1140 Facial Massage and Treatments Theory
Lecture 0, Lab 2, 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, & Practice
Lecture 0, Lab 2, 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 BasicHaircutting/Styling Theory & Practice
Lecture 0, Lab 2, Credits 2
Theory of art of cutting and styling men 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 I
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 & Practice
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.

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 & Practice
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 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 0, Lab 1, 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). Basic and advanced haircutting/styling of men and women (200 hours) is focus of class.

BARB 2111 Barber-Styling Shop Management and Sales
Lecture 0, Lab 2, Credits 2
Under instructor's supervision, students manage campus-based shop according to LA State Board of Barber

Examiner's rules and regulations 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

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

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.

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

CADD 1220 Intermediate Computer Aided Drafting and Design

Lecture 1, Lab 2, Credits 3

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

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 1120 Basic Installation & Troubleshooting Lab

Lecture 0, Lab 2, Credits 2

An intensive, hands-on lab designed to provide students with additional experience in installing, configuring, troubleshooting & problem resolution of IBM compatibles and peripherals.

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 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

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

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

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

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 Designing a MS 2000 Windows Directory Services Infrastructure

Lecture 2, Lab 2, Credits 4

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 a MS Windows 2000 Network

Lecture 2 Designed*, Lab 2, Credits* 4

to provide students with the background necessary to analyze the business requirements for security and to 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

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 2080 Managing A Microsoft Network Environment

Lecture 1, Lab 2, Credits 3

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 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 Wide Area Networking

Lecture 2, Lab 2, Credits 4

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

CISX 2120 Introduction to Basic Router Configuration

Lecture 2, Lab 2, Credits 4

A hands-on study of beginning router configurations and routed versus routing protocols. 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. 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 wide area networking theory and design, wide area networking technologies, and network troubleshooting. Also includes the completion of threaded case study that involves aspects of designing a wide area network. Designed around the Cisco Networking Academy Program Semester 4 curriculum.

CISX 2830 Voice and Data Cabling

Lecture 1, Lab 2, Credits 3

Focuses on cabling issues related to data and voice connections and provides an understanding of industry and its worldwide standards, types of media and cabling, physical and logical networks, as well as signal transmission. This hands-on, lab-oriented course stresses documentation, design, and installation issues, as well as laboratory safety, on-the-job safety, and working effectively in group environments. Helps prepare students for the BICSI Registered Certified Installer, Level 1.

Prerequisite: CISX 2110

CISX 2902 Internship

Lecture 0, Lab 2, Credits 2

Final course taken by students in 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.

COSM 1110 Introduction, Decontamination, and Infection Control

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.

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 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 0, Lab 3, Credits 3
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 3, Lab 1, Credits 4
Students plan, operate, and manage the campus-based salon according to the LA State Board of Cosmetology rules and regulations under instructor supervision.

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 features of various operating systems.

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 3, Lab 0, Credits 3
Focuses on the basic fundamentals of producing spreadsheets and graphs.
Prerequisite: CPTR 1000

CPTR 1310 Introduction to Database Management
Lecture 3, Lab 0, 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.
Prerequisite: CPTR 1000

CPTR 2640 Advanced Spreadsheet Applications
Lecture 3, Lab 0, 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.
Prerequisite: CPTR 1300

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 1, Lab 1, Credits 2
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 are presented.

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 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 4, Credits 4
Includes duties of salad, sandwich, fry, grill, and breakfast station workers.

CULN 2410 Regional Cuisine
Lecture1, 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 0, Lab 5, Credits 5
Preparation of puff pastry, éclair and cream puffs, meringues, soufflés, as well as creams, custards, puddings, sauces, and frozen and fruit desserts.

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

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
Includes fundamentals of orthographic projection and the application. The application of simensioning practices in the preparation of formal multiview drawings presented also.
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 24X1 Advanced Discipline I
Lecture 2, Lab 2, Credits 4

DRFT 24X2 Advanced Discipline II
Lecture 2, Lab 2, Credits 4

DRFT 24X3 Advanced Discipline III
Lecture 2, Lab 2, Credits 4

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 and Safety

Lecture 1, Lab 1, Credits 2

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. Menus that meet nutritional needs for all children are planned and prepared.

ECED 1151 Observation/Participation Lab/Work Based Learning

Lecture 0, Lab 3, Credits 3

Directed observation, documentation, and supervised participation of practical experiences and situations in the Early Childhood environment.

ECED 1210 Infant/Toddler Growth and Development

Lecture 3, Lab 0, Credits 3

Study of physical, cognitive, social, and emotional development including temperature, nuturing 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 Labwork Based Learning

Lecture 0, Lab 3, Credits 3

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

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.

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, as well as developing an understanding of the basic concepts and content areas in math and science.

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. Includes planning, implementing, and evaluating developmentally appropriate creative experiences with an integrated curriculum approach.

ECED 1341 Preschool Labwork Based Learning
Lecture 0, Lab 3, Credits 3
Directed observation, documentation, and supervised participation of practical experiences and situations 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, utilizing family input and community resources, legislation, and possible causes and characteristics of exceptionalities.

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 in Early Childhood Education
Lecture 0, Lab 5, Credits 5
Individualized program under supervision and guidance; practical or field experience in organized programs in Early Childhood Education.
Prerequisite: Permission of Instructor

ENGL 1030 Business English
Lecture 3, Lab 0, Credits 3
A concentrated and intensive study of basic English grammar.
Prerequisite: Satisfactory completion of all required Developmental Education English/Writing courses

ENGL 1050 Business Correspondence
Lecture 3, Lab 0, Credits 3
The communication theories and their applications; the role of technology, legality and ethics; the psychological approaches to preparing business letters; analysis and solution of business problems through effective letters and memos.
Prerequisites: Satisfactory completion of all required Developmental Education English/Writing courses; KYBD 1110, ENGL 1030

ENGL 1060 Technical Writing
Lecture 3, Lab 0, Credits 3
A study of basic English grammar skills, correct word usage principles, proper punctuation, capitalization, and effective communication techniques. General procedures in organization of ideas and writing professional reports and/or proposals for industry are included.
Prerequisite: Satisfactory completion of all required Developmental Education English/Writing courses

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, effects of climate on various environmental factors, causes and effects of water and air pollution, and waste disposal and recycling.

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 1200 Binding/Finishing, Paper Cutting, Paper and Other Substrates
Lecture 1, Lab 1, Credits 2
Provides instruction in binding and finishing terminology, safety rules, equipment and operations. Also, instructions in terminology, various types of paper, paper cutting, and safety are covered.

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
Provides 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
Provides an introduction to layout and design techniques, terminology and safety.

GRPH 1310 Typography, Typesetting, & Image Setting
Lecture 2, Lab 3, Credits 5
Provides 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
Provides 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
Provides 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.

GRPH 1430 Scanning and Digital Photography
Lecture 1, Lab 1, Credits 2
Provides instruction 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
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
Provides an overview of the digital prepress procedures related to the printing process.

GRPH 1530 Screen Printing
Lecture 1, Lab 2, Credits 3
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.

HACR 1120 Customer Relations
Lecture 2, Lab 0, Credits 2
Explores the positive/professional interpersonal relationships between customers, fellow workers, management, and the HVAC technician.

HACR 1150 HAVC Introduction
Lecture 1, Lab 0, Credits 1
Produces information needed to prepare individuals to enter the Air Conditioning and Refrigeration industry. Includes basic safety and health, inventory control, stock management, vehicle maintenance, licensure, certification requirements, and basic business management practices.

HACR 1151 HVAC Introduction LAB
Lecture 0, Lab 2, Credits 2
Presents the proper and safe use of hand tools including power tools and materials in the HVAC industry. This course also includes a review of HVAC and refrigeration processes and applications.
Co-requisite: HACR 1150

HACR 1160 Principles of Refrigeration I
Lecture 3, Lab 0, Credits 3
Theory of the compression and refrigeration systems, including a study of compressors, condensers, evaporators, metering devices, accessories, evacuation, charging, control adjustments, efficiency checks, recovery, and recycling and reclamation.

HACR 1161 Principles of Refrigeration Lab
Lecture 0, Lab 4, Credits 4
Practical application of compression and refrigeration systems. The application would include compressors, condensers, evaporators, metering devices, accessories, evacuation, charging, control adjustments, efficiency checks, recovery, recycling, and reclamation.
Co-requisite: HACR 1160

HACR 1210 Electricity I
Lecture 2, Lab 0, Credits 2
A study of electricity involving electrical theory, properties, electrical laws, components, and circuit evaluation. Includes the study of their behavior in series, parallel, and combination units.

HACR 1211 Electricity II
Lecture 0, Lab 7, Credits 7
Application, operation, and diagnosis of electrical control circuits and hardware found in industry. Includes wiring, diagram reading, and identification of voltage and power supplies, electrical motors, capacitors, thermostats, relays, pressure controls, and troubleshooting techniques.
Co-requisite: HACR 1210

HACR 1410 Domestic A/C & Refrigeration
Lecture 2, Lab 0, Credits 2
Theory of residential air conditioning (Room Units) and refrigeration.
Prerequisites: Basic A/C Refrigeration Core; CTS Helper II

HACR 1411 Domestic A/C & Refrigeration Lab
Lecture 0, Lab 3, Credits 3
Operation, diagnosis, and service of room air conditioning and domestic refrigeration. Emphasis is devoted to diagnosis and repair.
Prerequisites: Basic A/C Refrigeration Core; CTS Helper II

HACR 2510 Central Air Conditioning
Lecture 3, Lab 0, Credits 3
Study and theory of the major components and functions of central air conditioning systems. Includes the study of the air conditioning systems types and the proper and safe use of instruments.
Prerequisites: Successful completion of core curriculum; Basic A/C Refrigeration Core; CTS Helper II

HACR 2511 Central Air Conditioning Lab
Lecture 0, Lab 4, Credits 4
Operation, diagnosis and service of the central air conditioning and the care of associated instruments. Topics include the various types of A/C systems, heat load calculation, duct design, air filtration, and safety principles.
Prerequisites: Basic A/C refrigeration core; CTS Helper II.
Prerequisite: HACR 2510

HACR 2520 Residential Heating
Lecture 2, Lab 0, Credits 2
Theory and study of the principles and practices for the operation, diagnosis and service of residential and small commercial heating systems. Topics covered will include electrical controls, gas valves, piping, venting, code requirements, principles of combustion and safety for gas and electrical heating.
Prerequisites: Basic A/C & Refrigeration Core; CTS Helper II

HACR 2521 Residential Heating Lab
Lecture 0, Lab 3, Credits 3
Application of service procedures, controls (electrical and gas), gas valves, piping, ventilation, code requirements and safety for gas and electrical heating systems for residential and small commercial uses.
Prerequisites: Basic A/C & Refrigeration Core; CTS Helper II. Co-requisite: HACR 2520

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 Heating Pumps
Lecture 1, Lab 0, Credits 1
Theory and study of heat pumps and related systems. Provides for the fundamentals of heat pump operation and diagnosis.
Prerequisites: Basic A/C & Refrigeration Core; CTS Helper II

HACR 2541 Residential Heating Pumps Lab
Lecture 0, Lab 2, Credits 2
Installation procedures, diagnosis, servicing procedures, valves, electrical components and geothermal ground source applications, dual fuel systems, and safety are topics included.
Prerequisites: Basic A/C & Refrigeration Core; CTS Helper II. Co-requisite: HACR 2540

HACR 2550 Residential System Design
Lecture 0, Lab 2, Credits 2
Theory and practice of types of residential air conditioning systems heat loads. Topics include calculations, direct design, air filtration, and safety practices.
Prerequisites: Basic A/C Refrigeration Core; CTS Helper II

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 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 are covered.

HNUR 1140 Practical Nursing Concepts
Lecture 3, Lab 0, Credits 3
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 1170 Medical Terminology
Lecture 1, Lab 0, Credits 1
Includes analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms. Medical abbreviations are included.

HNUR 1220 Physical Assessment
Lecture 2, Lab 0, Credits 2
Includes purpose, methods, equipment, and documentation of procedures for all areas of physical assessments with documentation of findings. Principles of admitting, transferring, referring, reporting and discharging procedures of patients are addressed. A supervised practical skills lab is an integral part of this course.

HNUR 1230 Geriatric Nursing/Application of Nursing Skills
Lecture 2, Lab 1, Credits 3
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.
Prerequisites: 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 1150

HNUR 1310 Diet Therapy
Lecture 1, Lab 0, Credits 1
Application of basic nutrition principles to therapeutic diets utilized in the maintenance of disease conditions and dietary disorders for all age groups.
Prerequisite: HNUR 1120

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: HNUR 1110, HNUR 1120, HNUR 1130, HNUR 1140, HNUR 1150, HNUR 1220, HNUR 1230

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 1120, HNUR 1130, HNUR 1140, HNUR 1150, HNUR 1220, HNUR 1230

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 1130, HNUR 1140,

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 1232, HNUR 1240

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 studies.
Prerequisites: HNUR 1130, HNUR 1140,

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 1232, HNUR 1240, HNUR 1430

HNUR 1450 Medical/Surgical Nursing II
Lecture 5, Lab 0, Credits 5
Theory related to care clients experiencing alterations in the respiratory, gastrointestinal, endocrine and integumentary function. Care of client with neoplastic disorder is also included.
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.
Prerequisite: HNUR 1322

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

NUR 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.
Prerequisite: HNUR 1452

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.
Prerequisites: HNUR 1130, HNUR 1140,

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 1232, HNUR 1240

HNUR 2610 IV Therapy
Lecture 0, Lab 1, Credits 1
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.
Prerequisites: HNUR 1110, HNUR 1130, HNUR 1240, HNUR 1320

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.
Prerequisites: HNUR 1320, HNUR 1322

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 technology, types of travelers, safety, international travel, political, and environmental issues facing the industry.

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 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 of speed, accuracy, and correct techniques.

KYBD 1110 Introduction to Keyboarding
Lecture 1, Lab 2, Credits 3
Introduction to basic keyboarding terminology, touch typing and basic word processing. Emphasis placed on speed, accuracy, and correct techniques.

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 is included.
Prerequisite: KYBD 1110

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.
Prerequisites: 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.

MATH 1210 Technical Mathematics II
Lecture 3, Lab 0, Credits 3
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 1400 College Algebra
Lecture 3, Lab 0, Credits 3
Algebraic essentials including linear equations and inequalities, radicals, quadratic equations, systems of equations, and graphing linear equations and inequalities. Applications to technical fields of study are emphasized.

MTTC 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.

MTTC 1130 Blueprint Reading
Lecture 3, Lab 0, Credits 3
Identifying types and uses of blueprints, identifying lines, and interpreting views, dimensions and tolerances.

MTTC 1210 Machine Shop Theory I
Lecture 3, Lab 0, Credits 3
Identifying layout tools, precision measuring tools, hand tools, metals, and grinding wheels.

MTTC 1211 Benchwork
Lecture 0, Lab 2, Credits 2
Manufacturing mechanical parts using layout, precision and measuring tools.
Prerequisite: MTTC 1210

MTTC 1221 Drill Press
Lecture 0, Lab 2, Credits 2
Manufacturing mechanical parts using drilling, boring and tapping operations.
Prerequisite: MTTC 1210

MTTC 1310 Machine Shop Theory II
Lecture 5, Lab 0, Credits 5
Identifying types of lathes, accessories, parts, and controls. Learning to face, turn, knurl, and calculate proper feeds and speeds.
Prerequisites: MTTC 1210, MTTC 1211, MTTC 1221

MTTC 1311 Basic Lathe I
Lecture 0, Lab 2, Credits 2
Manufacturing mechanical parts using turning, facing drilling, and reaming operations.
Prerequisite: MTTC 1310

MTTC 1321 Basic Lathe II
Lecture 0, Lab 2, Credits 2
Manufacturing mechanical parts using drilling, reaming, boring, and taper turning operations.
Prerequisites: MTTC 1310, MTTC 1311

MTTC 1331 Basic Lathe III
Lecture 0, Lab 3, Credits 3
Manufacturing mechanical parts using knurling, taper and thread operations.
Prerequisites: MTTC 1310, MTTC 1311, MTTC 1321

MTTC 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.
Prerequisites: MTTC 1210, MTTC 1310

MTTC 1411 Basic Mill I
Lecture 0, Lab 2, Credits 2
Includes realigning vertical milling head, manufacturing 3-D parts using a milling process and cutting a key-seats.
Prerequisite: MTTC 1410

MTTC 1421 Basic Mill II
Lecture 0, Lab 2, Credits 2
Manufacturing mechanical parts that include keyways, indexing and pocket milling operations using a combination of lathe and milling operations.
Prerequisites: MTTC 1410, MTTC 1411

MTTC 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.
Prerequisites: MTTC 1410, MTTC 1411, MTTC 1421

MTTC 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.
Prerequisite: MTTC 1410

MTTC 2521 Forming and Shaping
Lecture 0, Lab 1, Credits 1
Manufacturing and assembling of precision machine parts using hydraulic and arbor presses.
Prerequisite: MTTC 1410

MTTC 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.
Prerequisites: MTTC 1310, MTTC 1311, MTTC 1321, MTTC 1331

MTTC 2621 Advanced Mill
Lecture 0, Lab 3, Credits 3
Students perform angular set-ups, gear cutting, advance indexing operations and other advance cutting operations.
Prerequisites: MTTC 1410, MTTC 1411, MTTC 1421, MTTC 1431

MTTC 2710 CNC
Lecture 3, Lab 0, Credits 3
Students identify coding used in CNC technology.
Prerequisites: MTTC 1210, MTTC 1310, MTTC 1410

MTTC 2711 CNC Lab
Lecture 0, Lab 3, Credits 3
Students write CNC programs, install and operate CNC machinery.
Prerequisites: MTTC 1210, MTTC 1310, MTTC

OSYS 2530 Office Procedures
Lecture 3, Lab 0, 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

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 basic blueprint, reading metallurgy, and welding symbols.
Prerequisite: WELD 1110

WELD 1130 Welding Inspection and Testing
Lecture 1, Lab 1, Credits 2
Introduction to codes, standards, and agencies regulating welding industry, a review of weld quality standards, concepts in proper visual and destructive testing methods, and a study of proper base metal preparation and joint fit-up.
Prerequisite: WELD 1110

WELD 1140 Electrical Fundamentals
Lecture 1, Lab 1, Credits 2
Introduction to power source fundamentals, polarity and electrical safety involved with welding equipment and related systems setup including a review of various welding related equipment connections.
Prerequisite: WELD 1110

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.
Prerequisite: WELD 1110

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.
Prerequisite: WELD 1110

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.
Prerequisite: WELD 1110

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: WELD 1110

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: WELD 1110

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 equipment, and practice of a 2G-pipe weld.
Prerequisite: WELD 1110

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: WELD 1110

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: WELD 1110

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.
Prerequisite: WELD 1110

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: WELD 1110

WELD 2112 FCAW – 5G
Lecture 1, Lab 3, Credits 4
Maintaining safety and operating Flux Core Arc welding pipe equipment, proper assembly of a 5G-horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 5G pipe joint.
Prerequisite: WELD 1110

WELD 2113 FCAW – 2G
Lecture 0, Lab 3, Credits 3
Maintaining safety and operating Flux Core Arc welding pipe equipment, proper assembly of a 2G-horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 2G pipe joint.
Prerequisite: WELD 1110

WELD 2114 FCAW – 6G(R)
Lecture 0, Lab 3, Credits 3
Maintaining safety and operating Flux Core Arc welding pipe equipment, proper assembly of a 6G(R)-horizontal fixed position pipe joint, proper weld quality, safe setup of equipment and practice welding a 6G(R) pipe joint.
Prerequisite: WELD 1110

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.
Prerequisite: WELD 1110

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: WELD 1110

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: WELD 1110

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: WELD 1110

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.
Prerequisite: WELD 1110

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.
Prerequisite: WELD 1110

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: WELD 1110

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: WELD 1110

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: WELD 1110

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: WELD 1110

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.
Prerequisite: WELD 1110

Campus Personnel

Administration

Meaux, W. Wayne ..... Vice Chancellor/District Provost/Campus Dean
M.A., Northwestern State University
Gassen, Michael ..... Assistant Dean for Facilities and Operations
M.S., Louisiana State University
McDaniel, Kay ..... Campus Administrator
Ph.D., Louisiana State University

Student Services

Brown, Tammy ..... 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, LaMoyne ..... Financial Aid Officer
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
B.S.N., Southern University

CAMPUS PERSONNEL

Case, Andrew ..... Drafting and Design Technology
A.A.T., Louisiana Technical College, Sowela Campus

Cupit, Glenn ..... IWP Instructor, Automotive Technology
H.S. Diploma, ASE Master Technician, Mechanical and Body/Paint

Dupre, Ted ..... Practical Nursing
B.S.N., Our Lady of the Lake College

Duvic, Martin ..... Automotive Technology
A.A.T., Louisiana Technical College, Sowela Campus

Fields, Geraldine ..... Practical Nursing
L.P.N Diploma, Charity Hospital School of Nursing

French, Jean ..... Culinary Arts and Occupations
Certified Executive Chef, American Academy of Chefs

Grigg, Sue ..... Department Head, Network Specialist
A.A.T., Louisiana Technical College, Sowela Campus

Hall, Cheryl ..... Department Head, Accounting Technology/Office Systems Technology
M.B.A., Louisiana State University, Shreveport Campus

Hanson, Andy ..... Welding
A.A.T., Louisiana Technical College, Sowela Campus

Hellums, Paula ..... Practical Nursing
R.N., B.S.N., Louisiana College

Jones, William ..... Accounting Technology/Office Systems Technology
B.A., Prairie View

Leonards, Myrtis ..... Practical Nursing
R.N., Our Lady of the Lake School of Nursing

Linder, Barbara ..... Department Head, Academic Support
B.S., Louisiana State University

Marks, Gwendolyn ..... Department Head, Early Childhood Education
M.Ed., Plus 30, Xavier University

Nichols, Walter ..... Department Head, Industry Skills
B.A., Baptist Christian College

Pacas, Beverly ..... Department Head, Practical Nursing
R.N. Diploma, Mercy Hospital School of Nursing

Passman, Jennifer ..... Network Specialist
Diploma, Louisiana Technical College, BR Tech

Poydras, Gilbert ..... Barber-Styling
A.A.T., Louisiana Technical College, Sowela Campus

Smith, Carol ..... Accounting Technology/Office Systems Technology
M.Ed., Southeastern Louisiana University

Stewart, Mary ..... Practical Nursing
B.S.N., Northwestern State University

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

Tanios, LaTonya ..... Cosmetology
B.A., Southern University

Travasos, Michael ..... Department Head, Culinary Arts and Occupations
B.A., Louisiana State University

Waguespack, Leroy ..... Network Specialist
A.A.T., Louisiana Technical College, Sowela Campus

Wallace, Margie ..... Practical Nursing
R.N. Diploma, Charity Hospital School of Nursing

Washington, Ella ..... Barber-Styling
A.A.T., Louisiana Technical College, Sowela Campus

Williams, Darnell ..... Drafting and Design Technology
A.A.T., Louisiana Technical College, Sowela Campus

Younger, Mary Pat ..... Accounting Technology/Office Systems Technology
M.S., Louisiana State University

Staff

Batiste, Elnora ..... Custodian II
Bell, Percy ..... Custodian II
Bienemy, Steven ..... Maintenance Repairer II
Brinkley, Buffy ..... Administrative Service Officer I
Clark, William ..... Police Officer I
Cornelius, Bettye ..... Clerk Chief I
Crook, Laura ..... Director, Fiscal Affairs
Elgin, Margaret ..... Human Resources Analyst
Foreman, Florence ..... Administration Service Officer II
Hatfield, Ruth ..... Paraeducator, Early Childhood Education
Helm, Darlene ..... Procurement Specialist II
Hitchcock, Lynn ..... Dean of Instruction
King, Elizabeth ..... Administrative Service Officer I
Lampton, Lloyd ..... Police Sergeant
Mims, Paul ..... Custodian II
Neal, Katrice ..... Paraeducator, Graphic Communications
Pryer, Lillie ..... Accounting Specialist II
Ricard, Mark ..... HVAC Control Technician
Stevenson, Lue ..... Cook, Early Childhood Education
Verbois, Eric ..... Director, Information Technology
Vu, Dat ..... Paraeducator, Academic Support
Walton, Pat ..... Technical Consultant
Warren, John Scott ..... Information Technology Technician
Williams, Brian ..... Paraeducator, Culinary Arts
Young, Woodrow ..... Maintenance Repairer Master

Do You Need Financial Assistance to attend BR Tech? Check with our Financial Aid Office.

INDEX

INDEX

CAMPUS MAP

BR Tech
3250 N. Acadian Thruway East
Baton Rouge, LA 70805

An education at BR Tech is closer than you think!

NOTES