

LOUISIANA

TECHNICAL

COLLEGE

REGION II
CATALOG



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

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

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, Region II Campuses uphold the following policy:

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

Louisiana Technical College Region II

BR Tech Campus

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

J. M. Frazier Extension Campus

555 Julia Street
Baton Rouge, LA 70802
(225) 342-5850 Phone
(225) 342-7975 Fax

Port Allen Extension Campus

3233 Rosedale Road
Port Allen, LA 70767
(225) 342-5061 Phone
(225) 342-0365 Fax

Folkes Branch Campus

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

Jumonville Branch Campus

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

Westside Branch Campus

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

Louisiana State Penitentiary

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

Hunt Correctional Center

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

Dixon Correctional Institute

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

Louisiana Correctional Institute for Women

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

CATALOG POLICY

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

Louisiana Technical College hereby expressly disclaims any warranty or representation that any course or program completed by a student will enable the student to successfully complete or pass any specific examinations for any course, degree, or occupational license.

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 students and business, industry, and labor needs within a lifelong learning environment.



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Welcome from the Regional Director



Dr. Kay McDaniel, Regional Director

Welcome!

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

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

LTC Region II provides students with many educational and training choices. Its affordable tuition, small class size, highly qualified faculty, personal attention, great job placement rate, convenient class times and locations, beautiful campuses, and a wide variety of student services combine to make the LTC 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.

LTC Region II, the People's College—Opportunity begins here!

Governance

Louisiana
Board of Regents

Members

| | |
|---------------------------------------------------------------------|------------------|
| Pat A. Strong, <i>Chairman</i> | Franklin, LA |
| Scott O. Brame, <i>Vice Chair</i> | Alexandria, LA |
| Artis L. Terrell, Jr., <i>Secretary</i> | Shreveport, LA |
| William “Billy” Blake..... | Lake Charles, LA |
| Richard E. D’Aquin..... | Lafayette, LA |
| Frances T. Henry | Baton Rouge, LA |
| Ingrid T. Labat..... | New Orleans, LA |
| Robert W. Levy | Ruston, LA |
| W. Clinton “Bubba” Rasberry, Jr. | Shreveport, LA |
| Mary Ellen Roy..... | New Orleans, LA |
| William Clifford Smith..... | Houma, LA |
| Harold M. Stokes | Metairie, LA |
| Roland M. Toups..... | Baton Rouge, LA |
| Terry Landry, <i>Student Member</i> | Baton Rouge, LA |
| Dr. E. Joseph Savoie, <i>Commissioner of Higher Education</i> | Baton Rouge, LA |

Governance

Louisiana

Community and Technical College System Board

Members

| | |
|--------------------------------------------------|-------------------------------------------------|
| Brett Mellington, <i>Chair</i> | Lafayette, LA |
| Stephen C. Smith, <i>First Vice Chair</i> | Shriever, LA |
| Sean Reilly, <i>Second Vice Chair</i> | Baton Rouge, LA |
| E. Edwards Barham | Oak Ridge, LA |
| Helen Bridges Carter..... | Greensburg, LA |
| Ava Dejoie..... | Marrero, LA |
| John E. DeLaney..... | Baton Rouge, LA |
| Carl H. Franklin | Shreveport, LA |
| Kathy Sellers Johnson..... | Alexandria, LA |
| Ann Knapp | Lake Charles, LA |
| Michael J. Murphy | Bogalusa, LA |
| Dan Packer | New Orleans, LA |
| F. "Mike" Stone..... | New Orleans, LA |
| Vinney St. Blanc, III..... | Franklin, LA |
| Joan McHenry | <i>Technical College Student Representative</i> |
| Cleo Norris | <i>Community College Student Representative</i> |
| Dr. Joe May, <i>LCTCS System President</i> | Baton Rouge, LA |

General Information

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 students and business, industry, and labor needs within a lifelong learning environment.

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. 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.

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 science degree, the credential of preference by many business, industry, and labor interests. The LCTCS Board established one technical college comprised of 40 campuses which offer 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.

Campus History

LTC Region II serves approximately 2,400 students per semester. The region is comprised of one main campus, three branches, two extensions, and four prisons.

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

In addition to full-time career preparation programs, employed men and women may take continuing education extension classes. Special programs, including apprenticeship classes, can be arranged to meet the needs of any employed group.

GENERAL INFORMATION

Campus Facilities

BR Tech serves as the main campus for LTC Region II. It is located in north Baton Rouge at 3250 N. Acadian Thruway East on 11 acres of land. Seven buildings house classrooms, shops and labs for various programs, a student activity center, conference rooms, faculty and administrative offices, and storage facilities.

The two extension campuses are within a nine-mile radius. The Frazier extension campus at 555 Julia Street in south Baton Rouge offers Barber-Styling and Cosmetology. The Port Allen extension campus at 3233 Rosedale Road across the river in West Baton Rouge Parish offers Welding, Automotive Technology, and Certified Nurse Assistant. The main campus and extension campuses all serve residents of East Baton Rouge and surrounding parishes.

Institutional facilities for educational use at the Folkes branch campus located at 3337 Highway 10 in Jackson, approximately 30 miles from the main campus, include adequately equipped classrooms in the main administrative building. The shop programs are located in a separate building and are adequately equipped to train students. Classroom and instructor offices for shop programs are also available. The school is equipped to receive teleconference/educational programs via a national satellite downlink system. The campus serves the citizens of East Feliciana, West Feliciana, and sections of East Baton Rouge Parish.

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

The Jumonville branch campus is located on 5.5 acres of land at 605 Hospital Road in New Roads which is about 35 miles west of Baton Rouge. The school is located in historical Pointe Coupee Parish and has been serving the local and surrounding parishes since 1952. Five buildings house various occupational programs. The campus also houses a GED program which offers day and night classes. The campus has grown significantly over the past three years and was listed in the December 2006 *Community College Week* magazine as one of the fastest growing two-year public institutions ranking 9th in the nation in the category of institutions with fewer than 2500 students.

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



Baton Rouge Campus



Folkes Branch Campus



Jumonville Branch Campus



Westside Branch Campus

College Calendar 2006-07

Fall Semester 2006 August 21 – December 12

| | |
|----------------------|----------------------------------------|
| August 16-18 | Registration Days |
| August 21 | Classes Begin |
| August 22 | Last Day for Adding Classes |
| September 4 | Labor Day Holiday |
| September 8 | 14 th Day Enrollment Census |
| October 16-20 | MidSemester Week |
| November 3 | Last Day to Drop Classes with W |
| November 20-24 | Thanksgiving Holidays |
| December 4 | Last Instructional Day of Semester |
| December 5-11 | Exam Week |
| December 12 | Grades Due |

Spring Semester 2007 January 16 – May 10

| | |
|--------------------|----------------------------------------|
| January 8-12 | Registration Days |
| January 15 | Martin Luther King Holiday |
| January 16 | Classes Begin |
| January 17 | Last Day for Adding Classes |
| February 2 | 14 th Day Enrollment Census |
| February 20 | Mardi Gras Holidays |
| March 12-16 | MidSemester Week |
| March 30 | Last Day to Drop Classes with W |
| April 6 | Easter Holiday (Good Friday) |
| April 9-13 | Spring Break |
| May 2 | Last Instructional Day of Semester |
| May 3-9 | Exam Week |
| May 10 | Grades Due |

Summer Session 2007 June 4 – July 31

| | |
|---------------------|---------------------------------------|
| May 31-June 1 | Registration Days |
| May 28 | Memorial Day |
| June 4 | Classes Begin |
| June 5 | Last Day for Adding Classes |
| June 12 | 7 th Day Enrollment Census |
| June 25-29 | MidSemester Week |
| July 4 | 4 th of July Holiday |
| July 11 | Last day to Drop Classes with W |
| July 23 | Last Instructional Day of Semester |
| July 24-30 | Exam Week |
| July 31 | Grades Due |

College Calendar 2007-08

Fall Semester 2007 August 20 – December 11

| | |
|----------------------|----------------------------------------|
| August 15-17 | Registration Days |
| August 20..... | Classes Begin |
| August 21..... | Last Day for Adding Classes |
| September 3 | Labor Day Holiday |
| September 7 | 14 th Day Enrollment Census |
| October 15-19..... | MidSemester Week |
| November 2 | Last Day to Drop Classes with W |
| November 19-23 | Thanksgiving Holidays |
| December 3 | Last Instructional Day of Semester |
| December 4-10 | Exam Week |
| December 11 | Grades Due |

Spring Semester 2008 January 14 – May 8

| | |
|--------------------|----------------------------------------|
| January 9-11 | Registration Days |
| January 14 | Classes Begin |
| January 15 | Last Day for Adding Classes |
| January 21 | Martin Luther King Holiday |
| February 1 | 14 th Day Enrollment Census |
| February 4-5 | Mardi Gras Holidays |
| March 10-14..... | MidSemester Week |
| March 21 | Easter Holiday (Good Friday) |
| March 20-26..... | Spring Break |
| April 7 | Last Day to Drop Classes with W |
| April 30 | Last Instructional Day of Semester |
| May 1-7..... | Exam Week |
| May 8..... | Grades Due |

Summer Session 2008 June 2 – July 29

| | |
|------------------|---------------------------------------|
| May 29-30..... | Registration Days |
| May 26..... | Memorial Day |
| June 2..... | Classes Begin |
| June 3..... | Last Day for Adding Classes |
| June 10..... | 7 th Day Enrollment Census |
| June 23-27 | MidSemester Week |
| July 4 | 4 th of July Holiday |
| July 11 | Last day to Drop Classes with W |
| July 20 | Last Instructional Day of Semester |
| July 21-28 | Exam Week |
| July 29 | Grades Due |

Admissions

Policies & Procedures

Admissions Procedures

Students are accepted 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 into the occupational programs offered.

Barber-Styling, Cosmetology, and Practical Nursing programs 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. Completion of the 10th grade high school is required for entrance into Cosmetology.

Ability to Benefit

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, will be accepted. 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 make the approved scores on the COMPASS test administered by the campus' testing administrator. The COMPASS test measures aptitude 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. If the minimum scores are not achieved, 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)

Prospective qualified students are recruited, including those with disabilities. The campuses strictly adhere to Title I and Title II of the Americans with Disabilities Act. Reasonable alterations in facilities, services, policies, and practices will be made in order that qualified individuals with disabilities may have access to both employment and training. Students needing accommodations should request assistance from the Office of Student Services. When facility adaptations are necessary, the Regional Facilities Manager will make the accommodations.

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

To apply for admission to the college:

- Complete and submit the application form
- Pay a \$5 application 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 immunization records against measles, mumps, rubella, and tetanus-diphtheria to be kept on file, as required by the Louisiana RS. 17:110 for students born after 1956.
- For more information, please contact one of our campuses.

ADMISSIONS POLICIES & PROCEDURES

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

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

International Students

No campuses within Region II are authorized to accept International Students.

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

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

Test Requirements

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) is the testing instrument used for admission.

Applicants will not be refused admission 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 Developmental Lab.

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 Admissions Officer evaluates the transcripts to determine credit for equivalent courses taken in the program of study area.

Determination of acceptability of general education courses 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 an application form for admission, a nonrefundable \$5 application fee, and official transcripts from all previous institutions attended. Students may be admitted provisionally until all required transcripts are received.

Enrollment Information

| | |
|------------|--------------|
| BR Tech | 225.359.9201 |
| Folkes | 225.342.6661 |
| Jumonville | 225.638.8613 |
| Westside | 225.687.6392 |

ADMISSIONS POLICIES & PROCEDURES

Entrance Scores - Diploma/Certificate Programs

| Program | COMPASS | | | ACT | | |
|----------------------------------|---------|------|----------|---------|------|----------|
| | Reading | Math | Language | Reading | Math | Language |
| Accounting Technology | 77 | 41 | 47 | 18 | 17 | 16 |
| Air Conditioning & Refrig. | 64 | 36 | 25 | 14 | 16 | 13 |
| Automotive Technology | 64 | 31 | 25 | 14 | 16 | 13 |
| Barber-Styling | 70 | 36 | 33 | 15 | 16 | 14 |
| Care & Dev. of Young Children | 77 | 41 | 47 | 18 | 17 | 16 |
| Carpentry | 64 | 31 | 25 | 14 | 16 | 13 |
| Cosmetology | 70 | 36 | 33 | 15 | 16 | 14 |
| Culinary Arts | 70 | 36 | 33 | 15 | 16 | 14 |
| Drafting & Design Technology | 77 | 41 | 47 | 18 | 17 | 16 |
| Esthetics | 70 | 36 | 33 | 15 | 16 | 14 |
| Graphic Communications | 77 | 41 | 47 | 18 | 17 | 16 |
| Info. and Comm. Technology | 77 | 41 | 47 | 18 | 17 | 16 |
| Machine Tool Technology | 70 | 41 | 33 | 15 | 17 | 14 |
| Manicure/Nail Technology | 70 | 36 | 33 | 15 | 16 | 14 |
| Medical Assistant | 70 | 36 | 33 | 15 | 16 | 14 |
| Medical Office Assistant (Cert.) | 70 | 36 | 33 | 15 | 16 | 14 |
| Nurse Assistant | 64 | 31 | 25 | 14 | 16 | 13 |
| Office Systems Technology | 77 | 41 | 47 | 18 | 17 | 16 |
| Patient Care Technology | 70 | 36 | 33 | 15 | 16 | 14 |
| Phlebotomy | 77 | 41 | 47 | 18 | 17 | 16 |
| Practical Nursing | 82 | 47 | 60 | 19 | 18 | 17 |
| Upholstery Technology | 64 | 31 | 25 | 14 | 16 | 13 |
| Welding | 64 | 31 | 25 | 14 | 16 | 13 |

Entrance Scores - All Associate Degree Programs

| Associate Degree | Reading | Math | Language |
|------------------|---------|------|----------|
| ACT | 20 | 18 | 18 |
| COMPASS | 85 | 44 | 70 |

Tuition & Fees

Tuition

Tuition and fees are in compliance with LCTCS Board policy. A student is officially registered once tuition and fees are paid in full and all required admission documents have been submitted.

| Tuition Schedule (Effective January 1, 2007) | | |
|-------------------------------------------------|---------------------|--------------|
| Credit Hours | Louisiana Residents | Out-of-State |
| 1 | \$23 | \$46 |
| 2 | \$46 | \$92 |
| 3 | \$69 | \$138 |
| 4 | \$92 | \$184 |
| 5 | \$115 | \$230 |
| 6 | \$138 | \$276 |
| 7 | \$161 | \$322 |
| 8 | \$184 | \$368 |
| 9 | \$207 | \$414 |
| 10 | \$230 | \$460 |
| 11 | \$253 | \$506 |
| 12 or more | \$276 | \$552 |

| Other Fees* | |
|----------------------------|----------------|
| Registration Fee | \$5 |
| SGA Fee* | \$5-\$15 |
| Technology Fee | \$5/Credit Hr. |
| Operational Fee | \$2/Credit Hr. |
| Academic Excellence Fee | \$7/Credit Hr. |
| Student ID (each semester) | \$5 |
| Parking Decal | \$5 |
| Late Fee Effective 1/13/03 | \$25 |
| Lab Fee (Nonrefundable) | \$5/course |
| Developmental Lab (Plato) | \$50/course |
| Placement Challenge Fee | \$15 |
| NSF Checks | \$25 |
| Credit Card Transaction | 3% |

*Fees may vary by campus.

Tuition Payment

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

Parking Decals

A parking decal fee will be charged to students who operate a vehicle on

campus. Replacement decals may be purchased in the Fiscal Office.

Student ID Tags

Identification tags are issued each semester at registration. It is mandatory that students wear ID tags at all times.

Refund Policy

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

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

REFUND SCHEDULE

| Instructional Day of Semester | Percentage of Refund |
|-------------------------------------------|----------------------|
| Closure/Cancellation..... | 100% |
| 1 st – 4 th | 75% |
| 5 th – 10 th | 50% |
| 11 th – 14 th | 25% |
| After 14 th day | 0% |

Refunds to Outside Agencies

Tuition paid by an outside agency will not be refunded to the student. The agency must contact Region II Office of Fiscal Affairs within the refund period.

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.

Suspension Refunds

If a student is suspended within the refund period, the student will be refunded according to the refund schedule.

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

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

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

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

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

FINANCIAL AID AND SCHOLARSHIPS

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

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

- Students must complete their curriculum within 150% of the actual program length (measured in credit hours) in order to be considered as making satisfactory progress. Lack of progress due to extenuating circumstances, such as illness, natural disasters, etc., will be evaluated on a case-by-case basis. (Exceptions to this policy shall be allowed for handicapped and/or special needs students on an individual basis as mandated by Section 504 of the Rehabilitation Act of 1973). For a student to meet the 150% completion requirement, a student must earn 67% of all credit hours attempted each semester. For example, if a student schedules 12 credit hours in a semester, the student must earn 8 of the 12 credit hours.
- Students may receive federal funds while enrolled in up to a maximum of three developmental 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 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. 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

FINANCIAL AID AND SCHOLARSHIPS

remains in attendance and maintains 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, please contact the Financial Aid Officer at the campus in which you plan to enroll.

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 enrolling. Tuition, books, supplies, transportation, and meals may be paid, depending on the needs of the individual.

National Guard Tuition Exemption

Eligible recipients will be exempt from tuition and fees. For additional information, contact the 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 enrolled as full-time students. Students should contact the local Social Security Office for determination of eligibility.

STEP

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

Tuition Opportunity for Students (TOPS)

The TOPS Tech program is 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.

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.

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. 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 after academic suspension will remain 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 governing board. Governing board guidelines will supersede campus guidelines.

Workforce Investment Act (WIA)

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

Academic Policies

Academic Load

Twelve credit hours per semester constitute the minimum full-time load. A maximum load does not exceed 18 credit hours. 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 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 authorized personnel. Students who wish to see their records may do so through the Admissions 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 have the right to their personal official record as follows:

1. Inspect and review the education records;
2. 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. 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. 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. 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: name, address, telephone number, date and place of birth; date of enrollment; program enrolled; classification, major, degree(s) earned; awards, participation in officially recognized activities; and most recent previous educational agency or institution attended.

In compliance with this Act, it is not assumed 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

Campuses reserve 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. The listing of an instructor's name in the 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 an A in a three-hour credit course receives 20 quality points (Grade A=4 X 5=20)

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.

ACADEMIC POLICIES

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

All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Instructors may request verification for the absences or tardies. Students who stop attending a course and do not officially withdraw may receive a grade of "F" for all coursework missed that may result in a punitive final grade. Programs with state licensure requirements have separate attendance policies, which are discussed at orientation for new students.

Academic Advising

Faculty members are utilized as academic advisors in assisting 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

Campuses reserve the right to cancel any course listed in a student's schedule. A student may enroll in another section of the course if openings are available. The LCTCS Board requires that a course enrollment should be a minimum of 15 students.

Course Repetitions

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

Grade Reports

Grade reports are accessible to students on the campus website.

Grading System

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

Grading Scale

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

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

W Withdraw – Represents a withdrawal from a course. Students may officially withdraw from a course until the official drop date and will receive a grade of ("W").

ACADEMIC POLICIES

The course and grade of (“W”) will be posted to the student’s permanent record, but will not be included in the calculation of the semester cumulative grade point average. Students are cautioned that withdrawal from a course may impact their financial aid and other status (e.g. insurance coverage).

Standards of Progress Policy

All students must maintain satisfactory progress each semester in the enrolled program. 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 the 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 will re-enter on academic probation. 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 is entitled to one official transcript of his/her completed courses and grades at no charge. Processing the request requires five (5) business 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. Date(s) of attendance;
2. Student’s full name (and any former name used to identify the student);
3. Student’s social security number; and
4. 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.

Program Transfers

Transfers from one program to another program are permitted only at the beginning of a semester. Students must abide by the following guidelines to request a program transfer:

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

Withdraw from School

1. Student completes a *Withdrawal From College* form in the Office of Student Services. Employment information should be provided on the back of the form.
2. The form must be signed by the student, Fiscal Office, and Financial Aid Officer.
3. Submit the completed form to the Office of Student Services.

Equipment or books belonging to the campus must be returned. The campus is not responsible for any items left after withdrawal.

Withdraw from a Course

1. Student gets a course drop form from the Office of Student Services or from his/her department.
2. Student or advisor completes the course information for each course to be dropped in the Drop section.
3. Student and advisor must sign the form.
4. Submit the completed form to the Office of Student Services.

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

Academic Support Services

Academic Support Education

The Developmental Lab 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. The minimum levels are determined by the entrance examination administered to all prospective students. The Computerized Adaptive Assessment Support System (COMPASS) is the testing instrument used.

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

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

Continuing Education

Continuing Education classes are noncredit and typically there are no transcripts or grades. Noncredit courses are open to interested persons without regard to eligibility for admission to college-credit programs. Courses are usually offered during the evening hours from 4:00 pm to 9:00 pm and on Saturdays.

Courses are designed to meet your personal aims, whether to enhance opportunities for career progression, achieve life-style change, or experience the sheer pleasure of learning alongside others who share your enthusiasm.

Electronic Learning

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



Student Services

Bookstore

Book purchases vary by campus. The Region II Online Bookstore is available at <http://direct.mbsbooks.com/ltc2.htm>. Students may use other online resources to purchase books.

Campus Security Act

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

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

Child Care Facilities

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

- Age requirement is 18 months to 5 years.
- Hours are 7:00 a.m. – 3:30 p.m.
- Information on fees and registration may be obtained from the childcare instructors at 225.359.9225.

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 and learning activities.

The Care and Development of Young Children 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. Approximately 20 trainees work with the children.

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 the overall educational program. The Office of Student Services is available to help students with educational, vocational, and personal concerns. In addition, the Admissions Officer can refer students to a number of counseling agencies in the area.

Food Services

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

A snack bar at the BR Tech Campus provides counter service items such as soft drinks, candy, hot dogs, hamburgers, and chips. The snack bar is operated daily during the semester sessions.

Vending machines are located throughout the campuses. A local vending service is responsible for the machines. Students should report problems to the snack bar area.

A commons area 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.

STUDENT SERVICES

Inclement Weather Policy

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

Interpreters

Hearing impaired individuals may be provided an interpreter for entrance test purposes or on an "as needed" basis. Students have the availability of an interpreter if funds are available and if requests are made in advance.

For information regarding interpreters, contact the Admissions Officer.

Live-Work Policy

As part of their training, students may be involved in actual "live-work" projects in which competency skills are taught. The following policy is maintained for live 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 incurred 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

All campuses are smoke-free facilities. 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 in designated areas only.

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

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.

Parking

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

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

Student Life

**A friendly
atmosphere**

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:

- 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, may be dismissed from campus.
- Students must display a respectable attitude and behavior toward instructors and other students.
- The campuses have a zero tolerance policy completely free of threats and assaults to ensure the highest standard of safety for all faculty, staff, students, and visitors on this campus. The campuses will take all reasonably available steps to protect all such persons from violence. Violators of the Zero Tolerance Policy will be suspended.

Dress/Grooming

The mission of LTC is 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 Admissions 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 his/her record. If the student's record does not show improvement, the student may be suspended for a specific time, usually a semester or more.

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.

Informal Grievance Policy

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

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

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

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

Formal Grievance Policy

LTC establishes the guidelines and standards for student grievances NOT involving an academic or grade appeal or financial appeal; refund appeals; admission

STUDENT CONDUCT

appeals and other matters within the jurisdiction of other committees of the college. This policy reflects the College's commitment to the principles, goals, and ideals described in the mission statement and its core values.

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

For formal grievance procedures, refer to www.ltc.edu, click Technical Education on the navigation bar, click Policies, Student Affairs, then Grievance Policy.

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

Commission on Occupational Education
41 Perimeter Center East, NE
Suite 640
Atlanta, GA 30346
Telephone: (770) 396-3898

Safety

The safety of students, personnel, and visitors is of great importance. The campus assumes the primary role of providing a safe environment. Students and employees should contribute to the safe atmosphere by assuming their own responsibility for safety. It is the campus' policy that safety shall not be sacrificed for speed or shortcuts.

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

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

Search and Seizure

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

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

This search and seizure policy applies to materials such as weapons, illegal substances or drugs, alcoholic beverages, and other similar material. Local law enforcement authorities may be included in this process if the campus administrator determines a need for such involvement.

Sexual Harassment 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. The objective is to enforce policies that build a work site where all employees and students are treated fairly and can perform job assignments in a non-threatening environment.

Any individual who feels that he/she has reason to file a charge of sexual harassment should meet with the Admissions Officer within seven (7) school days of the incident. Sexual harassment complaints will be processed in accordance with the procedures outlined for grievances.

Substance Abuse and Drug-Free Policy

Campuses strictly adhere to the "Student Drug-Free School Policy for the Technical College System." The campus facilities have been designated as Drug/Alcohol-Free Zones. In addition, the campuses comply with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institute and Communities Act Amendment of 1989.

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

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

Graduation Requirements

A student should meet with his/her academic advisor on a regular basis 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

Programs are offered in which students can earn an associate degree, diploma, or certificate. Each program has exit points where technical certificates can be earned. See curriculum listings for more details.

| Associate of Applied Science Programs |
|----------------------------------------|
| Accounting Technology |
| Automotive Technology |
| Drafting and Design Technology |
| Care and Development of Young Children |
| Office Systems Technology |

| Diploma Programs |
|-----------------------------------------------|
| Accounting Technology |
| Air Conditioning and Refrigeration |
| Automotive Technology |
| Barber-Styling |
| Building Technology Specialist |
| Care and Development of Young Children |
| Carpentry |
| Collision Repair Technology |
| Communications Electronics |
| Computer Electronics Technology |
| Consumer Electronics Technology |
| Cosmetology |
| Culinary Arts and Occupations |
| Drafting and Design Technology |
| Graphic Communications |
| Horticulture/Landscape |
| Info. Comm. Tech: Computer Network Specialist |
| Machine Tool Technology |
| Masonry |
| Office Systems Technology |
| Outdoor Power Equipment Technology |
| Practical Nursing |
| Upholstery Technology |
| Welding |

| Certificate Programs |
|--------------------------|
| Esthetics |
| Manicure/Nail Technology |
| Medical Assistant |
| Medical Office Assistant |
| Nurse Assistant |
| Patient Care Technician |
| Phlebotomy |

PROGRAMS OF STUDY (by campus)

| | BR Tech | Folkes | Jumv. | Westside | Angola | Hunt | DCI | LCIW |
|---------------------------------------|---------|--------|-------|----------|--------|------|-----|------|
| Accounting Technology | • | • | • | | | | | |
| Air Conditioning and Refrigeration | • | | | | | • | | |
| Automotive Technology | • | | | | • | | • | |
| Barber-Styling | • | | | | | | | |
| Building Technology Specialist | | • | | | | | | |
| Care and Dev. of Young Children | • | | | | | | | |
| Carpentry | | | • | | • | • | | |
| Collision Repair Technology | | | | | | | • | |
| Communications Electronics | | | | | | | • | |
| Computer Electronics Technology | | | | | | • | | |
| Consumer Electronics Technology | | | | | | • | | |
| Cosmetology | • | | • | | | | | |
| Culinary Arts and Occupations | • | | | | • | | | • |
| Drafting and Design Technology | • | | | | | | | |
| Esthetics | | | • | | | | | |
| Graphic Communications | • | | | | • | | | |
| Horticulture/Landscape | | | | | • | | • | • |
| Info. Comm. Tech: Computer Net. Spec. | • | | | • | | | | |
| Machine Tool Technology | • | | | | | | | |
| Manicure/Nail Technology | | | • | | | | | |
| Masonry | | | | | | | • | |
| Medical Assistant | | | | • | | | | |
| Medical Office Assistant | • | | • | • | | | | |
| Nurse Assistant | | • | • | • | | | | |
| Office Systems Technology | • | • | • | | | | | • |
| Outdoor Power Equipment Tech. | | | | | | • | | |
| Patient Care Technician | | | • | | | | | |
| Phlebotomy | | | • | | | | | |
| Practical Nursing | • | | • | • | | | | |
| Upholstery Technology | | | | | | | | • |
| Welding | • | • | • | | • | • | | |

Enrollment Information

| | | |
|------------|-------------|--------------|
| BR Tech | Baton Rouge | 225.359.9201 |
| Folkes | Jackson | 225.342.6661 |
| Jumonville | New Roads | 225.638.8613 |
| Westside | Plaquemine | 225.687.6392 |

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 | Total Credit Hrs. |
|---------------|----------------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| ACCT 1100 | Principles of Accounting, Part I..... | 3 |
| ENGL 1030 | Business English..... | 3 |
| CPTR 1000 | Introduction to Computers | 2 |
| KYBD 1000 | Basic Keyboarding | 2 |
| KYBD 1110 | Introduction to Keyboarding..... | 3 |
| OSYS 1250 | Business Calculators | 2 |
| | TCA – General Accounting Clerk | 16 |
| ACCT 1200 | Principles of Accounting, Part II..... | 3 |
| MATH 1050 | Business Math..... | 3 |
| ENGL 1040 | Business Composition | 3 |
| ISYS 1450 | Basic Word Processing | 3 |
| CPTR 1300 | Introduction to Spreadsheets | 3 |
| ACCT 1300 | Intermediate Accounting | 3 |
| CPTR 1310 | Introduction to Database Management | 3 |
| ENGL 1050 | Business Correspondence | 3 |
| ACCT 1250 | Payroll Accounting | 3 |
| CPTR 2640 | Advanced Spreadsheet Applications..... | 3 |
| ACCT 1400 | Advanced Accounting..... | 3 |
| ACCT 1500 | Computerized Accounting | 3 |
| OSYS 2530 | Office Procedures | 3 |
| JOBS 2450 | Job Seeking Skills..... | 2 |
| | Approved Electives | 3 |
| | Diploma – Accounting Technology | 60 |
| | <i>General Education Courses Required For AAS:</i> | |
| ENGL 1015 | English Composition I | 3 |
| MATH 1015 | College Algebra..... | 3 |
| PSYC 2015 | Introduction to Psychology | 3 |
| PHSC 1015 | Physical Science I | 3 |
| SPCH 1015 | Introduction to Public Speaking..... | 3 |
| | AAS – Accounting Technology | 75 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.



AIR CONDITIONING AND REFRIGERATION

Residential Air Conditioning and Refrigeration Technician: 51 credit hours, 1530 clock hours
 Commercial Air Conditioning and Refrigeration Technician: 45 credit hours, 1410 clock hours
 Commercial Refrigeration Technician: 45 credit hours, 1410 clock hours

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

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

| Course Number | Course Title | Total Credit Hrs. |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| CPTR 1000 | Introduction to Computers | 2 |
| HACR 1150 | HVAC Introduction | 3 |
| HACR 1160 | Principles of Refrigeration I | 3 |
| HACR 1170 | Principles of Refrigeration II | 4 |
| | CA - Helper I | 13 |
| HACR 1210 | Electrical Fundamentals | 3 |
| HACR 1220 | Electrical Components | 3 |
| HACR 1230 | Electric Motors | 3 |
| HACR 1240 | Applied Electricity and Troubleshooting | 3 |
| | CTS - Helper II | 25 |
| HACR 1410 | Domestic Refrigeration | 3 |
| HACR 1420 | Room Air Conditioners | 3 |
| | CTS - Domestic A/C & Refrigeration Technician | 31 |
| JOBS 2450 | Job Seeking Skills | 2 |
| HACR 2510 | Residential Central Air Conditioning I | 3 |
| HACR 2520 | Residential Central Air Conditioning II | 3 |
| HACR 2530 | Residential System Design | 3 |
| HACR 2540 | Residential Heating I | 3 |
| HACR 2550 | Residential Heating II | 3 |
| HACR 2560 | Residential Heat Pumps | 3 |
| | Successful completion of TCA Helper I, CTS Helper II, & CTS Domestic A/C Refrig. Tech In addition, successful completion of above 7 courses | |
| | TD - Residential A/C & Refrigeration Technician | 51 |

Course descriptions are available online at www.ltc.edu.
 Click Programs & Curricula, click on the program then click the course number.



Accredited by HVAC Excellence

National Certifications:

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

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

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

AUTOMOTIVE TECHNOLOGY (cont.)

| | | |
|--------------------------------------------------------|---------------------------------------------------------|-----------|
| AUTO 1800 | General Engine Diagnosis | 3 |
| AUTO 1810 | Computerized Engine Controls Diagnosis and Repair | 3 |
| AUTO 1820 | Ignition Systems Diagnosis and Repair | 2 |
| AUTO 1830 | Fuel, Air Induction, and Exhaust Systems | 2 |
| AUTO 1840 | Emissions Systems Diagnosis and Repair | 3 |
| AUTO 1850 | Engine Related Services | 2 |
| | TCA - Engine Performance Technician | 15 |
| JOBS 2450 | Job Seeking Skills | 2 |
| CPTR 1000 | Introduction to Computers | 2 |
| | TD - Automotive Technician | 60 |
| <i>General Electives:</i> | | |
| AUTO 1150 | Automotive Internship I | 4 |
| AUTO 1250 | Automotive Internship II | 4 |
| AUTO 1350 | Automotive Internship III | 2 |
| AUTO 1450 | Automotive Internship IV | 5 |
| AUTO 1550 | Automotive Internship V | 5 |
| AUTO 1670 | Automotive Internship VI | 4 |
| <i>General Education Courses Required For AAS:</i> | | |
| ENGL 1015 | English Composition I | 3 |
| MATH 1015 | College Algebra | 3 |
| PSYC 2015 | Introduction to Psychology | 3 |
| PHSC 1015 | Physical Science I | 3 |
| SPCH 1015 | Introduction to Public Speaking | 3 |
| | AAS - Automotive Technology | 75 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.



Accredited by NATEF

Prepare yourself for the future.
Enter the workforce by taking classes
at LTC Region II.

BARBER-STYLING

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

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

| Number | Course Title | Total Credit Hrs. |
|-----------|------------------------------------------------------------------------------------------------|----------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| BARB 1110 | History of Barbering and the Professional Image | 2 |
| CPTR 1000 | Introduction to Computers | 2 |
| BARB 1120 | Sanitation, Bacteriology, Safety with Tools, Implements, and Equipment Theory & Practice | 2 |
| BARB 1131 | Sanitation, Bacteriology, Safety with Tools, Implements & Equipment Lab | 1 |
| BARB 1160 | Men's/Women's Basic Haircutting/Styling Theory & Practice | 2 |
| BARB 1220 | Shaving, Mustaches, and Beards Theory & Practice | 1 |
| BARB 1211 | Barber-Styling Lab I | 4 |
| BARB 1410 | Electricity and Safety | 1 |
| BARB 1140 | Facial Massage and Treatments Theory & Practice | 2 |
| BARB 1150 | Properties/Disorders/Treatments of Skin, Scalp, & Hair Theory & Practice | 2 |
| BARB 1231 | Barber-Styling Lab II | 2 |
| BARB 1310 | Permanent Waving/Chemical Hair Relaxing Theory & Practice | 3 |
| BARB 1321 | Permanent Waving/Chemical Hair Relaxing Lab | 2 |
| BARB 1350 | Chemistry | 2 |
| BARB 1420 | Anatomy and Physiology | 2 |
| BARB 1430 | Men's Hairpieces Theory | 1 |
| BARB 1441 | Barber-Styling Lab III | 5 |
| BARB 2630 | Professionalism for Barber Styling | 1 |
| BARB 1330 | Hair Coloring Theory & Practice | 2 |
| BARB 1341 | Hair Coloring Lab | 2 |
| BARB 2111 | Barber-Styling Shop Management and Sales | 2 |
| BARB 2120 | La State Barber Board Review Theory | 3 |
| BARB 2131 | La State Barber Board Review Lab | 4 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | TD - Barber Styling | 53 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.



Your career begins here!

BUILDING TECHNOLOGY SPECIALIST

This program prepares individuals to keep a building functioning; and service a variety of structures including commercial and industrial buildings. The program includes instruction in the basic maintenance and repair skills related to the air conditioning, heating, plumbing, electrical, and other mechanical systems.

| Number | Course Title | Total Credit Hrs. |
|-----------|--------------------------------------------------|----------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| BLDG 1110 | Introduction and Safety | 1 |
| BLDG 1140 | Blueprint Reading | 2 |
| BLDG 1130 | Carpentry | 4 |
| BLDG 1150 | Masonry/Ceramic Tile | 2 |
| BLDG 1330 | Customer Relations | 2 |
| | CA - Construction Specialist | 12 |
| BLDG 1220 | Electricity I | 5 |
| BLDG 1221 | Electricity II | 5 |
| BLDG 1310 | Air Conditioning/Refrigeration I | 6 |
| BLDG 1320 | Air Conditioning/Refrigeration II | 6 |
| | CTS - Electrical A/C Specialist | 34 |
| BLDG 1120 | Mathematics | 3 |
| BLDG 1410 | Plumbing I | 3 |
| BLDG 1420 | Plumbing II | 4 |
| CPTR 1000 | Introduction to Computers | 2 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | TD - Building Technology Specialist | 48 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.



CARE AND DEVELOPMENT OF YOUNG CHILDREN

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

| Course Number | Course Title | Total Credit Hrs. |
|----------------------------------------------------|---------------------------------------------------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| ECDV 1110 | Introduction to Early Childhood Education | 3 |
| ECDV 1120 | Child Health, First Aid and Safety | 2 |
| ECDV 1130 | Child Guidance and Behaviors | 3 |
| ECDV 1151 | Observation/Participation Lab/Work Based Learning | 3 |
| | TCA - Basic Caregiver I | 12 |
| ECDV 1210 | Infant/Toddler Growth and Development | 2 |
| ECDV 1220 | Infant/Toddler Care and Curriculum | 3 |
| ECDV 1241 | Infant/Toddler Lab/Work Based Learning | 3 |
| ECDV 1140 | Nutrition for Children | 3 |
| | TCA - Basic Infant/Toddler Caregiver | 11 |
| | CTS - Child Care Teacher I | |
| | (Includes TCA-Basic Caregiver I And TCA-Basic Infant/Toddler Caregiver) | 23 |
| ECDV 1310 | Preschool Growth and Development | 3 |
| ECDV 1320 | Preschool Curriculum | 3 |
| ECDV 1341 | Preschool Lab/Work Based Learning | 3 |
| ECDV 1410 | Children with Special Needs/Lab | 3 |
| | TCA - Basic Preschool Caregiver | 12 |
| ECDV 1330 | Literature/Language Methods | 3 |
| ECDV 1332 | Math/Science Methods | 3 |
| ECDV 1333 | Social Studies/the Arts Methods | 3 |
| | TCA - Basic Preschool Teacher | 9 |
| | CTS - Child Care Teacher II | |
| | (Includes TCA-Basic Preschool Caregiver and TCA-Basic Preschool Teacher) | 21 |
| ECDV 1420 | Organization and Administration of Early Childhood Programs/Lab | 3 |
| ECDV 2211 | Practicum in Early Childhood Education | 6 |
| ECDV 1230 | Family Relationships and Issues | 3 |
| | TCA – Early Childhood Specialist | 12 |
| CPTR 1000 | Introduction to Computers | 2 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | TD - Early Childhood Development | 60 |
| <i>General Education Courses Required For AAS:</i> | | |
| ENGL 1015 | English Composition I | 3 |
| MATH 1015 | College Algebra | 3 |
| PSYC 2015 | Introduction to Psychology | 3 |
| PHSC 1015 | Physical Science I | 3 |
| SPCH 1015 | Introduction to Public Speaking | 3 |
| | AAS - Early Childhood Development | 75 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.

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 8-9 hours each. The available CDA credentials are as follows:

| Course Number | Course Title | Total Credit Hrs. |
|---------------|---------------------------------------------|-------------------|
| ECDV 1110 | Intro to Early Childhood Education | 3 |
| ECDV 1210 | Infant/Toddler Growth and Development | 2 |
| ECDV 1220 | Infant/Toddler Care and Curriculum | 3 |
| | CDA – Infant/Toddler | 8 |
| | | |
| ECDV 1110 | Intro to Early Childhood Education | 3 |
| ECDV 1310 | Preschool Growth and Development..... | 3 |
| ECDV 1320 | Preschool Curriculum | 3 |
| | CDA – Preschool | 9 |



Accredited by the National Association for the Education of Young Children.

CARPENTRY

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

| Course Number | Course Title | Total Credit Hrs. |
|---------------|--------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| CARP 1110 | Introduction and Safety | 1 |
| CARP 1120 | Hand Tools | 2 |
| CARP 1130 | Power Tools | 4 |
| | TCA - Carpenter's Helper | 8 |
| CARP 1140 | Building Materials | 2 |
| CARP 2620 | Applied Mathematics I | 3 |
| | TCA - Carpentry Technician I | 13 |
| CARP 1150 | Blueprint Reading | 5 |
| CARP 2110 | Site Layout | 2 |
| CARP 2120 | Foundations and Floor Framing | 5 |
| CARP 2131 | Wall and Ceiling Framing | 4 |
| | CTS - Carpentry Technician II | 29 |
| CPTR 1000 | Introduction to Computers | 2 |
| CARP 2210 | Roofing I | 6 |
| CARP 2220 | Roofing II | 6 |
| CARP 2230 | Exterior Finish and Trim | 3 |
| CARP 2310 | Interior Finish and Trim | 3 |
| CARP 2320 | Cabinetmaking | 6 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | TD - Carpentry | 57 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.



COLLISION REPAIR TECHNOLOGY*

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

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

| Course Number | Course Title | Total Credit Hrs. |
|---------------|---------------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| CLRP 1110 | Shop Orientation and Safety | 1 |
| CLRP 1121 | Tools and Equipment | 3 |
| CLRP 1131 | Identification and Analysis | 3 |
| CLRP 2130 | Basic Metal Alignment and Finish | 6 |
| | TCA - Collision Repair Apprentice | 14 |
| CLRP 1311 | Automotive Trim and Glass | 4 |
| CLRP 1210 | Frame and Body | 6 |
| CLRP 1150 | Mechanical Components | 6 |
| | CTS - Basic Structural Repair Person | 30 |
| CLRP 1230 | Panel Replacement | 6 |
| CLRP 2140 | Corrosion | 3 |
| CLRP 1220 | Welding and Cutting | 4 |
| CLRP 1140 | Basic Automotive Electricity | 3 |
| CLRP 1320 | Refinishing/Detailing | 7 |
| CLRP 2121 | Plastic Repair | 1 |
| CLRP 2111 | Restraint Systems | 2 |
| JOBS 2450 | Job Seeking Skills | 2 |
| CPTR 1000 | Introduction to Computers | 2 |
| | TD - Collision Repair | 60 |

*Prison program offered to inmates only

Course descriptions are available online at www.ltc.edu.

Click Programs & Curricula, click on the program then click the course number.



COMMUNICATIONS ELECTRONICS*

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 Communications Electronics.

The program includes instruction in using actual equipment or educational trainers in various types of equipment, motors, mechanical diagrams/schematics; radar; fiber optics; laser technology; computer applications; telecommunications; microwave; diagnostic and troubleshooting techniques; the use of testing equipment; Federal Communications Commission (FCC) and National Association of Business and Educational Radio (NABER) license requirements.

| Course Number | Course Title | Total Credit Hrs. |
|---------------|-------------------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| ETRN 1120 | Fundamentals of Direct Current Circuits | 3 |
| MATH 1110 | Technical Math I | 3 |
| CPTR 1000 | Introduction to Computers | 2 |
| ETRN 1130 | Fundamentals of Alternating Current Circuits | 3 |
| | TCA - Basic Electricity Technician | 12 |
| ETRN 1210 | Fundamentals of Semiconductors | 3 |
| ETRN 1220 | Transistor Circuits | 3 |
| ETRN 1230 | Digital Circuits I | 3 |
| ETRN 1240 | Digital Circuits II..... | 3 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | CTS - Basic Electronics Technician | 26 |
| | Total Required Credit Hours in Core | |
| COMM 2510 | Communication Receivers | 6 |
| COMM 2520 | Communication Transmitters | 6 |
| COMM 2610 | Communication Computer Applications | 3 |
| | TCA – Two-Way Technician | 15 |
| COMM 2620 | Data Communications | 3 |
| COMM 2630 | Telecommunications | 3 |
| COMM 2810 | Radar | 2 |
| COMM 2710 | Microwave Communications | 3 |
| | TCA - Communications Technician | 11 |
| COMM 2750 | Satellite Up/Down Link | 2 |
| COMM 2730 | License Preparation | 2 |
| | TD - Certified Communications Technician | 56 |

*Prison program offered to inmates only

Course descriptions are available online at www.ltc.edu.

Click Programs & Curricula, click on the program then click the course number.

Louisiana Technical College

The People's College

COMPUTER ELECTRONICS TECHNOLOGY*

The Computer Technology program prepares individuals to install, program, operate, maintain, service, and diagnose operational problems in computers and computer systems arising from mechanical or electrical malfunctions. The program includes instruction in the repair and operation of disk drives, printers, modems, networks, software, and software programming.

| Course Number | Course Title | Credit Hrs. |
|---------------|----------------------------------------------------|-------------|
| ETRN 1120 | Fundamentals of Direct Current Circuits | 3 |
| ETRN 1130 | Fundamentals of Alternating Current Circuits | 3 |
| CPTR 1000 | Introduction to Computers | 2 |
| | and | |
| CPTR 1050 | Software Applications | 4 |
| | or | |
| CPTR 1010 | Digital Literacy | 4 |
| KYBD 1000 | Basic Keyboarding | 2 |
| ETRN 1210 | Fundamentals of Semiconductors | 3 |
| ETRN 1220 | Transistor Circuits | 3 |
| ETRN 1230 | Digital Circuits I | 3 |
| | CTS - Basic Electronics Technology | 23 |
| COMP 1100 | Computer Maintenance I | 3 |
| COMP 1101 | Computer Maintenance Lab I | 1 |
| COMP 1110 | Computer Maintenance II | 3 |
| COMP 1111 | Computer Maintenance Lab II | 1 |
| COMP 1200 | Computer Operating Systems | 3 |
| | CTS - Computer Support Assistant | 34 |
| ORNT 1000 | Freshman Seminar | 1 |
| COMP 2720 | Introduction to Networking | 4 |
| JOBS 2450 | Job Seeking Skills | 2 |
| COMP 2730 | Advanced Networking | 4 |
| COMP 2902 | Internship | 2 |
| | TD - Computer Electronics | 47 |

*Prison program offered to inmates only

Course descriptions are available online at www.ltc.edu.

Click Programs & Curricula, click on the program then click the course number.

CONSUMER ELECTRONICS TECHNOLOGY*

The Consumer Electronics program generally prepares individuals to install, program, operate, maintain, service, and diagnose operational problems in consumer electronic products arising from mechanical or electrical malfunctions. It also includes instruction in the underlying physical sciences, supporting mathematics and electrical theory; diagnostic procedures and techniques; reading and interpretation of electrical diagrams/schematics; electrical/electronic circuits and mechanical devices used in consumer electronics products; and instruments used to detect weakness or failures in electrical systems.

| Number | Course Title | Credit Hrs. |
|-----------|----------------------------------------------------|-------------|
| ORNT 1000 | Freshman Seminar | 1 |
| ETRN 1120 | Fundamentals of Direct Current Circuits | 3 |
| MATH 1110 | Technical Math I | 3 |
| CPTR 1000 | Introduction to Computers | 2 |
| ETRN 1130 | Fundamentals of Alternating Current Circuits | 3 |
| | TCA - Basic Electronics | 12 |
| ETRN 1210 | Fundamentals of Semiconductors | 3 |
| ETRN 1220 | Transistor Circuits | 3 |
| ETRN 1230 | Digital Circuits I | 3 |
| ETRN 1240 | Digital Circuits II..... | 3 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | CTS - Basic Electronics | 26 |
| CONS 2510 | Audio Systems | 3 |
| CONS 2520 | Electronic Systems | 3 |
| CONS 2530 | Radio | 4 |
| CONS 2610 | Television I | 3 |
| CONS 2620 | Television II | 3 |
| CONS 2710 | Television III | 3 |
| CONS 2720 | Television IV | 3 |
| CONS 2810 | Video Equipment I | 5 |
| CONS 2820 | Video Equipment II..... | 5 |
| | TD - Consumer Electronics | 58 |

*Prison program offered to inmates only

Course descriptions are available online at www.ltc.edu.

Click Programs & Curricula, click on the program then click the course number.

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

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

| Number | Course Title | Credit Hrs. |
|-----------|------------------------------------------------------------|-------------|
| ORNT 1000 | Freshman Seminar | 1 |
| COSM 1110 | Introduction, Decontamination, and Infection Control | 4 |
| COSM 1121 | Properties of Skin, Scalp, and Hair | 2 |
| COSM 1130 | Shampooing, Rinsing, and Conditioning | 3 |
| COSM 1211 | Cells, Anatomy, and Physiology | 2 |
| | TCA - Shampoo Operator | 12 |
| COSM 1220 | Manicuring and Pedicuring | 3 |
| COSM 1230 | Wet Hair Styling | 4 |
| COSM 1311 | Hair Cutting | 3 |
| COSM 1321 | Permanent Waving | 5 |
| COSM 1411 | Chemical Hair Relaxing | 2 |
| COSM 1420 | Thermal Services | 2 |
| COSM 1430 | Hair Coloring | 5 |
| COSM 2510 | Facial Services, Massage, and Make-Up | 3 |
| COSM 2520 | Artistry of Artificial Hair | 2 |
| COSM 2540 | Salon Management | 4 |
| COSM 2530 | Electricity and Light Therapy | 2 |
| JOBS 2450 | Job Seeking Skills | 2 |
| CPTR 1000 | Introduction to Computers | 2 |
| | TD - Cosmetology | 51 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.

Visit our website!
www.ltc.edu

CULINARY ARTS & 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 | Total Credit Hrs. |
|---------------|---------------------------------------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| CULN 1110 | Culinary Math | 3 |
| CULN 1120 | Food and Beverage Service | 2 |
| CULN 1130 | Sanitation and Safety | 3 |
| CULN 1140 | Introduction to Culinary Skills | 3 |
| | TCA - Entry Level Prep Cook III | 12 |
| HOST 1010 | Orientation to Hospitality/Tourism Industry | 3 |
| | or | |
| CULN 1160 | Orientation to Culinary Hospitality Industry | 3 |
| CULN 1220 | Nutrition | 3 |
| CULN 1210 | Volume Food Production | 8 |
| CPTR 1000 | Introduction to Computers | 2 |
| | CTS - Production Cook (TCA Plus Production Cook) | 28 |
| CULN 1230 | Garde Manger | 3 |
| CULN 1310 | Basic Baking Fundamentals | 5 |
| CULN 1321 | A La Carte | 4 |
| | CTS - Entry-Level Line Cook (TCA Plus Entry-Level Line Cook) | 24 |
| CULN 2410 | Regional Cuisine | 3 |
| CULN 2420 | International Cuisine | 3 |
| CULN 2430 | Food & Beverage Operation | 3 |
| CULN 2440 | Advanced Baking Fundamentals | 4 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | TD – Culinary Arts and Occupations | 55 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.



Accredited by
American Culinary Federation

DRAFTING DESIGN & TECHNOLOGY

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

| Course Number | Course Title | Total Credit Hrs. |
|---------------|----------------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| CPTR 1000 | Introduction to Computers | 2 |
| DRFT 1110 | Drafting Fundamentals | 2 |
| DRFT 1120 | Geometric Construction | 2 |
| DRFT 1140 | Machine Drawing | 3 |
| DRFT 1150 | Section Drawing | 2 |
| | TCA - Engineering Aide I | 12 |
| MATH 1110 | Technical Math I | 3 |
| | or | |
| MATH 1010 | General Mathematics | 3 |
| DRFT 1161 | Dimensioning | 2 |
| DRFT 1130 | Pictorial Drawing | 2 |
| DRFT 1210 | Auxiliary Views/Descriptive Geometry | 3 |
| DRFT 1220 | Intersections & Developments | 3 |
| DRFT 1230 | Fasteners | 2 |
| | CTS - Engineering Aide II | 27 |
| CADD 1210 | Basic Computer Aided Drafting & Design | 4 |
| JOBS 2450 | Job Seeking Skills | 2 |
| CADD 2310 | Advanced Computer Aided Drafting and Design | 4 |
| DRFT 2310 | Introduction to Drafting Disciplines I | 4 |
| DRFT 2320 | Introduction to Drafting Disciplines II | 4 |
| DRFT 2330 | Introduction to Drafting Disciplines III | 3 |
| | Elective Advanced Discipline I | 4 |
| | Elective Advanced Discipline II | 4 |
| | Elective Advanced Discipline III | 4 |
| | TD - Drafting and Design Technician | 60 |
| | <i>General Education Courses Required for AAS:</i> | |
| ENGL 1015 | English Composition I | 3 |
| MATH 1015 | College Algebra | 3 |
| PSYC 2015 | Introduction to Psychology | 3 |
| PHSC 1015 | Physical Science I | 3 |
| SPCH 1015 | Introduction to Public Speaking | 3 |
| | AAS - Drafting and Design Technology | 75 |
| | <i>Advanced Disciplines:</i> | |
| | Architectural Drafting (DRFT 2431, 2531, 2631) | |
| | Civil Drafting (DRFT 2421, 2521, 2621) | |
| | Electronics Drafting (DRFT 2451, 2551, 2651) | |
| | Manufacturing Drafting (DRFT 2411, 2511, 2611) | |
| | Marine Drafting (DRFT 2471, 2571, 2671) | |
| | Piping Drafting (DRFT 2461, 2561, 2661) | |
| | Structural Drafting (DRFT 2441, 2541, 2641) | |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.

ESTHETICS

This program is designed to prepare students to work efficiently in the role of estheticians. Classroom instruction includes the study of anatomy and physiology, infection control, nutrition, electricity and safety, skin analysis, chemistry and pharmacology. Salon management and client consultation are also included. Practical skills are developed through experience in an on-site salon which is equipped and managed according to industry standards by the students with instructor supervision. Upon completion of this program, which is approved by the LA State Board of Cosmetology, students are eligible to take the LA State Board of licensure examination.

| Course Number | Course Title | Total Credit Hours |
|----------------------|----------------------------------------------------|---------------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| CPTR 1000 | Introduction to Computers | 2 |
| ESTH 1000 | Skin Histology | 1 |
| ESTH 1001 | Sanitation & Disinfection | 1 |
| ESTH 1002 | Nutrition | 1 |
| ESTH 1003 | Anatomy & Physiology of the Skin | 1 |
| ESTH 1004 | Electricity & Safety | 1 |
| ESTH 1005 | The Skin & Its Disorders | 1 |
| ESTH 1006 | Skin Analysis | 1 |
| ESTH 1008 | Draping & Cleansing Procedure | 1 |
| ESTH 1009 | Product Selections | 1 |
| ESTH 1010 | Pharmacology | 1 |
| ESTH 1012 | Chemistry | 1 |
| ESTH 1014 | Hazards to Skin | 1 |
| ESTH 1015 | Selecting & Employing Massage & Mask Therapy | 1 |
| ESTH 1016 | Aromatherapy & Holistic Skin Care | 1 |
| ESTH 1018 | Methods of Hair Removal | 1 |
| ESTH 1020 | Makeup | 1 |
| ESTH 1022 | Spa | 1 |
| ESTH 1024 | Facial & Body Procedures | 1 |
| ESTH 1025 | Salon Management & Client Consultation | 1 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | CTS - Esthetics | 24 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.

GRAPHIC COMMUNICATIONS

Graphic Communications 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 | Total Credit Hrs. |
|---------------|----------------------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| CPTR 1000 | Introduction to Computers | 2 |
| GRPH 1100 | Orientation, Safety, and Overview of Printing | 3 |
| GRPH 1200 | Binding/Finishing, Paper Cutting, Paper and Other | 2 |
| GRPH 1230 | Introduction to Electronic Prepress | 2 |
| GRPH 1240 | Layout and Paste-Up | 2 |
| GRPH 1250 | Related Math and Measuring and Cost Awareness | 2 |
| | TCA - Press Helper/Typesetter | 14 |
| GRPH 1300 | Design Principles | 2 |
| GRPH 1310 | Typography, Typesetting, and Imagesetting | 5 |
| GRPH 1320 | Software I (Graphic, Photo-Editing & Page Layout) | 5 |
| GRPH 1330 | Prepress Techniques | 4 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | CTS - Apprentice Pressman/Designer | 32 |
| GRPH 1400 | Software II (Graphic, Photo-Editing & Page Layout) | 5 |
| GRPH 1410 | Platemaking and Digital Output | 3 |
| GRPH 1420 | Offset Press Operating and Troubleshooting | 4 |
| GRPH 1430 | Scanning and Digital Photography | 2 |
| GRPH 1500 | Software III | 5 |
| GRPH 1510 | Web Page Design | 4 |
| GRPH 1520 | Sign Making | 2 |
| GRPH 1530 | Screen Printing | 3 |
| | TD - Graphic Communications | 60 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.



PrintEd is administered by the Graphic Arts Education and Research Foundation (GAERF®), a national accreditation and certification program, based on industry standards, for graphic communications courses of study at the secondary and post-secondary levels.

HORTICULTURE/LANDSCAPE*

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

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

| Course Number | Course Title | Total Credit Hrs. |
|---------------|-------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| HORT 1210 | Botany | 4 |
| HORT 1130 | Plant Identification Theory I | 2 |
| HORT 1420 | Plant Propagation | 4 |
| HORT 1220 | Horticulture Laws and Regulations | 1 |
| HORT 1000 | Horticulture Lab I | 3 |
| | TCA - Grower Technician | 15 |
| HORT 1110 | Soils, Fertilizers, and Water | 9 |
| HORT 1240 | Plant Identification Theory II | 2 |
| HORT 2110 | Landscaping | 7 |
| HORT 1010 | Horticulture Lab II | 3 |
| | CTS - Landscape Technician | 36 |
| HORT 1310 | Greenhouse Crop Production | 4 |
| HORT 1230 | Turfgrass | 2 |
| HORT 1320 | Fruits and Vegetables Production | 2 |
| HORT 1330 | Plant Identification Theory III | 1 |
| HORT 1120 | Plant Pest Control | 5 |
| HORT 1020 | Horticulture Lab III | 2 |
| MATH 1010 | General Mathematics | 3 |
| JOBS 2450 | Job Seeking Skills | 2 |
| CPTR 1000 | Introduction to Computers | 2 |
| HORT 1030 | Horticulture Lab IV | 1 |
| | TD - Horticulture Technician | 60 |

*Prison program offered to inmates only

Course descriptions are available online at www.ltc.edu.

Click Programs & Curricula, click on the program then click the course number.



INFORMATION AND COMMUNICATIONS TECHNOLOGY

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

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

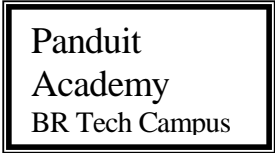
The curriculum provides both knowledge acquisition and skills development for those who are currently working in the information technology field and would like to obtain industry-based certifications or for those who would like to prepare for employment in this field. The program is designed to prepare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

| Course Number | Course Title | Total Credit Hrs. |
|---------------|------------------------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| CPTR 1010 | Digital Literacy | 4 |
| KYBD 1000 | Basic Keyboarding | 2 |
| INCT 1100 | Installation and Troubleshooting, Part I | 3 |
| | TCA - CIP 111001 - Computer Operator | 10 |
| INCT 1110 | Installation and Troubleshooting, Part II | 3 |
| INCT 1200 | Operating Systems | 4 |
| INCT 1210 | Introduction to Programming..... | 3 |
| INCT 2110 | Networking Technologies | 4 |
| | ICT Elective | 3 |
| | CTS – CIP 111001 - Computer System Technician | 27 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | Total ICT Core | 29 |
| INCT 2010 | Introduction to Client/Server Networking | 4 |
| INCT 2020 | Server Network Infrastructure | 4 |
| INCT 2902 | Internship | 2 |
| | ICT Computer Network Electives | 16 |
| | ICT Electives | 5 |
| | TD – ICT Computer Network Specialist | 60 |
| | <i>ICT Computer Network Electives:</i> | |
| INCT 2030 | Active Directory Infrastructure | 4 |
| INCT 2040 | Designing Security for a Client/Server Network | 4 |
| INCT 2060 | Implementing and Managing Email/Communication Server | 4 |
| INCT 2090 | Planning Server Network Infrastructure | 4 |
| INCT 2120 | Introduction to Basic Routers | 4 |
| INCT 2130 | Intermediate Routing and Switching | 4 |
| INCT 2140 | Wide Area Network Protocols | 4 |
| | <i>ICT Electives:</i> | |
| INCT 1120 | Installation and Troubleshooting Lab | 2 |
| INCT 1250 | Project Management | 3 |
| INCT 1300 | Internet Technology | 3 |
| INCT 1330 | Introduction to Networking | 3 |

INFORMATION AND COMMUNICATIONS TECHNOLOGY (cont.)

| | | | |
|-----------------------------------------|------|-----------------------------------------------------------------|-----------|
| INCT | 1800 | Introduction to Unix/Linux | 3 |
| INCT | 1900 | Web Page Design | 3 |
| INCT | 2545 | Network Security: Ethical Hacking | 3 |
| INCT | 2820 | Server Technology | 3 |
| INCT | 2830 | Cabling Infrastructure | 3 |
| INCT | 2840 | Managing Network Security | 3 |
| INCT | 2850 | Emerging Technologies | 3 |
| INCT | 2855 | Firewall Technology | 3 |
| INCT | 2860 | Wireless Technology | 3 |
| <i>Non-Major Electives:</i> | | | |
| Below Are Certificate Exit Levels. | | | |
| INCT | 1200 | Operating Systems | 4 |
| INCT | 2010 | Introduction to Client/Server Networking | 4 |
| INCT | 2020 | Server Network Infrastructure | 4 |
| | | ICT Computer Network Elective | 4 |
| | | TCA – CIP 110901 - System Administrator | 16 |
| INCT | 1100 | Installation and Troubleshooting, Part I | 3 |
| INCT | 1110 | Installation and Troubleshooting, Part II | 3 |
| CPTR | 1010 | Digital Literacy | 4 |
| KYBD | 1000 | Basic Keyboarding | 2 |
| INCT | 2110 | Networking Technologies | 4 |
| INCT | 1200 | Operating Systems | 4 |
| INCT | 2120 | Introduction to Basic Routers | 4 |
| | | ICT Elective | 3 |
| | | CTS - CIP 111001 – LAN Administrator | 27 |
| INCT | 1100 | Installation and Troubleshooting, Part I | 3 |
| INCT | 1110 | Installation and Troubleshooting, Part II | 3 |
| CPTR | 1010 | Digital Literacy | 4 |
| KYBD | 1000 | Basic Keyboarding | 2 |
| | | TCA – CIP 111001 - Computer Technician | 12 |
| INCT | 2110 | Networking Technologies | 4 |
| INCT | 2120 | Introduction to Basic Routers | 4 |
| INCT | 2130 | Intermediate Routing and Switching | 4 |
| INCT | 2140 | Wide Area Network Protocols | 4 |
| | | TCA - CIP 111001 - Wide Area Network Technician | 16 |
| CPTR | 1010 | Digital Literacy | 4 |
| KYBD | 1000 | Basic Keyboarding | 2 |
| | | TCA - CIP 111001 - Software Application Specialist | 6 |

Course descriptions are available online at www.ltc.edu.
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National Certifications:

- | | |
|-----------------|------------------------------|
| MCSA | A+ |
| MCSE | Net+ |
| CCNA | MCP |
| IC ³ | Panduit Authorized Installer |

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 | Total Credit Hrs. |
|------------------------------------------------------|-------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| CPTR 1000 | Introduction to Computers | 2 |
| MTTC 2110 | Blueprint Reading | 3 |
| MTTC 2120 | Introduction to Machine Tools | 6 |
| MTTC 2210 | Bench Work | 3 |
| MTTC 2220 | Forming and Shaping | 3 |
| MTTC 2230 | Drill Press | 6 |
| MTTC 2310 | Basic Lathe I | 4 |
| MTTC 2320 | Basic Lathe II | 4 |
| MTTC 2331 | Advanced Lathe | 4 |
| MTTC 2410 | Basic Mill I | 4 |
| MTTC 2420 | Basic Mill II | 4 |
| MTTC 2431 | Advanced Mill | 4 |
| MTTC 2510 | Precision Grinding | 2 |
| MTTC 2710 | CNC..... | 6 |
| JOBS 2450 | Job Seeking Skills | 2 |
| TD - Industrial Machine Shop Technician | | 58 |
| <i>Below are Certificate Exit Levels:</i> | | |
| MTTC 2110 | Blueprint Reading | 3 |
| MTTC 2120 | Introduction to Machine Tools | 6 |
| MTTC 2230 | Drill Press | 6 |
| TCA - Drill Press Operator | | 15 |
| MTTC 2110 | Blueprint Reading | 3 |
| MTTC 2120 | Introduction to Machine Tools | 6 |
| MTTC 2310 | Basic Lathe I | 4 |
| MTTC 2320 | Basic Lathe II | 4 |
| MTTC 2331 | Advanced Lathe | 4 |
| CTS - Lathe Operator | | 21 |
| MTTC 2110 | Blueprint Reading | 3 |
| MTTC 2120 | Introduction to Machine Tools | 6 |
| MTTC 2410 | Basic Mill I | 4 |
| MTTC 2420 | Basic Mill II | 4 |
| MTTC 2431 | Advanced Mill | 4 |
| CTS - Mill Operator | | 21 |
| MTTC 2110 | Blueprint Reading | 3 |
| MTTC 2120 | Introduction to Machine Tools | 6 |
| MTTC 2310 | Basic Lathe I | 4 |
| MTTC 2410 | Basic Mill I | 4 |
| MTTC 2710 | CNC..... | 6 |
| CTS - CNC Operator | | 23 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.

MANICURE / NAIL TECHNOLOGY

This program is designed to prepare students to work efficiently in the role of manicurists and nail technicians. Classroom instruction includes the study of anatomy and physiology, infection control, decontamination and sanitation of tools, nail tips, nail wraps and acrylic nails.

Manicuring, pedicuring and salon management are also included. Practical skills are developed through experience in an on-site salon which is equipped and managed according to industry standards by the students with instructor supervision. Upon completion of this program, which is approved by the LA State Board of Cosmetology, students are eligible to take the LA State Board of licensure examination.

| Course Number | Course Title | Total Credit Hours |
|--------------------------|---------------------------------------------|-------------------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| CPTR 1000 | Introduction to Computers | 2 |
| MANI 1002 | Your Professional Image | 1 |
| MANI 1003 | Bacteria & Other Infectious Agents | 1 |
| ESTH 1001 | Sanitation & Disinfection | 1 |
| MANI 1005 | Safety in the Salon | 1 |
| MANI 1006 | Nail Product Chemistry Simplified | 1 |
| ESTH 1003 | Anatomy & Physiology of the Skin | 1 |
| MANI 1008 | The Nail & Its Disorders | 1 |
| ESTH 1005 | The Skin & Its Disorders | 1 |
| MANI 1010 | Client Consultation | 1 |
| MANI 1011 | Manicuring | 1 |
| MANI 1012 | Pedicuring | 1 |
| MANI 1013 | Nail Tips | 1 |
| MANI 1014 | Nail Wraps | 1 |
| MANI 1015 | Acrylic Nails | 1 |
| MANI 1016 | The Creative Touch | 1 |
| MANI 1017 | Salon Business | 2 |
| MANI 1018 | Selling Nail Products & Services | 1 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | CTS - Manicure/Nail Technology | 23 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.

MASONRY*

The purpose of this program is to provide specialized classroom instruction and practical experience to prepare students for employment in the masonry field. It prepares individuals to lay brick and block in the construction or repair of walls, partitions, paving, arches, foundations, fireplaces, and chimneys. This includes layout, spacing, alignment, estimating, bonding, cutting, and shaping of brick and block using hand and power tools.

| Course Number | Course Title | Total Credit Hrs. |
|---------------|----------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| MSNY 1110 | Introduction and Safety | 1 |
| MSNY 1120 | Tools and Equipment | 2 |
| MSNY 1151 | Masonry Units | 1 |
| MSNY 1210 | Mortar | 2 |
| MSNY 1231 | Brick Laying | 4 |
| MSNY 2531 | Foundations and Footings | 1 |
| | TCA - Masonry Helper | 12 |
| MSNY 1311 | Brick Steps | 3 |
| MSNY 1321 | Piers, Pilasters, and Chases | 4 |
| MSNY 2521 | Laying Concrete Block | 4 |
| MSNY 1130 | Masonry Math | 3 |
| MSNY 1411 | Pavements and Panel Walls | 3 |
| MSNY 1421 | Arches | 4 |
| | CTS - Mason Apprentice | 33 |
| MSNY 1140 | Blueprint Reading | 3 |
| MSNY 1160 | Estimating | 3 |
| JOBS 2450 | Job Seeking Skills | 2 |
| CPTR 1000 | Introduction to Computers | 2 |
| MSNY 2621 | Chimneys and Fireplaces | 4 |
| | TD – Mason, Two-Year Apprentice | 47 |

*Prison program offered to inmates only

Course descriptions are available online at www.ltc.edu.

Click Programs & Curricula, click on the program then click the course number.



MEDICAL ASSISTANT

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

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

| Course Number | Course Title | Total Credit Hrs. |
|--------------------------------------|------------------------------------------------|-------------------|
| HMDT 1170 | Medical Terminology | 1 |
| HCOR 1120 | Basic Body Structure and Function | 2 |
| MAST 1110 | Introduction to Medical Assistant | 1 |
| MAST 1120 | Law and Ethics for Medical Assistant | 2 |
| MAST 1130 | Medical Assistant Applications | 2 |
| CPTR 1000 | Introduction to Computers | 2 |
| MAST 1210 | Administrative Procedures I | 4 |
| MAST 1220 | Clinical Procedures I | 1 |
| MAST 1230 | Insurance and Medical Coding | 2 |
| ENGL 1030 | Business English | 3 |
| MAST 2110 | Medical Transcription | 3 |
| MAST 2130 | Clinical Procedures II | 1 |
| MAST 2140 | Pharmacology for Medical Assistants | 2 |
| MAST 2210 | Clinical Procedures III | 1 |
| HCOR 1160 | Professionalism for Healthcare Providers | 1 |
| MAST 2222 | Medical Assistant Externship | 2 |
| CTS - Medical Assistant | | 30 |

Course descriptions are available online at www.ltc.edu
 Click Programs & Curricula, click on the program then click the course number.



MEDICAL OFFICE ASSISTANT

This program prepares individuals to perform tasks related to the management of health information. Students are prepared for positions as medical transcriptionists, medical secretaries, medical file clerks, medical receptionists, or medical office assistants. Strong emphasis is placed on medical terminology and medical machine transcription. In addition to these skills, office communications, business computer applications, records management, and office procedures are emphasized.

| Course Number | Course Title | Total Credit Hrs. |
|--------------------------------------------|---------------------------------------------|-------------------|
| ACCT 1100 | Principles of Accounting, Part I | 3 |
| ORNT 1000 | Freshman Seminar | 1 |
| ENGL 1030 | Business English | 3 |
| CPTR 1000 | Introduction to Computers | 2 |
| KYBD 1000 | Basic Keyboarding | 2 |
| KYBD 1110 | Introduction to Keyboarding | 3 |
| KYBD 1210 | Intermediate Keyboarding | 3 |
| HCOR 1120 | Basic Body Structure and Function | 2 |
| MACH 1350 | Introduction to Machine Transcription | 2 |
| MAST 2110 | Medical Transcription | 3 |
| MEDL 1300 | Medical Terminology | 3 |
| MAST 1230 | Insurance and Medical Coding | 2 |
| MAST 1210 | Administrative Procedures I | 4 |
| JOBS 2450 | Job Seeking Skills | 2 |
| CTS- Medical Office Assistant | | 35 |

NOTE: KYBD1000 can be challenged by qualified students on the approval of the academic advisor.

Students may opt to take one of the following electives: ISYS1450; CPTR1300; CPTR1310; OSYS2991; OSYS2992; OSYS2995; OSYS 2996

Course descriptions are available online at www.ltc.edu.
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Preparing for the
challenges of tomorrow.

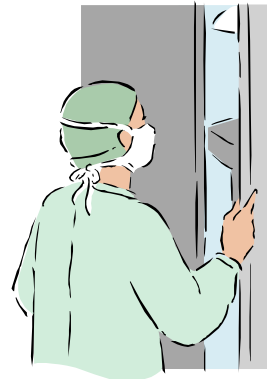
NURSE ASSISTANT

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

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

| Course Number | Course Title | Total Credit Hrs. |
|---------------|------------------------------------|-------------------|
| HNUR 1211 | Nursing Fundamentals I | 4 |
| HCOR 1212 | Skills Application | 1 |
| | TCA - Nurse Assistant | 5 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.



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 | Total Credit Hrs. |
|----------------------------------------------------|---------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| ACCT 1100 | Principles of Accounting, Part I | 3 |
| ENGL 1030 | Business English | 3 |
| CPTR 1000 | Introduction to Computers | 2 |
| KYBD 1000 | Basic Keyboarding | 2 |
| KYBD 1110 | Introduction to Keyboarding | 3 |
| | TCA - General Clerk | 14 |
| ACCT 1200 | Principles of Accounting, Part II | 3 |
| ENGL 1040 | Business Composition | 3 |
| KYBD 1210 | Intermediate Keyboarding | 3 |
| OSYS 1100 | Records Management | 3 |
| MATH 1050 | Business Math | 3 |
| ISYS1 450 | Basic Word Processing | 3 |
| | CTS - Office Assistant..... | 32 |
| CPTR 1300 | Introduction to Spreadsheets | 3 |
| CPTR 1310 | Introduction to Database Management | 3 |
| ENGL 1050 | Business Correspondence | 3 |
| ISYS1 550 | Advanced Word Processing | 3 |
| MACH 1350 | Introduction to Machine Transcription | 2 |
| ISYS 1650 | Desktop Publishing | 3 |
| OSYS 2530 | Office Procedures | 3 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | Approved Electives | 4 |
| | TD - Office Systems Technology | 58 |
| <i>General Education Courses Required For AAS:</i> | | |
| ENGL 1015 | English Composition I..... | 3 |
| MATH 1015 | College Algebra | 3 |
| PSYC 2015 | Introduction to Psychology | 3 |
| PHSC 1015 | Physical Science I..... | 3 |
| SPCH 1015 | Introduction to Public Speaking | 3 |
| | AAS Office Systems Technology | 73 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.



Microsoft Word
Microsoft Excel



AUTHORIZED TESTING CENTER

OUTDOOR POWER EQUIPMENT TECHNOLOGY*

The purpose of this program is to provide specialized classroom instruction and practical hands-on experience to prepare individuals to maintain and repair outdoor power equipment such as outboard motors, lawnmowers, chainsaws, motorcycles, rotary tillers, all-terrain vehicles, portable electric generators, compact diesel engines, and small garden tractors, as well as the use of technical manuals.

| Course Number | Course Title | Total Credit Hrs. |
|---------------|------------------------------------------------------|-------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| OPET 1111 | Occupational Introduction and Safety | 2 |
| OPET 1121 | Basic Tools and Repair Techniques | 2 |
| OPET 1131 | Shop Management | 3 |
| OPET 1141 | Engine Principles | 4 |
| OPET 1151 | Fuel Systems | 3 |
| | TCA – OPET Technician I | 15 |
| OPET 1161 | Engine Lubrication and Cooling Systems | 2 |
| OPET 1221 | Basic Electricity | 3 |
| OPET 1231 | Charging Systems | 3 |
| OPET 1241 | Ignition Systems | 3 |
| OPET 1251 | Starting Systems | 2 |
| OPET 1261 | Drive Train | 3 |
| JOBS 2450 | Job Seeking Skills | 2 |
| | CTS - OPET Technician II | 33 |
| CPTR 1000 | Introduction to Computers | 2 |
| OPET 1311 | Hydraulics and Brakes | 3 |
| OPET 1321 | Generators | 2 |
| OPET 1331 | Frames, Suspension, and Decks | 3 |
| OPET 1341 | Systems Troubleshooting | 4 |
| OPET 2111 | Outboard Engine Overhaul | 2 |
| OPET 2121 | Motorcycle Engine Overhaul | 2 |
| OPET 2131 | Lawn and Garden Engine Overhaul | 2 |
| OPET 2141 | All-Terrain Vehicle Engine Overhaul | 2 |
| OPET 2151 | Lawn and Garden Diesel Engine Overhaul | 2 |
| OPET 2161 | Personal Watercraft Engine Overhaul | 2 |
| | TD - Outdoor Power Equipment Technician | 59 |

*Prison program offered to inmates only

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.



PATIENT CARE TECHNICIAN

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

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

| Course Number | Course Title | Total Credit Hrs. |
|---------------|-------------------------------------------------|-------------------|
| HNUR 1211 | Nursing Fundamentals I | 4 |
| HCOR 1212 | Skills Application | 1 |
| | TCA – CIP 511614 - Nurse Assistant | 5 |
| HCOR 1120 | Basic Body Structure and Function | 2 |
| CPTR 1000 | Introduction to Computers | 2 |
| MAST 1210 | Administrative Procedures I | 4 |
| HEKG 1011 | EKG Procedures | 3 |
| HMDT 1170 | Medical Terminology | 1 |
| | TCA – EKG Skills | 12 |
| HPHL 1011 | Phlebotomy Principles | 3 |
| HPHL 1022 | Phlebotomy Procedures/Skills | 6 |
| HCOR 1160 | Professionalism for Healthcare Providers | 1 |
| | TCA - Phlebotomy Skills | 10 |
| | CTS - Patient Care Technician | 27 |

Course descriptions are available online at www.ltc.edu.
Click Programs & Curricula, click on the program then click the course number.



PHLEBOTOMY

This program prepares individuals to obtain blood specimens by venipuncture, capillary collection, and micro-collection techniques. They collect and transport laboratory specimens and administer certain tests and are trained to work as laboratory and mortician assistants. Phlebotomists may be employed in private or large group physicians' offices, clinics, hospitals, private laboratories, and as coroner/mortician assistants. The program consists of classroom/lab instruction and supervised/preceptor clinical activities. **Prior to clinical, the student must present a current CPR card for Basic Life Support for Health Care Providers.**

Upon completion of this competency-based program, students are eligible to take the national certification exam from the American Society of Phlebotomy Technicians, Inc.

| Course Number | Course Title | Total Credit Hrs. |
|---------------|------------------------------------------------|-------------------|
| HCOR 1110 | Introduction to Health Care | 1 |
| HPHL 1011 | Phlebotomy Principles | 3 |
| HMDT 1170 | Medical Terminology | 1 |
| HPHL 1022 | Phlebotomy Procedures/Skills | 6 |
| HCOR 1160 | Professionalism for Healthcare Providers | 1 |
| HCOR 1120 | Basic Body Structure and Function | 2 |
| | TCA - Phlebotomy Skills | 14 |

Course descriptions are available online at www.ltc.edu.
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PRACTICAL NURSING

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

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

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

| Number | Course Title | Total Credit Hrs. |
|-----------------------------------------------------------------------------|-------------------------------------------------------|----------------------|
| <i>Pre-Requisite Courses: May Be Exempted Based On Entrance Test Scores</i> | | |
| AHSC 1000 | Allied Health Science | 3 |
| AHMA 1000 | Allied Health Math | 3 |
| AHRE 1000 | Allied Health Reading | 3 |
| AHEN 1000 | Allied Health English | 3 |
| ORNT 1000 | Freshman Seminar | 1 |
| <i>Required Practical Nursing Courses:</i> | | |
| HNUR 1211 | Nursing Fundamentals I | 4 |
| HNUR 1212 | Geriatric Clinical I | 1 |
| HNUR 1300 | Anatomy and Physiology for Healthcare Providers | 5 |
| HNUR 1330 | Nutrition and Diet Therapy | 2 |
| HNUR 1340 | Practical Nursing Concepts | 2 |
| HNUR 1351 | Introduction to Pharmacology | 2 |
| HNUR 1360 | Geriatric Nursing I | 1 |
| HNUR 1411 | Nursing Fundamentals II | 3 |
| HNUR 1460 | Advanced Pharmacology | 2 |
| HNUR 2110 | Medical/Surgical Nursing I | 5 |
| HNUR 2112 | Medical/Surgical Clinical I | 2 |
| HNUR 2120 | Medical/Surgical Nursing II..... | 5 |
| HNUR 2122 | Medical/Surgical Clinical II | 2 |
| HNUR 2130 | Medical/Surgical Nursing III | 5 |
| HNUR 2132 | Medical/Surgical Clinical III | 2 |
| HNUR 2220 | Maternal/Neonate Nursing | 2 |
| HNUR 2222 | Maternal/Neonate Clinical | 1 |
| HNUR 2230 | Pediatric Nursing | 2 |
| HNUR 2232 | Pediatric Clinical | 1 |
| HNUR 2530 | Mental Health Nursing | 2 |
| HNUR 2532 | Mental Health Clinical | 1 |
| HNUR 2611 | IV Therapy..... | 1 |
| HNUR 2640 | Professionalism for Practical Nursing | 1 |
| HNUR 2650 | Geriatric Nursing II | 1 |
| HNUR 2652 | Geriatric Clinical II..... | 1 |
| | TD - Practical Nursing | 56 |

Course descriptions are available online at www.ltc.edu.
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UPHOLSTERY TECHNOLOGY*

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

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

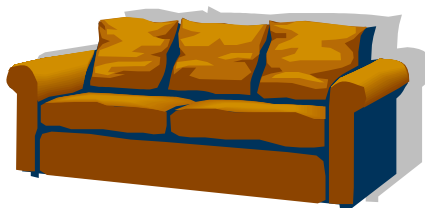
In the vehicle upholstery course, instruction includes installing auto headliners, fitting truck tonneau covers, upholstering seats, door panels, arm rests, and other advanced vehicle jobs.

| Number | Course Title | Total Credit Hrs. |
|-----------|-------------------------------------------------------------------------------------------------------|----------------------|
| ORNT 1000 | Freshman Seminar | 1 |
| UPHO 1000 | General Shop Safety | 2 |
| UPHO 1011 | Upholstery Techniques | 6 |
| UPHO 1021 | Upholstery Benchwork | 2 |
| CPTR 1000 | Introduction to Computers | 2 |
| | TCA - Upholstery Assistant | 13 |
| | <i>NOTE: TCA coupled with one additional grouping of courses below will lead to the CTS indicated</i> | |
| UPHO 1031 | Introduction to Furniture Techniques | 6 |
| UPHO 1041 | Basic Furniture Techniques I | 2 |
| UPHO 1051 | Basic Furniture Techniques II..... | 6 |
| UPHO 1061 | Basic Furniture Techniques III..... | 2 |
| | CTS - Furniture Technician I | 29 |
| UPHO 2001 | Advanced Furniture Techniques I | 6 |
| UPHO 2011 | Advanced Furniture Techniques II | 2 |
| UPHO 2021 | Advanced Furniture Techniques III | 4 |
| UPHO 2031 | Advanced Furniture Techniques IV | 2 |
| | CTS - Furniture Technician II | 27 |
| UPHO 1030 | Shop Management | 1 |
| JOBS 2450 | Job Seeking Skills | 2 |
| UPHO 2101 | Vehicle Upholstery Techniques I | 5 |
| UPHO 2111 | Vehicle Upholstery Techniques II..... | 2 |
| | CTS - Vehicle Upholstery Technician | 23 |
| | TD - Upholstery Technician | 53 |

*Prison program offered to inmates only

Course descriptions are available online at www.ltc.edu.

Click Programs & Curricula, click on the program then click the course number.



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 completing this program, the student will have covered the skills designated by the American Welding Society and will be prepared to take the AWS Entry Level Welder test.

| Course Number | Course Title | Total Credit Hrs. |
|---------------|--------------|-------------------|
|---------------|--------------|-------------------|

The following program course listings and exit points are non-sequential and delivered depending on industry need and student selection. Courses are required to be taken only once if successfully completed to satisfy exit credentials. The advisor will assist in proper course sequencing to obtain exit credentials.

| | | |
|-------------------------------------------------------------------------------------------|--------------------------------------------------|-----------|
| WELD 1110 | Occupational Orientation & Safety | 3 |
| WELD 1120 | Basic Blueprint, Metallurgy & Weld Symbols | 3 |
| WELD 1130 | Welding Inspection & Testing | 2 |
| WELD 1140 | Electrical Fundamentals | 2 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1310 | Cutting Processes - CAC/PAC | 2 |
| WELD 1410 | SMAW - Basic Beads | 2 |
| WELD 1411 | SMAW - Fillet Weld | 3 |
| WELD 1412 | SMAW - V-Groove Bu/Gouge | 3 |
| WELD 2110 | FCAW - Basic Fillet Welds | 3 |
| WELD 2111 | FCAW - Groove Welds | 3 |
| WELD 2210 | GTAW - Basic Multi-Joint | 3 |
| WELD 2230 | GTAW - Aluminum Multi-Joint | 3 |
| WELD 2310 | GMAW - Basic Fillet Weld | 3 |
| WELD 2311 | GMAW - Groove Weld | 3 |
| CPTR 1000 | Introduction to Computers | 2 |
| JOBS 2450 | Job Seeking Skills | 2 |
| Program core totals | | 44 |
| Diploma requires program core plus a minimum of 16 credits of "required electives." | | 16 |
| TD - Welding | | 60 |

Required Electives:

SMAW Process:

| | | |
|-----------|--------------------------------------------------|---|
| WELD 1420 | SMAW - V-Groove Open | 4 |
| WELD 1510 | SMAW - Pipe 2g | 4 |
| WELD 1511 | SMAW - Pipe 5g | 4 |
| WELD 1512 | SMAW - Pipe 6g | 4 |
| WELD 1610 | SMAW Stainless Steel (SMAW-Ss) Multi-Joint | 4 |
| WELD 1620 | SMAW Stainless Steel (SMAW-Ss) 5g Pipe | 4 |
| WELD 1621 | SMAW Stainless Steel (SMAW-Ss) 2g Pipe | 4 |
| WELD 1622 | SMAW Stainless Steel (SMAW-Ss) 6g Pipe | 4 |

FCAW Process:

| | | |
|-----------|--------------------|---|
| WELD 2112 | FCAW Pipe 5g | 4 |
| WELD 2113 | FCAW Pipe 2g | 4 |
| WELD 2114 | FCAW Pipe 6g | 4 |

GTAW Process

| | | |
|-----------|----------------------------------------|---|
| WELD 2220 | GTAW Pipe 5g | 4 |
| WELD 2221 | GTAW Pipe 2g | 4 |
| WELD 2222 | GTAW Pipe 6g | 4 |
| WELD 2240 | GTAW Low Alloy (GTAW-La) 5g Pipe | 4 |
| WELD 2241 | GTAW Low Alloy (GTAW-La) 2g Pipe | 4 |
| WELD 2242 | GTAW Low Alloy (GTAW-La) 6g Pipe | 4 |

WELDING (cont.)

| | | |
|-----------|----------------------------------------------|---|
| WELD 2250 | GTAW Stainless Steel (GTAW-Ss) 5g Pipe | 4 |
| WELD 2251 | GTAW Stainless Steel (GTAW-Ss) 2g Pipe | 4 |
| WELD 2252 | GTAW Stainless Steel (GTAW-Ss) 6g Pipe | 4 |
| WELD 2260 | GTAW Aluminum (GTAW-Al) 5g Pipe | 4 |
| WELD 2261 | GTAW Aluminum (GTAW-Al) 2g Pipe | 4 |
| WELD 2262 | GTAW Aluminum (GTAW-Al) 6g Pipe | 4 |
| | <i>GMAW Process:</i> | |
| WELD 2320 | GMAW - Pipe 2g | 4 |
| WELD 2321 | GMAW - Pipe 5g | 4 |
| WELD 2322 | GMAW - Pipe 6g | 4 |
| WELD 2330 | GMAW - Aluminum Multi-Joint | 4 |
| WELD 2340 | GMAW Aluminum (GMAW-Al) 5g Pipe | 4 |
| WELD 2341 | GMAW Aluminum (GMAW-Al) 2g Pipe | 4 |
| WELD 2342 | GMAW Aluminum (GMAW-Al) 6g Pipe | 4 |
| | <i>Advanced Procedures:</i> | |
| WELD 1121 | Advanced Blueprint Reading | 4 |
| WELD 2410 | Automated Welding Processes | 3 |
| WELD 2420 | Construction Procedures I | 2 |
| WELD 2421 | Construction Procedures II | 2 |
| WELD 2422 | Construction Procedures III | 2 |
| WELD 2423 | Construction Procedures IV | 2 |
| WELD 2430 | Maintenance Procedures I | 2 |
| WELD 2431 | Maintenance Procedures II | 2 |
| WELD 2432 | Maintenance Procedures III | 2 |
| WELD 2433 | Maintenance Procedures IV | 2 |
| WELD 2440 | Manufacturing Procedures I | 2 |
| WELD 2441 | Manufacturing Procedures II | 2 |
| WELD 2442 | Manufacturing Procedures III | 2 |
| WELD 2443 | Manufacturing Procedures IV | 2 |
| WELD 2450 | Marine Procedures I | 2 |
| WELD 2451 | Marine Procedures II | 2 |
| WELD 2452 | Marine Procedures III | 2 |
| WELD 2453 | Marine Procedures IV | 2 |
| WELD 2460 | Piping Procedures I | 2 |
| WELD 2461 | Piping Procedures II | 2 |
| WELD 2462 | Piping Procedures III | 2 |
| WELD 2463 | Piping Procedures IV | 2 |
| WELD 2470 | Pressure Vessel Procedures I | 2 |
| WELD 2471 | Pressure Vessel Procedures II | 2 |
| WELD 2472 | Pressure Vessel Procedures III | 2 |
| WELD 2473 | Pressure Vessel Procedures IV | 2 |
| WELD 2480 | Shipbuilding Procedures I | 2 |
| WELD 2481 | Shipbuilding Procedures II | 2 |
| WELD 2482 | Shipbuilding Procedures III | 2 |
| WELD 2483 | Shipbuilding Procedures IV | 2 |
| WELD 2490 | Structural Procedures I | 2 |
| WELD 2491 | Structural Procedures II | 2 |
| WELD 2492 | Structural Procedures III | 2 |
| WELD 2493 | Structural Procedures IV | 2 |
| | <i>Approved Electives:</i> | |
| WELD 2883 | Basic Skills Evaluation | 1 |
| WELD 2885 | Advanced Skills Evaluation | 1 |
| WELD 2893 | SMAW Certification Preparation | 3 |

WELDING (cont.)

| | | |
|-----------|----------------------------------------------------------------------|-----------|
| WELD 2895 | FCAW Certification Preparation | 3 |
| WELD 2897 | GTAW Certification Preparation | 3 |
| WELD 2899 | GMAW Certification Preparation | 3 |
| WELD 2996 | Certification I | 4 |
| WELD 2997 | Practicum | 3 |
| WELD 2999 | Cooperative Education | 3 |
| WELD 2991 | Special Projects I | 1 |
| WELD 2993 | Special Projects II | 2 |
| WELD 2995 | Special Projects III | 3 |
| WELD 2992 | Special Projects IV | 2 |
| WELD 2994 | Special Projects V | 4 |
| WELD 2990 | Special Projects VI | 6 |
| | Certificate Exit Levels Are Below: | |
| WELD 1110 | Occupational Orientation & Safety | 3 |
| WELD 1140 | Electrical Fundamentals | 2 |
| | TCA - Welder Helper | 5 |
| WELD 1110 | Occupational Orientation & Safety | 3 |
| WELD 1210 | Oxyfuel Systems..... | 2 |
| | TCA - Thermal Cutter | 5 |
| WELD 1110 | Occupational Orientation & Safety | 3 |
| WELD 1140 | Electrical Fundamentals | 2 |
| WELD 1310 | Cutting Processes - CAC/PAC | 2 |
| | TCA - Arc Cutter | 7 |
| WELD 2883 | Basic Skills Evaluation | 1 |
| | or | |
| WELD 2885 | Advanced Skills Evaluation | 1 |
| WELD 1110 | Occupational Orientation & Safety | 3 |
| | PLUS – A Min. of 4 Credits from the List of Required Electives | 4 |
| | TCA - ARC Welder Skills Upgrade | 8 |
| WELD 1110 | Occupational Orientation & Safety | 3 |
| WELD 1120 | Basic Blueprint, Metallurgy & Weld Symbols | 3 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1410 | SMAW - Basic Beads | 2 |
| | TCA - Tack Welder/Fitter Helper | 10 |
| WELD 1110 | Occupational Orientation & Safety | 3 |
| WELD 1140 | Electrical Fundamentals | 2 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1410 | SMAW - Basic Beads | 2 |
| | PLUS -- Ay ONE Blow | 3 |
| WELD 1411 | SMAW - Fillet Weld | 3 |
| WELD 2110 | FCAW - Basic Fillet Welds | 3 |
| WELD 2210 | GTAW - Basic Multi-Joint | 3 |
| WELD 2310 | GMAW - Basic Fillet Weld | 3 |
| | TCA - Production Line Welder | 12 |
| WELD 1110 | Occupational Orientation & Safety | 3 |
| WELD 1140 | Electrical Fundamentals | 2 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1310 | Cutting Processes - CAC/PAC | 2 |
| WELD 1410 | SMAW - Basic Beads | 2 |
| | PLUS - Any ONE Advanced Procedures Course | 2 |
| | PLUS - 12 Credits From List Below | 12 |
| WELD 1411 | SMAW - Fillet Weld | 3 |
| WELD 1412 | SMAW - V-Groove Bu/Gouge | 3 |
| WELD 2110 | FCAW - Basic Fillet Welds | 3 |

WELDING (cont.)

| | | |
|-----------|-----------------------------------------------------------|-----------|
| WELD 2111 | FCAW - Groove Welds | 3 |
| WELD 2210 | GTAW - Basic Multi-Joint | 3 |
| WELD 2230 | GTAW - Aluminum Multi-Joint | 3 |
| WELD 2310 | GMAW - Basic Fillet Weld | 3 |
| WELD 2311 | GMAW - Groove Weld | 3 |
| | CTS - Production Line Welder II | 25 |
| WELD 1110 | Occupational Orientation & Safety | 3 |
| WELD 1140 | Electrical Fundamentals | 2 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1410 | SMAW - Basic Beads | 2 |
| WELD 2110 | FCAW - Basic Fillet Welds | 3 |
| WELD 2480 | Shipbuilding Procedures I | 2 |
| WELD 1130 | Welding Inspection & Testing | 2 |
| WELD 1411 | SMAW - Fillet Weld | 3 |
| WELD 1310 | Cutting Processes - CAC/PAC | 2 |
| WELD 2111 | FCAW - Groove Welds | 3 |
| WELD 2481 | Shipbuilding Procedures II | 2 |
| | CTS - Production Line Welder - Shipbuilding | 26 |
| WELD 1110 | Occupational Orientation & Safety | 3 |
| WELD 1140 | Electrical Fundamentals | 2 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1310 | Cutting Processes - CAC/PAC | 2 |
| WELD 2210 | GTAW - Basic Multi-Joint | 3 |
| | PLUS ANY 3 Courses from the GTAW Required Electives | 12 |
| | CTS - Arc Welder - GTAW | 24 |
| WELD 1110 | Occupational Orientation & Safety | 3 |
| WELD 1140 | Electrical Fundamentals | 2 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1310 | Cutting Processes - CAC/PAC | 2 |
| WELD 2310 | GMAW - Basic Fillet Weld | 3 |
| WELD 2311 | GMAW - Groove Weld | 3 |
| | PLUS ANY 3 Courses from the GMAW Required Electives | 12 |
| | CTS - ARC Welder - GMAW | 27 |
| WELD 1110 | Occupational Orientation & Safety | 3 |
| WELD 1140 | Electrical Fundamentals | 2 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1310 | Cutting Processes - CAC/PAC | 2 |
| WELD 2110 | FCAW - Basic Fillet Welds | 3 |
| WELD 2111 | FCAW - Groove Welds | 3 |
| | PLUS ANY 3 Courses from the FCAW Required Electives | 12 |
| | CTS - ARC Welder - FCAW | 27 |
| WELD 1110 | Occupational Orientation & Safety | 3 |
| WELD 1140 | Electrical Fundamentals | 2 |
| WELD 1210 | Oxyfuel Systems | 2 |
| WELD 1310 | Cutting Processes - CAC/PAC | 2 |
| WELD 1410 | SMAW - Basic Beads | 2 |
| WELD 1411 | SMAW - Fillet Weld | 3 |
| WELD 1412 | SMAW - V-Groove Bu/Gouge | 3 |
| WELD 1420 | SMAW - V-Groove Open | 4 |
| | PLUS ANY 3 Courses from the SMAW Required Electives | 12 |
| | CTS - ARC Welder - SMAW | 33 |

Course descriptions are available online at www.ltc.edu.
 Click Programs & Curricula, click on the program then click the course number.

Campus Personnel

Region II Administration

| | |
|-----------------------------------------------------------|----------------------------------------|
| McDaniel, Kay | Regional Director |
| <i>Ph.D., Louisiana State University</i> | |
| Hitchcock, Lynn | Chief Academic Officer/Student Affairs |
| <i>M.S., Louisiana State University</i> | |
| Lewis, Brandon..... | Chief Business Officer |
| <i>B.S., Southeastern Louisiana University</i> | |
| Verbois, Eric | Chief IT Officer |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Williams, LeMoyne | Chief Workforce Development Officer |
| <i>B.S., Xavier University</i> | |

BR Tech Faculty

| | |
|-----------------------------------------------------------------------|-------------------------------------------|
| Aguillard, Amber | Care and Development of Young Children |
| <i>M.S., Louisiana State University</i> | |
| Anderson, Wanda | Academic Support |
| <i>M.S., Southern University</i> | |
| Blackwell, Purvis..... | Information and Communications Technology |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Boone, Dennis..... | Welding |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Boudreaux, Wilfred..... | Information and Communications Technology |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Bourgeois, Philip..... | Automotive Technology |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Brinkley, William | Industrial Machine Shop |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Brown, Norman | Department Head, Graphic Communications |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Bryant, Roselynde | Practical Nursing |
| <i>B.S.N., Southern University</i> | |
| Case, Andrew..... | Drafting and Design Technology |
| <i>A.A.S., Copiah-Lincoln Community College</i> | |
| Dempsey, Jan | Practical Nursing |
| <i>B.S.N., Brigham Young University</i> | |
| Cupit, Glenn..... | IWP Instructor, Automotive Technology |
| <i>H.S. Diploma, ASE Master Technician, Mechanical and Body/Paint</i> | |
| Dulantier, Suzie | Academic Support |
| <i>B.S., Louisiana State University</i> | |
| Dupre, Ted..... | Practical Nursing |
| <i>M.S.N., Southern University</i> | |
| Duvic, Martin..... | Automotive Technology |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Fields, Geraldine | Practical Nursing |
| <i>R.N. Diploma, Charity Hospital School of Nursing</i> | |
| French, Jean..... | Culinary Arts and Occupations |
| <i>Diploma, Louisiana Technical College, Baton Rouge Campus</i> | |
| Gordon, Carlton..... | Air Conditioning & Refrigeration |
| <i>Diploma, Louisiana Technical College, Baton Rouge Campus</i> | |

Campus Personnel

| | |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Grigg, Sue | Department Head, Information and Communications Technology <i>A.A.T., Louisiana Technical College, Sowela Campus</i> |
| Hall, Cheryl..... | Department Head, Accounting Technology/Office Systems Technology <i>M.B.A., Louisiana State University, Shreveport Campus</i> |
| Jarrell, Loretta | Accounting Technology/Office Systems Technology <i>B.S. Degree, Southern University</i> |
| Johnson, Linda..... | Practical Nursing <i>B.S., University of Alabama</i> |
| Leonards, Myrtis..... | Practical Nursing <i>B.S., McNeese State University</i> |
| Linder, Barbara | Department Head, Academic Support <i>B.S., Louisiana State University</i> |
| Lucas, Hilda..... | Practical Nursing <i>B.S., Southern University</i> |
| Marks, Gwendolyn | Department Head, Care and Development of Young Children <i>M.Ed., Plus 30, Xavier University</i> |
| Pacas, Beverly | Department Head, Practical Nursing <i>R.N. Diploma, Mercy Hospital School of Nursing</i> |
| Passman, Jennifer | Information and Communications Technology <i>Diploma, Louisiana Technical College, BR Tech</i> |
| Pourciau, Paulette..... | Practical Nursing <i>Diploma, Our Lady of the Lake College</i> |
| Smith, Carol..... | Accounting Technology/Office Systems Technology <i>M.Ed., Southeastern Louisiana University</i> |
| Street, Angela..... | Graphic Communications <i>A.A.T., Louisiana Technical College, Sowela Campus</i> |
| Travazos, Michael | Department Head, Culinary Arts and Occupations <i>B.A., Louisiana State University</i> |
| Waguespack, Leroy | Information and Communications Technology <i>A.A.T., Louisiana Technical College, Sowela Campus</i> |
| Williams, Darnell..... | Drafting and Design Technology <i>A.A.T., CBM Technical College</i> |
| Younger, Mary Pat | Accounting Technology/Office Systems Technology <i>M.S., Louisiana State University</i> |

BR Tech Staff

| | |
|------------------------|------------------------------------------------|
| Batiste, Elnora | Custodian II |
| Beckman, Phyllis..... | Associate Chief Academic Officer |
| Bienemy, Steven | Maintenance Repairer II |
| Brinkley, Buffy | Registrar/Records Officer |
| Brown, Tammy..... | Chief Development and Public Relations Officer |
| Bunch, Cheryl..... | Restricted Funds Accountant |
| Byrnum, Kiara | Specialist |
| Clark, William | Police Officer I |
| Cornelius, Bettye..... | Administrative Coordinator II |
| Crook, Laura | Accountant Supervisor II |
| Dorsey, Yvonne..... | Industrial Coordinator |
| Elgin, Margaret..... | Human Resources Manager |
| Foreman, Florence..... | Restricted Funds Accountant |
| Foster, Morris | Custodian II |
| Gassen, Mike | Facilities & Project Manager |
| Gueho, Cindy | Accounting Specialist II |
| Hatfield, Ruth..... | Paraeducator |
| Helm, Darlene | Procurement Specialist II |
| King, Elizabeth | Asst. Dir. Advising, Cns. & Testing |

Campus Personnel

| | |
|------------------|---------------------------------------------------------|
| Lampton, Lloyd | Police Sergeant |
| Lee, Shirley | Accounting Clerk |
| Miller, Enola | Admissions Officer |
| Morgan, Pamela | Administrative Assistant IV |
| Neal, Katrice | Paraeducator |
| Nichols, Walter | Corrections Coordinator/Industry Skills Department Head |
| Pryer, Lillie | Accounting Specialist II |
| Reilman, Candice | Financial Aid Manager |
| Ricard, Mark | HVAC Control Technician Master |
| Schupbach, Shawn | Human Resources Manager |
| Tassin, Becky | IWTP Coordinator |
| Turner, Joseph | Custodian II |
| Vignes, Mark | Facilities & Property Manager |
| Villa, Peter | Specialist |
| Vu, Dat | Interpreter |
| Warren, John | System Administrator |
| Williams, Brian | Paraeducator |
| Young, Woodrow | Maintenance Repairer Master |

Frazier Faculty

| | |
|-----------------------------------------------------------|----------------|
| Tanios, LaTonya | Cosmetology |
| <i>B.A., Southern University</i> | |
| Washington, Ella | Barber-Styling |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |

Port Allen Faculty

| | |
|-----------------------------------------------------------------------|-----------------------|
| Brown, Percy | Automotive Technology |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Cupit, Glenn | Automotive Technology |
| <i>H.S. Diploma, ASE Master Technician, Mechanical and Body/Paint</i> | |
| Johnson, Cary | Welding |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Weems, Shari | Nurse Assistant |
| <i>B.S.N., Southern University</i> | |

Port Allen Staff

| | |
|---------------|--------------------------|
| Cline, Delano | Project Coordinator |
| Davis, Carol | Administrative Assistant |
| Henry, Alvin | Maintenance Repairer II |

Folkes Faculty

| | |
|-----------------------------------------------------------|------------------|
| Adams, Donald | Welding |
| <i>High School Diploma working on AAS Degree</i> | |
| Bajoie, Lawrence | Collision Repair |
| <i>High School Diploma working on AAS Degree</i> | |
| Barnardez, Marcus | Horticulture |
| <i>B.S. Degree, Southern University</i> | |
| Bourgeois, Lee | Upholstery |
| <i>High School Diploma working on AAS Degree</i> | |
| Collins, Lestly | Welding |
| <i>High School Diploma working on AAS Degree</i> | |
| Crawford, Allen | Carpentry |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |

Campus Personnel

| | |
|----------------------------------------------------------------------|-------------------------------------------------|
| Delee, Dewey..... | Horticulture |
| <i>High School Diploma working on AAS Degree</i> | |
| Dixon, Albert..... | Masonry |
| <i>High School Diploma working on AAS Degree</i> | |
| Douglas, Michael..... | Culinary Arts |
| <i>B.S. Degree, Louisiana State University</i> | |
| Dukes, David..... | Automotive Technology |
| <i>A.S., New Orleans General Automotive School</i> | |
| Fulmer, Kenneth Jr..... | Automotive Technology |
| <i>High School Diploma working on AAS Degree</i> | |
| Green, Joseph..... | Welding |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Greer, Willie..... | Welding |
| <i>High School Diploma working on AAS Degree</i> | |
| Haulard, Edgar..... | Carpentry |
| <i>M. S. Degree, Louisiana State University</i> | |
| Howard-Harris, Karen..... | Office Systems Technology |
| <i>M.S. Degree, Southern University</i> | |
| Irvine, Elizabeth..... | Culinary |
| <i>B.S. Degree, Southern University</i> | |
| Kennedy, David..... | Automotive Technician |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Kerr, William..... | Carpentry |
| <i>High School Diploma working on AAS Degree</i> | |
| LeBlanc, Chad..... | Outdoor Power Equipment |
| <i>High School Diploma working on AAS Degree</i> | |
| Lejeune, Russell..... | Computer Electronics Technology |
| <i>High School Diploma working on AAS Degree</i> | |
| Patrick, Joseph..... | Graphics Communications |
| <i>A.A.S., Art Institute of Houston</i> | |
| Porter, Edward..... | Air Conditioning & Refrigeration |
| <i>M.S. Degree, Southern University</i> | |
| Stafford, Mildred..... | Practical Nursing |
| <i>M.A., Dillard University</i> | |
| Striggs, Nancy..... | Developmental Studies |
| <i>B.S., Southern University</i> | |
| Terrell, Richard..... | Accounting Technology/Office Systems Technology |
| <i>B.S., Southern University</i> | |
| Trosclair, Austin..... | Building Technology Specialist |
| <i>B.S., New Orleans Theological Seminar/Christian Bible College</i> | |
| Watson, Gus..... | Horticulture |
| <i>B.S. Degree, Louisiana State University</i> | |
| Williams, Martha..... | Office Systems Technology |
| <i>M.S. Degree, Peppedine University</i> | |
| Wynn, James..... | Communications Electronics |
| <i>Ph.D. Degree, Louisiana State University</i> | |

Folkes Staff

| | |
|----------------------|--------------------------------|
| Howard, Scott..... | Maintenance Repairer II |
| Profit, Loretta..... | Administrative Coordinator III |
| Womack, Dildred..... | Campus Coordinator |

Campus Personnel

Jumonville Faculty

| | |
|------------------------------------------------------------------------|-------------------------------------------------|
| Bailey, Debra | Patient Care Technician |
| <i>Technical Diploma, Louisiana Technical College, Westside Campus</i> | |
| Cador, Barvon | Practical Nursing |
| <i>M.A., Bellevue University</i> | |
| Chenevert, Clayton..... | Developmental Studies |
| <i>B.S., Louisiana State University</i> | |
| Ducote, Warren | Carpentry |
| <i>A.A.T., Louisiana Technical College, Sowela Campus</i> | |
| Givens, Belvin..... | Accounting Technology/Office Systems Technology |
| <i>MEd., Southern University</i> | |
| Johnson, Jenine | Cosmetology |
| <i>Diploma, LA State Board of Cosmetology, Master Instructor</i> | |
| Lewis, Latasha..... | Practical Nursing |
| <i>B.S., Southern University</i> | |
| Roberts, Barbara | Accounting Technology/Office Systems Technology |
| <i>B.A., Louisiana State University</i> | |

Jumonville Staff

| | |
|----------------------------|------------------------------------|
| Amy Davis | Campus Dean, SPSO |
| Davis, Sheila..... | Administrative Services Officer II |
| Gremillion, Danielle | Financial Aid Officer |
| Ross, Terrell | Custodian II |

Westside Faculty

| | |
|----------------------------------------------------------|-------------------------------------------------------|
| Burton, Delma | Office Systems Technology/Campus Facility Coordinator |
| <i>M.Ed., Southern University</i> | |
| Cade, John | Developmental Studies |
| <i>M.Ed., Southern University</i> | |
| Floyd, Rachel..... | Medical Assistant |
| <i>LPN Diploma, Delta College of Arts and Technology</i> | |
| Henderson, Charlene | Information and Communications Technology |
| <i>B.S., University of Lafayette</i> | |
| Killough, T. Camille..... | Practical Nursing |
| <i>B.S.N., University of Incarnate Word</i> | |
| McCoy, Dorothy..... | Practical Nursing |
| <i>R.N. Diploma, Our Lady of the Lake College</i> | |

Westside Staff

| | |
|---------------------|------------------------------------|
| Pierce, Rose | Administrative Services Officer II |
| Stewart, Mary | Campus Coordinator |
| Williams, Lee | Maintenance Repairer I |

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