



Baton Rouge Community College
CATALOG 2006-2008





imagine what **you** can do!



Catalog 2006 - 2008

Baton Rouge Community College
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www.mybrcc.edu

CATALOG POLICY

This catalog is designed to provide students with vital information about Baton Rouge Community College. Each student is responsible for knowing the information appearing in this catalog. Failure to read the regulations is not an excuse for noncompliance.

Rules and regulations described in this catalog have been adopted by the faculty and administration. Should a student find that extenuating circumstances might justify the waiver of a particular college regulation, the student may file a petition with the Vice Chancellor of Student Affairs in accordance with established procedures.

This catalog is not intended to be a complete statement of all procedures, policies, rules, and regulations. The college reserves the right to change, without notice, any academic or other requirements, course offerings, content, programs, procedures, rules and regulations or fees as needed. The provisions of the catalog are not to be regarded as an irrevocable contract between the student and the college. However, students are governed by the catalog in effect at the time of their admission to the college.



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Chancellor's Message



Myrtle E. B. Dorsey, Ph.D.
Chancellor

*Imagine what **you can do*** fosters pride in everyone who is affiliated with Baton Rouge Community College.

You can represents a collaborative effort of support from students, faculty, and staff, to community partners, and business and industry that positively impacts our economic environment as well as that of the entire State of Louisiana.

The BRCC Foundation Board sends a clear message that **you can** support the college's mission by providing scholarships and stewardships for students that will help them attain their educational goals. The Foundation has aggressively sought out professorships to support our core business, teaching and learning.

You can is the approach we take to improve communication internally and externally. It is the way we think when we perform our tasks. It is what drives us as we strategically plan for years to come. Our state-of-the-art facilities and cutting-edge technology says **you can** by meeting the growing educational needs of our community.

You can comes from faculty members who challenge students to achieve their fullest potential in the classroom. **You can** is what staff members tell the stakeholder – the student - who needs direction behind the scenes to get started. **You can** is what our advisors tell students when they want to advance in their current career, get personal attention, or even change their lives. **You can** is what students tell their peers who face obstacles, who work several jobs, who have a families, and go to school, and who want to broaden their horizons.

You can set your goals. **You can** make it happen and happen now.

We welcome you to Baton Rouge Community College.

imagine what **you can do!**



Our Mission

Baton Rouge Community College is an open admissions, two-year, post-secondary public institution designed to be accessible, affordable, and of high educational quality. The mission of Baton Rouge Community College is to offer collegiate and career education through comprehensive curricula allowing for the transfer to four-year colleges and universities; community education programs and services; lifelong learning; developmental education; distance learning; and workforce and continuing education programs. The variety of offerings will prepare students to enter the job market, to enhance personal and professional growth, or to change occupations through training and retraining. The curricula offerings shall include courses and programs leading to transfer credits, certificates, and associate degrees.

Our Vision

Baton Rouge Community College aspires to be the leader in providing world class educational opportunities for our community. WORLD CLASS is

- Excellence in teaching,
- Access for all, and
- A sustaining resource for the economic development for the state of Louisiana.

Our Values

Baton Rouge Community College is committed to the following values:

Integrity

- Promote the highest level of ethical behavior and professionalism.
- Commit to a sense of honesty and fairness.

Diversity/Respect

- Acknowledge the dignity, the equality and the value of every individual.
- Encourage individual differences of opinions, thoughts, and ideas.

Teamwork/Responsibility

- Promote excellence and quality in programs and services.
- Provide opportunities to work together to further excellence, efficiency and growth.

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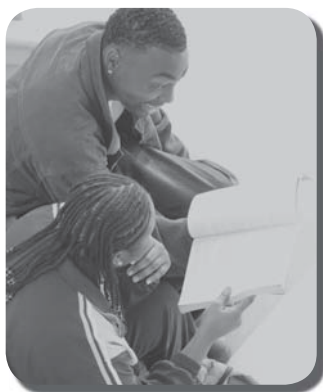
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Academic Calendar



Fall Semester 2006

(August 21 – December 15)

AUGUST

Payment due date.....**August 2** **Wed**
1st Cancellation of classes for nonpayment August 2.....Wed
2nd Cancellation of classes for nonpayment August 9.....Wed
Daily cancellation of classes for nonpayment..... August 14-19.....Mon-Sat
Late enrollment begins (Late fee assessed).....**August 16-19** **Wed-Sat**
College remains open for 24-hour registration**August 18-19** **Fri-Sat (noon)**
Last day to enroll for Fall Semester and 1st 8-Week Semester . August 19.....Sat (noon)
100% refund for classes dropped August 19.....Sat (noon)
CLASSES BEGIN FOR FALL SEMESTER and 1st 8-WEEK SEMESTER..... **August 21** **Mon**
75% refund for classes dropped August 21-22.....Mon-Tue
50% refund for classes dropped August 23-25..... Wed – Fri
Final date to add/drop classes.....August 28..... Mon
Withdrawal period August 29–November 17.....Tue-Fri

SEPTEMBER

College closed for Labor Day holiday**September 4** **Mon**

OCTOBER

Mid-semester examinations**October 7-13** **Sat – Fri**
Final date to apply for Fall Commencement**October 9** **Mon**
Last day to enroll in Fall 2nd 8-Week Semester.....**October 13** **Fri**
Mid-semester grades due.....October 16..... Mon (midnight)
CLASSES BEGIN FOR FALL 2nd 8-WEEK TERM**October 16** **Mon**

NOVEMBER

Enrollment for Spring and Summer Semester**November 6** **Mon**
begins for continuing students
Enrollment for Spring and Summer Semester**November 13** **Mon**
begins for new students
Thanksgiving holiday (students)November 22-25.....Wed– Sat
College closed for Thanksgiving holiday.....**November 23-25** **Thu – Sat**

DECEMBER

Classes end.....**December 8** **Fri**
Final examinations**December 9-15** **Sat - Fri**
Final grades due.....December 18..... Mon (midnight)
College closed for Winter Break **December 22-January 1** **Fri-Mon**

Fall 1st 8-Week Semester 2006

(August 21 – October 12)

AUGUST

Payment due date.....**August 2** **Wed**
1st Cancellation of classes for nonpayment..... August 2.....Wed
2nd Cancellation of classes for nonpayment..... August 9.....Wed
Daily cancellation of classes for nonpayment..... August 14-19.....Mon-Sat
Late enrollment begins (Late fee assessed).....**August 16-19** **Wed-Sat**
College remains open for 24-hour registration**August 18-19** **Fri-Sat (noon)**
Last day to enroll for Fall 1st 8-Week Semester **August 19** **Sat (noon)**
100% refund for classes dropped August 19..... Sat (noon)
CLASSES BEGIN FOR FALL 1ST 8-WEEK SEMESTER **August 21****Monday**
75% refund for classes dropped August 21-22.....Mon-Tue
50% refund for classes dropped August 23-26..... Wed-Sat
Final date to add/drop classes.....August 23.....Wed
Withdrawal period August 28–September 25..... Mon-Fri

SEPTEMBER

College closed for Labor Day holiday**September 4** **Mon**

OCTOBER

Final day to apply for Fall Graduation **October 9** **Mon**
Classes end.....**October 10** **Tue**
Final examinations **October 11-12** **Wed-Thu**
Final grades due.....October 16..... Mon (midnight)

Fall 2nd 8-Week Semester 2006

(October 16 – December 14)

AUGUST

Payment due date.....**August 2** **Wed**
1st Cancellation of classes for nonpayment..... August 2.....Wed
2nd Cancellation of classes for nonpayment..... August 9.....Wed

SEPTEMBER

College closed for Labor Day holiday**September 4** **Mon**

OCTOBER

Daily cancellation of classes for nonpayment..... October 11-13..... Wed-Fri
Late enrollment begins (Late fee assessed)..... October 11-13..... Wed-Fri
Last day to enroll for Fall 2nd 8-Week Semester**October 13** **Fri**
100% refund for classes dropped October 13..... Fri
CLASSES BEGIN FOR FALL 2ND 8-WEEK SEMESTER**October 16** **Mon**
75% refund for classes dropped October 16-17..... Mon-Tue
50% refund for classes dropped October 18-20..... Wed-Fri
Final date to add/drop classes.....October 18.....Wed
Withdrawal period October 19–November 17..... Thu-Fri

NOVEMBER

Thanksgiving holiday (students)November 22–25 Wed– Sat
College closed for Thanksgiving holidayNovember 23–25 Thu – Sat

DECEMBER

Classes end December 8 Fri
Final examinationsDecember 9-15 Sat – Fri
Final grades due..... December 18..... Mon (midnight)
College closed for Winter Break December 22-January 1 Fri-Mon

Spring Semester 2007

(January 16-May 18)

JANUARY

Payment due date..... January 3 Wed
Cancellation of classes for nonpaymentJanuary 3Wed
College remains open for 24-hour registrationJanuary 5-6 Fri-Sat (noon)
Daily cancellation of classes for nonpayment..... January 8-12 Mon-Fri
Late enrollment begins (Late fee assessed)..... January 10-12Wed-Fri
Last day to enroll for Spring Semester January 12 Fri
100% refund for classes dropped January 12Fri
College closed for Martin Luther King Day holiday January 15 Mon
CLASSES BEGIN FOR SPRING SEMESTER and January 16Tue
FIRST 8-WEEK SEMESTER
75% refund for classes droppedJanuary 16-17Tue-Wed
50% refund for classes droppedJanuary 18-22 Thu-Mon
Final date to add/drop classes..... January 23 Tue
Withdrawal period January 23-April 13 Tue-Fri

FEBRUARY

Mardi Gras holiday (students).....February 19-February 21 Mon-Wed
College closed for Mardi Gras holiday February 20Tue

MARCH

Final day to apply for May Commencement..... March 5 Mon
Mid-semester examinations March 10-16Sat-Fri
Mid-semester grades due.....March 19 Mon (midnight)
CLASSES BEGIN FOR SPRING 2nd 8-WEEK SEMESTER March 19 Mon

APRIL

Spring Break (students) April 2-7 Mon-Sat
College closed for Good Friday holiday April 6 Fri
Enrollment for Fall semester begins for continuing students. April 23 Mon
Enrollment for Fall semester begins for new students..... April 30 Mon

MAY

Classes end..... **May 11** **Fri**
Final examinations **May 12-18** **Sat-Fri**
Commencement..... **May 18** **Fri**
Final grades due.....May 21 Mon (midnight)

Spring 1st 8-Week Semester 2007

(January 16 – March 13)

January

Payment due date.....**January 3** **Wed**
Cancellation of classes for non-payment..... January 3Wed
College remains open for 24 hour registration**January 5-6** **Fri-Sat (noon)**
Daily cancellation of classes for non-paymentJanuary 8-12 Mon-Fri
Late enrollment begins (Late fee assessed)..... **January 10-12****Wed-Fri**
Last day to enroll for Spring 1st 8-Week Semester **January 12** **Fri**
100% refund for classes dropped January 12.....Fri
College closed for Martin Luther King Day holiday **January 15** **Mon**
CLASSES BEGIN FOR SPRING 1ST 8-WEEKS SEMESTER . **January 16** **Tues**
75% refund for classes droppedJanuary 16-17Tue-Wed
50% refund for classes droppedJanuary 18-22..... Thu-Mon
Final date to add/drop classes..... January 18.....Thu
Withdrawal period January 23 – February 16..... Tue – Fri

February

Mardi Gras holiday (students).....February 19 -21Mon-Wed
College closed for Mardi Gras holiday **February 20****Tue**

March

Final day to apply for May Commencement..... **March 5** **Mon**
Classes end..... **March 13** **Tues**
Final examinations **March 14-15** **Wed-Thu**
Final grades due.....March 19..... Mon (midnight)

Spring 2nd 8-Week Semester 2007

(March 19-May 18)

February

Payment due date.....**February 28** **Wed**
Cancellation of classes for non-payment.....February 28Wed

March

Daily cancellation of classes for non-payment March 14-16..... Wed-Fri
Late enrollment begins (Late fee assessed) March 14-16..... Wed-Fri
Last day to enroll for Spring 2nd 8-Week Semester **March 16** **Fri**
100% refund for classes dropped.....March 16.....Fri

CLASSES BEGIN FOR SPRING 2ND 8-WEEKS SEMESTER ... March 19 Mon
 75% refund for classes dropped March 19-20 Mon-Tues
 50% refund for classes dropped March 21-23 Wed-Fri
 Final date to add/drop classes.....March 21Wed
 Withdrawal periodMarch 26-April 20 Mon-Fri

APRIL

Spring Break (students) April 2-7 Mon-Sat
College closed for Good Friday holiday April 6 Fri

MAY

Classes end..... May 11 Fri
Final examinations May 12-18Sat-Fri
Commencement..... May 18 Fri
 Final Grades due.....May 21 Mon (midnight)

Maymester 2007

(May 28-June 15)

MAY

Payment due date.....May 2 Wed
 Cancellation of classes for non-payment..... May 2Wed
 Daily cancellation of classes for non-payment May 23-25 Wed-Fri
Late enrollment begins (Late fee assessed)..... May 23-25Wed-Fri
Last day to enroll for Maymester..... May 25 Fri
 100% refund for classes droppedMay 25Fri
CLASSES BEGIN FOR MAYMESTER..... May 28 Mon
 75% refund for classes droppedMay 28 Mon
 50% refund for classes droppedMay 29 Tue
 Final date to add/drop classes.....May 29 Tue
 Withdrawal period May 30-June 6 Wed-Wed

JUNE

Classes end/Final examinationsJune 15 Fri
 Final grades due.....June 18 Mon (midnight)

Summer I Semester 2007

(May 28-August 2)

MAY

Payment due date.....May 2 Wed
 Cancellation of classes for non-payment..... May 2Wed
 Daily cancellation of classes for non-payment May 23-25 Wed-Fri
Late enrollment begins (Late fee assessed)..... May 23-25Wed-Fri
Last day to enroll for Summer I semester May 25 Fri
 100% refund for classes droppedMay 25Fri

CLASSES BEGIN FOR SUMMER I SEMESTER May 28 Mon
75% refund for classes dropped May 28-29 Mon-Tue
50% refund for classes dropped May 30-June 1 Wed-Fri
Final date to add/drop classes.....May 30Wed

JUNE

Withdrawal period June 4-June 29 Mon-Fri

JULY

College closed for Independence Day holiday July 4 Wed
Classes end.....July 27 Fri
Final examinations July 30-August 2 Mon-Thu

AUGUST

Final grades due..... August 6 Mon (midnight)

Summer II Semester 2007

(June 18-Aug 2)

JUNE

Payment due date.....June 6 Wed
Cancellation of classes for non-payment..... June 6Wed
Late enrollment begins (Late fee assessed)..... June 13-15Wed-Fri
Daily cancellation of classes for non-payment June 13-15 Wed-Fri
Last day to enroll for Summer II SemesterJune 15 Fri
100% refund for classes droppedJune 15Fri
CLASSES BEGIN FOR SUMMER II SEMESTERJune 18 Mon
75% refund for classes dropped June 18-19 Mon-Tue
50% refund for classes dropped June 20-22 Wed-Fri
Final date to add/drop classes.....June 19 Tue
Withdrawal period June 25-July 13 Mon-Fri
Final day to apply for Summer Commencement.....June 25 Mon

JULY

College closed for Independence Day holiday July 4 Wed
Classes end.....July 27 Fri
Final examinations July 30-August 2 Mon-Thu

AUGUST

Final grades due..... August 6 Mon (midnight)

Fall Semester 2007

(August 20-December 14)

AUGUST

Payment due date.....**August 1** **Wed**
1st Cancellation of classes for nonpayment..... August 1Wed
2nd Cancellation of classes for nonpayment August 8Wed
Daily cancellations of classes for nonpayment.....August 13-18Mon-Sat
Late enrollment begins (Late fee assessed)..... **August 15-18**..... **Wed-Sat**
College remains open for 24-hour registration **August 17-18**..... **Fri-Sat (noon)**
Last day to enroll for Fall Semester and..... **August 18**..... **Sat (noon)**
1st 8-Week Semester
100% refund for classes dropped August 18Sat (noon)
CLASSES BEGIN FOR FALL SEMESTER AND **August 20**..... **Mon**
1st 8-WEEK SEMESTER
75% refund for classes droppedAugust 20-21Mon-Tue
50% refund for classes droppedAugust 22-24 Wed-Fri
Final date to add/drop classes August 27 Mon
Withdrawal periodAugust 28-November 16 Tue-Fri

SEPTEMBER

College closed for Labor Day holiday **September 3**..... **Mon**

OCTOBER

Mid-semester examinations **October 6-12****Sat-Fri**
Final day to apply for Fall Commencement **October 8** **Mon**
Last day to enroll for Fall 2nd 8-Week Semester.....**October 12** **Fri**
Mid-semester grades due.....October 15 Mon (midnight)

NOVEMBER

Enrollment for Spring and Summer Semester**November 5** **Mon**
begins for continuing students
Enrollment for Spring and Summer Semester**November 12** **Mon**
begins for new students
Thanksgiving holiday (students)November 21-24Wed- Sat
College closed for Thanksgiving holiday.....**November 22-24** **Thu - Sat**

DECEMBER

Classes end..... **December 7** **Fri**
Final examinations **December 8 - 14****Sat-Fri**
Final grades due.....December 17 Mon
College closed for Winter Break **December 24-January 1****Mon-Tue**

Fall 1st 8-Week Semester 2007

(August 20-October 11)

AUGUST

Payment due date.....**August 1** **Wed**
1st Cancellation of classes for nonpayment August 1Wed
2nd Cancellation of classes for nonpayment August 8Wed
Daily cancellations of classes for nonpayment.....August 13-18Mon-Sat
Late enrollment begins (Late fee assessed)..... **August 15-18**..... **Wed-Sat (noon)**
College remains open for 24-hour registration **August 17-18**..... **Fri-Sat (noon)**
Last day to enroll for Fall 1st 8-Week Semester **August 18**..... **Sat (noon)**
100% refund for classes dropped August 18Sat (noon)
CLASSES BEGIN FOR FALL 1st 8-WEEK SEMESTER **August 20**..... **Mon**
75% refund for classes dropped August 20-21Mon-Tue
50% refund for classes dropped August 22-24 Wed-Fri
Final date to add/drop classes August 22Wed
Withdrawal period August 27-September 21 Mon-Fri

SEPTEMBER

College closed for Labor Day holiday **September 3**..... **Mon**

OCTOBER

Final day to apply for Fall Commencement.....**October 8** **Mon**
Classes end.....**October 9** **Tue**
Final examinations **October 10-11** **Wed-Thu**

Fall 2nd 8-Week Semester 2007

(October 15-December 14)

AUGUST

Payment due date.....**August 1** **Wed**
1st Cancellation of classes for nonpayment August 1Wed
2nd Cancellation of classes for nonpayment August 8Wed
Daily cancellations of classes for nonpayment... August 13-October 17 Mon-Fri

SEPTEMBER

College closed for Labor Day holiday **September 3**..... **Mon**

OCTOBER

Daily cancellation of classes for non-payment October 10-12 Wed-Fri
Late enrollment begins (Late fee assessed) October 10-12 Wed-Fri
Last day to enroll for Fall 2nd 8-Week Semester **October 12** **Fri**
100% refund for classes dropped October 12Fri
CLASSES BEGIN FOR FALL 2nd 8-WEEK SEMESTER.....**October 15** **Mon**
75% refund for classes dropped October 15-16Mon-Tue
50% refund for classes dropped October 17-19 Wed-Fri
Final date to add/drop classes.....October 17Wed
Withdrawal period October 22-November 16 Mon-Fri

NOVEMBER

Thanksgiving holiday (students) November 21-24.....Wed-Sat
College closed for Thanksgiving holiday..... **November 22-24** **Thu-Sat**

DECEMBER

Classes end..... **December 7** **Fri**
Final examinations**December 8-14****Sat-Fri**
College closed for Winter Break **December 24-January 1****Mon-Tue**

Spring Semester 2008

(January 22- May 23)

JANUARY

Payment due date..... **January 2** **Wed**
Cancellation of classes for non-payment.....January 2Wed
Daily cancellation of classes for non-paymentJanuary 14-18..... Mon-Fri
College remains open for 24-hour registration **January 11-12** **Fri-Sat (noon)**
Late enrollment begins(Late fee assessed) **January 16-18****Wed-Fri**
Last day to enroll for Spring Semester **January 18** **Fri**
100% refund for classes dropped January 18Fri
College closed for Martin Luther King Day holiday **January 21** **Mon**
CLASSES BEGIN FOR SPRING SEMESTER **January 22** **Tue**
AND SPRING 1ST 8-WEEK SEMESTER

75% refund for classes droppedJanuary 22-23Tue-Wed
50% refund for classes droppedJanuary 24-28 Thu-Mon
Final date to add/drop classes..... January 29Wed
Withdrawal period January 30-April 11Thu-Fri

FEBRUARY

Mardi Gras holiday (students/faculty).....February 4-6Mon-Wed
College closed for Mardi Gras holiday **February 5****Tue**

MARCH

Final day to apply for May Commencement..... **March 3** **Mon**
Mid-Semester examinations..... **March 10-15** **Mon-Sat**
Mid-Semester grades dueMarch 17 Mon (midnight)
Spring Break (students)..... **March 17-22** **Mon-Sat**
College Closed for Good Friday holiday **March 21** **Fri**
CLASSES BEGIN FOR 2nd 8-WEEKS SEMESTER..... **March 24** **Mon**

APRIL

Enrollment for Fall Semester begins for continuing students... **April 7** **Mon**
Enrollment for Fall Semester begins for new students **April 14** **Mon**

MAY

Classes end **May 16** **Fri**
Final examinations **May 17-23** **Sat – Fri**
Commencement..... **May 22** **Thu**

Spring 1st 8-Week Semester 2008

(January 22 -March 14)

JANUARY

Payment due date..... **January 2** **Wed**
Cancellation of classes for non-payment..... January 2Wed
College remains open for 24-hour registration **January 11-12****Fri-Sat (noon)**
Daily cancellation of classes for non-payment January 14-18 Mon-Fri
Late enrollment begins (Late fee assessed)..... **January 16-18****Wed-Fri**
Last day to enroll for Spring 1st 8-Week Semester **January 18** **Fri**
100% refund for classes dropped January 18Fri
College closed for Martin Luther King Day holiday **January 21** **Mon**
CLASSES BEGIN FOR 1st 8-WEEK SEMESTER **January 22** **Tue**
75% refund for classes dropped January 22-23Tue-Wed
50% refund for classes dropped January 24-28 Thu-Mon
Final date to add/drop classes January 24 Thu
Withdrawal period January 29-March 7 Tue-Fri

FEBRUARY

Mardi Gras holiday (students).....February 4-6.....Mon-Wed
College Closed for Mardi Gras holiday..... **February 5****Tue**

MARCH

Final day to apply for May Commencement..... **March 3** **Mon**
Classes end..... **March 12** **Wed**
Final examinations **March 13-14****Thu-Fri**

Spring 2nd 8-Week Semester 2008

(March 24 – May 23)

MARCH

Payment due date..... **March 5** **Wed**
Cancellation of classes for non-payment..... March 5Wed
Spring Break (students) **March 17-22** **Mon-Sat**
Daily cancellation of classes for non-payment March 18-20 Tue-Thu
Late enrollment begins (Late fee assessed)..... **March 18-20****Tue-Thu**
Last day to enroll for Spring 2nd 8-Week Semester **March 20** **Thu**
100% refund for classes dropped March 20 Thu
College Closed for Good Friday holiday **March 21** **Fri**
CLASSES BEGIN FOR SPRING 2nd 8-WEEK SEMESTER **March 24** **Mon**
75% refund for classes dropped March 24-25Mon-Tue

50% refund for withdrawal of classes March 26-28..... Wed-Fri
Final date to add/drop classes.....March 26.....Wed
Withdrawal periodMarch 31-April 18..... Mon-Fri

MAY

Classes end..... May 16 Fri
Final examinations May 17-23Sat-Fri
Commencement..... May 22 Fri

Maymester 2008

(May 27 -June 13)

MAY

Payment due date.....May 7 Wed
Cancellation of classes for non-payment..... May 7Wed
Daily cancellation of classes for non-payment May 21-23 Wed -Fri
Late enrollment begins (Late fee assessed).....**May 21-23Wed-Fri**
Last day to enroll for Maymester..... May 23 Fri
100% refund for classes droppedMay 23Fri
CLASSES BEGIN FOR MAYMESTER May 26 Mon
75% refund for classes droppedMay 26 Mon
50% refund for classes droppedMay 27 Tue
Final date to add/drop classes.....May 27 Tue
Withdrawal period May 28-June 5 Wed-Thu

JUNE

Classes end/Final examinationsJune 13 Fri

Summer I Semester 2008

(May 27 -Aug 1)

MAY

Payment due date.....May 7 Wed
Cancellation of classes for non-payment..... May 7Wed
Daily cancellation of classes for non-payment May 21-23 Wed-Fri
Late enrollment begins (Late fee assessed).....**May 21-23Wed-Fri**
Last day to enroll in Summer I Semester May 23 Fri
100% refund for classes droppedMay 23Fri
CLASSES BEGIN FOR SUMMER I SEMESTER May 26 Mon
75% refund for classes dropped May 26-27 Mon-Tue
50% refund for classes dropped May 28-June 2 Wed-Mon
Final date to add/drop classes.....May 30Fri

JUNE

Withdrawal period June 3-July 3 Tue-Thu

JULY

College closed for Independence Day holiday July 4 Fri
Classes end July 25 Fri
Final examinations July 28 – Aug 1 Mon-Fri

Summer II Semester 2008

(June 16 -Aug 1)

JUNE

Payment due date..... June 4 Wed
Cancellation of classes for non-payment..... June 4 Wed
Late enrollment begins (Late fee assessed)..... **June 11-13 Wed-Fri**
Daily cancellation of classes for non-payment..... June 11-13 Wed-Fri
Last day to enroll in Summer II Semester June 13 Fri
100% refund for classes dropped..... June 13 Fri
CLASSES BEGIN FOR SUMMER II SEMESTER June 16 Mon
75% refund for classes dropped June 16-17 Mon-Tue
Final date to add/drop classes..... June 18 Wed
50% refund for classes dropped June 18-20 Wed-Fri
Withdrawal period June 23-July 11 Mon-Fri
Final day to apply for Summer Commencement..... June 30 Mon

JULY

College Closed for Independence Day holiday July 4 Fri
Classes end July 25 Fri
Final examinations July 28 – Aug 1 Mon-Fri

General Education Requirements



BRCC's **General Education Requirements** confirm the college's belief that in order to succeed students need a knowledge base, to think critically, and learn to communicate well. While major courses provide specific knowledge and skills, General Education courses foster an enhanced awareness of the world, its people, the arts, humanities, and basic mathematical and scientific principles. Specifically, General Education courses provide students with the ability to:

- think critically - collect evidence (statistics, examples, testimony) and make decisions based on the evidence, comprehend and analyze texts, and solve problems using methods of critical and scientific inquiry;
- communicate effectively using standard written English;
- communicate in a clear oral and non-verbal fashion and employ critical listening skills;
- organize, analyze, and develop useful information by employing mathematical principles;
- relate general concepts of science to the world and demonstrate understanding of the impact of these processes and their concepts on human lives;
- use computer technology to access, retrieve, process, and communicate information;
- apply global perspectives and ideas by utilizing an interdisciplinary approach;
- examine and identify cultural, ethnic, and gender diversity;
- appraise the quality, value, and significance of cultural artifacts in their historical context; and
- apply core values in making ethical, personal, social, and professional decisions.

For **Certificate of Applied Science**, nine (9) hours of General Education coursework are required as follow:

- I. English Composition 3
- II. Mathematics.....3
- III. Arts/Humanities/Social Science 3

For **Associate Degrees**, thirty-three(33) hours of General Education coursework are required as follow:

- I. English Composition 6
- II. Speech.....3
- III. Mathematics.....6
- IV. Social Sciences.....3
- V. Natural/Physical Sciences.....6
- VI. Computer Science 3
- VII. Arts.....3
- VII. Humanities.....3

For **Associate of Applied Science**, twenty-one (21) hours of General Education coursework are

required as follow:

- I. English Composition 3
- II. Speech.....3
- III. Mathematics.....3
- IV. Social Science.....3
- V. Natural/Physical Science.....3
- VI. Computer Science 3
- VII. Humanities.....3

REGULATIONS

- Each degree program requires that a student complete specific courses to fulfill General Education requirements. Students should check the General Education course options and degree requirements when selecting a program of study.
- Students must complete the General Education English requirements prior to graduating from BRCC and should work on the requirements in the first semester.
- General Education courses are graded on the "A, B, C, D, F, P" system.
- Students must earn a grade of "D" or better in all General Education requirements and a "C" or better in ENGL 101 and ENGL 102.
- Students must earn a "C" or better in General Education courses that serve as prerequisites for other courses.
- A request for an exception to the General Education requirements must be submitted to the dean of the division in which the course is offered. The student's request and the dean's evaluation are forwarded to the Vice Chancellor for Academic Affairs for a final decision.
- Only those courses on the following approved list may be used to satisfy General Education requirements.

| Area/Courses | Credit Hours |
|---|--------------|
| Physics | |
| 121 General Physics I for Physics Majors | 4 |
| 122 General Physics II for Physics Majors | 4 |
| 201 General Physics I..... | 3 |
| 202 General Physics II..... | 3 |
| 210 Physics I for Technical Students..... | 3 |
| 211 Physics II for Technical Students | 3 |
| VI. COMPUTER SCIENCE..... | 3 |
| Computer Science | |
| 101 Introduction to Computer Technology .. | 3 |
| 190 Microcomputer Applications..... | 3 |
| 192 Introduction to Computers: Programming and Logic Design..... | 3 |
| VII. ARTS | 3 |
| Arts | |
| 101 Introduction to Fine Arts | 3 |
| 102 Non-Western Art..... | 3 |
| Music | |
| 101 Music Appreciation..... | 3 |
| 102 History of Jazz..... | 3 |
| Theatre | |
| 100 Introduction to Theatre..... | 3 |
| VIII. HUMANITIES | 3 |
| English | |
| 210 Literature and Ethnicity..... | 3 |
| 211 Survey of Short Stories and Novels..... | 3 |
| 215 Introduction to Drama and Poetry..... | 3 |
| 220 Major British Writers | 3 |
| 221 Major American Writers | 3 |
| 222 Survey of World Literature | 3 |
| 223 Survey of African-American Literature ... | 3 |
| 230 Understanding Literature..... | 3 |
| 240 Introduction to Folklore..... | 3 |
| Film | |
| 200 Introduction to Cinema Studies..... | 3 |
| 201 Introduction to Cinema History | 3 |

| Area/Courses | Credit Hours |
|--|--------------|
| French | |
| 101 Elementary French I..... | 3 |
| 102 Elementary French II | 3 |
| 201 Intermediate French I..... | 3 |
| 202 Intermediate French II | 3 |
| History | |
| 101 History of World Civilizations I..... | 3 |
| 102 History of World Civilizations II..... | 3 |
| 103 History of World Civilizations (Honors).... | 3 |
| 200 History of Roman Republic and Empire.. | 3 |
| 201 U.S. History I..... | 3 |
| 202 U.S. History II..... | 3 |
| 221 Modern Europe 1500-1848..... | 3 |
| 222 Modern Europe 1848-to Present | 3 |
| Humanities | |
| 201 Introduction to Humanities..... | 3 |
| 210 World Mythology..... | 3 |
| 250 Studies in Non-Western Humanities: Africa and the Middle East | 3 |
| 255 Studies in Non-Western Humanities: Asia and the Americas..... | 3 |
| Philosophy | |
| 201 Introduction to Philosophy..... | 3 |
| 203 Introduction to Logic | 3 |
| 205 Introduction to Ethics | 3 |
| Spanish | |
| 101 Elementary Spanish I | 3 |
| 102 Elementary Spanish II | 3 |
| 201 Intermediate Spanish I | 3 |
| 202 Intermediate Spanish II | 3 |
| Speech | |
| 210 Interpersonal Communication | 3 |
| 240 Performance of Literature | 3 |
| 263 Argumentation and Debate | 3 |

Programs of Study



BRCC participates in the Board of Regents' Statewide Articulation Consortium. Students planning to transfer to another Louisiana public institution of higher learning should consult their academic advisors for information about course transfers.

The college's academic programs enable students to succeed personally and professionally. Academic programs prepare students for transfer to four-year institutions, for satisfying and rewarding careers, or for personal growth and fulfillment.

Baton Rouge Community College offers the following degrees and certificates:

- Business Technology Associate of Applied Science (AAS)
- Business Technology Certificate of Applied Science
- General Science Associate of Science (AS)
- General Studies Associate in General Studies (AGS)
- Liberal Arts Associate of Arts (AA)
- Process Technology Associate of Applied Science (AAS)

The Associate of Arts (AA), Science (AS), and General Studies (AGS) degrees are designed for students who plan to transfer to universities to complete bachelors degrees. Associate degrees provide many of the basic general education courses required during the first two years of a bachelors program. **If a student is interested in transferring to a specific four-year program, he/she should consult with the college/university of intent and establish which courses taken at BRCC will transfer.**

The **General Studies AGS** allows students to select concentrations that are transferable to other college/university degree programs.

The **Associate of Applied Science AAS** degree prepares students to enter careers upon completion with no further study required. The General Education courses required in the AAS degree may articulate with other colleges/universities, but the AAS degree does not necessarily provide full transfer to a four-year institution.

Certificate programs provide defined work skills that can be used for employment. Students in certificate programs may take a limited number of General Education courses that transfer to four-year institutions; however, the focus of the certificate program is to renew or establish employable skills which allows students to enter the workforce.

Regents' Statewide Articulation

BRCC participates in the Board of Regents' Statewide Articulation Consortium. Students planning to transfer to another Louisiana public institution of higher learning should consult their academic advisors for information about course transfers.

Business Technology Associate of Applied Science (AAS)



The Business Technology Associate of Applied Science (AAS) provides a general education and work skills needed for employment.

The **Business Technology Associate of Applied Science AAS** is specifically designed to meet the employment needs of the business community in the Greater Baton Rouge metropolitan area. **This program of study is not designed for college transfer.** It provides a general education and work skills needed for employment. Besides the required courses, the Business Technology AAS curriculum allows students to choose two approved business-related electives. Students have the opportunity to tailor a program of study to their needs by adding emphasis in accounting, business, computer information systems, economics, finance, management, marketing, and real estate.

To receive this degree, the student must:

- have a cumulative GPA of 2.00 or better in all credits to be used towards the degree;
- earn a "C" or better in major courses, in ENGL 101 and ENGL 102, in CSCI 101 or 190, in approved business-related electives, and in courses that are prerequisites for other courses;
- take at least 12 hours at the 200 level; and
- complete the coursework listed below.

PROGRAM OF STUDY

General Education Requirements

| | |
|--|---|
| English Composition I | 3 |
| Speech | 3 |
| Mathematics | 3 |
| ECON 203 required | 3 |
| (ECON 203 cannot be used in conjunction with either ECON 201 or ECON 202)) | |
| Natural/Physical Science | 3 |
| Computer Science | 3 |
| (Credit will not be awarded for both CSCI 101 and CSCI 190) | |
| Humanities | 3 |

TOTAL GENERAL

EDUCATION CORE HOURS 21

Required Related Courses

| | |
|-----------------------------|---|
| English Composition II..... | 3 |
|-----------------------------|---|

TOTAL REQUIRED

RELATED COURSE HOURS3

Major Courses

| | |
|----------|---------------------------------|
| ACCT 200 | Financial Accounting I |
| ACCT 201 | Financial Accounting II |
| BUSN 110 | Introduction to Business |
| BUSN 121 | Business Math |
| BUSN 201 | Principles of Marketing |
| BUSN 220 | Business Law |
| BUSN 240 | Business Communication |
| BUSN 295 | Professional Success Skills |
| CIST 130 | Introduction to Word Processing |
| CIST 150 | Spreadsheets I |
| MANG 201 | Principles of Management |

TOTAL MAJOR

COURSE HOURS 33

Approved Electives:

At least one of the approved electives must be at the 200 level or above.

Choose two from the courses listed below:

- Any Accounting (ACCT) course
- Any Business (BUSN) course
- CIST 140 Database Management
- CIST 160 Introduction to Desktop Publishing
- CIST 235 Advanced Word Processing
- CIST 240 Database Management II
- CIST 250 Spreadsheets II
- CIST 260 Advanced Desktop Publishing
- CIST 270 Multimedia and Web Design
- CIST 280 SQL for Business

- ECON 204 Sports and Entertainment Economics
- ECON 205 Economics of Money and Banking
- ENGL 201 Workforce Writing and Vocabulary Development
- Any Finance (FINA) course
- Any Management (MANG) course
- MATH 202 Basic Statistics I
- MATH 203 Basic Statistics II
- Any Real Estate (REAL) course
- SPCH 220 Communications for Business Professionals

TOTAL APPROVED ELECTIVE COURSE HOURS.....6

TOTAL DEGREE HOURS63

SUGGESTED COURSE SEQUENCE

| SEMESTER 1 | Credit Hours |
|----------------------------|---------------------|
| ENGL 101 | 3 |
| BUSN 110 | 3 |
| CSCI 101 or CSCI 190..... | 3 |
| SPCH 101 or SPCH 120 | 3 |
| Humanities | 3 |
| Semester hours..... | 15 |

| SEMESTER 2 | Credit Hours |
|----------------------------|---------------------|
| ENGL 102 | 3 |
| MATH 101 or MATH 110 | 3 |
| ACCT 200..... | 3 |
| BUSN 121 | 3 |
| MANG 201 | 3 |
| Semester hours..... | 15 |

| SEMESTER 3 | Credit Hours |
|----------------------------|---------------------|
| ACCT 201 | 3 |
| BUSN 220..... | 3 |
| CIST 130 | 3 |
| BUSN 201 | 3 |
| BUSN 240..... | 3 |
| Semester hours..... | 15 |

| SEMESTER 4 | Credit Hours |
|--------------------------------|---------------------|
| Approved Elective..... | 3 |
| Approved Elective | 3 |
| CIST 150..... | 3 |
| ECON 203 | 3 |
| BUSN 295 | 3 |
| Natural/Physical Sciences..... | 3 |
| Semester hours..... | 18 |

TOTAL DEGREE HOURS63

Business Technology Certificate



The Business Technology Certificate provides a general education and work skills needed for employment.

The **Business Technology Certificate** is specifically designed to meet the entry-level employment needs of the Greater Baton Rouge metropolitan area business community. **This program of study is not designed for college transfer.** It provides a general education and work skills needed for employment. Students have the opportunity to tailor the program of study by emphasizing one or more courses in the following areas: accounting, business, computer science, economics, finance, management, marketing, and real estate.

To receive this degree, the student must:

- have a cumulative GPA of 2.00 or better in all credits that are to be used towards the degree;
- earn a “C” or better in major courses, ENGL 101 and ENGL 102, CSCI 101 or 190, approved business-related electives, and courses that are prerequisites for other courses;
- complete the coursework listed below:

PROGRAM OF STUDY

General Education Requirements

| | |
|--|---|
| English Composition I | 3 |
| Mathematics | 3 |
| Social Science (ECON 203 required) | 3 |

TOTAL GENERAL

EDUCATION HOURS 9

Required Related Courses

| | |
|---|---|
| Computer Science..... | 3 |
| (Credit will not be awarded for both CSCI 101 and CSCI 190) | |
| Speech | 3 |

TOTAL REQUIRED

RELATED COURSE HOURS 6

Major Courses

| | |
|---|---|
| ACCT 200 Financial Accounting I | 3 |
| BUSN 110 Introduction to Business | 3 |

Choose one of the following.....3

| | |
|--------------------------------------|--|
| BUSN 201 Principles of Marketing | |
| BUSN 240 Business Communication | |
| BUSN 295 Professional Success Skills | |
| MANG 201 Principles of Management | |

TOTAL MAJOR COURSE HOURS 9

Approved Electives

Choose two from the following:

Any Accounting (ACCT) course

Any Business (BUSN) course

CIST 140 Database Management

CIST 160 Introduction to Desktop Publishing

CIST 235 Advanced Word Processing

CIST 240 Database Management II

CIST 250 Spreadsheets II

CIST 260 Advanced Desktop Publishing

CIST 270 Multimedia and Web Design

CIST 280 SQL for Business

ECON 204 Sports and

Entertainment Economics

ECON 205 Economics of Money and Banking

ENGL 201 Workforce Writing and

Vocabulary Development

Any Finance (FINA) course

Any Management (MANG) course

MATH 202 Basic Statistics I

MATH 203 Basic Statistics II

Any Real Estate (REAL) course

SPCH 220 Communication for

Business Professionals

TOTAL APPROVED

ELECTIVE COURSE HOURS.....6

TOTAL CERTIFICATE HOURS 30

SUGGESTED COURSE SEQUENCE

| SEMESTER 1 | Credit Hours | SEMESTER 2 | Credit Hours |
|-----------------------------|---------------------|--------------------------------------|---------------------|
| ENGL 101 | 3 | ACCT 200 | 3 |
| MATH 101/110/130..... | 3 | BUSN 201 or BUSN 240 or BUSN 295 | |
| BUSN 110 | 3 | or MANG 201..... | 3 |
| CSCI 101 or CSCI 190..... | 3 | SPCH 101 or SPCH 120 | 3 |
| Approved Elective..... | 3 | ECON 203..... | 3 |
| Semester Hours | 15 | Approved Elective..... | 3 |
| | | Semester Hours | 15 |
| | | TOTAL CERTIFICATE HOURS | 30 |

General Science Associate of Science (AS)



The General Science Associate of Science AS offers three concentrations that allow students to transfer to baccalaureate degree-granting institutions.

The **General Science Associate of Science AS** offers three concentrations that allow students to transfer to baccalaureate degree-granting institutions in sciences, engineering, healthcare professions, or pre-professional areas of the medical field. Students may choose a Natural/Physical Sciences Concentration, Chemistry Concentration or Landscape Management Concentration. For students not planning to transfer to a senior institution, these curricula provide foundation courses that can lead to employment in one of the various health or science fields in the health-related para-professions or in the green industry.

To maximize possible transfer courses to senior institutions, students should select a college/university as soon as possible and obtain a catalog from that institution. **Students planning to transfer to another institution should discuss their plans with a BRCC advisor and with an advisor at the receiving institution to assure that credits earned at BRCC will transfer.**

To receive this degree, the student must:

- have a cumulative GPA of 2.00 or better in all credits that are to be used towards the degree;
- earn a “C” or better in major courses, in ENGL 101 and ENGL 102, and in courses that are prerequisites for other courses;
- take at least 12 hours at the 200 level; and
- complete the coursework listed below.

Credit will not be given for both BIOL 101 and BIOL 120, BIOL 102 and BIOL 121, BIOL 101L and BIOL 120L, BIOL 102L and BIOL 121L, CHEM 130 and CHEM 101, CHEM 131 and CHEM 102, CHEM 130L and CHEM 101L, and CHEM 131L and CHEM 102L.

PROGRAM OF STUDY

General Education Requirements

| | |
|---|---|
| English Composition | 6 |
| Speech..... | 3 |
| Mathematics | 6 |
| (see special science requirements for Landscape Management Concentration) | |
| Social Science | 3 |
| Natural/Physical Sciences..... | 6 |
| (see special science requirements for Landscape Management Concentration) | |
| Computer Science..... | 3 |
| Humanities | 3 |
| Arts | 3 |

TOTAL GENERAL EDUCATION HOURS 33

Concentration

Choose one from the concentrations shown on the following pages:

Natural/Physical Sciences
Chemistry
Landscape Management

TOTAL CONCENTRATION HOURS..... 22

Required Related Courses

| | |
|-----------------------|---|
| Humanities | 3 |
| Social Sciences | 3 |

TOTAL REQUIRED RELATED COURSE HOURS 6

Approved Electives..... 3

TOTAL ASSOCIATE OF SCIENCE IN GENERAL SCIENCE DEGREE HOURS 64

Natural/Physical Sciences Concentration



The Natural/Physical Sciences Concentration is for students planning to transfer to baccalaureate degree-granting institutions.

The Natural/Physical Sciences Concentration provides foundation courses that can lead to employment in one of the various health or science fields in health-related paraprofessions.

The **Natural/Physical Sciences Concentration** is for students planning to transfer to baccalaureate degree-granting institutions to major in science, engineering, health professions, or related pre-professional areas such as dentistry, medicine, pharmacy, optometry, physical therapy, nursing, physics, chemistry, or biological science. For students not planning to transfer to a senior institution, the Natural/Physical Sciences Concentration provides foundation courses that can lead to employment in one of the various health or science fields in health-related paraprofessions. Students must obtain a “C” or better in all concentration courses.

NOTE: Courses cannot be used under more than one degree category. For example, if BIOL 101 is used under the General Education Requirements, it cannot count toward the concentration. Or, if BIOL 101 is used under the Required Natural/Physical Sciences Major Course Sequences, it cannot be used under Approved Science Elective.

Required Core Sciences Major Courses Sequences

A Major Course Sequence consists of two sequential 3-hour science courses with accompanying 1-hour labs or two sequential 4-hour courses that total 8 credits. Choose two sequences from the following:

Biology

- BIOL 101/101L and BIOL 102/102L
- General Biology I and II 8
- BIOL 103/103L and BIOL 104/104L
- General Biology I and II (Honors)..... 8
- BIOL 120/120L and BIOL 121/121L
- Biology I and II for Science Majors..... 8
- BIOL 230 and BIOL 231
- Human Anatomy and Physiology I and II 8

Chemistry

- CHEM 101/101L and CHEM 102/102L
- Chemistry I and II for Science Majors 8
- CHEM 130/130L and CHEM 131/131L
- Chemistry I and II for Non-Science Majors 8

Physical Science

- PHSC 101/101L and PHSC 102/102L
- Physical Sciences I and II..... 8
- PHSC 103 and PHSC 104
- Physical Science I and II for PTEC
- Liberal Arts Majors 8

Physics

PHYS 121 and PHYS 122
General Physics II for Physics Majors 8
PHYS 201/210L and PHYS 202/211L
General Physics I and II..... 8
PHYS 210/210L and PHYS 211/211L
Physics I and II for Technical Students 8

**TOTAL REQUIRED NATURAL/PHYSICAL
SCIENCES MAJOR COURSE SEQUENCE HOURS 16**

Approved Science Elective

BIOL, CHEM, PHSC, or PHYS3
TOTAL APPROVED SCIENCE ELECTIVE COURSE HOURS..... 3

Approved Math or Science Elective

ASTR, BIOL, CHEM, ENSC 201, GEOG 206, GEOG 207, HORT, MATH (except
MATH 120), PHSC, PHYS.....3
Total Approved Math or Elective Course Hours 3

TOTAL NATURAL/PHYSICAL SCIENCES CONCENTRATION COURSE HOURS 22

General Science Chemistry Concentration



The General Science Chemistry Concentration is designed for students who wish to pursue employment as chemical or other technicians in the chemical and other related industries.

The **General Science Chemistry Concentration** is designed for students who wish to pursue employment as chemical or other technicians in the chemical and other related industries. The Chemistry Concentration provides the 16 to 20 courses of chemistry and/or chemistry technology training required in these fields. Students wishing to pursue nursing degrees or four-year degrees in chemistry or engineering are encouraged to take the organic chemistry courses under this concentration. Students must obtain a "C" or better in all concentration courses.

NOTE: Courses cannot be used under more than one degree category. For example, if CHEM 101 is used under the General Education Requirements, it will not count toward the concentration. Also, since CHEM 101 is used under Required Chemistry Courses, it cannot be used as an Approved Science or Math Electives.

Required Chemistry Courses

| | | |
|--|-------------------------------------|-----------|
| CHEM 101 | Chemistry I for Science Majors | 3 |
| CHEM 101L | Chemistry I for Science Majors Lab | 1 |
| CHEM 102 | Chemistry II for Science Majors | 3 |
| CHEM 102L | Chemistry II for Science Majors Lab | 1 |
| CHEM 220 | Organic Chemistry I | 3 |
| CHEM 220L | Organic Chemistry I Lab | 1 |
| CHEM 221 | Organic Chemistry II | 3 |
| CHEM 221L | Organic Chemistry II Lab | 1 |
| Total Required Chemistry Course Hours | | 16 |

Approved Chemistry Elective

Choose one of the following:

| | | |
|----------|------------------------------|---|
| CHEM 201 | Analytical Chemistry | 4 |
| CHEM 230 | Polymer Analysis and Testing | 3 |
| CHEM 240 | Industrial Chemistry | 3 |

Total Approved Chemistry Elective Hours **3-4**

Approved Science or Math Elective

Choose one from the following:

ASTR, BIOL, CHEM, ENSC 201, GEOG 206, GEOG 207, HORT, MATH (except MATH 120), PHSC, PHYS

Total Approved Science or Math Elective Hours **3**

TOTAL CHEMISTRY CONCENTRATION COURSE HOURS ... **22-23**

General Science Landscape Management Concentration



The Landscape Management Concentration allows BRCC students with an interest in plant and soil systems an opportunity to transfer to LSU under the BRCC-LSU 2 + 2 program in Plant and Soil Systems with a concentration in Landscape Management.

The **Landscape Management Concentration** allows BRCC students with an interest in plant and soil systems an opportunity to transfer to LSU under the BRCC-LSU 2 + 2 program in Plant and Soil Systems with a concentration in Landscape Management. For students who do not wish to obtain a four-year degree, the Landscape Management Concentration provides students the opportunity for employment in the *green industry* upon completion of the two-year degree. The *green industry* has a growing demand for employees knowledgeable in plant and soil systems and trained in landscape installation, care, and maintenance. Students must obtain a "C" or better in all concentration courses.

NOTE: Courses cannot be used under more than one degree category. For example HORT courses taken under Approved Landscape Management Electives cannot also be used under Electives.

General Education Requirements

Students should follow the General Education Requirements shown under the Associate of Science in General Science (AGS) degree with the following exceptions: For the 6 hours of General Education Math, MATH 101 or 110 and MATH 111 are required BIOL 120 and 121 are required.

Required Landscape Management Courses

| | |
|--|-----------|
| CHEM 101/101L and CHEM 102/102L..... | 8 |
| BIOL101L and 102L or BIOL 120L and 121L to complete Biology taken under General Education Requirements | 2 |
| CHEM 220 | 3 |
| HORT 205..... | 4 |
| HORT 206..... | 3 |
| Total Required Landscape Management Course Hours | 20 |

Approved Landscape Management Electives

Choose one from the following:

| | |
|--|---|
| Introduction to the Green Industry HORT 202 | 2 |
| Turf Management HORT 213 | 2 |
| Installation and Maintenance HORT 220 or 222 | 2 |
| Plant Management HORT 212, 224, or 225..... | 2 |

Total approved Landscape Management Elective Course Hours ... 2

TOTAL APPROVED LANDSCAPE MANAGEMENT CONCENTRATION HOURS 22

It is recommended that students pursuing the Landscape Management Concentration also take the following electives:

Approved Electives

| | |
|--|---|
| Choose HORT 286 | 3 |
| or two from the following: | |
| HORT 202, 213, 220, 222, 212, 224, or 225..... | 4 |

General Studies Associate (AGS)



The degree, General Studies Associate (AGS), allows students to design a curriculum with specific career and occupational goals in mind.

Enrichment blocks and concentration components enable students to choose coursework that focuses on individual interests.

The **General Studies Associate AGS** is a flexible degree program designed to help students reach educational and occupational goals. As a transfer program, it allows students to explore various educational fields before they choose a major. Students may choose a concentration in Business, Criminal Justice, Entertainment Technologies, Global Studies, Liberal Arts, Studio Arts, or Teacher Education, and may select enrichment blocks from Arts and Humanities, Natural/Physical Sciences/Mathematics, Social Sciences, Applied Science, and Education. **Students planning to transfer to another institution should discuss their plans with a BRCC academic advisor and with an advisor at the receiving institution to assure that credits earned at BRCC will transfer.**

The degree allows students to design a curriculum with specific career and occupational goals in mind. In pursuing the General Studies program, students have access to a strong, yet flexible academic base. Enrichment blocks and concentration components enable students to choose coursework that focuses on individual interests.

To receive this degree, students must:

- have a cumulative GPA of 2.00 or better in all credits that are to be used towards the degree,
- earn a “C” or better in Area of Concentration courses, ENGL 101 and ENGL 102, and courses that are prerequisites for other courses;
- business concentration majors must earn a “C” or better in any computer course;
- take at least 12 hours at the 200 level;
- complete 3 additional hours of General Education Social Science, which can be applied towards Concentration or Enrichment Block requirements; and
- complete the coursework listed below.

PROGRAM OF STUDY

| | |
|---|--|
| <p>General Education Requirements 33</p> <p>Areas of Concentration 18 Business, Criminal Justice, Entertainment Technologies, Global Studies, Liberal Arts, Studio Arts, or Teacher Education</p> <p>Enrichment Blocks 12</p> <p>Total Hours 63</p> | <p>General Education Requirements</p> <p>English Composition 6</p> <p>Speech 3</p> <p>Mathematics 6</p> <p>Social Science (200 level) 3</p> <p>Natural/Physical Sciences 6</p> <p>Computer Science 3</p> <p>(Credit will not be awarded for both CSCI 101 and CSCI 190.)</p> <p>Arts 3</p> <p>Humanities 3</p> <p>TOTAL GENERAL EDUCATION HOURS 33</p> |
|---|--|

ENRICHMENT BLOCKS FOR ALL CONCENTRATIONS:

Select two of the five blocks below and complete six (6) hours in each:

Block 1. Arts and Humanities (6 hours)

Arts, English, Film, Foreign Languages, History, Humanities, Philosophy, Music, Speech and Theatre

Block 2. Natural/Physical Sciences/Mathematics (6 hours)

Anatomy and Physiology, Biology, Astronomy, Chemistry, Mathematics, Microbiology, Physical Geography, Physical Science, and Physics

Block 3. Social Sciences (6 hours)

Criminal Justice, Economics, Geography (201 and 203 only), Political Science, Psychology, and Sociology

Block 4. Applied Science (6 hours)

Accounting, Business, Computer & Information Systems Technology, Computer Science, Economics, ENGL 201, Finance, Management, Marketing, MATH 201, MATH 202, and/or MATH 203, and Real Estate
(Credit will not be given for both CSCI 101 and 190.)
(ECON 203 may not be used with either ECON 201 or ECON 202).

Block 5. Education (6 hours)

Education, MATH 167, MATH 168, MUSC 291, SPCH 230, PSYC 203

TOTAL ENRICHMENT BLOCK HOURS 12

SUGGESTED COURSE OF STUDY

| SEMESTER 1 | Credit Hours | SEMESTER 2 | Credit Hours |
|-----------------------------------|---------------------|-----------------------------------|---------------------|
| ENGL 101..... | 3 | ENGL 102..... | 3 |
| Natural/Physical Sciences..... | 3 | Mathematics | 3 |
| Computer Science..... | 3 | Concentration Course..... | 3 |
| Mathematics | 3 | Concentration Course..... | 3 |
| Arts | 3 | Concentration Course..... | 3 |
| Total Semester Hours | 15 | Total Semester Hours | 15 |
| | | | |
| SEMESTER 3 | Credit Hours | SEMESTER 4 | Credit Hours |
| Speech..... | 3 | Concentration Course..... | 3 |
| Social Science (200 level)..... | 3 | Concentration Course..... | 3 |
| Concentration Course..... | 3 | Enrichment Block | 3 |
| Natural/Physical Sciences..... | 3 | Enrichment Block | 3 |
| Humanities | 3 | Enrichment Block | 3 |
| Enrichment Block | 3 | Total Semester Hours | 15 |
| Total Semester Hours | 18 | Total Degree Hours..... | 63 |

General Studies Business Concentration



The General Studies Business Concentration allows students to explore the field of business. It also provides the general education and work skills needed for employment.

The **General Studies Business Concentration** allows students to explore the field of business. **This program of study is designed for college transfer**, but it also provides the general education and work skills needed for employment. Students must earn a “C” or better in Business Concentration courses and should select any six (6) courses from the list shown below.

Required Courses

The Business Concentration does not have any required courses.

Business Concentration Electives

Choose six from the following:

Any Accounting (ACCT) courses

Any Business (BUSN) courses

Any Computer Information Systems Technology (CIST) courses

Any Computer Networking (CNET) courses

Any Computer Science (CSCI) courses

(Credit will not be given for both CSCI 101 and CSCI 190.)

Any Economics (ECON) courses

(ECON 203 may not be used with either ECON 201 or ECON 202.)

ENGL 201 Workforce Writing and Vocabulary

Any Finance (FINA) courses

Any Management (MANG) courses

MATH 201 Calculus for Non-Science Majors

MATH 202 Basic Statistics I

MATH 203 Basic Statistics II

Any Real Estate (REAL) courses

TOTAL CONCENTRATION COURSE HOURS.18

General Studies Computer Science Concentration



The General Studies Computer Science Concentration helps students reach educational and occupational goals.

The **General Studies Computer Science Concentration** helps students reach educational and occupational goals in one of the most viable fields of study in our high-tech society. This course prepares students to transfer into computer science programs at four-year institutions. Students must earn a "C" or better in Computer Science Concentration courses and must take the courses below.

Required Courses

The Computer Science Concentration does not have any required courses.

Electives

Choose six from the following:

- CSCI 183 Introduction to GUI Programming - Visual Basic
- CSCI 192 Introduction to Programming: Logic and Design
- CSCI 193 Software Design and Programming I
- CSCI 194 Software Design and Programming II
- CSCI 200 Discrete Structures
- CSCI 210 Introduction to Data Structures and Algorithms
- CSCI 285 Introduction to Software Engineering
- CSCI 290 Object-Oriented Programming (JAVA)
- CSCI 293 Computer Organization with Assembly Programming

TOTAL CONCENTRATION COURSE HOURS 18

General Studies Criminal Justice Concentration



The General Studies Criminal Justice Concentration gives career-oriented students the education and skills needed to pursue career opportunities in the criminal justice system.

The **General Studies Criminal Justice Concentration** gives career-oriented students the education and skills needed to pursue career opportunities in the criminal justice system in parish, local and municipal police departments, the state police, corrections agencies, court systems, and other public and private agencies. The program also provides a suitable foundation for obtaining associate, undergraduate, or professional training at a transfer institution. The program focuses on the interrelationship between crime, the criminal justice system, and society as a whole. Students must earn a "C" or better in Criminal Justice Concentration courses and must take the courses shown below.

Required Courses

- CJUS 101 Introduction to Criminal Justice
- CJUS 110 Police Systems and Practices
- CJUS 120 Court Systems and Practices
- CJUS 130 Corrections Systems and Practices

Electives

Choose any two courses from the following:

- CJUS 211/POLI 211 Constitutional Law
- CJUS 212 Drug Abuse
- CJUS 222 Criminal Law
- CJUS 223 Criminal Behavior

TOTAL CONCENTRATION COURSE HOURS 18

General Studies Entertainment Technologies Concentration



The General Studies Entertainment Technologies Concentration provides employable artists and technicians for Louisiana's growing entertainment industry and allows students the option of supplementing their current education with courses targeted at specific types of production.

The **General Studies Entertainment Technologies Concentration** provides employable artists and technicians for Louisiana's growing entertainment industry. It also allows students of the Baton Rouge area's four-year universities the option of supplementing their current education with courses targeted at specific types of production such as film, television, theater, photography, graphic arts, animation, and game design. Students completing the program are provided hands-on production experience as it applies to these various areas. Students must earn a "C" or better in Entertainment Technologies Concentration courses and must complete the coursework shown on below.

Required Courses

FILM 200 Introduction to Cinema Studies

FILM 221 Production I

FILM 222 Production II

Electives

Choose any three from the following:

ARTS 113 Computer Art

ARTS 114 2-D Design-Computer Format

ARTS 115 Digital Photography

CIST 270 Multimedia and Web Design

CSCI 290 Object-Oriented Programming

ECON 204 Sports and Entertainment Economics

ENGL 190 Introduction to Media Writing

ENGL 205 Introduction to Writing Short Stories

ENGL 215 Introduction to Drama and Poetry

FILM 201 Introduction to Cinema History

MUSC 101 Music Appreciation

SPCH 240 Performance of Literature

THTR 100 Introduction to Theatre

THTR 200 Acting I

** Additional courses will be added to the concentration. Check with your advisor for an updated list of Entertainment Technology Electives.*

TOTAL CONCENTRATION COURSE HOURS 18

General Studies Global Studies Concentration



The student who pursues a General Studies Global Studies Concentration learns to relate specific knowledge to larger trends and issues that affect all cultures, especially transnational and cross-cultural interactions.

The **General Studies Global Studies Concentration** prepares students for further undergraduate studies in international relations and world affairs and gives them a solid liberal arts background for positions that involve decision making in international business and communications. The program instills the student with a familiarity of particular cultures while providing general knowledge of global trends.

Students pursuing a General Studies Global Studies Concentration learn to relate specific knowledge to larger trends and issues that affect all cultures, especially transnational and cross-cultural interactions of peoples, economies, and politics; globalizing processes of communications; accelerating technological, environmental, demographic, and cultural changes; the search for law, order, and human rights; and the potentially violent political, ethnic, and religious responses to widespread modernization. Students must earn a "C" or better in Global Studies Concentration courses and take the courses shown below.

Required Courses

The Global Studies concentration does not have any required courses.

Electives

Choose six from the following:

- BUSN 170 International Business
- ENGL 210 Literature and Ethnicity
- ENGL 222 Survey of World Literature
- ENGL 223 Survey of African-American Literature
- FILM 200 Introduction to Cinema Studies
- GEOG 203 Cultural Geography
- HIST 101 World Civilization to 1500
- HIST 102 World Civilization 1500 to present
- HIST 103 World Civilization to 1500 (Honors)
- HIST 104 World Civilization 1500 to present (Honors)
- HUMN 201 Introduction to Humanities
- HUMN 210 World Mythology
- HUMN 250 Studies in Non-Western Humanities: Africa and the Middle East
- HUMN 255 Studies in Humanities: Asia and the Americas
- PHIL 205 Introduction to Ethics
- POLI 202 International Relations

Enrichment Block Required Courses

Six hours in a foreign language..... 6

TOTAL CONCENTRATION COURSE HOURS 18

General Studies Liberal Arts Concentration



Students develop a foundation for self-fulfillment and/or knowledge for use in the workplace through a General Studies Liberal Arts Concentration.

The **General Studies Liberal Arts Concentration** allows students to gain a breadth of knowledge while deciding on a major and enables them to develop a foundation for self-fulfillment and/or knowledge for use in the workplace. Students must earn a "C" or better in Liberal Arts Concentration courses and must take the courses shown below.

Required Courses

The Liberal Arts Concentration does not have any required courses.

Electives

Choose six (6) from the following:

Any Arts (ARTS) courses

Any English (ENGL) courses

Any Film (FILM) courses

Any Foreign Language (FREN or SPAN) courses

Any History (HIST) courses

Any Humanities (HUMN) courses

Any Mathematics (MATH) courses

Any Music (MUSC) courses

Any Philosophy (PHIL) courses

Any Science (ASTR, BIOL, CHEM, GEOG 206, GEOG 207, ENVS, PHSC, PHYS) courses

Any Social Science (CJUS, ECON, GEOG 201, GEOG 203, POLI, PSYC, SOCL) courses

Any Speech (SPCH) courses

Any Theatre (THTR) courses

TOTAL CONCENTRATION COURSE HOURS 18

General Studies Studio Arts Concentration



Students in the General Studies Studio Arts Concentration learn to communicate, to produce their art in new media, to expand their analytic problem-solving skills, and work in an environment that promotes collaboration, understanding, and learning.

Foundation courses prepare students for a career in art and for continuing study in a four-year program.

The **General Studies Studio Arts Concentration** enriches students' personal development through the study of historical and artistic trends in art. It enhances their professional development by offering a multitude of skills-based courses and providing opportunities for students to engage with the community through shows and internships. The competitive nature of today's market demands not only intellectual development but also the manual skills emphasized in the studio arts. Students learn to communicate, to produce their art in new media, to expand their analytic problem-solving skills, and work in an environment that promotes collaboration, understanding, and learning. These foundation courses prepare students for a career in art and for continuing study in a four-year program. Students must earn a "C" or better in Studio Arts Concentration courses and must take the courses shown below.

Required Course

ARTS 111 Introduction to 2-D Design

Electives

Choose five from the following:

ARTS 112 Introduction to 3-D Design

ARTS 113 Computer Art

ARTS 114 2-D Design – Computer Format

ARTS 120 Beginning Drawing

ARTS 122 Intermediate Drawing

ARTS 130 Beginning Painting

ARTS 140 Beginning Ceramics

ARTS 142 Introduction to Pottery

ARTS 150 Introduction to Sculpture

FILM 221 Film Production I

FILM 222 Film Production II

TOTAL CONCENTRATION COURSE HOURS 18

General Studies Teacher Education Concentration



The General Studies Teacher Education Concentration provides an introduction to education and a broad, general knowledge in liberal arts, science, mathematics, and social sciences.

The **General Studies Teacher Education Concentration** is designed for education majors who wish to transfer to a baccalaureate degree-granting institution. The required courses provide an introduction to education and a broad, general knowledge in liberal arts, science, mathematics, and social sciences. Students must earn a "C" or better in Teacher Education Concentration courses and must take the courses shown below.

Required Courses

EDUC 201 Teaching and Learning in Diverse Settings I
 EDUC 202 Teaching and Learning in Diverse Settings II
 Any 200-level General Education Social Science

Electives

Students should be advised by a Teacher Education Advisor to determine which elective courses apply at their transfer institutions. Choose three from the following:

ARTS 101 Introduction to Art
 BIOL 101/101L General Biology I
 BIOL 102/102L General Biology II
 CHEM 130 Chemistry I for Non-Science Majors
 EDUC 106 Service Learning in Early Childhood Education
 EDUC 210 Introduction to Education and Diversity in Education
 ENGL 210 Literature and Ethnicity
 ENGL 220 Major British Writers
 ENGL 221 Major American Writers
 ENGL 222 Survey of World Literature
 GEOG 201 Introduction to Geography
 GEOG 203 Cultural Geography
 GEOG 206 Physical Geography: The Atmosphere
 HIST 101 World Civilization to 1500
 HIST 102 World Civilization 1500 to present
 HIST 201 American History Colonial to 1865
 HIST 202 American History 1865 to present
 HIST 210 Louisiana History
 MATH 101/110 College Algebra
 MATH 167 Elementary Number Structure
 MATH 168 Geometry for Elementary and Middle School Teachers
 MATH 203 Basic Statistics I
 MUSC 101 Music Appreciation
 MUSC 291 Fundamentals of Music for Elementary Education Majors
 PHIL 201 Introduction to Philosophy
 PHIL 203 Introduction to Logic
 PHSC 101 Physical Science I
 POLI 110 American Government
 PSYC 203 Educational Psychology
 SOCL 200 Introduction to Sociology
 SPCH 120 Techniques of Speech
 SPCH 230 Communicating in the Classroom
 THTR 100 Introduction to Theatre
 THTR 200 Introduction to Acting

TOTAL CONCENTRATION COURSE HOURS 18

Liberal Arts Associate of Arts (AA)



Emphasis is placed on General Education courses required by most senior institutions.

The **Liberal Arts Associate of Arts (AA)** degree is specifically for those students planning to transfer to a senior college/university. Emphasis is placed on General Education courses required by most senior institutions. The degree also allows students to gain a breadth of knowledge while deciding on a major. It enables them to develop a foundation for self-fulfillment or knowledge for use in the workplace. **Students planning to transfer to another institution should discuss their plans with a BRCC advisor and with an advisor at the receiving institution to assure that credits earned at BRCC will transfer.**

To receive this degree, the student must:

- have a cumulative GPA of 2.00 or better in all credits to be used towards the degree,
- earn a "C" or better in major courses, in ENGL 101 and ENGL 102, and in courses that are prerequisites for other courses;
- take at least 12 hours at the 200 level; and
- complete the coursework listed below.

PROGRAM OF STUDY

General Education Requirements

| | |
|---|---|
| English Composition | 6 |
| Speech | 3 |
| Mathematics (MATH 101/110 and/or higher) | 6 |
| Social Science (at the 200 level) | 3 |
| (ECON 203 may not be used with either ECON 201 or ECON 202.) | |
| Computer Science | 3 |
| (Credit will not be awarded for both CSCI 101 or CSCI 290.) | |
| Humanities | 3 |
| Arts | 3 |
| Natural/Physical Science Sequence..... | 6 |
| (A Natural/Physical Science sequence consists of two sequential courses in the same area Ex.: BIOL 101 and BIOL 102, CHEM 101 and CHEM 102, PHSC 101 and PHSC 102, or PHYS 201 and PHYS 202.) | |

TOTAL GENERAL EDUCATION HOURS 33

Major Courses

| | |
|--|----|
| Arts and Humanities Courses..... | 18 |
| Choose six from the following: | |
| Any Arts (ARTS) course | |
| Any English (ENGL) course | |
| Any Film (FILM) course | |
| Any Foreign Language (FREN /SPAN) course | |
| Any History (HIST) course | |
| Any Humanities (HUMN) course | |
| Any Music (MUSC) course | |
| Any Philosophy (PHIL) course | |
| Any Speech (SPCH) course | |
| Any Theatre (THTR) course | |

Social Science Courses

| | |
|--|---|
| (at the 200 level) | 3 |
| Any 200-level Criminal Justice (CJUS) course | |
| Any 200-level Economics (ECON) course (ECON 203 may not be used with either ECON 201 or ECON 202.) | |
| GEOG 201 or GEOG 203 | |
| Any 200-level Political Science (POLI) course | |
| Any 200-level Psychology (PSYC) course | |
| Any 200-level Sociology (SOCL) course | |

Total Major Course Hours21

OTHER COURSES

Natural/Physical Science Lab to match General
 Education Natural/Physical Science above 2

 Approved Electives 6
 Select any two
 Any Accounting (ACCT) course
 Any Arts (ARTS) course
 ASTR 101 Astronomy
 Any Biology (BIOL) course
 Any Chemistry (CHEM) course
 Any Computer Information Systems
 Technology (CIST) course
 Any Criminal Justice (CJUS) course
 Any Computer Science (CSCI) course
 CSSK 101 College Success Skills
 Any Economics course (ECON 203 may not be
 used with either ECON 201 or ECON 202)
 Any Education (EDUC) course
 Any English (ENGL) course

ENVS 201 Environmental Science
 Any Film (FILM) course
 Any French (FREN) course
 Any Geography (GEOG) course
 Any History (HIST) course
 Any Humanities (HUMN) course
 LIBS101 Library Information Services
 Any Mathematics (MATH) 101/110 or
 higher course
 Any Music (MUSC) course
 Any Philosophy (PHIL) course
 Any Physical Science (PHSC) course
 Any Physics (PHYS) course
 Any Political Science (POLI) course
 Any Psychology (PSYC) course
 Any Sociology (SOCL) course
 Any Spanish (SPAN) course
 Any Speech (SPCH) course
 Any Theater (THTR) course

ELECTIVES 3

TOTAL OTHER COURSES 11

TOTAL DEGREE HOURS65

SUGGESTED COURSE SEQUENCE

| SEMESTER 1 | Credit Hours | SEMESTER 2 | Credit Hours |
|---|---------------------|--|---------------------|
| English Composition I..... | 3 | English Composition II..... | 3 |
| Mathematics (MATH 101/110 or higher)..... | 3 | Mathematics | 3 |
| Computer Science..... | 3 | Humanities | 3 |
| (Credit will not be awarded for both CSCI 101 and CSCI 190.) | | Humanities | 3 |
| Elective..... | 3 | Natural/Physical Sciences Sequence..... | 3 |
| Natural/Physical Sciences Sequence..... | 3 | Natural/Physical Sciences Lab Sequence .. | 1 |
| Natural/Physical Sciences Sequence Lab | 1 | (A Natural/Physical Science sequence consists of two sequential courses in the same area. Ex.: BIOL 101 and BIOL 102, CHEM 101 and CHEM 102, PHSC 101 and PHSC 102, or PHYS 201 and PHYS 202.) | |
| Total Semester Hours | 16 | Total Semester Hours | 16 |
| | | | |
| SEMESTER 3 | Credit Hours | SEMESTER 4 | Credit Hours |
| Speech..... | 3 | Approved Elective..... | 3 |
| Humanities | 3 | Approved Elective..... | 3 |
| Humanities | 3 | Humanities | 3 |
| Humanities | 3 | Humanities | 3 |
| Social Sciences | 3 | Social Science..... | 3 |
| Arts | 3 | Total Semester Hours | 15 |
| Total Semester Hours | 18 | TOTAL HOURS | 65 |

Process Technology Associate of Applied Science (AAS)



This program is a rigorous study of the common operating processes found in industrial plants which prepares students to enter the employment market as entry-level process operators.

The curriculum leading to the **Process Technology Associate of Applied Science (AAS)** was developed in collaboration with local industry. This program is a rigorous study of the common operating processes found in industrial plants which prepares students to enter the employment market as entry-level process operators for a specialty career in a strong job market.

To receive the degree, the student must

- have a cumulative GPA of 2.00 or better in all credits that are to be used towards the degree;
- earn a "C" or better in major courses in ENGL 101 and ENGL 102 and in courses that are prerequisites for other courses; and
- complete the coursework listed below.

PROGRAM OF STUDY

General Education Requirements

| | |
|---|---|
| English Composition I | 3 |
| Speech..... | 3 |
| Mathematics | 3 |
| Social Science (ECON 203 required) | 3 |
| Physical Science (PHSC 101 required)..... | 3 |
| Computer Science..... | 3 |
| (Credit will not be awarded for both CSCI 101 and CSCI 190.) | |
| Humanities | 3 |

Total General Education

Course Hours..... 21

Major Courses

Process Technology

| | |
|--|---|
| PTEC 101 Introduction to Process Technology | 3 |
| PTEC 131 Process Instrumentation I | 3 |
| PTEC 132 Process Instrumentation II..... | 3 |
| PTEC 161 Process Technology I Equipment. | 3 |
| PTEC 203 Safety, Health, and Environment .. | 3 |

| | |
|--|---|
| PTEC 207* Quality | 3 |
| PTEC 242* Process Technology II Unit Systems..... | 3 |
| PTEC 243* Process Technology III Operations/Capstone..... | 4 |
| PTEC 244 Process Troubleshooting..... | 3 |
| PTEC 263 Fluid Mechanics..... | 3 |
| PTEC 291 Process Technology Internship | 3 |

(* = Asterisks on PTEC 207*, PTEC 242*, and PTEC 243* are part of the course names and must always accompany the course numbers.)

TOTAL MAJOR COURSE HOURS 34

Required Related Courses

| | |
|---|---|
| ENGL 102 Freshman Composition II | 3 |
| CHEM 104/104L Chemistry for PTEC majors..... | 4 |
| MATH 111 Trigonometry..... | 3 |
| PHSC 101L Physical Science 101 Lab | 1 |

TOTAL REQUIRED

RELATED COURSE HOURS 11

TOTAL HOURS 66

SUGGESTED COURSE OF STUDY

| SEMESTER 1 | Credit Hours | SEMESTER 3 | Credit Hours |
|-----------------------------------|---------------------|-----------------------------------|---------------------|
| ENGL 101 | 3 | CHEM 104/104L | 4 |
| MATH 101/110..... | 3 | ECON 203 | 3 |
| CSCI 101 or CSCI 190 | 3 | Humanities | 3 |
| PTEC 101 | 3 | PTEC 242* | 3 |
| PTEC 131 | 3 | PTEC 263 | 3 |
| SPCH 120 | 3 | Total Semester Hours | 16 |
| Total Semester Hours | 18 | | |
| | | SEMESTER 4 | Credit Hours |
| SEMESTER 2 | Credit Hours | MATH 111 | 3 |
| ENGL 102..... | 3 | PTEC 207* | 3 |
| PHSC 101/101L..... | 4 | PTEC 243* | 4 |
| PTEC 132..... | 3 | PTEC 244 | 3 |
| PTEC 161 | 3 | PTEC 291 | 3 |
| PTEC 203..... | 3 | Total Semester Hours | 16 |
| Total Semester Hours | 16 | | |
| | | TOTAL DEGREE HOURS | 66 |

Admissions and Registration



Baton Rouge Community College (BRCC) has an open-door admissions policy.

A person can apply for admission to Baton Rouge Community College at any time.

To Enroll at BRCC:

1. Apply to the College and provide all requested documentation.
2. Complete the admissions assessment.
3. Attend new student orientation.
4. Attend an academic advising session at the Center for Counseling, Advising, and Disability Services.
5. Register.
6. Pay tuition and fees at the Bursar's Office.

A **\$7.00 application fee** (\$45 for international students) is assessed at the time of enrollment.

Baton Rouge Community College (BRCC) has an open-door admissions policy. Students can enroll without regard to race, religion, sex, national origin, age, physical disability, marital status, or veteran status. Graduates of a state-approved high school, individuals who have obtained the *General Equivalency Diploma* (GED), or individuals with a demonstrated ability to benefit are eligible for admission (Admission to the college does not ensure admission to a particular program of study.).

A person can apply for admission to Baton Rouge Community College at any time. To enroll, an individual must complete the *Application for Admission* and the registration process before the start of the term in which the individual plans to attend BRCC. The entire admissions, registration, and payment process must be completed prior to the first official day of classes. After this time, enrollment is closed until the following term, except for the second eight-week courses.

HOW TO ENROLL

To complete registration for the first time, an individual must submit in person, by mail, via the Internet at <http://www.mybrcc.edu> or by telephone a completed *Application for Admission*, a nonrefundable application fee, transcripts, and other required documentation, such as proof of immunization and/or proof of military service to the Office of Enrollment Services prior to the enrollment deadline. If BRCC does not receive official copies of the appropriate transcript(s), the individual cannot be considered for nor can he/she qualify to receive financial aid.

To enroll as a student at Baton Rouge Community College,

1. apply to the college and provide the requested documentation;
2. complete the admissions assessment;
3. attend new student orientation;
4. attend an academic advising session at the Center for Advising, Counseling, and Disability Services (CADS);
5. register; and
6. pay tuition and fees at the Bursar's Office.

ADMISSIONS CRITERIA

Individuals applying for admission to BRCC must

- complete and submit the *Application for Admission*, online, in-person, via the internet or telephone (A **\$7.00 application fee** is assessed and must be paid before the applicant can enroll for classes.).
- present a copy of a high school diploma, a copy of a certified GED, or demonstrate an ability to benefit. An official high school transcript or transfer transcript must be submitted to the Office of Enrollment Services within 30 calendar days of the first official day of classes.
- first-time students, born after 1956, must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria. The *Immunization Form* is available in the Office of Enrollment Services. If any immunization is not current, contact either

Admission requirements must be met within 30 calendar days of the first official day of classes.

An *Application for Admission* is good for **one calendar year** after its submission.

An individual is granted provisional admission for one month (30 days) for the purpose of attending classes until all required documentation is received in the Office of Enrollment Services.

a family physician or the local health department for an appointment.

- submit a *Statement of Compliance* and written proof of draft registration and selective service status. In lieu of the *Statement of Compliance*, veterans of the armed forces of the United States can submit a copy of their discharge papers or discharge certificates. Persons not registered for the federal draft may enroll at BRCC if
- the requirement to register is no longer in effect or has become inapplicable.
- the person proves he/she did not knowingly or willfully fail to register and, in turn, registers.

Admission requirements must be met within **30 calendar days** of the first official day of classes. The applicant is responsible for submitting true, accurate, and unaltered documentation. Failure to comply can result in denial of the *Application for Admission*. Also, the submission of altered, or inaccurate documentation or falsification of information can result in expulsion from the college, and/or prosecution.

An *Application for Admission* is good for one calendar year after its submission.

Standard Admission Status

Standard Admission Status is granted when all required records, including official high school and/or college transcripts, GED or BRCC placement test scores, and immunization documents, are received by the Office of Enrollment Services. If these are not received within the 30-day period, a hold is placed on class changes and any future enrollments.

Provisional Admission Status

An individual is granted provisional admission for one month (30 days) for the purpose of attending class(es) until Enrollment Services receives all required documentation, including a proof of immunization. If the documents are not received within the 30-day time frame, a hold is placed on class changes and future enrollments.

ADMISSIONS CATEGORIES

Admissions standards are in place for persons attending BRCC for the first time whether they are transferring to another institution of higher education, are classified as an international student, seek readmission to BRCC, or are involved with other K-12 or university institutions. Those applying for admission should review the section on student classification to determine whether to enroll as a degree-seeking or nondegree-seeking student.

First-Time Students

First-time students are students who have never attended a university/college. To apply for admission to Baton Rouge Community College, an applicant must complete an *Application for Admission* and submit it to the Office of Enrollment Services by the deadline noted in the "Academic Calendar." Applicants should refer to the Admissions Criteria for application instructions.

Transfer Students

Transfer students are students previously enrolled at another college/university. Transfer students must submit an *Application for Admission*, a **nonrefundable \$7.00 applica-**

Official transcripts from every institution an applicant has previously attended must be submitted to the Office of Enrollment Services.

A transfer student with an adjusted cumulative grade point average of 2.00 or higher is admitted in good standing.

Transfer credits from regionally-accredited institutions of higher education are recorded on a student's academic record.

tion fee (\$45.00 for international students), and an official transcript from every previously attended institution. A student may be provisionally admitted to BRCC until all required documentation is received.

A student on academic suspension from another college/university can appeal his/her admission status by submitting a letter of appeal to the BRCC Appeals Committee. Failure to acknowledge attendance at another college/university may result in denial of admission.

Academic Status Determination for Transfer Students

Students who transfer to BRCC with an adjusted cumulative grade point average of 2.00 or higher are admitted in good standing. Students who transfer from another university/college while on academic probation/suspension can enroll in a summer session at BRCC in order to improve their GPA prior to being admitted for the following fall term. Students on probation/suspension at another institution and who wish to attend fall or spring classes at BRCC should contact the Office of Enrollment Services. Students who are on academic probation/suspension at BRCC are responsible for checking with the institution they plan to attend to verify that coursework completed at BRCC will transfer.

Transfer Credits

Transfer credits from regionally-accredited institutions of higher education are recorded on a student's academic record. **Developmental course credits do not apply towards a degree or certificate**, but are entered on the student's college record. **BRCC does not accept courses from an institution of higher education that is not accredited by a regional accrediting authority.** However, students can transfer from institutions not regionally accredited if faculty qualifications and student credentials are first forwarded to BRCC. Students may petition for acceptance of coursework by

- establishing that another regionally-accredited institution has applied his/her courses credits towards a degree or certificate.
- providing verification from the Chief Academic Officer of the transfer institution that coursework meets SACS requirements.

The following guidelines govern the acceptance of transfer credits:

- An academic dean determines whether courses taken prior to transferring to BRCC are acceptable by consulting and taking recommendations from the faculty.
- Students without college-level credits of "C" or better in English and mathematics are required to take the BRCC Placement Test.
- Grades for transferred courses are converted to the BRCC grading scale and are recorded as follows:
 - W, WA, WB, WC, WD, and WP grades are not recorded.
 - Plus (+) or minus (-) symbols are disregarded.
 - Grades of Pass, Credit, and Satisfactory are treated the same and count as hours earned.

When being readmitted, students who have not been enrolled for more than two semesters at BRCC must submit a new *Application of Admission* and pay the applicable application fee.

Students who have not attended BRCC for one full calendar year can only be readmitted under the admission standards established by the college and published in the most current catalog.

Students not enrolled at BRCC for the previous fall or spring semester are subject to the most recent fees.

INTERNATIONAL STUDENTS must provide:

1. evidence of sufficient funds to cover expenses
2. official secondary and/or post-secondary scholastic records listing courses that have been taken and results of past examinations
3. an official copy of TOEFL (Test of English as a Foreign Language) scores
4. BRCC placement exam scores
5. valid visa/passport
6. completed transfer form, if transferring from another institution of higher education in the United States
7. immunization records

— Failing grades, including WF, count for hours attempted. **Grades in developmental courses are recorded, but are not calculated in GPA calculation.**

— Grades of NC (no credit) are not recorded.

- Enrollment Services evaluates transcripts for degree-seeking students in their first semester at BRCC.
- The lowest acceptable transfer grade for English Composition 101 and 102 and algebra is a "C".
- Transfer work that has been earned in quarter-hour credits are converted to semester hour credits.
- The maximum number of acceptable transfer credits towards earning a degree is forty-five (45).

Readmission

Students who have not been enrolled for more than two semesters at BRCC must submit a new *Application of Admission* and pay the applicable application fee. Students who have not attended BRCC for one full calendar year can only be readmitted under the admission standards established by the college and published in the BRCC catalog. **An Application for Admission to BRCC is good for one calendar year.** If the enrolling student has attended another university/college during the lapsed period, a transcript from that institution indicating the number of credit hours earned is required. Students not enrolled at BRCC for the previous fall or spring semester are subject to the most recent fees.

International Students

International Students must submit the following:

- Evidence of sufficient funds to cover expenses, including an original and current statement of financial support in the amount of \$10,000 or more while studying in the United States.
- Official secondary and/or post secondary scholastic records which lists courses taken and indicates the results of any past examinations. College credentials must be translated into English (and evaluated) by an official translating agency and certified as correct.
- An official copy of TOEFL (Test of English as a Foreign Language) scores for students whose native language is not English. A minimum TOEFL score of 500 on the paper test or 173 on the computer test is required.

All documentation must be submitted in English and signed by the applicant.

An international student should provide the following:

- BRCC placement exam scores.
- Valid visa/passport

BRCC must receive all required documentation before an I-20 can be issued.

International students are obligated to follow the regulations of the Immigration and Naturalization Service.

International students are not eligible for resident tuition status.

The BRCC Early Admissions Program permits high school students to take classes at BRCC while continuing to attend high school. Students receive high school credit for high school classes and college credit for BRCC classes.

Admissions requirements for home-schooled students are similar to those of other students.

BRCC has cross-enrollment agreements with Louisiana State University, Southeastern Louisiana University, and Southern University.

- Completed transfer form, if transferring from another institution in the United States
- Immunization records

BRCC must receive all documents before an I-20 is issued. International students are obligated to follow the regulations of the Immigration and Naturalization Service. **International students are not eligible for resident tuition status.**

HIGH SCHOOL STUDENT OPTIONS

Early Admissions Program

BRCC has an Early Admissions program which allows high school students to take specific classes at BRCC while continuing to attend high school. Students earn high school credit for high school classes and college credit for BRCC classes. Students qualify if they

- are 16 years of age or older.
- are a high school junior or senior who has earned and maintained a 3.00 grade point average.
- have a letter of consent from the high school principal/designated official of the high school.
- have a letter of consent from a parent/guardian.
- meet course or program requirements.

Home-Schooled

Home-schooled students who wish to attend BRCC are encouraged to apply during the equivalency of their junior and senior years of high school. Admissions requirements for home-schooled students are similar to those of other students. Home-schooled students qualify if they

- are 16 years of age or older.
- provide documentation from the state that indicates where they are being home-schooled.
- provide a current high school transcript which indicates the course work that has been completed (A portfolio of the student's work may be requested.).
- have a letter of consent from a parent, guardian, or home-school teacher.
- demonstrate an ability to benefit, as evidenced in BRCC placement scores.

Placement is based on assessment scores.

COLLEGE-LEVEL OPTIONS

Cross-Enrollment

BRCC has signed cross-enrollment agreements with Louisiana State University, Southeastern Louisiana University, and Southern University. The agreements permit BRCC students to register for pre-approved courses at one of these institutions while concurrently enrolled at BRCC. Cross-enrolled students wishing to transfer BRCC credits to another primary institution should speak with an advisor of that institution in order to confirm that the credits earned at BRCC can transfer to the institution of choice. Interested students should

Concurrent enrollment allows qualified students to enroll in BRCC and another postsecondary institution concurrently.

The Office of Enrollment Services determines residency status of each student based on BRCC regulations, and residency is determined from information taken from the *Application for Admission* and related documents.

Students are declared residents after having resided and/or worked in Louisiana for at least one full year (365 days) prior to the first official day of classes of the term for which application is made.

Residency cannot be established for the sole purpose of obtaining an education.

A current driver's license, voter registration card, or a copy of a state tax return are accepted as proof of residency.

Students who are not Louisiana residents are charged out-of-state tuition.

contact the Office of Enrollment Services at both BRCC and the primary institution of interest for procedures governing registration and cross-enrollment.

Concurrent Enrollment

Concurrent enrollment allows qualified students to enroll in two postsecondary institutions concurrently. Students enrolled at BRCC must notify the Office of Enrollment Services whenever they have enrolled or plan to enroll at another college/university. Upon completion of each semester of concurrent enrollment, students must provide official transcripts to BRCC from the postsecondary institution (Exception: Students officially cross-enrolled with Louisiana State University, Southeastern Louisiana University, or Southern University are not required to notify the Office of Enrollment Services or submit transcripts for cross-enrolled courses.). Academic standing is based on the coursework completed at post-secondary institutions.

RESIDENCY INFORMATION

Louisiana Residents

The Office of Enrollment Services determines the residency of a student based on BRCC regulations and from the information provided by the student on the *Application for Admission* and related documents. Students' domiciles and/or places of employment are also used to determine residency. Students are declared residents once they have resided and/or worked in Louisiana for **at least one full year (365 days)** prior to the first official day of classes of the term for which application is being made. **Residency cannot be established for the sole purpose of obtaining an education.** Residency classification and fees are audited after completing registration and some fees are adjusted. Factors used to determine residency include:

- Financial independence from parents who reside in another state or country.
- Dependency on the state of Louisiana for financial support.
- A continuous presence in Louisiana though not enrolled as a student at BRCC.
- Intent to remain in Louisiana permanently.
- Payment of Louisiana income taxes during the past tax year.
- Proof of domicile in Louisiana for a specified period of time.

A current driver's license, voter registration card, or copy of a state tax return are used to verify residency. Special provisions are made for students who move to Louisiana for employment or for military personnel who are stationed in Louisiana.

Non-Louisiana Resident

Students who are not Louisiana residents are charged out-of-state tuition. College fees and tuition are based on the legal residency of a student. For applicants who are under 18 years of age or are legal dependents, residency is determined by the domiciles of students' parent(s) or legal guardian(s).

International students are neither U.S. citizens nor Louisiana residents.

A **degree-seeking, first-year student** has earned no more than **29** semester credit hours. A **second-year student** has earned **30 or more** semester credit hours. A **non-matriculating/non-degree seeking student** takes courses, but does not work towards a degree.

BRCC policy provides equal opportunity for qualified persons without regard to disability in the recruitment of, admission to, participation in, treatment of, or employment in its programs and activities

Non-U.S. Citizen (International)

International students are neither U.S. citizens or Louisiana residents; therefore, they cannot possess valid resident alien cards.

STUDENT CLASSIFICATIONS

Degree Seeking

A first-year student has earned no more than 29 semester credit hours.

A second-year student has earned 30 or more semester credit hours.

A non-matriculating or non-degree seeking student takes courses, but does not work towards a degree.

Students are classified as either full-time or part-time. Full-time students take 12 or more semester hours during a regular semester and at least six semester hours during a summer semester. Part-time students take less than 12 semester hours during a regular semester or less than six semester hours during a summer semester.

Students receiving financial aid are advised to check with the Office of Financial Aid and Scholarship regarding eligibility and to declare a major.

Non-Degree Seeking

Students can take courses at Baton Rouge Community College for personal enrichment as non-degree seeking students. Non-degree seeking students are not usually subject to admissions standards; however, they are required to take the prerequisites required for their curricula. Students who move from non-degree seeking to degree-seeking are required to submit necessary documentation, complete assessments, and meet admission requirements.

Audit Status

Applicants must meet the admissions standards of the college in order to audit a course(s). Applicants are assessed the same tuition and fees for audited courses as they are for credit courses. **College credit is not earned for audited courses.** Audits cannot be converted to credit hours after having attended class or completing a course. Semester course loads are inclusive of audited courses. Students must regularly attend audited classes and prepare all class assignments. They can participate in class activities; but are not required to take examinations.

Americans with Disabilities Act (ADA)

BRCC policy provides equal opportunity for qualified persons without regard to disability in the recruitment of, admission to, participation in, treatment of, or employment in its programs and activities which are operated and sponsored by the college pursuant to the *Americans with Disabilities Act of 1990 (ADA)* and other related federal and state laws.

The college is committed to serving individuals with disabilities in employment, academically and other programs, public services, transportation, public accommodations, and telecommunications. Additionally, the college strives to prevent discrimination against individuals with disabilities, bring them into the social and economic mainstream, and provide enforceable stan-

The college includes students with disabilities in all academic and college activities.

Assessment is an ongoing part of BRCC programs.

It is vital that students are placed in the proper level of study in order to receive the appropriate level of instruction.

For first-time applicants, the **first assessment test is required for admission** and is taken at no cost. The cost is \$7.50 for one retest and \$20.00 for the three-part writing, reading and mathematics test. Assessment tests are administered daily.

The *COMPASS* test evaluates students who seek degrees, course credits, diplomas or certificates in credit programs. The *COMPASS* test identifies college preparedness in English, reading, and mathematics.

Applicants whose native language is not English are required to take the *Test of English as a Foreign Language (TOEFL)*.

Test scores are used for advising and placement only.

Applicants are not refused admission based on low test scores.

dards that address discrimination. The college includes students with disabilities in all academic and college activities. Qualified applicants are not denied admission, nor are they subjected to discrimination in admission or recruitment to the college based on their disabilities.

Applicants for admission may voluntarily identify themselves as being disabled. Disabled students requesting accommodations should contact the Office of Disability Services before the first official day of classes. The students are provided information on the services available, and admissions criteria and testing are selected, administered, and evaluated in an accessible manner.

ADMISSIONS ASSESSMENT

Baton Rouge Community College offers quality educational assessment programs that help students realize their goals and potentials. Assessments improve the chances for retention and success. For this reason, **assessment is ongoing**. Placement scores, academic achievement assessments, surveys, testing, licensure examinations, and other educational measures determine the progress of BRCC students.

It is vital that students are placed in the appropriate level of study in order to receive the appropriate level of instruction. Initial assessments are determined by placement testing, and the testing is used to determine whether personal abilities match course recommendations. Where test scores indicate, students are assigned to developmental classes in reading, writing (English) and/or mathematics in order to strengthen those abilities prior to beginning college-level work.

Entry Assessment

BRCC offers college programs which increase students' abilities to succeed in collegiate and vocational programs of study. The *COMPASS* test evaluates students who seek degrees, course credits, diplomas or certificates in credit programs.

First-time applicants, except those having special needs, must take the college's placement test. The first test is required for admission and can be taken at no cost. (To retest in order to improve scores, applicants must make an appointment in the Academic Learning Center, bring a receipt from the Bursar's Office proving that a test fee was paid, a picture identification, and a pen/pencil on the day of the test. The cost is \$7.50 for one retest and \$20.00 for the three-part writing, reading and mathematics test.)

The *COMPASS* test identifies college preparedness in English, reading, and mathematics. **Students are required to take the *COMPASS* placement test prior to being advised.** During registration, students are advised and placed in courses according to the results of *COMPASS*. **Assessment tests are administered daily in the Academic Learning Center.**

Applicants whose native language is not English are required to take the *Test of English as a Foreign Language (TOEFL)*. A *TOEFL* score of at least 500 on the paper test or 173 on the computer test is required for admission to BRCC. **Test scores are used for advising and placement only.** Test scores older than three (3) years are not acceptable for course placement.

Scores older than five (5) years on TOEFL are not accepted.

Prospective students lacking a high school diploma, GED, or equivalent must show an ability to benefit in order to enroll at BRCC. The BRCC Placement Test satisfies this requirement.

Academic advising is available for new, returning, and current students throughout the academic year.

BRCC students must see an academic advisor before registering each semester.

New students must attend briefings and schedule planning assistance and mentoring from the Center for Counseling, Advising and Disability Services.

A *Schedule of Classes* is published each semester and is also available on the BRCC Web site.

Applicants are not refused admission to the college based on low test scores. If test scores indicate that an applicant needs preparation in basic skills, he/she is directed to enroll in developmental education courses. Students enrolled in developmental education courses may be restricted to enrolling in certain general education courses.

First-time applicants must complete BRCC placement testing and have scores on file unless

- a transcript is submitted from an accredited institution that indicates a letter grade of "C" or better in English and mathematics;
- a transcript is submitted from an accredited institution that shows an associate or higher degree;
- a non-credit certificate program is selected;
- courses without prerequisites are selected and a *Non-Degree Seeking Form* is completed; or
- a course is audited.

Ability to Benefit

Prospective students who do not possess a high school diploma, GED, or equivalent must show an ability to benefit from a post-secondary program of study. The *BRCC Placement Test* satisfies this requirement.

Contact With Academic Advisor

Academic advising is available for new, returning, and current students throughout the academic year. **BRCC entering and continuing students must see an academic advisor before registering for a semester.** New students may see an advisor to receive information regarding placement tests results, information regarding course offerings, and to discuss their educational plans. New students must attend orientation and schedule planning assistance and mentoring from the Center for Counseling, Advising and Disability Services. Current students can visit a faculty advisor to develop/revise their educational plans so that those plans match post-graduation goals. Continuing students, unsure of their educational plans and/or goals, should seek assistance from the Center for Counseling, Advising and Disability Services.

An advising conference helps determine the progress made towards completing certificate or degree requirements, or it can ensure that courses taken are appropriate and that credit earned can transfer to another institution of higher education.

- New students beginning their first semester at BRCC and re-entry students should seek advisement in the Center for Counseling, Advising, and Disability Services.
- Continuing students enrolled at BRCC should make an appointment to visit their assigned faculty advisors.
- A student seeking a BRCC degree and having 45 or more hours of credit should request a degree audit from the Office of Enrollment Services. A degree audit will identify the course(s) a student needs to graduate.

Personal identification Numbers (PINs) are issued to registering students and are required to register online.

Students must be registered for classes by the first official day of classes. No registration is complete until tuition/fees are paid-in-full or until a deferred payment plan is approved. Dates of registration are published in the Academic Calendar of this catalog.

To register and be billed by telephone:

- prepare a schedule
- dial 225.924.2949
- enter an assigned, unique identification code
- enter a PIN
- select the term being registered for
- select 1- for Registration Information or to change the PIN

OR

- select 2 for Billing Information or to change a PIN
- select 9 to return to the previous menu or to Exit the system.

REGISTRATION

Registration is the process of enrolling, obtaining a class schedule, and paying tuition and fees for the term. A *Schedule of Classes* is published each semester and is available on the BRCC Web site. It lists available courses and data related to the courses. Students can register/modify an existing schedule via the Web, via telephone, or in person at the BRCC main campus. Personal identification numbers (PINs) are issued to every registering student. **A PIN is required to register online.** A "registration hold" must be removed from the online record before a student can register. This is performed by a student advisor.

A new student is eligible for Web registration after completing an assessment, viewing/attending orientation, and meeting with an advisor in the Center for Counseling, Advising and Disability Services. Returning students can register online during the registration period, but an advisor must reactivate a PIN before a student can modify an existing schedule. Courses can be added/dropped online until the first official day of classes. After that time, a *Withdrawal Form* should be submitted to the Office of Enrollment Services in order to drop a class(es).

Tuition can be paid with a financial aid award, a charge on an approved credit card, cash, money order, deferred payment, or check at the Bursar's Office. A check or money order should be mailed to Baton Rouge Community College, 5310 Florida Boulevard, Baton Rouge, Louisiana 70806. Tuition and fees must be paid before the scheduled "purge" date, or classes will be dropped (Payment due dates are listed in the Academic Calendar of this catalog or on the Web.).

Registration Periods

Registration periods are set for each term. Students can register for classes until the deadline published in the Academic Calendar of this catalog, and must be registered by the first official day of classes. A student must be assigned a PIN and have it enabled before that time. After the deadline passes, registration for that term is closed and only existing schedules can be modified.

No registration is complete until tuition and fees are paid-in-full or until a deferral plan is arranged and approved by the Office of Accounting and Finance. Students who do not complete registration and pay their fees before the deadline will have all scheduled courses dropped.

Telephone Registration and Billing

To register and be billed by telephone:

- prepare a schedule and alternate classes for the desired term
- dial **225.924.2949**
- enter a student identification number
- enter a PIN
- select the term being registered for
- select 1- for Registration Information or to change the PIN

OR

- select 2 for Billing Information or to change a PIN
- select 9 to return to the previous menu or to Exit the system.

Every BRCC student's PIN number is deactivated before each semester begins. Only a faculty advisor or departmental advisor can assign a new PIN/reactivate an existing PIN.

Students attending Baton Rouge Community College have access to their personal records. For personal records to be released to a relative, dependency must be proven by presenting an IRS Form 1020.

Student schedules must be confirmed before exiting the system. Students are allotted 15 minutes to complete registration in its entirety. For difficulties with the system, contact a customer service representative at 225.216.8700.

Personal Identification Number (PIN)

Personal Identification Numbers (PINs) are unique numbers that allow students to electronically access student records, take advantage of student services, and register for classes. When students log in to the BRCC portal, a six-digit number used as a login password can be selected. **The day before enrollment begins for the next semester, every BRCC student's PIN number is deactivated.** Enrolled students can only have their PIN reactivated by a faculty advisor/departmental advisor.

After being advised, new PINs are issued and can be used to add classes for an upcoming semester and check records, including final grades for the current semester. For dropping courses or resigning from the college, a student should first see an academic advisor.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Students attending Baton Rouge Community College can access their personal records to

- inspect and review their education records.
- request an amendment to their education record to ensure that the record is not misleading, inaccurate, or otherwise in violation of privacy or other rights.
- contest disclosures of personal information contained in their education records, except for those which concern FERPA and those that authorize disclosure without consent.
- file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA and its regulations.
- obtain a copy of the institution's student record policy.

For personal records to be released to a parent/guardian, the parent/guardian must prove dependency of the child by presenting a copy of the past year's IRS Form 1020.

Directory information is released by the college, unless the college first receives a request in writing asking that information be withheld. This information should be received by the Office of Enrollment Services prior to each new semester and within 10 days of the official date for final registration. Directory information includes the

- date of enrollment
- division in which the student is enrolled
- classification, major, degree(s) earned
- awards, participation in officially recognized activities and sports
- weight and height (members of athletic teams)
- most recent educational agency or institution attended.

Students may be awarded no more than 24 credit hours (one year), unless required by a specific program of study.

Students must be currently enrolled in a credit course and have completed 12 credit hours at BRCC at the time of application for assessment of prior learning.

Credit awarded for prior learning does not count as hours in residence for graduation requirements.

Credit received through prior learning assessment at BRCC is not transferable to other colleges and universities.

CREDIT FOR PRIOR LEARNING

Baton Rouge Community College (BRCC) recognizes that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit.

Students may be awarded no more than 24 credit hours (one year), unless required by a specific program of study. One or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE) will be used to assess prior learning:

- Articulated Programs
- Credit By Evaluation
- College-Level Equivalency Examinations

Students must be currently enrolled in a credit course and have completed 12 credit hours at BRCC at the time of application for assessment of prior learning. **Credit awarded for prior learning does not count as hours in residence for graduation requirements. Credit received through prior learning assessment at BRCC is not transferable to other colleges and universities.** Therefore, students are strongly advised to meet with a program advisor or contact the college or university to which they plan to transfer upon completion of the certificate and/or associate degree at BRCC.

- * For further information on prior learning assessment, contact the Office of Enrollment Services at BRCC.

A. Credit by Evaluation

BRCC offers credit by evaluation for prior learning.

1. Educational Experiences in the Armed Services

BRCC may award credit for military experiences based on the American Council on Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services*. A student may receive college credit if:

- a. training parallels a discipline area offered through BRCC, and
- b. credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed basic training, four (4) credit hours in physical education will be awarded as indicated in the *ACE Guide* and the *Community College of the Air Force Catalog*. **Official documentation of military training is required.**

2. Credit for Training Programs

ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in *The National Guide to Educational Credit for Training Programs*. If a student has received training which appears in the guide, he or she may receive college credit if:

- a. training parallels a discipline area offered through BRCC, and
- b. credit meets a program requirement or is used as elective credit.

Credit by evaluation is not transferable to other colleges and universities.

Credit received through CLEP is not transferable to other colleges and universities.

For CLEP examinations taken prior to July 1, 2001, BRCC will grant credit based on scaled scores.

Credit received through *DANTES* is transferable within BRCC, but is not transferable to other colleges and universities.

The Office of Enrollment Services evaluates transcripts for degree-seeking students during their first semester at BRCC.

Baton Rouge Community College retains student official academic records (transcripts) of enrollment and credit earned in perpetuity.

3. Departmental Credit By Evaluation

Students may apply for *Departmental Credit By Evaluation* in certain courses by obtaining the appropriate form in the Office of Enrollment Services, and completing necessary applications and requirements of the college, including tuition and payment of required fee. See fee schedule for appropriate fee. **Fees are not refundable if a student fails to obtain credit.** Students may not request:

- a. the evaluation of a course a second time;
- b. the evaluation of a course while currently enrolled in the course;
- c. to establish credit in a previously completed course; and
- d. to establish credit for a lower level of a course in which credit has been received.

Certain departments have additional requirements which must be met before credit may be granted through departmental credit by evaluation. When credit is granted as outlined above, a notation of "credit by evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. **Credit by evaluation is not transferable to other colleges and universities.**

B. College-Level Equivalency Examinations

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the *Guide to Educational Credit By Examination*. BRCC uses these recommendations as guidelines to award credit for equivalent BRCC coursework as well as elective credit. Scores must be sent directly to the Office of Enrollment Services from the specific testing company before credit is awarded. All equivalency is subject to future review and possible catalog change.

1. Advanced Placement Examination

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an *Advanced Placement Examination* of the CEEB may receive course credit with a score of 3, 4 or 5 depending on the subject. Scores must be received directly from CEEB before credit is awarded.

2. College Level Examination Program

BRCC may award credit to individuals who have received an acceptable score on the *College Level Examination Program (CLEP) General Examinations* and who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the CLEP subject examinations. **Credit received through CLEP is not transferable to other colleges and universities.**

English Composition: Students pursuing credit for ENG 101 must take the *English Composition with Essay*. BRCC does not award credit for ENG 102 through CLEP examination.

Foreign Languages: Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of BRCC.

For CLEP examinations taken prior to July 1, 2001, BRCC will grant credit based on scaled scores.

Academic amnesty is a special program offered to students who have dropped out of college or have been suspended because of poor academic performance. Students who demonstrate sufficient maturity and aptitude are chosen for academic amnesty.

In transfer, BRCC accepts academic amnesty granted from another institution.

3. Defense Activity for Non-Traditional Education Support Examination Program

BRCC may award credit for the *Defense Activity for Non-Traditional Education Support (DANTES) Examination Program* to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. BRCC does not award credit for ENG 102 through DANTES examination. **Credit received through DANTES is transferable within BRCC, but is not transferable to other colleges and universities.**

4. Departmental Credit By Examination

Students may apply for *Departmental Credit By Examination* in certain courses by contacting the Office of Enrollment Services. Students will need to pay a fee and complete the examination and any other requirements. See fee schedule for appropriate fees.

Students may not request:

- a. to challenge a course a second time;
- b. to challenge a course while currently enrolled in the course;
- c. to establish credit in a previously completed course; and
- d. to establish credit for a lower level of a course in which credit has been received.

Certain departments may have additional requirements which must be met before credit may be granted through departmental credit by examination. Only grades of A, B, or C earned as a result of this examination are recorded on the student's transcript. **Fees are not refundable.** When credit is granted as outlined above, a notation of "credit by examination," a grade and the number of credits will appear on the student's transcript.

5. International Baccalaureate Diploma/Certificate

Students who present an *International Baccalaureate Diploma/Certificate* may qualify for college credit. **BRCC grants credit for college-level courses only.** A grade of 5 qualifies a student to receive credit for one introductory course. **No credit is awarded for English as a Second Language.**

TRANSCRIPTS

Transfer Credit Policy

Credit may be granted for coursework completed at other accredited colleges and universities. Coursework earned at a regionally-accredited institution with a letter grade of "C" or better is accepted in transfer. Transfer credits are recorded on the student's academic record. **A maximum of forty-five (45) transfer credits may be accepted towards earning a degree at Baton Rouge Community College (BRCC). Developmental course credits are not accepted toward a degree or certificate and are not calculated in a student's GPA.** If faculty qualifications and student credentials are forwarded, students can transfer from non-regionally accredited institutions. Students may petition for acceptance of coursework by establishing that another regionally-accredited institution has applied the courses toward a degree or certificate. Students must also provide verification from the Chief Academic Officer of the transfer institution that coursework meets SACS requirements.

BRCC students are required to keep their mailing address, phone number, and e-mail address current in the Office of Enrollment Services. Updates can be completed online or in person at the Office of Enrollment Services.

The Office of Enrollment Services evaluates transcripts for degree-seeking students during their first semester at BRCC. Upon recommendations from the faculty, an academic dean determines the acceptance of course(s) taken before transferring to BRCC. Students without college-level credits in English or mathematics are required to take the BRCC placement test (COMPASS).

Note: For academic purposes, transfer credit is granted for grades of "C" or better. When reviewing for Financial Aid eligibility, all attempted hours are considered.

Student Record Retention

Baton Rouge Community College retains student official academic records (transcripts) of enrollment and credit earned in perpetuity. All other student records are destroyed two years after the last date of enrollment.

Inaccuracies on transcripts should be reported to the Office of Enrollment Services.

ACADEMIC AMNESTY

Academic amnesty is a special program offered to students who have dropped out of college or have been suspended because of poor academic performance. Those demonstrating sufficient maturity and aptitude are chosen for academic amnesty.

Academic amnesty does not apply to students who receive federal financial aid.

For further information, contact the Office of Financial Aid and Scholarship.

Academic amnesty allows students with poor academic records to erase all previous academic credit and start over. Academic amnesty has strict rules and regulations. Students wishing to apply for academic amnesty should first discuss the program with a staff member in the Office of Enrollment Services.

Students in the program are advised that some undergraduate, graduate, and professional schools compute the undergraduate GPA based on all hours completed.

Criteria:

- At least two years must have elapsed from the end of the semester in which the student was last registered for credit and before credit from any other college/university can be accepted.
- An interested student must submit a letter requesting academic amnesty to the Office of Enrollment Services prior to the semester he/she intends to enroll. The letter should include evidence that all conditions were met and that a satisfactory performance can be expected.
- The Office of Enrollment Services evaluates every application and recommends only those who satisfy the requirements and show potential for success. Applying for academic amnesty does not guarantee a student's approval for entry into the program.
- Academic credit earned prior to declaring academic amnesty is included as part of a degree program. However, the previous record remains part of the student's overall academic record.

Students can register to vote at the same time they enroll at BRCC in the Office of Enrollment Services.

- When academic amnesty is granted, the date of enrollment is entered on the student's transcript, along with a reference stating that the use of previously earned credits and quality points for meeting degree requirements, computing a GPA for credit that leads to an undergraduate certificate/degree, or determining graduation is prohibited at BRCC.
- After academic amnesty is granted, a student is classified as a first-time student, and new records are established that show no credit or quality points were recorded and no suspensions occurred while attending BRCC.
- A student demonstrating competency in his/her courses may qualify for advanced standing (without credit) or may earn a waiver of requirements that qualifies him/her for advanced standing.

In transfer, BRCC accepts academic amnesty granted from another accredited institution. However, **academic amnesty is granted only ONCE**, regardless of the number of institutions attended. Academic Amnesty does not apply to Title IV financial aid.

If a student is denied academic amnesty, an appeal can be made to the Academic Appeals Committee.

CHANGE OF NAME, ADDRESS, PHONE NUMBER, OR E-MAIL ADDRESS

BRCC students are required to keep their mailing address, phone number, and e-mail address current. Updates to personal information can be completed online or in person at the Office of Enrollment Services. Students must notify the Office of Enrollment Services of a name change and must provide proof of the change by presenting a Social Security number or a current driver's license.

VOTER REGISTRATION

Students interested in registering to vote can complete a *Voter Registration Card* in the Office of Enrollment Services.

Admissions Requirement Summary



| Degree Seeking Students | High School Graduate GED | Dual Enrollment Student | Early Admissions or Home-Schooled Student | International Student | Transfer Student |
|--|-----------------------------|-------------------------|---|-----------------------|------------------|
| Application for Admission | X | X | X | X | X |
| Application Fee | X | | X | X | X |
| High School Diploma or GED Documentation | X | X | X | X ¹ | |
| College Transcript | | | X ¹ | X ² | |
| Assessment | X ^{3,4} | X ^{3,4} | X ^{3,4} | X ^{3,4} | X ^{3,4} |
| Statement of Financial Support | | | | X | |
| Immunization | X | | X | X | X |

| Degree Seeking Students | High School Graduate or GED | Job Improvement | Personal Interest |
|--|-----------------------------|------------------|-------------------|
| Application for Admission | X | X | X |
| Application Fee | X | X | X |
| High School Diploma or GED Documentation | X | | |
| College Transcript | | X ² | X ^{2,4} |
| Assessment | X ^{3,4} | X ^{3,4} | X ^{3,4} |
| Immunization | X | X | X |

¹Transcripts must be translated into English and submitted to an accredited agency for evaluation (World Evaluation Services, etc.).

²Must submit official transcripts from each institution attended.

³Students who wish to take and have successfully completed college English or math must submit placement scores.

⁴Required if enrolled for courses with prerequisites.

Schedule of Tuition/Fees



Tuition and fees must be paid-in-full on or before the payment deadline.

A student's schedule is cancelled if payments are not received.

A student is officially registered once tuition and fees are paid-in-full and all required admission documents have been received by the Office of Enrollment Services.

Tuition and fees must be paid-in-full on or before the payment deadline shown in the Academic Calendar of this catalog. If payment is not received in the Bursar's Office by the deadline, a student's schedule is cancelled.

A student is officially registered once tuition and fees are paid-in-full and all required admission documents have been received by the Office of Enrollment Services. BRCC accepts cash, check, Visa, MasterCard, Discover, a money order, or a cashiers check for payment.

| TUITION | | | |
|-----------------------------|----------|--------|----------|
| Tuition and Mandatory Fees* | | | |
| Resident | | | |
| Credit Hours | Tuition | Fees | Total |
| 1 | 57.00 | 17.00 | 74.00 |
| 2 | 114.00 | 34.00 | 148.00 |
| 3 | 171.00 | 51.00 | 222.00 |
| 4 | 228.00 | 68.00 | 296.00 |
| 5 | 285.00 | 85.00 | 370.00 |
| 6 | 342.00 | 102.00 | 444.00 |
| 7 | 399.00 | 119.00 | 518.00 |
| 8 | 456.00 | 136.00 | 592.00 |
| 9 | 513.00 | 153.00 | 666.00 |
| 10 | 570.00 | 170.00 | 740.00 |
| 11 | 627.00 | 187.00 | 814.00 |
| 12 or More | 684.00 | 204.00 | 888.00 |
| Non Resident | | | |
| Credit Hours | Tuition | Fees | Total |
| 1 | 174.00 | 17.00 | 191.00 |
| 2 | 348.00 | 34.00 | 382.00 |
| 3 | 522.00 | 51.00 | 573.00 |
| 4 | 696.00 | 68.00 | 764.00 |
| 5 | 870.00 | 85.00 | 955.00 |
| 6 | 1,044.00 | 102.00 | 1,146.00 |
| 7 | 1,218.00 | 119.00 | 1,337.00 |
| 8 | 1,392.00 | 136.00 | 1,528.00 |
| 9 | 1,566.00 | 153.00 | 1,719.00 |
| 10 | 1,740.00 | 170.00 | 1,910.00 |
| 11 | 1,914.00 | 187.00 | 2,101.00 |
| 12 or more | 2,088.00 | 204.00 | 2,292.00 |

* Does not include applicable lab fees and mandatory parking fee.

| Schedule of Fees | |
|--|--------|
| Non-Refundable | |
| Application | 7.00 |
| Placement Test (per part) | 7.50 |
| Late Registration | 25.00 |
| Graduation | 25.00 |
| Credit by Exam (per course) | 30.00 |
| International Student Fee (per semester) | 45.00 |
| Official Transcript | 3.00 |
| Duplicate Identification Card | 5.00 |
| Advanced Placement (per credit hour) | 5.00 |
| Technology Fee (per credit hour) | 5.00 |
| Parking (Fall, Spring, Summer) | 15.00 |
| Parking (Spring, Summer) | 15.00 |
| Parking (Summer Only) | 15.00 |
| Operational Fee | 2.50 |
| Computer Assisted Math Fee | 110.00 |
| Refundable Fees | |
| SGA Fee (per credit hour) | 4.00 |
| Registration Service Fee (per credit hour) | 0.75 |
| Building Use Fee (per credit hour) | 0.75 |
| Academic Enhancement Fee (per credit hour) | 2.00 |
| Athletic Fee (per credit hour) | 2.00 |

Fees and Late Payments

- The Deferred Payment Plan has a non-refundable processing fee of \$25.
- Late payment fees are \$25 per payment (maximum \$50).
- If a student's account goes to collection, the student is placed on suspension for one semester (cannot participate in deferred payment plan).
- Whenever payments are **90 days overdue**, an account is sent to collection.
- Students can be reinstated on the plan after the suspension expires and all balances are paid-in-full.
- Collection costs are borne by the student.

Refunds

- If courses are dropped, the refund, if any, is applied to the balance due.
- If courses are dropped and no refund is due, the balance owed must be paid-in-full.
- Refunds are based on total tuition and refundable fees owed and not tuition and fees paid at the time of registration.

No refunds are made in cash.

POLICIES AND PROCEDURES FOR STUDENT REFUNDS

Student Refunds (Credit Courses ONLY)

Refund of tuition and fees from the fall, spring, and summer/short session semesters is based on a student's reduction in credit hours and/or official withdrawal of from the college.

Refunds for regular semesters are processed two to four weeks after the fourteenth day of classes (summer - two to four weeks after the seventh day of classes.) **No refunds are made in cash.** For further information, contact the BRCC Bursar's Office.

Financial Aid and Scholarships



Students must reapply for financial aid each year.

Financial aid is dependent on the availability of federal, state, private, and institutional funds and resources.

Federal financial aid award amounts may vary.

Financial aid recipients must meet eligibility requirements by the time awards are made.

Valid BRCC identification cards are required to receive award checks.

PURPOSE OF FINANCIAL AID

Financial aid assists students who have a demonstrated financial need, determined by a need analysis, or who can show an academic or special talent. **Awards are available from more than one source**—grants, scholarships, or part-time employment. Financial aid can derive from federal, state, institutional, or private funds. To apply for financial assistance, contact the Office of Financial Aid and Scholarships. **Students must reapply for financial aid each year.**

Federal Financial Aid Eligibility Requirements

Financial aid is dependent on the availability of federal, state, private, and institutional funds and resources. To be eligible, a student must

- seek a degree.
- make satisfactory academic progress.
- be a U.S. citizen, national, or permanent resident alien.
- not be in default on a prior student loan.
- not owe a repayment/overpayment of a federal grant.
- register for Selective Service if 18 - 25 years old. See www.sss.gov.
- have a high school diploma, GED, or equivalent or pass an approved ability to benefit test.
- transfer coursework taken at other colleges to BRCC.
- not have been convicted for sale or possession of illegal drugs.
- not be enrolled in either correspondence or telecommunication courses, unless the credits received in these courses are applicable towards Associate Degrees/Certificates.
- not be auditing courses.
- sign a statement on the *Application for Federal Student Aid (FAFSA)* which certifies that receipt of financial aid is for the purpose of 1) attending an institution of higher education only; 2) not having defaulted on another student loan, and using the financial aid to repay the loan; and 3) not owing money for having received a federal grant, and not using the financial aid to repay the grant.

Financial Aid Awards

Federal financial aid award amounts may vary depending on a student's enrollment status, determined at the end of the add/drop period; and in the case of late awards, at the time the award is given. A financial aid recipient must meet all eligibility requirements by the time the awards are made. A valid BRCC identification card is required to receive an award check from the Bursar's Office.

Tuition, fees, books, or outstanding deferments are collected from financial aid payments once the awards are made. If there is a credit balance, a refund is forwarded to the student in electronic form. Addresses should always be kept current in the Office of Enrollment Services. If the address on the direct card does not match the address currently on file in the Office of Enrollment Services, the refund may be delayed.

Repayment of Unearned Federal Financial Aid

A student who receives Title IV federal financial aid and completely withdraws from classes within the first 60% of the term or who stops attending classes without notification, may have to repay a pro-rated portion of any financial aid received. A withdrawing student is billed for the amount owed, and a hold is placed on his/her account until such time that a

Applications are complete when all required documents are filed with the Office of Financial Aid and Scholarships.

To Apply for Financial Aid:

1. Provide copies of a high school transcript or proof of receipt of a GED to the Office of Enrollment Services
2. Complete a FAFSA
3. Submit FAFSA to the federal processor ASAP

BRCC's federal school code, **037303**, must be included on the FAFSA.

payment is made. A publication explaining the repayment process is available in the Office of Financial Aid and Scholarships.

Application Priority Deadlines

Students wishing to receive priority consideration for financial aid should apply as soon as the *Application for Federal Student Aid (FAFSA)* is available, usually after January 1. New students are given priority consideration when priority dates are set.

| | |
|----------------------------------|--------------|
| Priority dates for new students: | |
| Fall | — June 1 |
| Spring | — November 1 |
| Summer | — April 15 |

Students submitting completed applications by the priority dates have priority in processing and receipt of awards. Applications are completed when all required documents are filed with the Office of Financial Aid and Scholarships; and students and/or spouses/parents have provided complete and correct financial data and have signed the application. Students who apply after the priority date may receive financial aid; but initially, may have to pay for tuition, fees and books until all late applications are processed.

The priority date for continuing students is April fifteenth. Continuing students are awarded financial aid for spring at the same time that fall awards are made. If funds remain available, new awards are made, and new awards letters are mailed after April fifteenth.

Financial Aid Application Instructions

Students must provide copies of their high school transcripts or GEDs to the Office of Enrollment Services. Transfer students must provide transcripts from each institution of higher education that they have previously attended.

Students must also complete the FAFSA and submit it to the federal processor as soon as possible. BRCC's federal school code, **037303**, must be included on the FAFSA. Students must submit the FAFSA by regular mail (**allow at least 6 weeks for processing**) or complete the application on the Web at www.fafsa.ed.gov (**allow at least 7 to 14 days for processing**)

Submit additional documentation to the Office of Financial Aid and Scholarships; then research and apply for scholarships.

Other important information:

Verification

- BRCC verifies all federal financial aid recipients.
- Additional documents must be completed and copies of signed tax returns must be provided for individuals whose incomes are included on the FAFSA.

A student whose cumulative grade point average falls below 2.00 is placed on probation, and is no longer eligible to receive financial aid.

The maximum credit hours (excluding English as a Second Language) that can be taken and still qualify to receive federal and state aid is 90 semester credits.

Academic progress is evaluated at the end of each spring semester.

Students are responsible for maintaining a satisfactory academic standing and must meet both qualitative and quantitative standards.

ACADEMIC REQUIREMENTS FOR RECEIVING FINANCIAL AID

Satisfactory Academic Progress (SAP) Qualitative Standards

A student whose cumulative grade point average falls below 2.00 is placed on probation. If a cumulative grade point average is below the minimum in the table, the student is no longer eligible for financial aid. The hours in the chart include transfer hours.

| Hours Attempted | Minimum GPA |
|-----------------|-------------|
| 6-29 | 1.50 |
| 30-90 | 2.00 |

Quantitative Measure

BRCC offers two-year degrees that require approximately 60 semester hours be taken in order to graduate. **The maximum credit hours (excluding English as a Second Language) that can be taken and still qualify to receive federal and state aid is 90 semester credits.** The Office of Financial Aid and Scholarships monitors student progress and cancels financial aid once 90 semester credits are earned. To earn a second Associate Degree, students can request that eligibility be extended to include a maximum of 120 attempted semester hours or 90 earned hours. Students must present a written statement from the Office of Enrollment Services confirming that all of the requirements for a degree have been met. Additional scheduled courses beyond the first degree are limited to courses required to obtain the second degree. **Students are liable for financial aid received for taking ineligible courses.**

The following scale is used to determine satisfactory academic progress. Academic progress is evaluated at the end of each spring semester unless the student is on academic probation, academic suspension, or withdraws from all courses. **Students are responsible for maintaining a satisfactory academic standing and meeting both qualitative and quantitative standards.** Students who are on probation are reviewed at the end of each semester.

| Attempted Hours | Passed Hours | Earned Hours |
|--------------------|------------------------|--------------|
| 12-24 credit hours | 50% of attempted hours | 6-12 |
| 25-48 credit hours | 57% of attempted hours | 14-27 |
| 49-72 credit hours | 60% of attempted hours | 29-43 |
| | 67% of | |

Grades A through D are considered successfully completed semester hours.

The maximum allowable hours attempted for degree-seeking students are 99 hours, and the maximum allowable hours attempted for certificate-seeking students are 54 hours.

Transfer students must present transcripts from every college/university that they have previously attended, including foreign schools, to the BRCC Office of Enrollment Services.

Students who do not make satisfactory academic progress are placed on probation.

Academic Standards and Rate of Completion

The Office of Financial Aid and Scholarships determines whether students have successfully completed at least the minimum percentage (50%-67%) of hours and at least the minimum GPA required.

Grades A through D are considered successfully completed semester hours. Students in audited courses, or who have credit earned by placement tests, or who have enrolled in continuing education courses/programs not approved by the U.S. Department of Education are not eligible for financial aid.

Time Frame for Achievement

The maximum allowable hours attempted for degree-seeking students are 99 hours, and the maximum allowable hours attempted for certificate-seeking students are 54 hours.

During annual or semester reviews, the Office of Financial Aid and Scholarships determines the aggregate number of hours each student has attempted. Courses for which students have received incompletes, have withdrawn from, have repeated and/or taken as developmental classes are counted in the aggregate. Once students have attempted 150% of the hours required for an Associate's Degree, they are ineligible to receive federal financial aid. During the last semester in which they are expected to reach the 90-hour limit, they can receive aid for the total number of hours in which they are enrolled.

Transfer Student Information

Under the "Satisfactory Academic Progress (SAP)" section, transfer hours are considered when determining whether students comply with the 90-hour time frame. Transfer students must present transcripts from every college/university that they have previously attended, including foreign schools, to the BRCC Office of Enrollment Services. The Office of Enrollment Services evaluates all transcripts except those of students who have attended schools outside of the United States. International students' financial aid programs must evaluate and pay for the transcripts, at their own expense. **Transfer students are evaluated on the BRCC hours earned plus any transfer hours.**

Probation

Students who do not make satisfactory academic progress are placed on probation. If otherwise eligible, students can receive consideration for financial aid during the probationary semester.

Continued Probation

Students who are on probation, enrolled for six (6) or more semester hours, successfully complete all hours and earn a "C" or better in each class, but who do not comply with the requirements continue on financial aid probation.

Suspension

Students who fail to meet satisfactory academic progress during the semester of probation or who have reached the credit hour limit, are placed on financial aid suspension.

Academic Amnesty does not apply toward federal student aid programs. Courses taken toward the program of study are counted.

Students can regain eligibility for financial aid by enrolling at one's own expense and complying with all requirements.

Appeals can be made for extenuating circumstances.

Academic Amnesty

Academic amnesty does not apply toward federal student aid programs. Students may file appeals for financial aid.

Regaining Eligibility

A student can regain eligibility for financial aid by enrolling at his/her own expense and complying with all requirements:

- enrolling for six (6) or more semester hours and successfully completing the hours with a "C" or better
- filing a written appeal with the Office of Financial Aid and Scholarships within fifteen (15) days of the receipt of a suspension letter. Supporting documentation should be included.

A student attempting 150% of the required credit hours for an Associate's Degree is not eligible for federal financial aid.

Appeals can be made for extenuating circumstances including injury, illness, death in the immediate family, or undue hardship. In order that consideration for financial aid be determined, the student must provide sufficient, supporting documentation in the appeal to show that an extenuating circumstance exists.

If an appeal is approved, the student is placed on probation. During this time, the student is expected to successfully complete every class for which he/she is enrolled and earn at least a "C" in the courses.

FINANCIAL AID PROGRAMS

- **Grants**—Grants are awarded to students who demonstrate financial need, as defined by FAFSA.
- **Federal Pell Grant**—The federal government provides financial assistance to students whose estimated family contribution (EFC) is below the minimum level as set by the federal administering agency and is classified as an undergraduate seeking a first degree in an approved academic program (see General Eligibility Requirements). The annual award amounts from \$400 to \$4,000, depending on a student's financial status. When a student enrolls in less than 12 semester hours each term, the Federal Pell Grant is pro-rated.
- **Federal Supplementary Equal Opportunity Grant (SEOG)** is awarded based on the estimated family contribution (EFC) calculated by the DOE from information taken from the FAFSA and according to the availability of funds. Students must enroll in at least six credit hours. When a student enrolls for less than 12 semester hours, the SEOG is pro-rated.
- **Federal Work-Study (FWS)** is determined based on need(s) and the availability of funds. The student must check the interest box on the FAFSA. The award is cancelled if the student fails to report to the Office of Financial Aid and Scholarship within 30 days after the receipt of the award letter announcing that the student can collect his/her award. **Students must be enrolled in at least six credit hours.**
- **LEAP Grants** are awarded to Louisiana residents who qualify based on their unmet need(s) as calculated by the DOE from data taken from the FAFSA and the availability of funds. **Students must enroll in at least 12 credit hours.**

FINANCIAL AID PROGRAMS

- **Grants**
- **Federal Pell Grant**
- **Federal Supplementary Equal Opportunity Grant (SEOG)**
- **Federal Work-study (FWS)**
- **Leap Grants**
- **TOPS Scholarships**
- **LRS Recipients**
- **Scholarships**

Scholarships are available from both institutional and private sources.

Scholarships are awarded based on demonstrated need, academic excellence, character, leadership, or other exemplary characteristics.

- **TOPS Scholarships** are available to graduates of Louisiana High Schools who meet the academic requirements set by the Louisiana Office of Student Financial Aid. Information is available at www.osfa.state.la.us or by phoning 225.922.1012.
- **LRS Recipients** must file a *FAFSA*. Apply through Louisiana Rehabilitation Services.
- **Veteran Assistance** — contact the Office of Enrollment Services.
- **Scholarships** — several organizations have partnered with BRCC to provide scholarships and tuition assistance.

SCHOLARSHIPS AND AWARDS

A variety of scholarships are available from institutional and private sources. Scholarships are awarded based on demonstrated need, academic excellence, character, leadership, or exemplary characteristics. The funding source determines the amount of the scholarship. Contact the Office of Financial Aid and Scholarships.

BRCC FEDERAL SCHOOL CODE

037303

Rotary Foundation Scholarship

The scholarship is designated for continuing, disabled BRCC students. (Eligible students must have a documented physical impairment.) Applicants must also have a demonstrated financial need (as indicated on the *FAFSA*) and maintain satisfactory academic progress.

Zenia and Earl Shipp Scholarship

The scholarship is for Iberville Parish or West Baton Rouge Parish high school graduating seniors who are to be enrolled full-time in Process Technology at BRCC. Students must maintain a 2.00 grade point average. The scholarship covers tuition for two consecutive years. One scholarship is awarded every two years.

Mid-City Merchants Scholarship

The scholarship is awarded to students pursuing a business degree. The amount of the awards is based on available funds.

Eugene J. Rutter, III Memorial Scholarship

The scholarship is awarded to a full-time student who has a documented learning disability. The scholarship covers tuition and textbooks for two consecutive years. The recipient must maintain a cumulative 2.00 grade point average. One scholarship is to be awarded every two years.

ISA Baton Rouge Scholarship

The scholarship is awarded to a student who is pursuing an Associate of Applied Science in Process Technology (PTEC). The annual award of \$500 is given to students who have proven records and have completed at least one-half of the program.

SCHOLARSHIPS/AWARDS

- Rotary Foundation Scholarship
- Zenia and Earl Shipp Scholarship
- Mid-City Merchants Scholarship
- Eugene J. Rutter, III Memorial Scholarship
- BRCC Student Grant
- ISA Baton Rouge Scholarship

PROCESS TECHNOLOGY SCHOLARSHIPS

- Exxon
- Formosa
- Dow Chemical

STATE SCHOLARSHIPS

- Tuition Opportunity Program for Students (TOPS)
- Veterans' Orphan Scholarships
- Veterans' Dependent Scholarships
- Vocational Rehabilitation Grants

PROCESS TECHNOLOGY SCHOLARSHIPS

The curriculum for an Associate of Applied Science in Process Technology has been co-developed in partnership with the Louisiana petrochemical industry. The program is a rigorous study of common operating processes used at petrochemical plants. It prepares students to enter the employment market as process operators. Scholarships are offered by:

- ExxonMobil
- Formosa
- Dow Chemical

Criteria:

Applying students must be Louisiana high school graduates who desire to obtain an Associate of Applied Science in Process Technology. Some of the scholarships may require pre-employment testing which is administered by the company or the process technology firm who awards the scholarship(s).

STATE SCHOLARSHIPS

Veterans' Orphan Scholarships are awarded through the Louisiana Department of Veterans Affairs.

Vocational Rehabilitation Grants are awarded to qualifying disabled students through the Louisiana Department of Rehabilitation Services.

FEE WAIVERS

BRCC offers fee waivers to students meeting the criteria that is defined by Louisiana state law and standards set by the LCTCS Board of Supervisors. Applying students must furnish supporting documentation which states why exemption is necessary.

A student forfeits exemption if he/she

- fails to maintain the defined scholastic average.
- resigns from the college during a semester.
- is dropped by the college (i.e., suspension, expulsion).

Louisiana State Exemptions

Children of firefighters, law enforcement personnel; correctional officers; or sanitation workers who were killed or permanently disabled in the line of duty are admitted to the college tuition-exempt. An applicant must meet all academic requirements, be enrolled as a full-time student, and maintain at least a 2.00 GPA each semester.

Veterans Services

Veterans and members of the military reserves are eligible to receive educational benefits while enrolled and pursuing a degree/certificate in an approved program of study at BRCC. **Veterans of the armed forces have ten (10) years succeeding the date of their active duty discharge to apply for educational benefits.** Spouses and children of disabled/deceased veterans have eight (8) to ten (10) years from the initial date of eligibility to apply for benefits. Members of any of the military reserves have ten (10) years from the initial eligibility date to apply (refer to *DD Form 214* issued by the reserve unit). **Veterans must submit all applications to BRCC at least six (6) weeks prior to the first official day of classes.**

Veterans and members of the military reserves are eligible to receive educational benefits while enrolled in and pursuing a degree/certificate in an approved program of study.

Veterans must submit all application materials to BRCC at least six (6) weeks prior to the first official day of classes.

Louisiana National Guard fee exemptions are available to Louisiana residents who are presently active members, in good standing, in the Louisiana National Guard, and those who qualify can attend BRCC tuition free.

OTHER TUITION FEE ASSISTANCE

- Hope Scholarship Tax Credit
- Lifetime Learning Tax Credits

Applicants for veteran educational benefits must

- be eligible for one of the benefit programs of the United States Department of Veterans Affairs.
- be at least a half-time student.
- maintain a 2.00 GPA.
- pursue one major field of study at a time.

Veterans Dependent Scholarships allow children of Louisiana veterans who died or were disabled during the performance of their military duty to enroll tuition free at BRCC. Fee exemptions are awarded by the Louisiana Department of Veterans Affairs. Fee exemption certificates must be presented to the BRCC Office of Enrollment Services at the time of enrollment. Correspondence related to these scholarships should be addressed to

Department of Veterans Affairs
Veterans Dependent Scholarships
P.O. Box 94095, Capital Station
Baton Rouge, LA 70804-9095

Louisiana National Guard fee exemptions are available to Louisiana residents who are presently active members, in good standing, in the Louisiana National Guard. **The exemptions allow members to attend BRCC tuition free.** An applicant must apply to his/her unit commander at least six (6) weeks prior to the scheduled start of BRCC registration. The fee exemption certificate must be received at the BRCC Office of Enrollment Services before the exemption is granted. **Recipients cannot be on scholastic probation.**

HOPE SCHOLARSHIP TAX CREDIT

Parents/Guardians of students who are enrolled in the first two years of college at least half-time in degree/certificate programs and who are dependent are eligible to apply for a Hope Scholarship. **The scholarship is a federal income tax credit that can be claimed on a federal tax return for two tax years.** It covers 100% of the first \$1,000 of tuition and fees and 50% of the second \$1,000. To receive the credit, monies indicated on a tax return must have been academic related. Only students attending an eligible, accredited college and meeting all federal guidelines related to the scholarship tax credit are allowed to claim the credit.

Credit is available to those with a modified adjusted gross income of \$80,000 on joint returns and \$40,000 for individual returns. The credit is not available to those earning an adjusted gross income of \$100,000 on a joint return or \$50,000 on an individual return. The amount of tuition and fees is reduced by other grants or scholarships that a student receives. Other tax considerations apply in certain situations. It is best to consult with a tax advisor prior to filing a federal tax return. Students who have been convicted of a felony for possession/distribution of a controlled substance, such as heroin or marijuana, are not eligible to claim the tax credit on their federal tax returns. **The Internal Revenue Service determines eligibility for tax credit.**

Students who are not qualified for the Hope Scholarship Credit may claim Lifetime Learning Credit on a federal tax return.

LIFETIME LEARNING TAX CREDIT

Students who are not qualified for the Hope Scholarship Credit may claim Lifetime Learning Credit on a federal tax return. The credit covers 20% of the first \$10,000 in tuition. Lifetime Learning Credit limitations on income are the same as those for the Hope Scholarship Credit. However, students are not required to be enrolled halftime. Interested students should consult a tax advisor.

Academic Policies



The BRCC catalog is an official document of the college. **Students are responsible for knowing and adhering to its policies and requirements.**

The most recently published BRCC catalog is the governing document of the college.

A BRCC catalog is valid for five academic years.

Students can expect to graduate under the same requirements published in the catalog of the year in which they are officially accepted into a program of study at BRCC.

Students may transfer from one degree or certificate program to another, and non-degree seeking students can declare a major at any time.

Academic Policy Manual

The BRCC Academic Policy Manual is the primary source of information on all policies that govern the institution's programs. Read the following information carefully.

Governing Catalog

The BRCC catalog is an official document of the college. It describes the policies, academic programs, and requirements that students attending Baton Rouge Community College must follow. Students are responsible for knowing and adhering to these policies and requirements. The most recently published BRCC catalog is the governing document of the college. Information in the catalog guides students through their time of study at BRCC. Students should know the college policies and graduation requirements cited in this catalog unless differing policies have been set by the LCTCS Board of Supervisors. **A BRCC catalog is valid for five academic years.**

Change of Catalogs

Students can officially declare a subsequent catalog as their governing catalog, but must follow its requirements until its expiration. To request a change of college catalog purportedly for graduation requirements, students must complete a *Request for Change of College Catalog for Degree or Certificate Requirements* form. The form must be signed by the student's advisor or division dean. If the selected catalog expires after five years, graduation requirements are based on degree requirements listed in the most currently published catalog at the time of graduation.

Students can expect to graduate under the same requirements published in the catalog of the year in which they are officially accepted into a program of study at BRCC. However, if a student remains out of school for a full semester or longer, the student must re-enter his/her degree program at BRCC under the most currently published catalog. The college reserves the right to designate the effective date of change in curriculum, course offerings, fees, and other regulations.

Students already enrolled at BRCC can apply changes made by the college to the curriculum, courses, and/or other requirements, provided the changes do not increase the number of hours needed to complete a program of study or receive a degree.

Procedures for Students to Change Governing Catalogs

Students requesting a change of a governing college catalog purportedly for graduation must complete a *Request for Change of College Catalog for Degree or Certificate Requirements* form. This form must be signed by the student's advisor and division dean.

Change of Major

Students may transfer from one degree or certificate program to another, and non-degree seeking students can declare a major at any time. When contemplating a change in majors, students should first see an advisor. Once a major is changed, students should complete and file all necessary paperwork with the Office of Enrollment Services. Degree requirements for a new major are governed by the requirements of the most current BRCC catalog available at the time the major is declared. Students should notify the Office of Enrollment Services if they intend to use a catalog published after their initial enrollment date at the college.

The academic year consists of sixteen-week and eight-week courses during fall and spring semesters. There are concentrated three-week and six-week courses in the summer semesters.

Students should devote at least two hours outside of class for every hour spent attending class.

Students are expected to be punctual and regularly attend classes. Tardiness and early departure from class are considered absenteeism. Students must adhere to the attendance policies of the instructor. Excused absences are only granted by an instructor.

Students are responsible for any class work missed.

Students declaring a new major are responsible for adhering to the prescribed requirements of that major, as recommended in the governing catalog. **Coursework and grade point averages earned in an earlier major remain part of any transcripts and records.** However, only courses and grades applicable to the new major are used to determine qualifications to graduate.

Academic Year

The academic year consists of sixteen-week and eight-week courses taken during fall and spring semesters. Concentrated three-week and six-week sessions are offered during the summer semesters. **Students can complete the required coursework for an associates degree within two (2) years.** To achieve this, a student must successfully complete 16-18 hours of college level work every fall and spring semester.

Academic Load

A full-time course load ranges from a minimum of 12 credit hours to a maximum of 18 credit hours in fall and spring. During the three-week pre-summer term, a full course load is equal to three credit hours, and during the six-week or nine-week summer terms, a full course load is equal to six credit hours. Nine credit hours is the maximum course load allowed during the summer sessions.

When choosing courses for the semester, students should consider the difficulty of the courses and the number of hours required to study. An academic advisor can assist in selecting courses. The best course load depends on the amount of time the student has to invest in academic work and still meet other obligations, such as work hours, travel, and family responsibilities. Time should be set aside for reading, studying, assignments, library research, reflection, and group projects. **A student should plan to devote at least two hours outside of class for every hour spent attending class.**

The division dean is responsible for deciding the requests for exception to an academic course load maximum (18 hours during fall and spring semesters, 3 hours during pre-summer and 9 hours during summer). BRCC reserves the right to limit the number of credit hours in which a student enrolls if the student's academic record indicates the need for college preparatory coursework, or if the student is on academic probation/suspension. Students who receive financial aid or veterans benefits should contact the Office of Financial Aid and Scholarships for the requirements for full-time status.

Class Attendance

Students are expected to be punctual and regularly attend classes. Absenteeism includes tardiness and early departure from class. Students must adhere to the attendance policies set by each instructor. Failure to attend classes jeopardizes scholastic standing, disrupts the ability to receive financial aid, and/or results in being dropped from class for excessive absences. **Students are responsible for any class work missed.**

Faculty members set policies regarding makeup exams and excused absences and how these affect grading. Policies are located on the instructor's course syllabus.

Students are responsible for consulting with instructors regarding official/unofficial absences. Excused absences are only granted by an instructor. Excused absences include, but are not limited to student illness, religious holidays, college-sponsored activities, jury duty, or military obligations. Unavoidable circumstances should be discussed directly with

To receive credit for a course, students must take the final examination.

the instructor. Students having frequent absences should meet with their instructor to discuss options in regards to class, or voluntarily withdraw from the course. Withdrawal can be done in person at or in writing to the Office of Enrollment Services.

After three weeks of unexcused absences, an instructor can drop a student from class. A letter grade of "W" is recorded for a drop which occurs prior to the official withdrawal date. A letter grade of A to F is assigned to students who have excessive absences occurring after the official withdrawal date.

Students who are dropped from courses because of excessive absences can appeal. (Refer to the *BRCC Student Handbook*).

Academic Honesty and Integrity

Students who are caught cheating or committing plagiarism face disciplinary action.

Plagiarism is using and passing off as one's own the ideas, data, or writings of another or presenting as one's own an idea or product that derived from an existing source.

Cheating is obtaining information through fraud or deceit, either by use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, pre-planned and deliberate, and materials that are prepared in advance of a class project or examination.

Disciplinary action for plagiarism and cheating includes the reduction of a grade in the course, suspension, or expulsion from BRCC. **Students can appeal disciplinary action.** Appeals are outlined in the grievance policy of the college.

Mid-term Grades

Mid-term grades reflect work completed to date and are not included as part of a student's permanent record. **Final grades are awarded at the conclusion of the semester and become part of the permanent record.** Mid-term and final grade reports are mailed to students by the Office of Enrollment Services.

Final Examinations

To receive credit for courses, students must take final examinations. Final examination dates are posted in the *Schedule of Classes*, in the Office of Enrollment Services, and online. **A faculty member or division dean must approve an absence from a final exam.**

Students unable to take the final exam and complete courses should read the information regarding withdrawing from BRCC and on incomplete grades.

Grades

Professors/Instructors should discuss the awarding of grades at the beginning of each term, and this information should be included in the course syllabi. Basic Grades are:

| Grade Rating | | Quality Points |
|---------------------|---------------|-----------------------|
| A | Exceptional | 4 |
| B | Above average | 3 |
| C | Average | 2 |
| D | Below Average | 1 |
| F | Failure | 0 |
| I | Incomplete | 0 |
| W | Withdrawal | 0 |
| P | Pass | 0 |

Students are expected to make satisfactory academic progress.

Student grade point averages are evaluated each semester and are used to determine Satisfactory Academic Progress. Student academic progress is reflected in final grades.

Overall grade point average (GPA) is determined from grades students receive.

Student academic progress is reflected in final grades. A student who believes that he/she has received an incorrect grade should discuss the discrepancy with the professor/instructor of the class within 45 days of the date the original grade was posted.

Grade Point Average (GPA)

Overall grade point average (GPA) is determined from grades that students receive (Exception: Students enrolled in developmental education courses earn letter grades; however, those grades are not computed when determining the GPA or fulfilling degree requirements.). **The GPA determines academic status and indicates eligibility to remain in college.** Each grade earns a quality point which is assigned per semester for credit hours taken. The college uses the following system of grading symbols:

| Course Number | Attempted Credit Hours | Earned Grade | GPA Hours | Hours Earned | Quality Points |
|----------------------|-------------------------------|---------------------|------------------|---------------------|-----------------------|
| ENGL 101 | 3 | A | 3 | 3 | 12 |
| HIST 102 | 3 | B | 3 | 3 | 9 |
| BIOL 210 | 4 | C | 4 | 4 | 8 |
| COMP 101 | 3 | F | 3 | 0 | 0 |
| SPCH 120 | 3 | W | 0 | 0 | 0 |

To calculate overall GPA:

- Multiply course credit hours by quality points to attain total quality points for each course.
- Add total quality points for all courses.
- Add total credit hours for all courses.
- Divide total number of quality points by total credit hours for all courses having quality points.

A GPA of less than 2.00 is unsatisfactory and can result in the student being placed on academic probation for the following term.

A GPA is computed on all completed course work with the following exceptions: courses with grades of "P," "W," and "AU." The temporary letter grade of "I" or "Incomplete" has no grade value, but converts to an "F" if work in the course is not completed within 90 days after the course has ended. The grade awarded after an "I" is removed is used to calculate the GPA. **Developmental grades are not calculated in the GPA.**

Incomplete Grades

"I" grades are only issued after the last day to drop and before final grades are issued. An "I" or "Incomplete" grade is awarded to students who have experienced a serious, documented problem and the following conditions apply:

- a final grade has not yet been awarded,
- work in the class reflects at least a "C" average,
- the student actually makes up the work missed, and
- the instructor works with the student to complete the class.

A GPA of less than 2.00 is unsatisfactory and can result in being placed on academic probation.

An "I" or "Incomplete" grade is awarded to students who have experienced a serious, documented problem.

Developmental courses are not calculated in the GPA.

The Dean's List is composed of students who complete a minimum of twelve (12) or more credit hours and earn a minimum grade point average of 3.50, with no grades below "C" for the semester.

Honors designations are determined from the cumulative GPA of all work completed prior to graduation.

Students should petition an instructor before a letter grade of "I" is given. Only a professor/instructor awards or removes an "I" grade. The academic dean of the division should be contacted if the instructor is unavailable.

Students who have excessive absences and cannot earn an incomplete grade should consider withdrawing from the class before the deadline listed in the "Academic Calendar" in this catalog.

When incomplete grades are awarded, students have 90 days from the end of the semester to complete work and take the final examination in the class. **Students are required to complete courses by the deadline whether or not they are enrolled at BRCC.** Failure to complete required work within the prescribed time results in an "F" for the class.

Repeat/Delete Policy

Students can repeat a course at BRCC. An "F" is recorded as the first grade, and the first grade is not calculated in the GPA. The last grade received is the official grade for the course, and it is used to compute the student's GPA. In an associate degree program, a maximum of twelve (12) credit hours of course work numbered above 099 may be deleted from the BRCC cumulative GPA under the Repeat/Delete Policy. **Only six (6) hours may be repeated in a certificate program. Developmental courses are not calculated in the GPA; therefore, there is no limitation to the number of developmental courses that can be repeated.**

Note: Other colleges and universities may compute all grades when calculating a student's cumulative grade point average.

Academic Honors

The Dean's List is composed of students who complete a minimum of twelve (12) or more credit hours and earn a minimum grade point average of 3.50, with no grades below "C" for the semester.

Honors also includes students who complete a minimum of twelve (12) credit hours and earn a minimum grade-point average of 3.00-3.49, with no grade below "C" for the semester.

Graduation with Honors

Honors designations are determined from the cumulative GPA of all work completed prior to graduation. Honors grades are:

- Chancellor's Honors 3.85 - 4.00 GPA
- Dean's Honors 3.50 - 3.84 GPA
- Honors 3.00 - 3.49 GPA

NOTE: Developmental English and English as a Second Language courses are not considered when determining eligibility for academic honors and graduation with honors.

Academic Probation/Suspension

Students at Baton Rouge Community College are governed by the following academic standards:

- Students earning less than a 2.00 GPA on attempted hours per semester are placed on academic probation.

Suspension notices are posted on the Web and are mailed to students.

At the end of the semester of suspension, students may re-enter BRCC on probation.

Students suspended at the end of the spring semester can attend summer sessions.

Students receiving a second suspension are suspended for one full academic year.

A fourth academic suspension results in expulsion from the college.

Students who believe that a grade has been incorrectly awarded or recorded in error should notify the Office of Enrollment Services within 45 days.

- Students remain on probation through the next semester of attendance at the college. Failure to earn a minimum GPA of 2.00 on all hours attempted during the probationary semester results in suspension for one semester. Student may not enroll for nor attend classes during this time.

Suspension notices are posted on the Web and are mailed to students.

At the end of the semester of suspension, students may re-enter BRCC on probation. **If a 2.00 GPA is not earned during the returning semester, the student is suspended again.**

Students suspended at the end of the spring semester can attend summer sessions. If their summer grades raise their overall GPA to 2.00, they are removed from suspension/probation and are allowed to enroll and attend BRCC the coming fall semester. Students earning a 2.00 on all attempted hours in the summer but failing to earn an overall minimum GPA of 2.00 remain on academic probation throughout the fall semester.

Students receiving a second suspension are suspended for one full academic year. Students can appeal, and appeals should be addressed to the Appeals and Exceptions Quality Team.

Students suspended two or more times, suspended following probation as a result of poor grades, and fail to earn the minimum 2.00 semester grade-point average during the semester after a second suspension are not eligible to file an appeal. **A fourth academic suspension results in expulsion from the college. Suspended students may attend a summer term.**

APPEALS

Grade Appeal

If a student believes that a grade is incorrectly awarded or recorded in error, he/she should notify or file an appeal to the Office of Enrollment Services within 45 days of the end of that semester. Students should follow the procedures for filing to appeal grades found in the *Student Code of Conduct* under "Student Grievance Procedure."

Suspension Appeal

If a student provides acceptable documentation, first-time suspensions can be appealed: 1) a physician's affidavit indicating a serious illness during the semester of suspension; 2) a certificate of death of an immediate family member, an affidavit showing the relationship of the deceased to the student, and proof of the last known residence of the deceased which indicates that the deceased was a member of the student's immediate family (parent/guardian, sibling, or a family member residing at the same residence as the student); 3) proof of incarceration; or 4) paperwork indicating activation to military duty.

Withdrawal

When considering withdrawing from the college, students should consult with a professor/instructor, an assigned faculty advisor, or the Center for Counseling, Advising, and Disability Services. The staff and faculty at BRCC can provide alternatives to dropping courses. It may be in the best interest of a student to drop a course(s). **Deadline dates for dropping courses without a coursework grade of "W" occur during the first week of classes.** After the first week of classes, students should go to the Office of Enrollment Services or the Center for Counseling, Advising, and Disability Services to obtain a *Drop Slip*. Students who decide to drop a course(s) or withdraw from the college and are receiving financial aid must contact the Office of Financial Aid and Scholarships. The following applies:

When considering withdrawing from the college, students should consult with a professor/instructor, assigned faculty advisor, or the Center for Advising, Counseling, Disability Services.

Dropping courses can be completed online.

Students receiving financial aid must contact the Office of Financial Aid and Scholarships before dropping a course(s) or withdrawing from the college.

- Withdraw from BRCC without earning a grade of "W" before the add/drop date, which is listed in the "Academic Calendar" of this catalog.
- Withdrawal from class after the add/drop date results in the student receiving a letter grade of "W" on his/her transcript.
- When a student fails to officially withdraw before the published deadline date, a letter grade of "F" is recorded for courses.
- All college accounts must be paid-in-full.

Prerequisite/Corequisite

Prerequisites are courses that are required to be completed before students are allowed to enroll in a companion course(s). Corequisites are courses taken at the same time as companion courses. Lectures and labs are frequently designed as co-enrollment, companion courses, and they present both theory and laboratory application during the same term.

Requirements for Placement into Entry-Level College Mathematics

To enroll in an entry-level college mathematics course which fulfills General Education requirements, students must

- attain a minimum score of 18 on the mathematics section of the *American College Test (ACT)*, or
- attain a 440 on the quantitative portion of the *Scholastic Assessment Test (SAT)*, or
- have an appropriate equivalent score on another nationally-recognized assessment exam such as *ASSET*, *COMPASS*, or *ACCUPLACER*.

Requirements for Placement into Entry-Level College English

To enroll in an entry-level college English course which fulfills General Education requirements, students must

- attain a minimum score of 18 on the mathematics section of the *American College Test (ACT)*, or
- 440 on the verbal portion of the *Scholastic Assessment Test (SAT)*, or
- have an appropriate equivalent score on another nationally-recognized assessment exam *ASSET*, *COMPASS*, or *ACCUPLACER*.

Course Cancellations

BRCC reserves the right to cancel any course(s) listed in the *Schedule of Classes*. Students in their last semester of studies who are unable to schedule a required course should immediately consult with an advisor and the appropriate academic dean.

Assignment of Class Instructors

If a course is cancelled or other conditions necessitate their reassignments, BRCC reserves the right to change instructors who are listed in the *Schedule of Classes*. The listing of an instructor in the *Schedule of Classes* does not guarantee that this instructor will teach the course.

Concurrent Degrees

Students can receive two degrees, which are usually awarded at the same time. In this case, students must meet all graduation requirements for the concurrent/second degree,

BRCC reserves the right to cancel any course listed in the *Schedule of Classes* and change instructors who have been listed in the *Schedule of Classes*.

Students can receive two degrees, which are usually awarded at the same time.

Completed course credits in a second concentration are not considered for a second degree, and a degree may not be earned twice.

The criteria required to receive an associate degree/certificate are to

- order a degree audit from the Office of Enrollment Services and
- complete an *Application for Graduation*.

Students completing 45 semester hours of coursework should request an official audit from the Office of Enrollment Services.

During the final semester, students should apply for graduation. Deadlines for applying to graduate are posted in the Academic Calendar in this catalog. A **\$25 graduation fee** must be paid to the Bursar's Office.

College commencement exercises are held in May.

and must earn at least nine additional semester hours for a second associate degree in a second major. **Earned credit hours cannot apply toward the first degree/first certificate.**

In degree programs where there are several concentrations, **a different concentration is not considered a second degree**, and it cannot be used to earn a degree twice.

Prior to completing requirements for the two degrees, students must notify the Office of Enrollment Services, in writing, of their intent to complete both programs.

Course Waiver/Substitutes

Students having attended another college/university and having taken courses there can petition to obtain a course waiver or substitute from the Office of Enrollment Services. Students should provide a course syllabus, college catalog, or other information from the institution last attended which proves and verifies comparability of courses. BRCC academic deans and professors determine whether a course is acceptable as a substitute for a course from another institution.

GRADUATION REQUIREMENTS

To receive an associate degree/certificate

- order a degree audit from the Office of Enrollment Services
- complete an *Application for Graduation*.

Students eligible for graduation should meet with an academic advisor to make sure that all requirements have been met. **Students completing 45 semester hours of coursework should request an official audit from the Office of Enrollment Services.** The audit identifies courses which must be completed in order to graduate. Then, students should make appointments to discuss the audits with a division dean.

After the degree audit is completed and during the final semester, students should apply for graduation. Deadlines for applying to graduate are posted in the "Academic Calendar" in this catalog. **A \$25 graduation fee must be paid to the Bursar's Office.** This is a one-time fee that is **good for one year from the time the application is made.**

College commencement exercises are held in May, at the end of the spring semester. **Participation in the ceremony is voluntary.** Students completing programs in the fall or summer terms are encouraged to participate. Summer graduates who would like their names included in the *Commencement Program* needs to submit a *Graduation Application* by the spring graduation application deadline.

Diplomas are mailed to graduates once semester grades are recorded and all final college work is evaluated. If graduation requirements are not met, students are required to complete course deficits before diplomas are mailed.

Associate Degree Graduation Requirements

Candidates for an Associate of Arts (AA), Associate of Science (AS), Associate in General Studies (AGS), and/or Associate of Applied Science (AAS) degrees must:

- apply for graduation prior to the deadline shown in the "Academic Calendar" of this catalog.
- complete all required coursework, as defined in the program of study shown in the governing catalog.
- complete BRCC General Education Core requirements.
- complete ENGL 101 and ENGL 102 with a letter grade of "C" or better.
- complete a minimum of 25% of required program coursework at BRCC.

- receive a cumulative grade point average (GPA) of 2.00 or better.
- fulfill all financial obligations to BRCC.
- if receiving financial aid, attend an exit interview in the Office of Financial Aid and scholarships.

Certificate Requirements

Candidates who are eligible to receive certificates must

- apply for graduation prior to the deadline shown in the “Academic Calendar” of this catalog.
- complete all of the required coursework as defined in the program of study shown in the governing catalog.
- complete ENGL 101 with a letter grade of “C” or better.
- complete a minimum of 25% of required program coursework at BRCC.
- receive a cumulative grade point average (GPA) of 2.00 or better.
- fulfill all financial obligations to BRCC.
- if receiving financial aid, attend an exit interview in the Office of Financial Aid and Scholarships.



Learning Resources

Students are encouraged to acquaint themselves with the ALC their first semester at BRCC in order to take advantage of the free services and resources offered.

The Magnolia Library offers media equipment for loan to faculty, staff and students.

Borrowed materials must be returned and fines paid by the end of each semester, or final grades and transcripts are withheld.

ACADEMIC LEARNING CENTER

The Academic Learning Center (ALC), located on the first floor of the Magnolia Library and Performing Arts Pavilion, is a learning assistance center offering students free services and resources which support faculty instruction, supplemental coursework, and aid in personal development. Services include peer and professional tutoring, writing assistance, consultation, and referral. Students have access to software, videotapes, audiocassettes, instructional Web sites, and print materials. Students may also visit the ALC Web page, which provides a variety of resources online.

Learning assistance professionals provide workshops for students and faculty; design self-paced, individualized courses; and administer the Tutor Development Program, which is certified by the College Reading and Learning Association. Students are encouraged to acquaint themselves with the ALC in their first semester in order to take advantage of the free services and resources offered.

MAGNOLIA LIBRARY (Learning Resources Center)

The BRCC Library provides services as part of the educational program at BRCC and is staffed by professional librarians, library specialists, and student assistants. The library offers a diverse collection of books, periodicals, videos, audiocassettes, CD-ROMs, Internet access for research, and a variety of online databases, such as EBSCO, OED online, GaleGroup, Lexis-Nexis, Sanborn Maps LA, Math SciNet, JSTOR, NetLibrary, CSA, and others. In addition, there are computers, accessible seating space, and study carrels.

The BRCC Magnolia Library is a member of the Louisiana Library Network (LLN) and the Louisiana Online University Information System (LOUIS). LLN and LOUIS provide access to both local online catalogs and the catalogs of surrounding institutions. Inter-library loan privileges for students are provided through Louisiana Academic Library Information Network Consortium (LALINC).

The library offers media equipment for loan to faculty, staff and students. The equipment includes slide projectors, overhead projectors, 35mm cameras, camcorders, digital cameras, video duplicating machines, graphing calculators, laptops, DVD players, tape recorders, CD players, and televisions/VCRs. An open-use copier and printer are available for a nominal charge. Bibliographic instruction, tailored to individual or class needs, is available, and library tours are welcome.

BRCC students, faculty, staff and the public are welcome to use the library during regularly scheduled hours of operation and are encouraged to use all the services provided. However, failure to comply with library policies results in the loss of library privileges and services. **Borrowed materials must be returned and fines paid by the end of each semester, or final grades and transcripts are withheld.** A copy of library policies is found on the BRCC Web site under "Library".

The Teaching and Learning Center

The Teaching and Learning Center (TLC), located on the third floor of the Magnolia Building, focuses on faculty support which enhances BRCC's instructional programs. TLC provides a plethora of instructional support, such as instructional materials, equipment, tests, data scanning devices, consultation in instructional development, workshops and the use of instructional technology.

Testing, pre-requisites and co-requisites for online classes are the same as those offered in traditional classes at BRCC.

The Media Services Department provides educational technology support to faculty, staff and students.

The Computer Commons provides work areas and an environment conducive for studying and learning. Assistance and support is free. A valid identification is required for use of the equipment.

Distance Education/Electronic Learning

College-credit classes are available in a variety of subjects, and courses are equivalent to those listed in the academic section in terms of objective, content, rigor, and transferability. Testing, prerequisites and corequisites for online classes offered at BRCC are the same as traditional classes.

Students taking electronic web-based Internet courses must possess proficient computer skills and have access to a computer, an Internet connection, an e-mail account, and Netscape Navigator 3.1 or Internet Explorer 3.02 or higher. In some instances, additional software packages are required.

For students wishing to take distance and/or online classes, the e-Learning Center, in collaboration with the Open Student Computer Lab, also provides online tutorials and Black-Board assistance. For information, visit the BRCC Web page for "Electronic Learning".

Media Services

The Media Services Department, located on the first floor of the Magnolia Library and Performing Arts Pavilion, provides educational technology support to faculty, staff and students that enhances the classroom educational experience. Patrons can listen to or view media on DVDs, CDs, video tapes for other storage devices in the Media Center. Media Services also provides technical support of video conference/satellite service. Educational technology media, designated for use in the classroom and available at the library check-out, is maintained by Media Services. Media training sessions are periodically provided for faculty and students, and media operation assistance is provided as needed. To ensure prompt service, appointments are advised. Requests for media service assistance and repairs should be submitted through the BRCC Help Desk. For personal assistance, contact the Media Services Coordinator.

Office of Student Technology

The Computer Commons, located on the first floor of the Magnolia Library, provides work areas and an environment conducive for studying and learning. This area contains up-to-date computers, software and printers. **Assistance and support is free.** The Computer Commons is supported by the Student Technology Fee.

The Computer Commons is open Monday through Saturday. **Valid identification is required for use of the equipment.** For information, consult the Web page located on the BRCC Web site.

Student Services



All BRCC students are encouraged to actively participate in student activities and use the wide variety of services offered at BRCC.

BRCC makes every effort to provide a safe and secure environment for students, faculty, staff, and visitors to the college.

Staff, faculty, students, and visitors should immediately report incidences of criminal activity, serious illness, or injury to the BRCC Environmental and Public Safety Office.

Lost and Found items can be claimed at the BRCC Environmental and Public Safety Office located in the Bienvenue Student Center. Unclaimed items are kept through the end of each semester.

BRCC students, faculty, and staff must complete *Parking Permit Forms* within the first week of classes each semester.

A motor vehicle registration fee is assessed each semester.

The BRCC parking hangtag must be displayed at all times.

Baton Rouge Community College provides a safe environment for learning, as well as provides activities that enrich the lives of its students.

The Center for Counseling, Advising, and Disability Services acquaints students with the college and provides them with advising, counseling, and career services. The Office of Student Programs and Resources (SPAR) coordinates a variety of campus activities, sponsors college organizations, and works closely with the Student Government Association. All BRCC students are encouraged to actively participate in student activities and use the wide variety of services offered.

Campus Environmental and Public Safety Department

BRCC makes every effort to provide a safe and secure environment for students, faculty, staff, and visitors to the college. BRCC's public safety officers are empowered to enforce all federal, state, and local laws and all college policies.

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* requires colleges/universities across the United States to disclose information about crime on and around their campuses. Students, employees, and others can obtain a copy of the publication by contacting the BRCC Environmental and Public Safety Office or by visiting the BRCC Web site at www.mybrcc.edu.

Pursuant to the *Campus Sex Crimes Prevention Act*, the BRCC Environmental and Public Safety Office receives and maintains information on sex offenders who are enrolled, employed, or are volunteering on campus. This information can be obtained by contacting the BRCC Environmental and Public Safety Office.

Crime Reporting and Other Campus Emergencies

Staff, faculty, students, and visitors should immediately report incidences of criminal activity, serious illness, or injury to the BRCC Environmental and Public Safety Office. Incidents include, but are not limited to, vandalism, theft, automobile accidents, and break-ins.

Lost and Found

Lost and found items can be claimed at the BRCC Environmental and Public Safety Office located in the Bienvenue Student Center. Unclaimed items are kept through the end of each semester.

Parking

BRCC students, faculty, and staff must complete *Parking Permit Forms* **within the first week of classes each semester**, unless the individual already has a current BRCC permit. The *Parking Permit Form* requires an applicant to provide vehicle registration and driver's license information. Students must also provide proof that tuition and fees have been paid. A motor vehicle registration fee is assessed each semester, and a parking hangtag is only issued after registration is complete and all fees are paid. **The hangtag must be displayed at all times.** All students, faculty and staff must abide by the parking regulations of the college. A parking citation is issued if a vehicle is observed to be in violation of any parking regulations. Parking or driving on lawns, sidewalks, grass, fire zones, loading zones or anywhere that hinders the free movement of traffic is strictly prohibited. Complainants who are issued a citation can file an appeal with the BRCC Environmental and Public Safety Office.

Parking in "Handicapped" only spaces requires a valid handicap parking permit and an identification card issued by the Louisiana Office of Motor Vehicle.

CADS encourages students to be responsible for their own progress.

The CACDS staff advises new students, returning, or re-entry students to BRCC.

Academic advising is a shared responsibility between the student and advisor.

Students must meet with an advisor in CADS each semester for class selection and to have their PINS enabled.

Student briefings prepare students to enter BRCC and instruct them on how to use the available services.

Parking in "Handicapped" only spaces requires a valid handicap parking permit and an identification card issued by the Louisiana Office of Motor Vehicle. The BRCC Environmental and Public Safety Office issues temporary medical permits for a maximum period of 15 days to those who require short-term medical parking. The permit is reissued if additional time is required; however, medical documentation confirming the medical condition must be presented at the time of re-application.

Center for Counseling, Advising, and Disability Services

The Center for Counseling, Advising, and Disability Services (CADS) provides services that assist students in attaining academic, personal, vocational, and professional growth. Services include:

- Advising
- Career Services
- Personal Counseling/Mentoring
- Disability Services

CADS encourages students to be responsible for their own progress. Check the CADS link on the BRCC Web site for current information.

Advising

The CADS staff helps students successfully reach their academic goals. At BRCC, academic advising is a shared responsibility between student and advisor, each playing distinct roles. An advisor is a BRCC professor or an advising staff member who is interested in helping students succeed.

Correct initial course placement is critical, so placement test scores and prior transcripts are used to determine the course placement of each student. All students who are seeking degree course credits, diplomas, or certificates in credit programs must take the *COMPASS Placement Test*. If a student desires to transfer to another institution, an advisor assists in selecting classes for that purpose.

Students must meet with an advisor in CADS each semester for class selection and to have their PINS enabled.

A continuing student is assigned to a professor/faculty advisor who teaches courses in the student's major field of study. Likely that same professor/faculty advisor will guide the student throughout his/her time of study at BRCC. Faculty advisors direct students toward specific goals and are knowledgeable about student programs of study, career advising, and available graduate programs.

New Student Briefings

Student briefings prepare students to enter BRCC and instruct them how to use the available services at the college. Briefings are offered on the BRCC Web site.

Career Services

Career Services is housed in the Center for Counseling, Advising, and Disability Services (CADS) which is located in the Bienvenue Student Center. Services include

- career assessment testing,
- career workshops, and
- listings of job opportunities.

Career Services is housed in the Center for Counseling, Advising and Disability Services.

Students can access career assessment tests via the BRCC Website.

Career workshops are offered to BRCC students.

Counseling services offered at BRCC .

BRCC provides programs and services to students with disabilities.

Students requiring the services of the Center for Counseling, Advising and Disability Services should apply for accommodations /services **at least 4 weeks prior to the first official day of classes each semester.**

BRCC cannot provide students with disabilities devices for personal use.

The college provides a working and educational environment that is free of health hazards for both employees and students.

On the BRCC website, students can take career assessment tests which give the students direction when they are deciding on a career. Afterwards, a CADS staff member can discuss career opportunities with the student. Career workshops on a number of topics are also offered—career decision making, using the results of the career assessment test, job seeking skills, interviewing techniques and more. Job openings are posted on the bulletin board located in the CADS office.

Personal Counseling

A student needing immediate personal counseling should report to the Center for Counseling, Advising, and Disability Services (CADS) located in the Bienvenue Student Center. Short-term personal counseling and crisis intervention are available. For long-term care or in-depth therapy, students should contact one of the local counseling specialists.

Counseling services offered include individual and group sessions and seminars on anger management, career planning, conflict resolution, career decision making, stress and anxiety reduction and other counseling related topics.

Services for Students with Disabilities

BRCC provides programs and services for students with disabilities. Persons with disabilities have physical or mental impairments that substantially limit their activities (i.e., seeing, hearing, learning, walking, talking, taking care of one's self, etc.); have records of impairment; or are regarded as having impairments (*Americans with Disabilities Act, Public Law 101-336* (1990)). The definition also includes persons who have learning disabilities, mobility impairments, deafness/hearing impairments, blindness/visual impairments, psychological disorders, serious contagious/non-contagious diseases (i.e., AIDS, epilepsy, cancer, heart disease, Chronic Fatigue Syndrome (CFS), tuberculosis, etc.).

The Office of Disability Services coordinates all services for BRCC students having disabilities. Students with disabilities can request special accommodations/services by contacting the CADS, and should apply to receive accommodations **at least 4 weeks prior to the first official day of classes each semester.** If a student delays in applying, BRCC cannot guarantee the availability of the accommodations/services once classes begin. Some accommodations/services are counseling (career, academic, and personal), liaison assistance with service agencies and college personnel, tutors, readers, scribes, and notetakers, interpreters for the deaf, specialized testing, technical assistance with program and instructional modification, adaptive equipment, and sensitizing awareness workshops/seminars.

Students who have a documented disability cannot obtain accommodations, assistance, or services from BRCC for personal use; for example, wheelchairs, eye glasses/contacts; hearing aids, transportation, special classes, assistance for eating, dressing, or readers.

Contagious/Communicable Diseases

BRCC adheres to the requirements of the *Communicable Disease Prevention and Control Act and the Open Records Act*. The college provides a working and educational environment free of health hazards for both employees and students. **An individual who has a contagious/communicable disease is allowed to attend class or be employed at BRCC as long as a board certified physician has provided clearance, in writing, and the clearance is submitted to the Office of Disability Services.** The identity of these individuals is protected by the college with only direct need to know and is not revealed under any circumstances without the express consent of the affected person.

The Office of Student Programs and Resources (SPAR) oversees a number of programs and services for students.

The Bienvenue Student Center has various types of entertainment, refreshments, the BRCC Bookstore, dining and cafeteria facilities, and offices that offer student services.

Students at BRCC play a vital role in the planning and implementing of student activities on campus.

Student Programs and Resources (SPAR)

The Office of Student Programs and Resources (SPAR) oversees a number of programs and services for students that involve campus activities, student clubs and organizations, the Student Government Association, service learning, and the publication of the college newspaper.

Campus life outside the classroom provides networking opportunities, student activities, promotes career and educational opportunities. Suggestions for new activities and programs can be submitted to the SPAR Office.

Bienvenue Student Center

The Bienvenue Student Center has various types of entertainment, refreshments, the BRCC Bookstore, dining and cafeteria facilities, and offices that offer student services. In addition, it houses the Student Government Association, club offices, and organization mailboxes. A conference room is available upon request and is maintained through the Office of Student Programs and Resources.

Student Activities

Students at BRCC play vital roles in planning and implementing student activities on campus. Members of the Student Advocates Board meet with the Director of Student Programs and Resources on a regular basis to discuss activities that would benefit the BRCC community. The Student Government Association also provides students with scantrons to use during exams and publishes a student newspaper. Some SGA activities are follow:

FALL

Fall Fest/Health Fair
World AIDS Day
United Way Campaign
Guest Speakers
International Student Week
Leadership Institute
Student Newsletter
Poetry Night
Intramural Sports
Ping Pong Tournaments
Pool Tournaments
Golf Club
Faculty/Student Two-Man Scramble

SPRING

Spring Fling/Health Fair
Alcohol Awareness Week
Student Recognition Ceremony
Mardi Gras Ball
SGA Spring Elections
Black History Month
Unity Celebration
Easter Egg Hunt
Guest Speakers
Conferences
Leadership Institute
Student Newsletter
Intramural Sports
Ping Pong Tournaments
Pool Tournaments
Golf Club Handicap Tournament
Spades Tournaments

SUMMER

Big Bang/Health Fair
Free Sno-Balls
Ice Cream Give-A-Way
Regional Golf Tournament
Friends and Family
Bowling Night

The entire membership of the SGA is composed of BRCC students.

The SGA conducts and regulates all campus-wide elections and referenda.

Student organizations help develop special talents and interests.

Student Government Association (SGA)

The entire membership of the SGA is composed of BRCC students. **SGA is student-driven.** Students decide the depth of their involvement. Being active members of the SGA enables students to help plan and implement programs that affect the entire student body.

The SGA conducts and regulates campus-wide elections and referenda. Its members work closely with BRCC's administration and faculty, the legislative branches of Louisiana government, and leaders of other statewide student organizations to establish policies that affect students enrolled in most of the institutions of higher education in the state. By attending meetings, students gain firsthand knowledge of issues that affect higher education.

Student Organizations

Student organizations help develop special talents, interests, and leadership. Information on student organizations and the guidelines for starting a new organization can be obtained from the Office of Student Programs and Resources. An example of clubs and organizations at BRCC are

- | | |
|--|-------------------------------------|
| African American Culture Club (AACC) | Library Club |
| Art Club | Martin Luther King Peace Club |
| Athletic Students Association (ASA) | Out-Right |
| Christian Students Association (CSA) | Phi Theta Kappa Honor Society |
| Circle K | Sigma Eta Alpha (SHA) |
| College Islamic Association (CIA) | Strategic Games Association |
| Dance Team | Student Advocates Association (SAA) |
| Golf Club | Student Writers Association (SWA) |
| Gospel Choir | Theatre Guild |
| International Students Association (ISA) | Veterans Club |

Service Learning

The Department of Service Learning and Volunteerism is located in the Bienvenue Student Center. Involved faculty and staff make it possible for students to earn extra credit by participating in service-learning projects. Students volunteer to work for agencies located throughout the Baton Rouge community. In turn, students apply their volunteer experiences to real life. Volunteerism/Service-learning gives them the opportunity to contribute to the community. For information on service-learning and the names of professors/instructors involved in the program, visit the Student Center and pick up a free packet on service learning and volunteerism.

Bulletins and Posters

Official notices, announcements, bulletins, posters, class schedules, student activities, advertisements and events that need to be posted on bulletin boards located throughout the buildings on the BRCC campus must first be approved by the Office of Student Programs and Resources. Guidelines for posting notices are available from the Director of Student Programs and Resources.



BRCC is smoke-free. Smoking is prohibited inside of any indoor facility on campus and only in designated areas.

Bookstore

BRCC contracts bookstore services. The BRCC Bookstore is located in the Bienvenue Student Center. A list of required textbooks, study aids, and supplies for BRCC courses is available. Textbooks, supplies, BRCC registered logo clothing and gift items, and snacks can be purchased. At the end of each semester, the bookstore purchases back textbooks. The bookstore is opened regularly Monday - Friday and on Saturday the week before classes begin, the first week of classes, and the week of finals. Hours vary, depending on school holidays.

Student Insurance

Health and accident insurance coverage is available to BRCC students through a third-party company. Insurance plans are available in the SPAR Office.

Smoke-Free Buildings

BRCC is smoke-free. Smoking is strictly prohibited inside any indoor facility on campus. Employees, students, and visitors are permitted to smoke outside of the buildings, only in designated areas.

Workforce, Corporate, and Continuing Education



The Division of Workforce, Corporate and Continuing Education (WCCE) offers learning opportunities to diverse segments of the population who want or need training.

WCCE has a wide range of courses that assist students in fulfilling their professional CEU requirements.

All courses offered through Continuing Education qualify for CEU units. Continuing Education Units (CEUs) are awarded upon successful completion of vocational courses.

Continuing Education Courses improve the chances of success for those who enroll.

WCCE offers the best qualified instructors and state-of-the-art equipment and instructional materials.

Many courses are offered online and in instructor-based classrooms.

The BRCC Senior Academy offers courses for seniors age **55 years of age and older**. Instruction is comfortably paced for seniors, and the size of classes is small.

WORKFORCE, CORPORATE AND CONTINUING EDUCATION

The Division of Workforce, Corporate and Continuing Education (WCCE) offers learning opportunities to diverse segments of the population who want or need training in the following:

- Continuing Education (CEU units) to maintain professional certifications
- Skill-based and test-prep courses for Industry-Based Certifications
- Update/Upgrade working skills for advancement
- Contract training for industry to improve working conditions and increase production
- Life-long learning and educational enrichments programs for senior citizens
- Youth programs which enhance academic performance
- Computer Programs based on current technology
- Online Training for students with atypical work schedules or transportation problems
- Small Business and Entrepreneurial training for start-up and operations

Continuing Education

In a fast-paced and changing work environment, workers must maintain a competitive edge by continuing to learn. Professional certifications demand continuous learning as a part of the certification process. Continuing education offers Continuing Education Units (CEUs), which are earned over time and are required in order to renew a certification. WCCE has a wide range of courses that assist students in fulfilling professional CEU requirements.

For every hour in the classroom, WCCE gives a one-tenth CEU. All courses offered through Continuing Education qualify for CEU units.

For those enrolled, Continuing Education courses improve chances for success. Whether taking professional development training, leadership or customer service courses/workshops to achieve professional CEU units or preparing for an Industry-based Certification Exam, WCCE offers the best qualified instructors, state-of-the-art equipment and instructional materials.

Test Preps for Industry-Based Certifications

Courses prepare students to take a national, state or local exam for licensure in a specific field. Many courses are offered online and in instructor-based classrooms. The following are some industry-based certification courses:

- Allied Health
- Business
- Construction
- Horticulture
- Hospitality and Tourism
- Information Technology
- Online Courses

Youth Academy

During the summer, the *BRCC Youth Academy* provides academic programs for middle school and high school students. The *Middle School Academy*, for students going into the 6th, 7th and 8th grades, offers courses that build strong foundations in mathematics, science and language arts. Students experience hands-on activities which allow them to understand the real-world applications of what they study.

BRCC and WCCE offer programs for seniors who want to remain active in lifelong learning and education.

The BRCC Senior Academy offers courses for seniors age **55 years of age and older**.

Individuals may consider taking online courses from home.

WCCE offers training any place, any time and anywhere!

Corporate Training educates corporate, governmental, educational and community-based organizations.

WCCE offers *Incumbent Worker Training Program Grants* through the Louisiana Department of Labor.

The *Science and Math Institute* challenges youths to pursue excellence in mathematics and sciences so that they can confidently choose a career, i.e., engineering, scientific professions, teaching, health professions and/or careers that increase their potential for a successful life.

The Arts Council and BRCC partner to offer a series of classes in cartoon animation. The instructor teaches students how to create backgrounds, characters, and dialog, and then put it all in motion. The series is scheduled for the entire school year.

Senior Academy

To meet the needs of senior citizens, BRCC and WCCE offer programs for seniors who want to remain active in lifelong learning and education. In a small, competitive environment, seniors learn computer programming, the intricacies of the Internet, and how to use Photoshop for editing. On the first Wednesday of every month, the Mall @ Cortana hosts a program for 65-75 year old seniors. They are treated to breakfast, educational topics, birthday gift certificates, Bingo and ultimately receive health and wellness education. The program is sponsored by BRCC, HealthSouth, J. C. Penney and the Mall @ Cortana. Seniors 55 years of age or older are qualified to attend.

Online Training

No transportation or have a difficult work schedule? Individuals may take courses from home. A wide variety of enrichment courses, industry specific certifications and test prep courses are offered through WCCE. The courses are taught by qualified instructors who are available for assistance. Some of the courses are:

| | |
|---------------------------|----------------|
| A+ Certification | Paralegal |
| Grant Writing from A to Z | AutoCAD 2005 |
| Medical Transcription | Graphic Design |
| Medical Terminology | GED Prep |

Corporate Training

Corporate Training educates employees of corporate, governmental, educational and community-based organizations. WCCE offers contractual and occupational, customized training programs to businesses, companies and industries throughout the Greater Baton Rouge area. These training programs are custom-designed, focused and meet the ever-changing demands of business and industry. At the conclusion of training, participants are awarded a *Certificate of Completion* from BRCC.

In an effort to increase productivity and improve the work skills of employees, WCCE also offers *Incumbent Worker Training Program Grants* through the Louisiana Department of Labor. At the same time, WCCE enhances the abilities of the employee base by utilizing targeted, contractual training, which in turn increases and strengthens the economic viability of the Greater Baton Rouge area workforce and the residents of the community.

WCCE, through the Small Business Training Center (SBTC), focuses on the needs of the small business community.

The SBTC helps businesses develop and grow and provides jobs.

SMALL BUSINESS TRAINING CENTER (SBTC)

The Small Business Training Center (SBTC) focuses on the ever-changing needs of the small business community. Through classroom training at WCCE's state-of-the-art site, at a company venue or within a community, the SBTC offers varied initiatives, specifically selected beforehand by a business, which are tailored to provide training to its employees. The SBTC provides outstanding products and services that meet the training needs of today's workforce.

The *SBTC Incubator* provides a supportive environment and entrepreneurial education to small, start-up businesses. It helps businesses develop, grow, and provide jobs. Training helps small businesses succeed and gives BRCC students experience in entrepreneurship. Using a variety of approaches, the SBTC enhances the real-world training of the businesses it serves. On completion of training, each participant is awarded a *Certificate of Completion* from BRCC.

Course Descriptions



Most courses are designed for college transfer. Students should check the BRCC Course Equivalency Listing for a current list of courses that transfer to institutions of higher education. Although some courses are approved for transfer, some may not be compatible with courses needed in a particular degree program at another institution. Students planning to transfer should discuss their plans with an advisor at the receiving institution to make sure that courses taken at BRCC will transfer.

Course descriptions are alphabetized. Courses having numbers less than 100 are developmental classes, which are non-transferable. Courses numbered in the 200s are second-year level courses. Prerequisites are listed for all courses requiring them. No prerequisite is necessary where none is listed. Successful completion of developmental courses, of ENGL 101 and ENGL 102, and of courses serving as prerequisites for other courses require a minimum grade of "C".

ACCOUNTING

ACCT 200 FINANCIAL ACCOUNTING I

Lecture 3, Lab 0, Credit 3

Introduces basic accounting concepts and principles, accounting cycle, preparation of financial statements, general and special journals, and payroll accounting.

Prerequisite: *Eligibility for college mathematics or appropriate placement test score*

ACCT 201 FINANCIAL ACCOUNTING II

Lecture 3, Lab 0, Credit 3

Introduces balance sheet valuations, partnerships, corporations, stockholder equity, the statement of cash flows, and financial statement analysis.

Prerequisite: *ACCT 200*

ACCT 203 FINANCIAL ACCOUNTING III

Lecture 3, Lab 0, Credit 3

Introduces advanced basic accounting concepts, principles, and the accounting cycle. Includes preparation of financial statements, balance sheet valuations, stockholder equity, income measurement, and cash flow.

Prerequisite: *MATH 101 or MATH 110*

Note: *Credit will not be given for both this course and ACCT 200 or ACCT 201.*

ACCT 210 INTRODUCTION TO AUDITING

Lecture 3, Lab 0, Credit 3

Introduces basic auditing and its nature, purpose, and scope, including theory, procedures, internal control, audit programs, audit reports, and ethics.

Prerequisite: *ACCT 201 or ACCT 203*

ACCT 211 INTRODUCTION TO MANAGERIAL ACCOUNTING

Lecture 3, Lab 0, Credit 3

Reviews the principles and methods of accounting primarily concerned with data gathering and presentation for the purpose of internal management and decision-making.

Prerequisite: *ACCT 201 or ACCT 203*

ACCT 212 INTRODUCTION TO GOVERNMENTAL AND NOT-FOR-PROFIT ACCOUNTING

Lecture 3, Lab 0, Credit 3

Introduces basic accounting for governmental and not-for-profit organizations. Covers fund accounting, budgeting, financial reporting, and accounting procedures.

Prerequisite: *ACCT 201 or ACCT 203*

ACCT 220 INCOME TAX PREPARATION

Lecture 3, Lab 0, Credit 3

Introduces preparation of individual federal and state income tax returns in accordance with federal and state tax laws. Uses available federal and state resources or programs (e.g., IRS Visa Program).

Prerequisite: *ACCT 200 or ACCT 203*

ACCT 221 COMPUTER-BASED ACCOUNTING

Lecture 3, Lab 0, Credit 3

Introduces accounting using the computer and an appropriate software application such as *Peachtree*.

Prerequisites: *ACCT 201 or ACCT 203 and CSCI 101 or CSCI 190*

ACCT 231 INTERMEDIATE ACCOUNTING I

Lecture 3, Lab 0, Credit 3

Studies further details of concepts, relationships and procedures underlying the accounting cycle, financial statements, and generally-accepted accounting principles learned in *ACCT 200* with the introduction of the time value of money.

Prerequisite: *ACCT 201 or ACCT 203*

ART

ARTS 101 INTRODUCTION TO FINE ARTS

Lecture 3, Lab 0, Credit 3

Includes lecture and discussion on the visual arts with emphasis on how and why works have been created in our own and earlier times. Explores the basics of major forms of drawing, painting, printmaking, sculpture, design, and architecture.

ARTS 102 Non-Western Art

Lecture 3, Lab 0, Credit 3

Introduces non-Western cultural perspectives to a survey of the visual arts (painting, drawing, printmaking, sculpture and architecture) in selected non-Western societies. Examines works through the ideas and beliefs of artists within their cultural and social context.

ARTS 111 INTRODUCTION TO 2-D DESIGN

Lecture 3, Lab 3, Credit 3

Introduces the concepts of two-dimensional design and color. Students learn to organize the visual elements of design according to established principles of art.

Lab Fee Required

ARTS 112 INTRODUCTION TO 3-D DESIGN

Lecture 3, Lab 3, Credit 3

Introduces the approaches, processes, and aesthetic concerns of three-dimensional design in studio art.

Lab Fee Required

ARTS 113 COMPUTER ART

Lecture 3, Lab 3, Credit 3

Introduces the use of the computer for the creation of digital imagery (computer art). Focuses on learning *Adobe Photoshop*. Introduces *PowerPoint* and additional areas including *Illustrator* and page layout software.

Lab Fee Required

ARTS 114 2-D DESIGN COMPUTER FORMAT

Lecture 3, Lab 3, Credit 3

Introduces two-dimensional design using computer software tools to introduce the elements of art and principles of design. Focuses on basic design principles and on developing an awareness of the role of design in visual communication.

Lab Fee Required

ARTS 115 INTRODUCTION TO DIGITAL PHOTOGRAPHY

Lecture 1, Lab 5, Credit 3

Explores photographic visualization and production techniques on a digital platform. Introduces camera operations such as aperture and shutter speed control and ISO selection and file formats. Covers image correction, basic digital manipulation, and image output.

Lab Fee Required

ARTS 120 BEGINNING DRAWING

Lecture 1, Lab 5, Credit 3

Introduces students to the language of drawing and to two-dimensional observational drawing through a structured sequence of practical exercises.

Lab Fee Required

ARTS 122 INTERMEDIATE DRAWING

Lecture 1, Lab 5, Credit 3

Implements the principles and elements of design as related to the figure.

Lab Fee Required

ARTS 130 BEGINNING PAINTING

Lecture 1, Lab 5, Credit 3

Introduces basic concepts, materials, and techniques in oil and acrylic mediums. Assumes student has no prior experience in painting.

Prerequisite: ARTS 120 or approval of instructor

Lab Fee Required

ARTS 140 BEGINNING CERAMICS

Lecture 1, Lab 5, Credit 3

Introduces the techniques, processes, and aesthetic concerns of ceramics as a studio art medium by teaching students to complete a number of original works. Covers hand-building techniques, earthenware glazing, and firing processes.

Lab Fee Required

ARTS 142 INTRODUCTION TO POTTERY

Lecture 1, Lab 5, Credit 3

Introduces techniques, processes, aesthetic, and utilitarian concerns associated with wheel-thrown vessels as a ceramic art form.

Lab Fee Required

ARTS 150 INTRODUCTION TO SCULPTURE

Lecture 1, Lab 5, Credit 3

Introduces techniques, processes, and aesthetic concerns of sculpture as a studio art medium.

Lab Fee Required

ASTRONOMY

ASTR 101 INTRODUCTORY ASTRONOMY: THE SOLAR SYSTEM

Lecture 3, Lab 0, Credit 3

Presents the fundamental principles of the solar system and informs students about the universe. Shows the logic and practice of science and how this knowledge is important in daily life.

Prerequisite: MATH 101 or MATH 110

Lab Fee Required

BIOLOGY

BIOL 101 GENERAL BIOLOGY I

Lecture 3, Lab 0, Credit 3

Covers general concepts in cell biology, genetics, ecology, and evolution. **Not intended for science majors.**

Prerequisite: READ 091 or appropriate placement score

Corequisite: BIOL 101L recommended

Note: Credit will not be awarded for both BIOL 101 and BIOL 120.

BIOL 101L GENERAL BIOLOGY I LAB

Lecture 0, Lab 2, Credit 1

Provides a laboratory component that enhances and follows the sequence of material in BIOL 101. **Not intended for science majors.**

Prerequisite: BIOL 101 or

Corequisite: BIOL 101

Lab Fee Required

Note: Credit will not be awarded for both BIOL 101L and BIOL 120L.

BIOL 102 GENERAL BIOLOGY II

Lecture 3, Lab 0, Credit 3

Covers general concepts of biological diversity, physiology, and behavior of living organisms. **Not intended for science majors.**

Prerequisites: READ 091 or appropriate placement score; BIOL 101 recommended

Corequisite: BIOL 102L recommended

Note: Credit will not be awarded for both BIOL 102 and BIOL 121.

BIOL 102L GENERAL BIOLOGY II LAB

Lecture 0, Lab 2, Credit 1

Provides a laboratory component that enhances and follows the sequence of material in BIOL 102. **Not intended for science majors.**

Prerequisite: BIOL 102 or

Corequisite: BIOL 102

Lab Fee Required

Note: Credit will not be awarded for both BIOL 102L and BIOL 121L.

BIOL 103 GENERAL BIOLOGY I (HONORS)

Lecture 3, Lab 0, Credit 3

Introduces basic concepts and processes in biochemistry, cell biology, genetics, ecology, and evolution. Emphasizes integration of these concepts into a holistic framework of biological knowledge. Intended as an alternative to BIOL 101 for students who want to explore biology in greater depth and in collaboration with their peers.

Prerequisite: Placement by department

Corequisite: BIOL 103L

BIOL 103L GENERAL BIOLOGY I LAB (HONORS)

Lecture 0, Lab 2, Credit 1

Provides a laboratory experience that reinforces topics covered in BIOL 103.

Prerequisite: Placement by department

Corequisite: BIOL 103

Lab Fee Required

BIOL 104 GENERAL BIOLOGY II (HONORS)

Lecture 3, Lab 0, Credit 3

Introduces basic concepts and processes in biodiversity, evolution, human anatomy, physiology, and ecology. Emphasizes integration of these concepts into a holistic framework of biological knowledge. Intended as an alternative to BIOL 102 for students to explore biology in greater depth and in collaboration with peers.

Prerequisites: BIOL 103, BIOL 103L, and placement by department

Corequisite: BIOL 104L

BIOL 104L GENERAL BIOLOGY II LAB (HONORS)

Lecture 0, Lab 2, Credit 1

Provides a laboratory experience that reinforces the topics covered in *BIOL 104*.

Prerequisite: *BIOL 103, BIOL 103L, and placement by department*

Corequisite: *BIOL 104*

Lab Fee Required

BIOL 120 BIOLOGY I FOR SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Covers general concepts in cellular structure, cellular metabolism, cellular communication, and genetics. Intended for students majoring in science, agriculture, or science education.

Prerequisite: *Eligibility for college mathematics*

Corequisite: *BIOL 120L*

Note: *Credit will not be awarded for both BIOL 120 and BIOL 101.*

BIOL 120L BIOLOGY I LAB FOR SCIENCE MAJORS

Lecture 0, Lab 3, Credit 1

Provides a laboratory component that enhances and follows the sequence of material in *BIOL 120*. **Required for science majors.**

Prerequisite: *Eligibility for college mathematics, BIOL 120 or*

Corequisite: *BIOL 120*

Lab Fee Required

Note: *Credit will not be awarded for both BIOL 120L and BIOL 101L.*

BIOL 121 BIOLOGY II FOR SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Covers general concepts in evolution, diversity ecology, and the function of organisms. Intended for students majoring in science, agriculture, or science education.

Prerequisite: *BIOL 120*

Corequisite: *BIOL 121L*

Note: *Credit will not be awarded for both BIOL 121 and BIOL 102.*

BIOL 121L BIOLOGY II LAB FOR SCIENCE MAJORS

Lecture 0, Lab 3, Credit 1

Provides a laboratory component that coincides with the general concepts of *BIOL 121* lecture. **Required for science majors.**

Prerequisites: *BIOL 120 and BIOL 120L*

Corequisite: *BIOL 121*

Lab Fee Required

Note: *Credit will not be awarded for both BIOL 121L and BIOL 102L.*

BIOL 130 INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY

Lecture 3, Lab 3, Credit 4

Covers general concepts in human biological chemistry, cell biology, cellular metabolism, tissues and organ systems, human anatomy and physiology, cell replication, and genetics. **Not intended for science majors.**

Required for students preparing for a career in the allied health professions. Includes laboratory component that parallels the lecture.

Prerequisites: *Eligibility for ENGL 101*

BIOL 210 GENERAL MICROBIOLOGY

Lecture 3, Lab 3, Credit 4

Studies of microorganisms with emphasis on those of medical significance and their role in public health and infectious diseases. Includes a laboratory component that surveys laboratory techniques in microbiology applicable to general microbiology, public health, medical technology, and medicine.

Prerequisite: *BIOL 101 or BIOL 120 recommended*

Lab Fee Required

BIOL 220 HUMAN NUTRITION & DIET THERAPY

Lecture 3, Lab 0, Credit 3

Involves the principles of nutrition and their application in maintaining health and providing diet therapy. Focuses on physiological and biochemical aspects of nutrition and covers guidelines to assess nutritional status. Intended for students demonstrating an interest in dietetics, nursing, and other health-related professions.

Prerequisites: *BIOL 101 or BIOL 120 or CHEM 101 or CHEM 130*

BIOL 230 HUMAN ANATOMY AND PHYSIOLOGY I

Lecture 3, Lab 3, Credit 4

Focuses on gross anatomy, physiology and clinical aspects of anatomy and physiology as they relate to the organ systems of the human body. **Not intended for science majors.** Designed for students majoring in medical technology, nursing, nutrition, occupational health, and physical therapy (allied health professions). Includes a laboratory component paralleling the lecture.

Prerequisites: *BIOL 101, BIOL 101L, BIOL 102, and BIOL 102L or BIOL 120, BIOL 120L, BIOL 121, and BIOL 121L or BIOL 130*

Lab Fee Required

BIOL 231 HUMAN ANATOMY AND PHYSIOLOGY II

Lecture 3, Lab 3, Credit 4

Focuses on the gross anatomy, physiology, and clinical aspects of anatomy and physiology as they relate to the organ systems of the human body. **Not intended for science majors.** Designed for students majoring in medical technology, nursing, nutrition, occupational health, and physical therapy (allied health professions). Includes a laboratory component paralleling the lecture.

Prerequisite: *BIOL 230*

Lab Fee Required

BIOL 250 INTRODUCTORY MICROBIOLOGY

Lecture 2, Lab 4, Credit 4

Introduces microbiology for science majors. Discusses microscopy, microbial diversity (prokaryotic and eukaryotic), microbial growth, metabolism, genetics, biotechnology, immunology and control of human diseases. Requires a basic understanding of biology.

Prerequisites: *BIOL 120 and BIOL 120L and CHEM 101 and CHEM 101L*

BUSINESS

BUSN 110 INTRODUCTION TO BUSINESS

Lecture 3, Lab 0, Credit 3

Studies American business firms, organizational structures, practices, and principles. Includes organizational systems and terminology.

BUSN 121 BUSINESS MATH

Lecture 3, Lab 0, Credit 3

Reviews basic math functions including operations relative to arithmetic problems commonly found in business practices.

Prerequisite: *Eligibility for college mathematics or appropriate placement test score*

BUSN 170 INTERNATIONAL BUSINESS

Lecture 3, Lab 0, Credit 3

Explores the economic, political, and socio-cultural dimensions of international trade and finance. Topics include business culture, regional economic integrations, globalization, the international monetary system, foreign exchange markets, global finance, management, and marketing.

Prerequisite: *BUSN 110*

BUSN 201 PRINCIPLES OF MARKETING

Lecture 3, Lab 0, Credit 3

Explores marketing as an exchange process involving all members of society; research on the demographic and behavioral dimensions of markets; analyses of marketing strategies; and the social, cultural, economic, competitive, and legal factors affecting marketing mix decisions.

Prerequisite: *BUSN 110*

BUSN 220 BUSINESS LAW

Lecture 3, Lab 0, Credit 3

Introduces a study of the legal principles and practices in the business environment. Reviews the nature and sources of law, the judicial system, contractual relationships, contracts, employee/employer obligations, and ethics.

Prerequisite: *BUSN 110*

BUSN 240 BUSINESS COMMUNICATION

(formerly BUSN 140)

Lecture 3, Lab 0, Credit 3

Introduces theory and application of communication in the business world. Includes oral, written, and various electronic means of communication.

Prerequisite: *ENGL 101*

BUSN 250 BUSINESS INTERNSHIP

Lecture 1, Lab 9, Credit 3

Allows business students the opportunity to obtain "real world" work experiences related to coursework.

Prerequisites: *1. Student must 1. earn a minimum of thirty (30) semester hours of coursework to include CSCI 101 or CSCI 190 and BUSN 110, BUSN 121, BUSN 220, and BUSN 240 toward a degree in Business Technology. 2. attain a minimum GPA of 2.00 (overall and in major). 3. Obtain a recommendation of advisor/instructor. 4. Remain in good academic standing.*

BUSN 295 PROFESSIONAL SUCCESS SKILLS

Lecture 3, Lab 0, Credit 3

Studies skills crucial to professional success in the business arena, including developing a professional image, becoming competitive in the interviewing process, enhancing relationships with customers, and understanding team dynamics and their impact on organizational success.

Prerequisites: *ENGL 101, BUSN 240, and SPCH 101 or SPCH 120*

CHEMISTRY

CHEM 101 CHEMISTRY I FOR SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Introduces fundamental laws, modern theories, and principles of chemistry with emphasis on atomic structure, periodicity, bonds, and stoichiometry. Integrates problem-solving and quantitative approaches. Intended for students planning to major in science or engineering.

Prerequisites: *Eligibility for college mathematics*

Corequisite: *CHEM 101L*

Note: *Credit will not be awarded for both CHEM 101 and CHEM 130.*

CHEM 101L CHEMISTRY I LAB

Lecture 0, Lab 2, Credit 1

Introduces basic laboratory skills and operations including experiments dealing with physical and chemical properties, chemical reactions, and solution chemistry.

Prerequisite: *Eligibility for college mathematics, CHEM 101 or*

Corequisite: *CHEM 101*

Lab Fee Required

Note: *Credit will not be awarded for both CHEM 101L and CHEM 130L.*

CHEM 102 CHEMISTRY II FOR SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Introduces chemical theories and principles with emphasis on chemical equilibria, acids and bases, electrochemistry, chemical thermodynamics, and kinetics. Integrates problem-solving and quantitative approaches. **Intended for students planning to major in science or engineering.**

Prerequisites: *CHEM 101 and CHEM 101L*

Corequisite: *CHEM 102L*

Note: *Credit will not be awarded for both CHEM 102 and CHEM 131.*

CHEM 102L CHEMISTRY II LAB

Lecture 0, Lab 2, Credit 1

Introduces basic laboratory skills and operations, including experiments, in qualitative inorganic analysis, acid/base properties, and titrations.

Prerequisite: *CHEM 102 or*

Corequisite: *CHEM 102*

Lab Fee Required

Note: *Credit will not be awarded for both CHEM 102L and CHEM 131L.*

CHEM 104 CHEMISTRY FOR PTEC MAJORS

Lecture 3, Lab 0, Credit 3

Introduces fundamental laws, theories, and principles of general/organic chemistry, including modern atomic theory, bonding, chemical reactions, stoichiometry, periodicity, nomenclature, functional groups and their reactivity, and introductory polymeric materials. Chemical reactions are used to emphasize concepts and principles of atomic, molecular, and functional group behavior for inorganic and organic chemicals.

Prerequisites: *MATH 101/110/120*

Corequisite: *CHEM 104L*

CHEM 104L CHEMISTRY LAB FOR PTEC MAJORS

Lecture 0, Lab 2, Credit 1

Provides laboratory experiences that demonstrate, clarify, and illustrate applications of fundamental principles of chemistry presented and discussed during CHEM 104 lecture.

Prerequisite: CHEM 104 or

Corequisite: CHEM 104

Lab Fee Required

CHEM 130 CHEMISTRY I FOR NON-SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Provides an overview of chemical theory and principles. Explores selected topics in applied chemistry and the application of chemical principles to life and environmental sciences. Requires little or no previous background in chemistry.

Prerequisite: Eligibility for college mathematics

Corequisite: CHEM 130L

Note: Credit will not be awarded for both CHEM 130 and CHEM 101.

CHEM 130L CHEMISTRY I LAB FOR NON-SCIENCE MAJORS

Lecture 0, Lab 2, Credit 1

Covers basic laboratory skills that provide students with an opportunity to conduct investigations which reinforce principles learned in CHEM 130.

Prerequisite: Eligibility for college mathematics

Corequisite: CHEM 130

Lab Fee Required

Note: Credit will not be awarded for both CHEM 130L and CHEM 101L.

CHEM 131 CHEMISTRY II FOR NON-SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Continues to present modern theories and principles of chemistry with emphasis on the gas laws, properties of solutions, acids and bases, and a survey of organic chemistry. Explores selected topics in applied chemistry and the application of chemical principles to life and environmental sciences.

Prerequisite: CHEM 130

Corequisite: CHEM 131L recommended

Note: Credit will not be awarded for both CHEM 131 and CHEM 102.

CHEM 131L CHEMISTRY II LAB FOR NON-SCIENCE MAJORS

Lecture 0, Lab 2, Credit 1

Covers basic laboratory skills and provides students with an opportunity to conduct investigations which reinforce principles learned in CHEM 131.

Prerequisites: CHEM 130 and CHEM 130L

Corequisite: CHEM 131

Lab Fee Required

Note: Credit will not be awarded for both CHEM 131L and CHEM 102L.

CHEM 201 ANALYTICAL CHEMISTRY

Lecture 2, Lab 2, Credit 4

Introduces students to the basic concepts in analytical chemistry dealing with solution analysis (equilibria, titration), statistics, chromatography, and a variety of spectroscopic methods of analysis. Designed for students pursuing degrees in science, engineering, allied health, food and agricultural research, environmental and other technical fields.

Prerequisites: CHEM 102 and CHEM 102L

CHEM 210 INTRODUCTION TO ORGANIC CHEMISTRY

Lecture 3, Lab 3, Credit 4

Introduces organic chemistry and representative classes of organic compounds. Structured particularly for students in biology, pharmacy, medical technology, nursing, health science, engineering and nutrition-related areas.

Prerequisites: CHEM 101, CHEM 101L, CHEM 102, CHEM 102L, and MATH 101 or MATH 110

Lab Fee Required

CHEM 220 ORGANIC CHEMISTRY I

Lecture 3, Lab 0, Credit 3

Introduces fundamental principles and theories of organic chemistry and representative classes of organic compounds including nomenclature, reaction types and mechanisms. Designed for science majors and students in nursing, health science, and engineering.

Prerequisites: CHEM 102 and CHEM 102L

Corequisite: CHEM 220L

CHEM 220 ORGANIC CHEMISTRY I LAB

Lecture 0, Lab 3, Credit 1

Introduces fundamental principles and theories of organic chemistry and representative classes of organic compounds. Includes basic organic laboratory techniques, including note keeping, filtration, recrystallizations, extractions, distillation methods, spectroscopic and chromatographic methods, chemical searches, and report writing. Designed for science majors and students in nursing, health science, and engineering.

Prerequisites: CHEM 102 and CHEM 102L

Corequisite: CHEM 220

Lab Fee Required

CHEM 221 ORGANIC CHEMISTRY II

Lecture 3, Lab 0, Credit 3

Introduces organic chemical reactions and mechanisms of reactions. Designed for science majors and students in nursing, health science, and engineering.

Prerequisites: CHEM 220 and CHEM 220L

Corequisite: CHEM 221L

CHEM 221L ORGANIC CHEMISTRY II LAB

Lecture 0, Lab 3, Credit 1

Introduces fundamental principles and theories of organic chemistry and representative classes of organic compounds. Includes basic organic laboratory techniques, including note keeping, filtration, recrystallizations, extractions, distillation methods, spectroscopic and chromatographic methods, chemical searches, and report writing. Designed for science majors and students in nursing, health science, and engineering.

Prerequisites: CHEM 220 and CHEM 220L

Corequisite: CHEM 221

Lab Fee Required

CHEM 240 INDUSTRIAL PROCESS CHEMISTRY

Lecture 0, Lab 3, Credit 1

Introduces students to the chemical processes used in the chemical industry in the United States. Concentrates on teaching the chemistry of this industry's raw materials obtained from oil and other sources plus the synthesis reactions used to produce other chemicals, monomers, and polymers used in everyday life. Emphasizes chemicals produced industrially in Louisiana. Discusses the structure/property relationships for chemicals and polymers plus the naming of these chemicals. Also discusses monomers, additives, modifiers, catalysts and polymer design, fabrication, testing, and applications. Covers reaction mechanisms plus manufacturing information.

Prerequisites: CHEM 210 and CHEM 220

COMPUTER INFORMATION TECHNOLOGY SYSTEMS

CIST 100 KEYBOARDING

(formerly OFCP 100)

Lecture 1, Lab 0, Credit 1

Teaches the use of a standard keyboard that is typical of today's computer terminals. Discusses and practices basic typing and function key concepts. This is an **eight-week course**.

CIST 121 TYPING I

(formerly OFCP 120)

Lecture 3, Lab 0, Credit 3

Teaches beginning typing using home keys, rhythm, speed, and accuracy using a standard computer keyboard. Uses business letters, manuscripts, reports, and current software applications in practice exercises.

CIST 130 INTRODUCTION TO WORD PROCESSING

Lecture 3, Lab 0, Credit 3

Introduces students to techniques for creating, editing, and storing text files. Uses a popular software application program such as *Microsoft Word*.

Prerequisite: CSCI 101 or CSCI 190

CIST 140 DATABASE MANAGEMENT I

Lecture 3, Lab 0, Credit 3

Introduces techniques for creating and maintaining database files. Uses current software applications such as *MS-Access*.

Prerequisite: CSCI 101 or CSCI 190

CIST 140 SPREADSHEETS I

Lecture 3, Lab 0, Credit 3

Introduces techniques for creating and maintaining spreadsheets. Uses current software applications such as *MS-Excel*.

Prerequisite: CSCI 101 or CSCI 190

CIST 160 INTRODUCTION TO DESKTOP PUBLISHING

Lecture 3, Lab 0, Credit 3

Introduces desktop publishing, including electronic designing, layout, editing, and production of business documents using personal computers and desktop publishing software. Uses current desktop publishing software like *Adobe PageMaker*.

Prerequisite: CSCI 101 or CSCI 190

CIST 220 INTERNSHIP I

Lecture 1, Lab 9, Credit 3

Provides students with an opportunity to receive academic credit for supervised professional training and realistic experience in an actual work environment. Provides a work program during the semester. Requires a minimum of 40 hours per week to complete internship.

Prerequisite: Placement by department

CIST 221 TYPING II

Lecture 3, Lab 0, Credit 3

Continues development of typing speed and accuracy. Utilizes word processing software to develop business letters, manuscripts, and reports.

Prerequisite: CIST 121

CIST 230 INTERNSHIP II

Lecture 1, Lab 9, Credit 3

Provides students with an opportunity to receive academic credit for supervised professional training and realistic experience in an actual work environment. Provides a work program during the semester. Requires a minimum of 40 hours per week to complete internship.

Prerequisite: Placement by department

CIST 235 ADVANCED WORD PROCESSING

Lecture 3, Lab 0, Credit 3

Introduces advanced techniques for creating, editing, and storing text files in a popular software application program such as *Microsoft Word*.

Prerequisites: CIST 130

CIST 240 DATABASE MANAGEMENT II

Lecture 3, Lab 0, Credit 3

Continues *CIST 140*.

Prerequisite: CIST 140

CIST 250 SPREADSHEETS II

Lecture 3, Lab 0, Credit 3

Continues *CIST 150*.

Prerequisites: CIST 150 and MATH 101 or MATH 110

CIST 260 ADVANCED DESKTOP PUBLISHING

Lecture 3, Lab 0, Credit 3

Presents advanced topics in desktop publishing including working with large publications, tables, color, and advanced publication techniques. Uses current desktop publishing software like *Adobe PageMaker*.

Prerequisite: CIST 160

CIST 270 MULTIMEDIA AND WEB DESIGN

Lecture 3, Lab 0, Credit 3

Provides students with an introduction to the principles of multimedia design as they relate to the Web. Covers the use of multimedia and web page structure and web page creation through popular professional web design tools. Students will use the basic tools of multimedia and web design in different environments.

Prerequisites: CSCI 101 or CSCI 190 or placement by department

CIST 280 SQL FOR BUSINESS

Lecture 3, Lab 0, Credit 3

Covers *Structured Query Language (SQL)*, which provides a unified language that allows the user to query, manipulate, or control data in a business applications environment.

Prerequisites: CIST 140 and CIST 250 or placement by department

CRIMINAL JUSTICE

CJUS 101 INTRODUCTION TO CRIMINAL JUSTICE

Lecture 3, Lab 0, Credit 3

Introduces the basic concepts of crime and criminal justice in America. Focuses on the main elements of criminal justice and how criminal justice operates as a system and process.

CJUS 110 POLICE SYSTEMS AND PRACTICES

Lecture 3, Lab 0, Credit 3

Presents historical and social settings of the police, the police role and discretion, police organization and practices, and problems of law enforcement in a democratic society.

Prerequisite: CJUS 101

CJUS 120 COURT SYSTEMS AND PRACTICES

Lecture 3, Lab 0, Credit 3

Presents the role and structure of prosecution, defense, and the courts, and basic elements of substantive and procedural law.

CJUS 130 CORRECTIONS SYSTEMS AND PRACTICES

Lecture 3, Lab 0, Credit 3

Introduces historical and social settings of corrections, theories and practices in corrections, and correctional programs in institutions and the community.

Prerequisite: CJUS 101

CJUS 211/POLI 211 CONSTITUTIONAL LAW

Lecture 3, Lab 0, Credit 3

Introduces the constitutional mandates embodied in the United States Supreme Court, lower federal courts, and appropriate state appellate courts. Explores in-depth the disparity existing in various rules of criminal procedure between individual states and the federal system and realistic solutions reached to accommodate these disparities. **Same course as POLI 211.**

Prerequisite: CJUS 120

Note: Credit will not be awarded for both CJUS 211 and POLI 211.

CJUS 212 DRUG ABUSE

Lecture 3, Lab 0, Credit 3

Provides an overview of drug use in America. Includes an examination of the history of drug use and characteristics of major drug groups with a special emphasis on psychoactive drugs.

CJUS 222 CRIMINAL LAW

Lecture 3, Lab 0, Credit 3

Concentrates on the purposes, functions, and procedures of criminal law. Emphasizes legal definitions, the nature of crime, crime defenses, and sentences.

Prerequisite: CJUS 120

CJUS 223 CRIMINAL BEHAVIOR

Lecture 3, Lab 0, Credit 3

Concentrates on the study of criminal behavior, crime causation and control, and crime theories. Identifies crime issues and policy and program solutions. Requires a basic understanding of criminology.

Prerequisite: CJUS 101

COMPUTER NETWORKING

CNET 173 INTRODUCTION TO PC OPERATING SYSTEMS

(formerly CIST 173)

Lecture 3, Lab 0, Credit 3

Offers an in-depth study of current operating systems used on personal computers. Introduces theory and provides practice of the concepts of operating systems and tools provided by the operating systems. Includes the control of the systems through commands, file handling, backup/restoration, system tuning, and utilities.

Prerequisite: CSCI 101 or CSCI 190

CNET 210 INTRODUCTION TO COMPUTER NETWORKING

(formerly CIST 210)

Lecture 3, Lab 0, Credit 3

Provides a basic foundation in computer networking for individuals and information systems professionals interested in networking technologies. Uses a step-by-step approach to basic networking concepts with a limited amount of technical jargon.

Prerequisite: CSCI 101 or CSCI 190

COMPUTER SCIENCE

CSCI 101 INTRODUCTION TO COMPUTER TECHNOLOGY

Lecture 3, Lab 0, Credit 3

Reviews computers and their applications in society (home, education, and industry). Introduces application software and its uses including, but not limited to, its uses in word processing, spreadsheets, databases, and multimedia.

Note: Credit will not be awarded for both CSCI 101 and CSCI 190.

CSCI 190 MICROCOMPUTER APPLICATIONS IN BUSINESS

Lecture 3, Lab 0, Credit 3

Introduces computers, systems, and management of information in business environments that improve managerial decision-making. Students apply word processing, spreadsheets, database managers, presentation software, and Web-authoring software used in a technologically-advanced business.

Prerequisites: Eligibility for either ENGL 101 or READ 101 and eligibility for college mathematics

CSCI 192 INTRODUCTION TO COMPUTERS: PROGRAMMING LOGIC AND DESIGN

Lecture 3, Lab 0, Credit 3

Introduces computers, systems, and management of information in business environments. Provides a comprehensive overview of the principles of programming and teaches beginning programmers how to develop logical thinking, structured procedural and program logic, and a good programming style. Assumes no programming experience and does not focus on a particular programming language.

CSCI 193 SOFTWARE DESIGN AND PROGRAMMING I

Lecture 3, Lab 0, Credit 3

Introduces the first of a two-course sequence intended for students wishing to transfer to a four-year institution for a major/minor in computer science. Offers a disciplined approach to problem-solving, program design, algorithms, and logic development. Uses high-level programming language as a vehicle for expressing algorithms.

Prerequisite: *CSCI 192*

CSCI 194 SOFTWARE DESIGN AND PROGRAMMING II

Lecture 3, Lab 0, Credit 3

Offers an intensive capstone of material covered in *CSCI 193*. Provides a disciplined approach to problem-solving, program design, algorithms, and logic development using higher level language. Introduces elementary data structures, searches, simple and complex sorts, and objects. Intended for computer science majors.

Prerequisite: *CSCI 193*

CSCI 195 INTRODUCTION TO GUI PROGRAMMING-VISUAL BASIC

Lecture 3, Lab 0, Credit 3

Introduces students to *Visual Basic.Net*. Focuses on user interface, program structure, syntax and implementation details. Serves as the first course in the *VB.Net* curriculum and is an entry point for other *.NET* courses.

Prerequisites: *CSCI 194, ENGL 101, and MATH 101 or MATH 110*

CSCI 200 DISCRETE STRUCTURES

Lecture 3, Lab 0, Credit 3

Introduces logic and mathematics for solving problems required in the theoretical study of computer science. Include sets, functions, formal logic, proof techniques, combinatorics, relations, matrices, Boolean algebra, finite state machines, and combinational and sequential circuits.

Prerequisite: *MATH 111*

CSCI 210 INTRODUCTION TO DATA STRUCTURES AND ALGORITHMS

Lecture 3, Lab 0, Credit 3

Presents the related theory for representing and accessing information using a higher level programming language. Studies concepts of data types, data abstraction, data structures and advanced programming techniques.

Prerequisites: *CSCI 193 and MATH 101 or MATH 110*

CSCI 285 SOFTWARE DEVELOPMENT AND PROFESSIONAL PRACTICE

Lecture 3, Lab 0, Credit 3

Offers an introduction to software engineering concepts and practices. Investigates the development, design, verification, and definition of computer-based systems software for both the PC and mainframe. A variety of techniques, processes, and procedures are presented.

Prerequisite: *CSCI 194*

CSCI 290 OBJECT-ORIENTED PROGRAMMING (JAVA)

Lecture 3, Lab 0, Credit 3

Introduces students to the fundamentals of *JAVA* programming using object-oriented paradigms. Emphasis is placed on writing *JAVA* applications and *JAVA* applets and embedding the applets into Web pages, creating graphical user interfaces, object-oriented programming, event handling, writing animations with audio and images, and writing network programs. Prepares students to develop real-world projects using *JAVA*.

Prerequisites: *CSCI 194 and CSCI 200*

CSCI 293 COMPUTER ORGANIZATION WITH ASSEMBLY PROGRAMMING

Lecture 3, Lab 0, Credit 3

Introduces students to the fundamentals of assembly language programming. Includes machine representation of data, fixed/floating point, and decimal arithmetic, macros, address modification, bit manipulation, and sub-routine linkage.

Prerequisite: *CSCI 194*

COLLEGE SUCCESS SKILLS

CSSK 101 COLLEGE SUCCESS SKILLS

Lecture 3, Lab 0, Credit 3

Provides students with the opportunity to acquire, reinforce, and utilize strategies that promote success in college and the workplace. Includes an introduction to the college and its resources, recognition of various learning styles, critical thinking, problem-solving, money management, and other necessary skills. It also provides for the practical application of time management, note taking, test taking, and listening skills.

ECONOMICS

ECON 201 PRINCIPLES OF MACROECONOMICS

Lecture 3, Lab 0, Credit 3

Reviews the operation and function of market economy. Attends to current economic problems such as those relating to income, employment, the business cycle, money and banking, growth and development.

Note: *Credit will not be given for both this course and ECON 203.*

ECON 202 PRINCIPLES OF MICROECONOMICS

Lecture 3, Lab 0, Credit 3

Introduces the study of price and output determination in a free enterprise economy with the assumptions of consumer maximization of utility and producer maximization of profits.

Note: *Credit will not be given for both this course and ECON 203.*

ECON 203 ECONOMIC PRINCIPLES

Lecture 3, Lab 0, Credit 3

Reviews both micro- and macro-economic principles; problems associated with resources and product markets; money, banking and monetary policy; fiscal policy; government and business; labor; international trade; and economic growth.

Note: *Credit will not be given for both this course and ECON 201 and/or ECON 202.*

ECON 204 SPORTS AND ENTERTAINMENT ECONOMICS

Lecture 3, Lab 0, Credit 3

Reviews both micro- and macro-economic principles in the specific areas of the sports, movie, television, music, broadcasting, and cable industries. Microeconomic concepts of supply and demand, labor markets, consumer theory, production theory, and market structures are applied to industries as well as the macroeconomic concepts of the GDP and business cycles.

ECON 205 ECONOMICS OF MONEY AND BANKING

Lecture 3, Lab 0, Credit 3

Studies the commercial banking system, non-bank financial institutions, the Federal Reserve System, and monetary theory and policy.

Prerequisite: *ECON 201 or ECON 203*

EDUCATION

EDUC 106 SERVICE LEARNING IN EARLY CHILDHOOD EDUCATION

Lecture 1, Lab 2, Credit 3

Designed for students pursuing a career in early childhood education. Requires participation in a service-learning program in an early childhood setting for one semester, training seminars, and reflection. Enhances student learning with practical application of theory and provides cross-cultural experience within the community. **Instructor must approve the NAECE-certified service-learning site.**

Prerequisites: *Immunizations and criminal background check*

EDUC 201 TEACHING AND LEARNING IN DIVERSE SETTINGS I

Lecture 3, Lab 2, Credit 3

Introduces education majors to the field of teaching, focusing on the diverse learning needs of students. Addresses professional issues such as current trends, laws, and court decisions that influence education in Louisiana and the United States. Assists pre-service teachers in identifying personal beliefs, dispositions, and experiences related to teaching. Examines major theories of child development and psychology, including cognitive and social/emotional theories. Teaches how to integrate technology into the classroom using essential office software and e-mail; Web-based resources; and educational software for research, demonstration, planning lessons, and creating presentations and an electronic teaching portfolio. Combines lectures, reviews of literature, case studies, group learning experiences, and site-based experiences within schools.

Prerequisites: *ENGL 102, 30 hours, GPA 2.5, and placement by department*

Co-requisite: *25 hours of field experience at approved site*

EDUC 202 TEACHING AND LEARNING IN DIVERSE SETTINGS II

Lecture 3, Lab 2, Credit 3

Continues introduction to the field of teaching and to the diverse learning needs of students. Explores learning styles and preferences; multiple types of intelligences; children with exceptionalities; language, gender, and cultural diversity; and relevant laws and court decisions regarding the rights and responsibilities of teachers and students. Combines lecture, reviews of literature, case studies, group learning experiences, and site-based experiences within schools.

Prerequisites: *EDUC 201, ENGL 102, 30 hours, GPA 2.5, and placement by department*

Co-requisite: *25 hours of field experience at approved site*

EDUC 210 INTRODUCTION TO EDUCATION AND DIVERSITY IN EDUCATION

Lecture 3, Lab 0, Credit 3

Introduces students to the public education system and the profession of teaching. Emphasizes guidance and screening of applicants into the professional program, the structure and function of public education, and the initial exposure to a classroom/clinical setting. Focuses on historical and current topics and issues relevant to providing appropriate and equitable educational experiences for diverse populations of students.

Prerequisites: *ENGL 102, 30 hours, GPA 2.5, and placement by department*

ENGLISH

ENGL 090 FOUNDATIONS OF ENGLISH 090

Lecture 3, Lab 0, Credit 3

Focuses on the development of writing skills. Emphasis on the study of grammar, mechanics, and sentence structure as they relate to the development of effective sentences and paragraphs. Students must earn a "C" or better in the course to receive credit for *ENGL 090*.

Prerequisite: *Appropriate placement test score*

Corequisite: *Academic Learning Center attendance*

ENGL 091 FOUNDATIONS OF ENGLISH 091

Lecture 3, Lab 0, Credit 3

Introduces students to the writing process and gives extended practice in the development of expository methods with special emphasis on revising and editing. Concentrates on the multi-paragraph essay. Emphasizes grammar and mechanics as a means of reinforcing writing. Uses essays from the textbook and items from the newspaper and other sources as "springboards" for creative writing. Students must earn a "C" or better in the course to receive credit for *ENGL 091*.

Prerequisite: *Appropriate placement test score and/or ENGL 090*

Corequisite: *Academic Learning Center attendance*

ENGL 101 ENGLISH COMPOSITION I

Lecture 3, Lab 0, Credit 3

Introduces writing in forms of expressive and informative discourse with emphasis on writing as a learning, thinking process. Includes discussion of and practice in strategies used in prewriting, writing, and revising. Students must earn a "C" or better in the course to receive credit for ENGL 101.

Prerequisite: *Appropriate placement test score or ENGL 091 with a minimum grade of "C" or better*

ENGL 102 ENGLISH COMPOSITION II

Lecture 3, Lab 0, Credit 3

Continues strategies learned in ENGL 101. Introduces writing persuasive, evaluative, and other forms of argumentative discourse.

Prerequisite: *ENGL 101 with a minimum grade of "C" or better*

ENGL 103 ENGLISH COMPOSITION I (HONORS)

Lecture 3, Lab 0, Credit 3

Introduces writing in forms of expressive and informative discourse with emphasis on writing as a learning, thinking process. Involves discussions of and practice in strategies used in prewriting, writing, and revising. Also addresses critical reading and thinking skills necessary for the development and completion of two documented papers, one of which is a formal research paper.

Prerequisite: *Placement by department*

ENGL 103 ENGLISH COMPOSITION II (HONORS)

Lecture 3, Lab 0, Credit 3

Continues strategies learned in ENGL 103. Introduces writing persuasive, evaluative, and other forms of argumentative discourse.

Prerequisite: *ENGL 103*

ENGL 190 INTRODUCTION TO MEDIA WRITING

Lecture 1, Lab 3, Credit 3

Introduces preparation of written materials for dissemination throughout the mass media. Emphasizes informational and persuasive communication.

Prerequisite: *Eligibility for ENGL 102*

ENGL 201 WORKFORCE WRITING AND VOCABULARY DEVELOPMENT

Lecture 3, Lab 0, Credit 3

Introduces the study of and practice in the forms of discourse as they apply to the preparation of reports, memoranda, letters, and a variety of technical documents.

Prerequisites: *ENGL 101 and ENGL 102*

ENGL 205 INTRODUCTION TO WRITING SHORT STORIES

Lecture 3, Lab 0, Credit 3

Introduces writing short stories for workshop criticism and analyzation. Students practice techniques of using point-of-view, dialogue, setting, and characterization.

Prerequisites: *ENGL 101 and ENGL 102*

ENGL 210 LITERATURE AND ETHNICITY

Lecture 3, Lab 0, Credit 3

Studies the literature of America's diverse ethnic cultures, especially Native American, Asian, Hispanic, Jewish and African-American.

Prerequisites: *ENGL 101 and ENGL 102*

ENGL 211 INTRODUCTION TO SHORT STORIES AND NOVELS

Lecture 3, Lab 0, Credit 3

Introduces the skills for reading and writing fiction, conventions of various genres and critical perspectives; emphasis varies by section.

Prerequisites: *ENGL 101 and ENGL 102*

ENGL 215 INTRODUCTION TO DRAMA AND POETRY

Lecture 3, Lab 0, Credit 3

Develops the ability to understand, analyze, and evaluate drama and poetry. One-half focuses on drama and introduces plays from different historical periods from the classic Greek theatre through the twentieth century. The second half introduces a large variety of poetry that reflect different forms, subjects, themes, and points of view. Requires writing beyond paraphrasing to analysis, interpretation, and argumentation.

Prerequisites: *ENGL 101 and ENGL 102*

ENGL 220 MAJOR BRITISH WRITERS

Lecture 3, Lab 0, Credit 3

Includes study of prose and poetry by major writers of English literature. Emphasizes the development of appreciation.

Prerequisites: *ENGL 101 and ENGL 102*

ENGL 221 MAJOR AMERICAN WRITERS

Lecture 3, Lab 0, Credit 3

Includes study of prose and poetry by major writers of American literature. Emphasizes the development of appreciation.

Prerequisites: *ENGL 101 and ENGL 102*

ENGL 222 SURVEY OF WORLD LITERATURE

Lecture 3, Lab 0, Credit 3

Surveys major writing from various cultures from classical times to the present with an emphasis on the epic genre. Emphasis varies by section.

Prerequisites: *ENGL 101 and ENGL 102*

ENGL 223 SURVEY OF AFRICAN-AMERICAN LITERATURE

Lecture 3, Lab 0, Credit 3

Acquaints students with African-American literature from Reconstruction in 1866 through the Harlem Renaissance, realism, and Black Arts Movements. Introduces the genres of poetry, fiction, drama, and prose. Employs literary analysis and discussion to focus on the political, social, and religious implications of the texts. Focuses on the building of African-American culture as it progresses into the modern era.

Prerequisites: *ENGL 101 and ENGL 102*

ENGL 230 UNDERSTANDING LITERATURE

Lecture 3, Lab 0, Credit 3

Introduces forms of fiction, poetry, and drama. Focuses on characteristics of each type of literature, development of ideas, and techniques for writing critical essays.

Prerequisites: *ENGL 101 and ENGL 102*

ENGL 240 INTRODUCTION TO FOLKLORE

Lecture 3, Lab 0, Credit 3

Introduces the basic concepts of folklore. Surveys a range of folklore genres such as folk narratives (folktales, legends, urban legends, and family stories), jokes, festive customs, and folk beliefs. Studies sources and characteristics of folklore, approaches to the study of folk material, and relationships between folklore, written literature, and popular culture. Emphasizes contemporary American folk culture and local and regional traditions.

Prerequisites: ENGL 101 and ENGL 102

ENGLISH AS A SECOND LANGUAGE

ESOL 090 ACADEMIC WRITING I FOR NON-NATIVE SPEAKERS

Lecture 3, Lab 0, Credit 3

Focuses on the writing skills necessary for functioning at the college level. Emphasizes the study of the basic components of standard English and targets the specific problems of non-native speakers. Teaches grammar, paragraph construction, and principles of essay writing via an integrated reading and writing approach and computer-assisted instruction. Designed for non-native speakers preparing for college classes.

Prerequisite: *Appropriate placement test score*

Corequisite: *Academic Learning Center attendance*

ESOL 092 LISTENING AND SPEAKING I FOR NON-NATIVE SPEAKERS

Lecture 3, Lab 0, Credit 3

Designed for non-native English speakers at the intermediate level and above who want to improve their listening and speaking skills and build their confidence communicating in English. Develops listening comprehension and note taking skills, practices speaking, builds vocabulary, and practices pronunciation for clear communication.

Raises students' awarenesses of various aspects of communicating in English and on developing strategies for monitoring their speaking skills.

Prerequisite: *Foreign speaker with limited level of English speaking proficiency*

ENVIRONMENTAL SCIENCE

ENVS 201 ENVIRONMENTAL SCIENCE

Lecture 3, Lab 2, Credit 3

Facilitates the learning of science concepts and skills necessary to identify, understand, and analyze environmental issues. Investigates Louisiana and other environmental issues from scientific, social, economic, and political perspectives.

Prerequisite: *Eligibility for college mathematics*

Corequisite: *BIOL 101, CHEM 130, or PHSC 101 strongly recommended*

FILM

FILM 200 INTRODUCTION TO CINEMA STUDIES

Lecture 3, Lab 2, Credit 3

Introduces students to the artistic, technological, industrial, and social significance of the cinema. Explores various techniques for interpreting and reading works of cinema. Examines cinema genres and styles and its existence as a form of mass communication. Makes students aware of their roles as audience members.

Note: *Cannot be taken simultaneously with FILM 201*

FILM 201 INTRODUCTION TO CINEMA HISTORY

Lecture 3, Lab 2, Credit 3

Provides students with an introduction to the first century of narrative film. Explores the evolution of motion picture technology and the history of cinema as an art form. Screens historically significant films throughout the course.

Note: *Cannot be taken simultaneously with FILM 200*

FILM 221 FILM PRODUCTION I

Lecture 3, Lab 0, Credit 3

Provides students with an introduction to the technical, artistic, and procedural aspects of film production. Teaches students to write, shoot, and edit films. Places students on a production team to develop several short digital video programs throughout the semester.

Lab Fee Required

FILM 222 FILM PRODUCTION II

Lecture 3, Lab 0, Credit 3

Provides students with advanced training in the production process. Explores lighting, sound, and editing techniques that improves students' abilities as artists and technicians. Emphasizes design and implementation of visual and sound strategies.

Lab Fee Required

FINANCE

FINA 110 PERSONAL FINANCE

Lecture 3, Lab 0, Credit 3

Surveys personal and family finances as well as personal money management. Includes budgets, savings, borrowing, taxes, insurance, and estate planning.

FINA 210 BUSINESS FINANCE

Lecture 3, Lab 0, Credit 3

Studies the organization of business firms, financial planning, funds for operation, short- and long-term capital, long-term debt, and business expansion.

Prerequisite: *ACCT 200*

FRENCH

FREN 101 ELEMENTARY FRENCH I

Lecture 3, Lab 0, Credit 3

Introduces the French language and culture and explores the basic grammatical structure of the French language. Develops writing, reading, listening and speaking skills and instills an appreciation for the geography, food, music, values, and customs of the Francophone world.

FREN 102 ELEMENTARY FRENCH II

Lecture 3, Lab 0, Credit 3

Extends elementary knowledge of the basic grammatical structure of French language. Continues to develop reading, writing, listening, and speaking skills, and the appreciation for the geography, food, music, values, and customs of the Francophone world.

Prerequisite: *FREN 101*

FREN 201 INTERMEDIATE FRENCH I

Lecture 3, Lab 0, Credit 3

Completes review of the basic grammatical structure of the French language and continues developing appreciation for French culture through the reading of diverse cultural texts. Emphasizes reading and writing.

Prerequisites: *FREN 102 or equivalent*

FREN 202 INTERMEDIATE FRENCH II

Lecture 3, Lab 0, Credit 3

Continues skills developed in *FREN 201*. Emphasizes reading and writing skills and personal communication. Develops further appreciation and understanding of the Francophone culture.

Prerequisites: *FREN 201 or equivalent*

GEOGRAPHY

GEOG 201 INTRODUCTION TO GEOGRAPHY

Lecture 3, Lab 0, Credit 3

Surveys significant geographical endeavors and ideas that Western and non-Western cultures have contributed towards the development of modern geography and their impact on historical world events; discusses major topical sub-disciplines that comprise modern geography; introduces concepts, techniques, and tools of physical geography and human geography.

GEOG 203 CULTURAL GEOGRAPHY

Lecture 3, Lab 0, Credit 3

Introduces concepts, themes, and techniques of cultural geography; discusses religion, politics, language, population, agriculture, urbanization, environmental, and social problems.

GEOG 206 PHYSICAL GEOGRAPHY: THE ATMOSPHERE

Lecture 3, Lab 0, Credit 3

Introduces concepts, themes, and disciplines of physical geography with an emphasis on the atmosphere and its relationship with the terrestrial and oceanic components of the earth's surface.

GEOG 207 PHYSICAL GEOGRAPHY: THE LITHOSPHERE AND BIOSPHERE

Lecture 3, Lab 0, Credit 3

Introduces concepts, themes, and disciplines of physical geography with an emphasis on the lithosphere, land and water surface and biosphere, plant and animal life. Discusses the physical earth and its relationships between earth's features and biological phenomena.

HISTORY

HIST 101 WORLD CIVILIZATION to 1500

Lecture 3, Lab 0, Credit 3

Surveys major civilizations of the world before 1500 and emphasizes interactions among them and their influences on each other.

HIST 102 WORLD CIVILIZATION 1500 to present

Lecture 3, Lab 0, Credit 3

Surveys major civilizations of the world from 1500 to the present and emphasizes interactions among them and their influences on each other.

HIST 103 HISTORY OF WORLD CIVILIZATION (HONORS)

Lecture 3, Lab 0, Credit 3

Surveys the growth and development of world civilizations from prehistoric times to the Protestant Reformation. Emphasizes each civilization's identity and contributions and the impact of political, economic, and social factors on its history and development.

Prerequisite: *Placement by department*

HIST 200 HISTORY OF ROMAN REPUBLIC AND EMPIRE

Lecture 3, Lab 0, Credit 3

Examines historical events from the beginning of Roman Civilization through the fall of Rome. Discusses social classes, political thought, religious ideas, and economic development and how they played a part in the makeup of Rome and its success and ultimate collapse.

HIST 201 AMERICAN HISTORY COLONIAL TO 1865

Lecture 3, Lab 0, Credit 3

Surveys United States history from colonial origins to 1865.

HIST 202 AMERICAN HISTORY 1865 TO PRESENT

Lecture 3, Lab 0, Credit 3

Surveys United States history from 1865 to the present.

HIST 210 LOUISIANA HISTORY

Lecture 3, Lab 0, Credit 3

Surveys Louisiana history from European settlement to the present.

HIST 221 MODERN EUROPE 1500-1848

Lecture 3, Lab 0, Credit 3

Surveys the history of modern Europe from the periods of Reformation, Exploration, and Enlightenment through the revolutions of 1848.

**HIST 222 MODERN EUROPE
1848-PRESENT**

Lecture 3, Lab 0, Credit 3

Surveys the history of Modern Europe from the revolutions of 1848 to the present.

HORTICULTURE

**HORT 202 INTRODUCTION TO THE
GREEN INDUSTRY**

Lecture 2, Lab 0, Credit 2

Covers the general management structure and use of horticultural concepts specific to the "green agribusiness" sector. Includes entrepreneurial entry; specialized green industry labor; regulatory oversight; applied use of permits, waivers and variances; cost effect of regulatory compliance; and acquired use of patent and proprietary licensing.

HORT 205 GENERAL HORTICULTURE

Lecture 3, Lab 2, Credit 4

Introduces science and art of modern horticultural plant production, including propagation, fertilization, pest control, pruning, and major groups of garden crops including vegetables, fruits and nuts, ornamentals, house plants and florist crops. Includes labs on propagation and culture of garden plants in field and greenhouses.

HORT 206 PLANT PROPAGATION

Lecture 2, Lab 2, Credit 3

Covers the principles of sexual and asexual propagation and specific methods for reproduction of plants.

Prerequisite: HORT 205

**HORT 212 HERBACEOUS PLANT
MATERIALS**

Lecture 1, Lab 2, Credit 2

Covers the identification, growth and development, and visual characteristics of herbaceous plant materials used in ornamental horticulture and landscaping.

**HORT 213 SURVEY OF
ARBORICULTURE**

Lecture 1, Lab 2, Credit 2

Reviews the biology and growth environment of trees and management practices for trees in the landscape.

**HORT 220 INSTALLATION AND
MAINTENANCE OF
ORNAMENTALS IN
THE LANDSCAPE I**

Lecture 1, Lab 2, Credit 2

Introduces soil analysis and bed preparation; installation and maintenance of landscape plants including trees, shrubs, perennials and annuals; and irrigation installation and repair.

**HORT 222 INSTALLATION AND
MAINTENANCE OF
ORNAMENTALS IN
THE LANDSCAPE II**

Lecture 1, Lab 2, Credit 2

Introduces the management of interior plants, pruning techniques for trees, shrubs, palms, and roses and evaluation of landscape documents, cost estimation, and bidding.

Prerequisite: HORT 220

**HORT 224 WOODY PLANTS
MATERIALS I**

Lecture 1, Lab 3, Credit 2

Introduces the identification and study of woody plant materials, and the culture, ecology, and visual characteristics of plants used in landscape design.

**HORT 225 WOODY PLANTS
MATERIALS II**

Lecture 1, Lab 3, Credit 2

Continues the introduction of woody plant materials with an introduction to the nursery industry including production, availability, and marketing.

Prerequisite: HORT 224

**HORT 286 INTRODUCTION TO
TURFGRASS MANAGEMENT**

Lecture 2, Lab 3, Credit 3

Covers turfgrass identification and adaptation, establishment and maintenance of high-quality turf areas, and turfgrass pests and their control. Includes required field trips.

HUMANITIES

**HUMN 201 INTRODUCTION
TO HUMANITIES**

Lecture 3, Lab 0, Credit 3

Introduces the interdisciplinary study of philosophy, literature, and the fine arts of various periods and cultures. Emphasizes the interrelationships of the humanities by promoting an understanding of human nature and the values of human life. Emphasis varies by instructor.

Prerequisite: Eligibility for ENGL 102

HUMN 210 WORLD MYTHOLOGY

Lecture 3, Lab 0, Credit 3

Introduces a broad overview of mythological systems from various time periods and geographical areas. Emphasizes the importance of myth in world cultures. Explores Greek, Roman, Norse, Native American, African, Asian, and various religious mythologies. Presents a diachronic study of a wide variety of myths of the world. Emphasis varies by instructor.

Prerequisite: Eligibility for ENGL 102

**HUMN 250 STUDIES IN
NON-WESTERN
HUMANITIES: AFRICA
AND THE MIDDLE EAST**

Lecture 3, Lab 0, Credit 3

Introduces and surveys the literatures, oral traditions, philosophies and religions, art and architecture, music and dance, and rituals of the cultures of Africa, the Middle East, Eastern Europe, and the Indian Sub-Continent.

Prerequisite: Eligibility for ENGL 101

**HUMN 255 STUDIES IN
HUMANITIES: ASIA
AND THE AMERICAS**

Lecture 3, Lab 0, Credit 3

Introduces and surveys the literatures, oral traditions, philosophies and religions, art and architecture, music and dance, and rituals of the cultures of Asia and of the native peoples of the Americas.

Prerequisite: Eligibility for ENGL 101

KINESIOLOGY

KIN 100 BEGINNING SWIMMING

Lecture 0, Lab 2, Credit 1

Teaches persons with little or no knowledge of swimming styles, jumping, diving, deep-water skills, and basic water safety.

KIN 120 FITNESS WALKING

Lecture 0, Lab 2, Credit 1

Teaches the novice exerciser the necessary skills and concepts for a lifetime of walking enjoyment. Emphasizes the proper techniques and body mechanics of efficient walking patterns and the components of health-related fitness and contemporary concepts of wellness. Discusses how to monitor and record efforts and progress and how to build a personal fitness plan around walking.

KIN 130 AEROBICS

Lecture 0, Lab 2, Credit 1

Promotes cardiovascular improvement, muscular strength, endurance, and reduction of body fat through energetic movement that is set to contemporary music.

Lab Fee Required

KIN 140 BEGINNING WEIGHT TRAINING

Lecture 0, Lab 2, Credit 1

Emphasizes development of muscular strength and endurance through use of free weights and weight machines. Includes a circuit training routine which works all major muscle groups of the body. Presents principles of strength training, safety guidelines, and various training techniques.

LIBRARY SCIENCE

LIBS 101 LIBRARY INFORMATION SERVICES

Lecture 1, Lab 0, Credit 1

Introduces students to the BRCC Library and its resources. Teaches research skills and knowledge about the myriad of resources and services provided by the library, such as scholarly vs. popular references, periodicals, index citation, abstracts, evaluation criteria for search engines and meta-search engines.

MANAGEMENT

MANG 201 PRINCIPLES OF MANAGEMENT

Lecture 3, Lab 0, Credit 3

Introduces the fundamentals of management theory, including behavioral and scientific approaches.

Prerequisite: *BUSN 110*

MANG 222 SMALL BUSINESS MANAGEMENT

Lecture 3, Lab 0, Credit 3

Introduces a design for students who wish to start and operate a small business. Discusses business planning, decision-making, and critical thinking. Requires development of a business plan and a presentation.

Prerequisite: *CSCI 101 or CSCI 190*

MANG 230 RECORDS MANAGEMENT

Lecture 3, Lab 0, Credit 3

Introduces basic record keeping, management, utilization, control, and storage of records. Teaches application and practice of procedures for coding, indexing, and cross-referencing.

MANG 231 HUMAN RESOURCE MANAGEMENT

(formerly MANG 131)

Lecture 3, Lab 0, Credit 3

Studies personnel issues including job classification, compensation, benefits, discipline, and training. Utilizes role-playing and discusses the impact of positive leadership.

Prerequisite: *BUSN 110*

MATHEMATICS

MATH 092 FOUNDATIONS OF COLLEGE MATHEMATICS

Lecture 3, Lab 0, Credit 3

Provides a strong mathematical foundation for pursuit of further study. Emphasizes the fundamental numerical operations of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Focuses on percentages, ratios and proportions, rational numbers, and introductory algebraic concepts. Teaches how to perform basic computations and solve relevant, multi-step mathematical problems using technology where technology is available.

Prerequisite: *Appropriate placement test score*

Corequisite: *Academic Learning Center attendance*

MATH 093 INTRODUCTORY ALGEBRA

Lecture 3, Lab 0, Credit 3

Establishes a foundation in algebraic concepts and problem-solving for the student who has a limited algebraic background, but possesses a solid foundation in computational arithmetic skills. Reviews the fundamental operations of addition, subtraction, multiplication, and division involving integers and fractions, graphing on the number line, evaluating simple expressions and polynomials, simplifying expressions containing exponents and simple radicals, solving and evaluating linear equations and inequalities, and solving application problems. Teaches students to utilize these concepts in problem-solving using technology where technology is available.

Prerequisite: *Appropriate placement test score or MATH 092*

Corequisite: *Academic Learning Center attendance*

MATH 094 INTERMEDIATE ALGEBRA

Lecture 3, Lab 0, Credit 3

Continues the study of algebraic concepts with emphasis on applications. Covers equations and inequalities, graphs and functions, systems of equations and inequalities, polynomials and polynomial functions, radical expressions and equations, roots, radicals, complex numbers, and quadratic functions. Teaches students to utilize these concepts in problem-solving using technology where technology is available.

Prerequisite: *Appropriate placement test score or MATH 093*

Corequisite: *Academic Learning Center attendance*

MATH 101 COLLEGE ALGEBRA (5-HOUR FORMAT)

Lecture 5, Lab 0, Credit 3

Provides a five-hour class equivalent to MATH 110 that meets the needs of students who require additional class time to succeed. Particularly recommended for students who have not used algebra for some time or whose placement scores are at a level that suggest the students would benefit from this format. Includes quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential functions, complex numbers, and theory of equations.

Prerequisite: *Appropriate placement test scores or MATH 094*

Note: *Credit will not be given for both this course and MATH 110.*

MATH 110 COLLEGE ALGEBRA

Lecture 3, Lab 0, Credit 3

Introduces quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential functions, complex numbers, and theory of equations.

Prerequisite: *Appropriate placement test scores*

Note: *Credit will not be given for both this course and MATH 101.*

MATH 111 PLANE TRIGONOMETRY

Lecture 3, Lab 0, Credit 3

Includes the study of trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, vectors and polar coordinates.

Prerequisite: *MATH 101 or MATH 110*

MATH 120 COLLEGE ALGEBRA AND TRIGONOMETRY

Lecture 5, Lab 0, Credit 5

Serves as a replacement for *MATH 101 or 110* and *MATH 111* as a preparation for calculus. Offered to students who demonstrate a high proficiency on the appropriate math placement test. Includes quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, theory of equations, trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, vectors and polar coordinates.

Prerequisite: *Appropriate placement test score or placement by department*

MATH 130 INTRODUCTION TO CONTEMPORARY MATHEMATICS

Lecture 3, Lab 0, Credit 3

Intended for students in liberal arts and social sciences. Uses basic concepts from algebra, geometry, and discrete mathematics to approach contemporary problems of growth, size and measurement, handling of data, and optimization.

Prerequisite: *Appropriate placement test score or placement by department*

MATH 131 COLLEGE MATHEMATICS

Lecture 3, Lab 0, Credit 3

Integrates statistics, algebra, and trigonometry. Includes but is not limited to system of equations, matrices, higher order polynomials, elements of trigonometry, vectors, oblique triangles, exponential and logarithmic functions, elementary statistics, and elements of statistical process control.

Prerequisite: *Appropriate placement test score or placement by department*

MATH 167 ELEMENTARY NUMBER STRUCTURE

Lecture 3, Lab 0, Credit 3

Covers the basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory and problem-solving.

Prerequisite: *MATH 101 or MATH 110*

MATH 168 GEOMETRY FOR ELEMENTARY AND MIDDLE SCHOOL TEACHERS

Lecture 3, Lab 0, Credit 3

Prepares students to teach geometry for K-8 curriculum. Includes basic concepts and properties of two- and three-dimensional space, perimeter, area, volume, parallelism, perpendicularity, congruence, similarity, transformations and constructions.

Prerequisite: *MATH 167*

MATH 200 FINITE MATHEMATICS

Lecture 3, Lab 0, Credit 3

Designed for Liberal Arts majors who need a second math course to complete their General Education math requirements or who need additional preparation in math prior to taking MATH 201. Includes systems of linear equations, vectors, matrices, and matrix algebra; linear inequalities and linear programming; counting techniques; permutations and combinations; probability; and basic concepts in introduction to statistics.

Prerequisite: *MATH 101 or MATH 110 or placement by department*

MATH 201 CALCULUS FOR NON-SCIENCE MAJORS

Lecture 3, Lab 0, Credit 3

Focuses on limits, continuity, and differential and integral calculus for algebraic, logarithmic, and exponential functions. Introduces applications in business and economics, such as optimization, marginal analysis, and exponential growth models.

Prerequisites: *MATH 101, MATH 110, or MATH 120; MATH 200 recommended*

MATH 202 BASIC STATISTICS I

Lecture 3, Lab 0, Credit 3

Includes descriptive statistics: graphical, tabular, and computer data summary; measures of location and dispersion and their application; basic probability, rules, and relationships; Bayes theorem; discrete and continuous probability distributions (especially the binomial and normal); sampling and sampling distribution; inferential statistics; single population; estimation, and hypothesis testing for the mean, proportion, and associated errors; sample size determination; and p-values.

Prerequisites: *Eligibility for college mathematics and CSCI 101 or CSCI 190*

MATH 203 BASIC STATISTICS II

Lecture 3, Lab 0, Credit 3

Provides brief review of MATH 202; data analysis (including computer applications) and interpretation using correlation and simple regression, analysis of variance; analytical approaches to decision-making using linear programming; and decision analysis.

Prerequisite: *MATH 202*

MATH 210 CALCULUS I

Lecture 5, Lab 0, Credit 5

Focuses on limits, continuity, and differentiation and integration of algebraic, trigonometric, exponential, and logarithmic functions from analytical and graphical points of view.

Prerequisites: *MATH 101 or MATH 110 and MATH 111 or MATH 120*

MATH 211 CALCULUS II

Lecture 5, Lab 0, Credit 5

Continues the focus on applications of the derivative and integral. Includes parametric equations, polar coordinates, infinite sequences and series, three-dimensional geometry, vectors, and partial derivatives.

Prerequisite: *MATH 210*

MATH 212 MULTIDIMENSIONAL CALCULUS

Lecture 4, Lab 0, Credit 4

Explores three-dimensional analytic geometry, vectors, vector calculus, partial derivatives, and multiple integrals.

Prerequisites: *MATH 210 and MATH 211*

MUSIC

MUSC 100 MUSIC APPRECIATION

Lecture 3, Lab 0, Credit 3

Studies fundamentals of pitch and rhythmic notation, terminology, scales, and chords. Incorporates skills of basic musicianship through analysis and critical study.

MUSC 101 MUSIC APPRECIATION

Lecture 3, Lab 0, Credit 3

Fosters an understanding of music through study of selected examples of musical literature. Emphasizes analysis of compositions in cultural and historical context.

MUSC 102 HISTORY OF JAZZ

Lecture 3, Lab 0, Credit 3

Fosters an understanding of music history emphasizing jazz and Louisiana ethnic music in cultural and historical context.

MUSC 108 CLASS PIANO I

Lecture 1, Lab 1, Credit 1

Introduces basic knowledge, techniques, and skills to play the piano. Assumes student has no prior keyboard knowledge. Enables students to augment the knowledge, techniques, and skills learned in the piano lab outside the classroom. Provides supplementary literature to students who master concepts and techniques quickly. **Students who have some keyboard knowledge may test out of MUSC 108 and go directly to MUSC 109.**

MUSC 109 CLASS PIANO II

Lecture 2, Lab 2, Credit 3

Continues knowledge, techniques, and skills learned in *MUSC 108*.

Prerequisite: *MUSC 108*.

MUSC 144 JAZZ ENSEMBLE

Lecture 1, Lab 1, Credit 1

Coaches proper ensemble/individual performance techniques required to play a jazz-related repertoire. Students are required to audition in order to join a 10-15 member ensemble and take part in rehearsals and performances.

MUSC 230 STUDIO APPLIED LESSONS

Lecture 0, Lab 2, Credit 1

Provides private voice or instrument lessons designed to advance students to another level of performance technique, musicianship, and sight-reading skills.

Requires performance in a recital.

Prerequisite: *MUSC 101*

Corequisite: *MUSC 101*

MUSC 291 FUNDAMENTALS OF MUSIC FOR ELEMENTARY EDUCATION MAJORS

Lecture 3, Lab 0, Credit 3

Provides elementary education majors and paraprofessionals a knowledge of the elements of music and techniques of performing, creating, and listening to music.

PHILOSOPHY

PHIL 201 INTRODUCTION TO PHILOSOPHY

Lecture 3, Lab 0, Credit 3

Introduces philosophical ideas, problems, and methods through the study of important philosophers and major systems of philosophy. Includes appearance and reality, human nature, nature of knowledge, relation of mind and body, the right and the good, the existence of God, and freedom and determinism.

Prerequisite: *Eligibility for ENGL 101*

PHIL 203 INTRODUCTION TO LOGIC

Lecture 3, Lab 0, Credit 3

Introduces formal and informal reasoning: 1. traditional logic, emphasizing syllogistic theory, validation techniques, and fallacy detection; and 2. elementary formal logic, including truth-tables and propositional logic.

Prerequisite: *Eligibility for ENGL 101*

PHIL 205 INTRODUCTION TO ETHICS

Lecture 3, Lab 0, Credit 3

Reviews current ethical theories. Includes lectures, projects, and class discussions concerned with the development of a practical ethical perspective relevant to today's world, especially in the business, legal, and medical fields.

Prerequisite: *Eligibility for ENGL 101*

PHYSICAL SCIENCE

PHSC 101 PHYSICAL SCIENCE I

Lecture 3, Lab 0, Credit 3

Gives students a greater appreciation for the wonders of the physical universe in which they live through a study of kinematics, Newton's laws of motion, rotational motion, fluids, thermodynamics, waves, the solar system, and other key topics in astronomy. **Not intended for science majors.**

Prerequisite: *Eligibility for college mathematics*

Corequisite: *PHSC 101L is strongly recommended*

PHSC 101L PHYSICAL SCIENCE I LAB

Lecture 0, Lab 2, Credit 1

Provides the means to gain an empirical understanding of the topics covered in **PHSC 101. Not intended for science majors.**

Prerequisites: *Eligibility for college mathematics and PHSC 101 or*

Corequisite: *PHSC 101*

Lab Fee Required

PHSC 102 PHYSICAL SCIENCE II

Lecture 3, Lab 0, Credit 3

Includes basic principles, concepts, and developments in physics, chemistry, and geology.

Not intended for science majors.

Prerequisites: *PHSC 101 and MATH 101/110/120*

Corequisite: *PHSC 102L is strongly recommended*

PHSC 102L PHYSICAL SCIENCE II LAB

Lecture 0, Lab 2, Credit 1

Covers selected experiments primarily from electricity, magnetism, and chemistry.

Not intended for science majors.

Prerequisites: *PHSC 101 and PHSC 101L*

Corequisite: *PHSC 102*

Lab Fee Required

PHSC 103 PHYSICAL SCIENCE I AND LAB FOR PTEC AND LIBERAL ARTS MAJORS

Lecture 3, Lab 2, Credit 4

Covers the basic concepts of physics and chemistry in the context of physical science while treating core topics in both areas in a constructivist, student-centered, and hands-on format.

Prerequisite: *MATH 101 or MATH 110*

Lab Fee Required

Note: *PHYS 201 and PHYS 210L can be substituted for PTEC majors desiring transfer credit.*

PHSC 104 PHYSICAL SCIENCE II AND LAB FOR PTEC/LIBERAL ARTS MAJORS

Lecture 3, Lab 2, Credit 4

Continues *PHSC 103* and covers basic physical science and chemistry in a constructivist, student-centered, and hands-on format.

Prerequisite: *PHSC 103*

Lab Fee Required

PHYSICS

PHYS 110 INTRODUCTION TO PHYSICS

Lecture 3, Lab 0, Credit 3

Introduces principles of physics and techniques of problem-solving. Emphasizes units of measure; three-dimensional vectors and trigonometry; kinematics; graphical analysis; and equivalent methods in calculus; Newton's laws of motion, work and energy; and oscillating systems.

Prerequisites: *MATH 101 or MATH 110 and MATH 111 or MATH 120 or placement to higher level than MATH 120*

Corequisite: *MATH 210*

PHYS 121 GENERAL PHYSICS I FOR PHYSICS MAJORS

Lecture 3, Lab 2, Credit 4

A classical physics course intended for students majoring in physics or astronomy. Includes vector operations with calculus and analytical geometry; kinematics and dynamics of particles and rigid bodies; Newton's laws of motion for translational and rotational motion; work, energy, and conservation of energy; static equilibrium and elasticity; mechanics of fluids; oscillating system waves and sound; gravitation; kinetic theory of gases; and thermodynamics and heat engines.

Prerequisites: *PHYS 110 and MATH 210*

Corequisite: *MATH 211 (minimum 4 semester-hours credit)*

Lab Fee Required

PHYS 122 GENERAL PHYSICS II FOR PHYSICS MAJORS

Lecture 3, Lab 2, Credit 4

A classical physics course intended for students majoring in physics or astronomy. Includes vector operations with calculus and analytic geometry; electric energy and power; dc and ac circuits; electromagnetic waves; geometric optics; physical optics; structure of the atom; quantization of energy and momentum; wave-particle duality; special relativity; and introduction to cosmology.

Prerequisites: *PHYS 121 and MATH 211*

Lab Fee Required

PHYS 201 GENERAL PHYSICS I

Lecture 3, Lab 0, Credit 3

Introduces the basic concepts and principles of mechanics, heat and sound. Non-calculus based physics course. Appropriate for students studying biology, pre-medicine, architecture, technology, earth, and environmental disciplines and other like disciplines.

Prerequisite: *MATH 111 or MATH 120 or equivalent*

Corequisite: *PHYS 210L strongly recommended*

PHYS 202 GENERAL PHYSICS II

Lecture 3, Lab 0, Credit 3

Introduces the basic concepts and principles of optics, electricity, magnetism, and topics in modern physics. Non-calculus physics course. Appropriate for students studying biology, pre-medicine, architecture, technology, earth and environmental sciences, and other like disciplines.

Prerequisite: *PHYS 201*

Corequisite: *PHYS 211L* strongly recommended

PHYS 210 PHYSICS I FOR TECHNICAL STUDENTS

Lecture 3, Lab 0, Credit 3

Includes vector operations with calculus and analytic geometry; kinematics and dynamics of particles and rigid bodies; Newton's laws of motion for translational and rotational motion, work, energy, and conservation of energy; static equilibrium and elasticity; mechanics of fluids; oscillating systems, waves, and sound; gravitation; kinetic theory of gases; and thermodynamics and heat engines. **Calculus-based primary classical physics course intended for students in engineering and other technical disciplines.**

Prerequisites: *PHYS 110* and *MATH 210*

Corequisite: *MATH 211*

PHYS 210L GENERAL PHYSICS I LAB

Lecture 0, Lab 2, Credit 1

Includes experiments in mechanics, heat, and sound. **Designed for students enrolled in both PHYS 201 and PHYS 210.**

Corequisite: *PHYS 201* or *PHYS 210*

Lab Fee Required

PHYS 211 PHYSICS II FOR TECHNICAL STUDENTS

Lecture 3, Lab 0, Credit 3

Includes vector operations with calculus and analytic geometry; electric and magnetic fields; electrical energy and power; dc and ac circuits; electromagnetic waves; geometrical optics; physical optics; quantization of energy and momentum; wave-particle duality; and special relativity.

Calculus-based primary classical physics course for students in engineering or other technical disciplines.

Prerequisites: *PHYS 210* and *MATH 211*

PHYS 211L GENERAL PHYSICS II LAB

Lecture 0, Lab 2, Credit 1

Includes selected experiments dealing with electricity, magnetism, optics, and modern physics.

Prerequisite: *PHYS 210L*

Corequisite: *PHYS 211*

Lab Fee Required

POLITICAL SCIENCE

POLI 110 AMERICAN GOVERNMENT

Lecture 3, Lab 0, Credit 3

Introduces the principles, institutions, processes, and functions of the United States government. Emphasizes national government, development of the constitutional system, and the role of the citizen in the democratic process.

POLI 202 INTERNATIONAL RELATIONS

Lecture 3, Lab 0, Credit 3

Introduces basic factors, concepts and theories of international relations. Surveys objectives, methods and capabilities of modern states and other non-state factors. Studies the institutional form of international relations, ideological orientations and objectives. Emphasizes trends and transformation of the international system during and after the Cold War.

POLI 211/CJUS 211 CONSTITUTIONAL LAW

Lecture 3, Lab 0, Credit 3

Introduces the constitutional mandates embodied in the United States Supreme Court, lower federal courts, and appropriate state appellate courts. Explores in-depth the disparity that exists in varying rules of criminal procedure between individual states and the federal system and the realistic solutions reached to accommodate these disparities.

Same course as CJUS 211.

Prerequisite: *POLI 110*

Note: *Credit will not be awarded for both POLI 211 and CJUS 211.*

PROCESS TECHNOLOGY

PTEC 101 INTRODUCTION TO PROCESS TECHNOLOGY

Lecture 3, Lab 0, Credit 3

Introduces the field of process operations within the process industry and reviews the roles and responsibilities of process technicians, the environment in which they work, and the equipment and systems that they operate. LEAP credit is available.

Prerequisites: *Eligibility for ENGL 101* and *college mathematics*

Corequisite: *CSCI 101* or *CSCI 190*

Lab Fee Required

PTEC 131 PROCESS INSTRUMENTATION I

Lecture 2, Lab 2, Credit 3

Studies instruments and instrument systems used in the petrochemical process industry, including terminology, process variables, symbology, control loops, and basic troubleshooting.

Prerequisites: *Eligibility for ENGL 101* and *college mathematics*

Lab Fee Required

PTEC 132 PROCESS INSTRUMENTATION II

Lecture 2, Lab 2, Credit 3

Continues Instrumentation I using actual demonstration units. Introduces switches, relays, annunciator system, signal conversion, transmission, controllers, control schemes, advance control schemes, digital control, programmable logic control, distributed control systems, instrumentation power supplies, emergency shutdown systems, and instrumentation malfunctions.

Prerequisites: *PTEC 131* and *eligibility for college mathematics*

Lab Fee Required

PTEC 140 OIL AND GAS PRODUCTION I

Lecture 2, Lab 2, Credit 3

Introduces process technology students to the job, duties, and tasks performed by oil and gas production technician. Covers the marketing of petroleum and petroleum products; petroleum geology and exploration; drilling operations; well completion, work over and servicing; wellhead system and equipment; and emulsion separation and treatment system and equipment.

Prerequisites: *Eligibility for ENGL 101 and eligibility for college mathematics*

PTEC 141 OIL AND GAS PRODUCTION II

Lecture 2, Lab 2, Credit 3

Continues *PTEC 140*. Covers natural gas treatment, dehydration and compression systems and equipment; process water treatment systems and equipment; auxiliary systems and equipment; artificial lift and enhanced recovery techniques; pumping and transportation systems; safety, health and environmental considerations relative to the field of oil and gas production; and an introduction to petroleum refining and processing.

Prerequisite: *PTEC 140*

PTEC 161 PROCESS TECHNOLOGY I EQUIPMENT

Lecture 2, Lab 2, Credit 3

Introduces equipment used in the process industry. Studies many process industry-related equipment concepts including purpose, components, and operation. Emphasizes the process technician's role in operating and troubleshooting equipment.

Prerequisite: *PTEC 101*

Lab Fee Required

PTEC 203 SAFETY, HEALTH, AND ENVIRONMENT

Lecture 2, Lab 2, Credit 3

Introduces various types of plant hazards, safety and environmental systems and equipment, and regulations under which the industry is governed.

Prerequisites: *PTEC 101 and PTEC 131. On-line course requires CSCI 101 or CSCI 190*

Lab Fee Required

Note: *Lab fee applies only to the on-line class*

PTEC 207* QUALITY

Lecture 3, Lab 0, Credit 3

Introduces many process industry-related quality concepts including operating consistency, continuous improvement, plant economics, team skills, and statistical process control (SPC).

Prerequisites: *PTEC 131 and PTEC 161. Online course requires CSCI 101 or CSCI 190*

Lab Fee Required

Note: *Lab fee applies only to the on-line class*

PTEC 242* PROCESS TECHNOLOGY II UNIT SYSTEMS

Lecture 2, Lab 2, Credit 3

Studies the interrelation of process equipment and process systems by arranging process equipment into basic systems; by describing the purpose and function of specific process systems; by explaining how factors affecting process systems are controlled under normal conditions; and recognizing abnormal process conditions. Introduces the concept of system and plant economics.

Prerequisites: *PTEC 132, PTEC 203, and PTEC 263 or*

Corequisite: *PTEC 263*

Lab Fee Required

PTEC 243* PROCESS TECHNOLOGY III OPERATIONS/CAPSTONE

Lecture 3, Lab 2, Credit 4

Teaches the operation of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentation. Studies concepts related to commissioning, normal startup, normal operations, normal shutdown, turnarounds, and abnormal situations, as well as the process technician's role in performing the tasks associated with these concepts within an operating unit. Requires a project.

Prerequisites: *CHEM 101 and CHEM 101L or CHEM 104 and CHEM 104L and PTEC 242* and PTEC 263*

Lab Fee Required

PTEC 244 PROCESS TROUBLESHOOTING

Lecture 2, Lab 2, Credit 3

Applies a six-step troubleshooting method for solving and correcting operation problems. Focuses on malfunctions as opposed to process design or configuration improvements. Uses data from instrumentation to determine the cause for abnormal conditions in an organized and regimented way.

Prerequisites: *PTEC 242* and PTEC 263*

Lab Fee Required

PTEC 263 FLUID MECHANICS

Lecture 2, Lab 2, Credit 3

Addresses fluids, fluid types, chemical and physical natures and factors affecting fluids while in motion. Reviews basic calculations relative to flow and volume. Discusses other topics such as laminar/turbulent flow, viscosity, and *Reynolds Number*.

Prerequisites: *PTEC 131 and PTEC 161 and either MATH 101 or MATH 110 and either PHSC 101 and PHSC 101L, or PHYS 201 and PHYS 210L*

Corequisite: *PTEC 242**

PTEC 291 PROCESS TECHNOLOGY INTERNSHIP

Lecture 1, Lab 9, Credit 3

Students qualifying for an external internship must work a minimum of 135 supervised hours in a local industrial facility. Students who are unable to obtain external internships are required to take internal internships consisting of 135 hours of departmentally-approved team activities utilizing the PTEC laboratories and simulation programs.

Prerequisites: *PTEC 161 and PTEC 203 and departmental approval*

PSYCHOLOGY

PSYC 200 PSYCHOLOGY OF ADJUSTMENT

Lecture 3, Lab 0, Credit 3

Addresses both scientific and applied aspects of the psychology of adjustment. Includes aspects of personality, stress and coping, social influences on adjustment, and interpersonal relationships. Facilitates self-understanding and the exploration of alternative behavioral strategies and problem-solving techniques.

PSYC 201 INTRODUCTION TO PSYCHOLOGY

Lecture 3, Lab 0, Credit 3

Exposes students to major theories, research methods, and applied areas of psychology. Serves as a prerequisite for most advanced psychology courses at BRCC and surrounding four-year universities.

PSYC 202 PSYCHOLOGY OF DEVELOPMENT

Lecture 3, Lab 0, Credit 3

Addresses both scientific and applied aspects of the field of developmental psychology and how it applies to development of humans throughout their lifespans. Includes childhood, adolescence, adult and aging, and the changes experienced during these periods. Examines social and formal learning, personality development and adjustment, and interpersonal relationships.

Prerequisite: PSYC 201

PSYC 203 EDUCATIONAL PSYCHOLOGY

Lecture 3, Lab 0, Credit 3

Addresses both scientific and applied aspects of educational psychology and how it is applied to education and learning. Includes aspects of personality, stress and coping, social influences on adjustment, and interpersonal relationships. Facilitates self-understanding and the exploration of alternative behavioral strategies and problem-solving techniques.

Prerequisite: PSYC 201

PSYC 204 PSYCHOLOGY OF CHILD DEVELOPMENT

Lecture 3, Lab 0, Credit 3

Addresses both scientific and applied aspects of child development from conception to adolescence. Studies of growth, adjustment, and the capacities of children at different stages of development including physical, cognitive, social, and personality development.

Prerequisite: PSYC 201

PSYC 205 SOCIAL PSYCHOLOGY

Lecture 3, Lab 0, Credit 3

Studies how cultural forces guide individual and group behaviors. Includes self-fulfilling prophecy, social dominance, conformity, persuasion, intimacy, discrimination, and aggression.

Prerequisites: PSYC 201

PSYC 206 DESCRIPTIVE STATISTICS IN PSYCHOLOGY

Lecture 3, Lab 0, Credit 3

Introduces descriptive and inferential statistics. Includes frequency distributions, measures of variability, normal curve, percentiles, regression, probabilities, *t*-Tests, and analysis of variance.

Prerequisites: MATH 101/110 and PSYC 201

PSYC 206L DESCRIPTIVE STATISTICS IN PSYCHOLOGY LAB

Lecture 0, Lab 2, Credit 1

Introduces descriptive and inferential statistics. Includes frequency distributions, measures of variability, normal curve, percentiles, regression, probabilities, *t*-Tests, and analysis of variance through computer-based programming.

Prerequisites: MATH 101 or MATH 110 and PSYC 201

Corequisites: PSYC 206

Note: Not transferable as MATH 202 Basic Statistics I or MATH 203 Basic Statistics II

READING

READ 090 FOUNDATIONS OF READING 090

Lecture 3, Lab 0, Credit 3

Prepares students for the demands of college-level reading. Reviews and builds upon the basic skills necessary for students to become efficient and critical readers.

Prerequisite: Appropriate placement test score

Corequisite: Academic Learning Center attendance

READ 091 FOUNDATIONS OF READING 091

Lecture 3, Lab 0, Credit 3

Enhances reading skills in preparation for college-level textbook reading. Reviews the basic skills necessary for students to become better readers and stronger thinkers. Includes a special project.

Prerequisite: Appropriate placement test score and/or READ 090

Corequisite: Academic Learning Center attendance

REAL ESTATE

REAL 102 REAL ESTATE PRINCIPLES I

Lecture 3, Lab 0, Credit 3

Provides an overview of the entire career field of real estate. Studies closing costs, economics, financing, land, marketing, and written instruments. Discusses terminology and the career ladder in this industry. Includes discussion of *Louisiana Civil Law*. The combination of REAL 102 and REAL 202 prepares students to sit for the *Louisiana Real Estate Exam*.

REAL 202 REAL ESTATE PRINCIPLES II

Lecture 3, Lab 0, Credit 3

Continues REAL 102. Includes study of financing, taxes and assessments, appraisal, licensing, and employment and agency relationships. Also includes discussion of *Louisiana Civil Law*. The combination of REAL 102 and REAL 202 prepares students to sit for the *Louisiana Real Estate Exam*.

Prerequisite: REAL 102

SOCIOLOGY

SOCL 200 INTRODUCTION TO SOCIOLOGY

Lecture 3, Lab 0, Credit 3

Provides students with an understanding of human society and social life. Introduces students to the major subject areas of sociology, including the major theoretical perspectives and theorists; techniques of research; components of culture; social organization, institutions, inequality; and social change.

SOCL 203 RACE RELATIONS

Lecture 3, Lab 0, Credit 3

Provides students with an understanding of race relations and social life. Introduces students to issues on immigration policy; desegregation of public schools; affirmative action-public policy; religious practice of racial segregation; institutional racism; educational opportunity and inequality; discrimination by race, gender, and age; racial economics and racial politics; imperialism or exploitation of labor; and class versus race in determining life chances and social upward mobility.

SOCL 205 CONTEMPORARY SOCIAL PROBLEMS

Lecture 3, Lab 0, Credit 3

Focuses on both individual and societal levels (thus, on both social action and social structure) and on the reciprocal relationship between them.

SPANISH

SPAN 101 ELEMENTARY SPANISH I

Lecture 3, Lab 0, Credit 3

Introduces Spanish language and culture and explores the basic grammatical structure of the Spanish language. Develops writing, reading, listening, and speaking skills and instills an appreciation for the geography, food, music, values, and customs of the Hispanic world.

SPAN 102 ELEMENTARY SPANISH II

Lecture 3, Lab 0, Credit 3

Extends elementary knowledge of the basic grammatical structure of the Spanish language and culture. Continues to develop reading, writing, listening, and speaking skills, and instills an appreciation for the geography, food, music, values, and customs of the Hispanic world.

Prerequisite: *SPAN 101 or equivalent*

SPAN 201 INTERMEDIATE SPANISH I

Lecture 3, Lab 0, Credit 3

Completes the review of the basic grammatical structure of the Spanish language and continues developing appreciation for Hispanic culture through the reading of diverse cultural texts. Includes additional emphasis on reading and writing.

Prerequisite: *SPAN 102 or equivalent*

SPAN 202 INTERMEDIATE SPANISH II

Lecture 3, Lab 0, Credit 3

Continues skills developed in *SPAN 201*. Emphasizes reading and writing skills and personal communication. Develops further appreciation and understanding of the Hispanic culture.

Prerequisite: *SPAN 201 or equivalent*

SPEECH

SPCH 101 FUNDAMENTALS OF COMMUNICATION

Lecture 3, Lab 0, Credit 3

Develops an awareness and appreciation of the history and traditions of speech communication as a field of academic study. Includes fundamental codes, functions, and processes of oral communication and public speaking assignments.

SPCH 120 TECHNIQUES OF SPEECH

Lecture 3, Lab 0, Credit 3

Teaches basic public presentation principles and skills and considers ethics of public speaking. Includes speeches of introduction, information, demonstration, persuasion, and special occasion.

Prerequisite: *Eligibility for ENGL 101*

SPCH 210 INTERPERSONAL COMMUNICATION

Lecture 3, Lab 0, Credit 3

Introduces basic principles and theories of interpersonal communication. Includes practical skills for enhancing everyday relational communication in a variety of social and professional settings. Enhances appreciation for intercultural, gender, and power issues in dyadic communication.

Prerequisite: *Eligibility for ENGL 101*

SPCH 220 COMMUNICATION FOR BUSINESS PROFESSIONALS

Lecture 3, Lab 0, Credit 3

Assists students in business-related presentations. Includes one information-seeking interview and two four-to-six minute presentations, including one group presentation. Examines general theories and principles of organizational communication.

Prerequisite: *Eligibility for ENGL 101*

SPCH 230 COMMUNICATING IN THE CLASSROOM

Lecture 3, Lab 1.5, Credit 3

Provides paraprofessionals and education majors with the knowledge of basic communication principles and how they relate to a teaching and learning situation. Heightens early awareness of conventions, requirements and expectations that are associated with teaching students to prepare themselves for service in their communities. Provides theoretical and practical training in the area of oral address and enhances the skills used in speaking through observations, practice and insightful criticism. Requires twenty hours of field experience in a school setting.

Prerequisite: *Eligibility for ENGL 101*

**SPCH 240 PERFORMANCE
OF LITERATURE**

Lecture 3, Lab 0, Credit 3

Introduces students to the study of literature through performance of poetry, prose, and dramatic literature. Students prepare texts for performance, study various methods of performing texts, and write about literary texts, performances and performing. Includes in-class performances, written assignments and cultural critiques.

Prerequisites: *Eligibility for ENGL 101*

**SPCH 263 ARGUMENTATION
AND DEBATE**

Lecture 3, Lab 0, Credit 3

Introduces fundamentals of argumentation and debate: analysis, brief-construction, evidence, reasoning, and refutation. Explores rhetorical tradition from Socrates to modern civic debate. Includes debates on vital questions of the day.

Prerequisites: *SPCH 101, SPCH 120, or equivalent*

THEATRE**THTR 100 INTRODUCTION
TO THEATRE**

Lecture 3, Lab 0, Credit 3

Surveys history of theatre and develops an appreciation and enjoyment of dramatic art. Develops an appreciation for artists who bring the playwrights' pages to life and considers the contribution to the audience.

THTR 200 ACTING I

Lecture 3, Lab 0, Credit 3

Exercises the separate parts of the composite art of acting: thought, emotion, specific movement and vocal techniques. Emphasizes improvisation and practical exercise leading to formal scene work. Develops a firm foundation in basic acting technique.

Lab Fee Required



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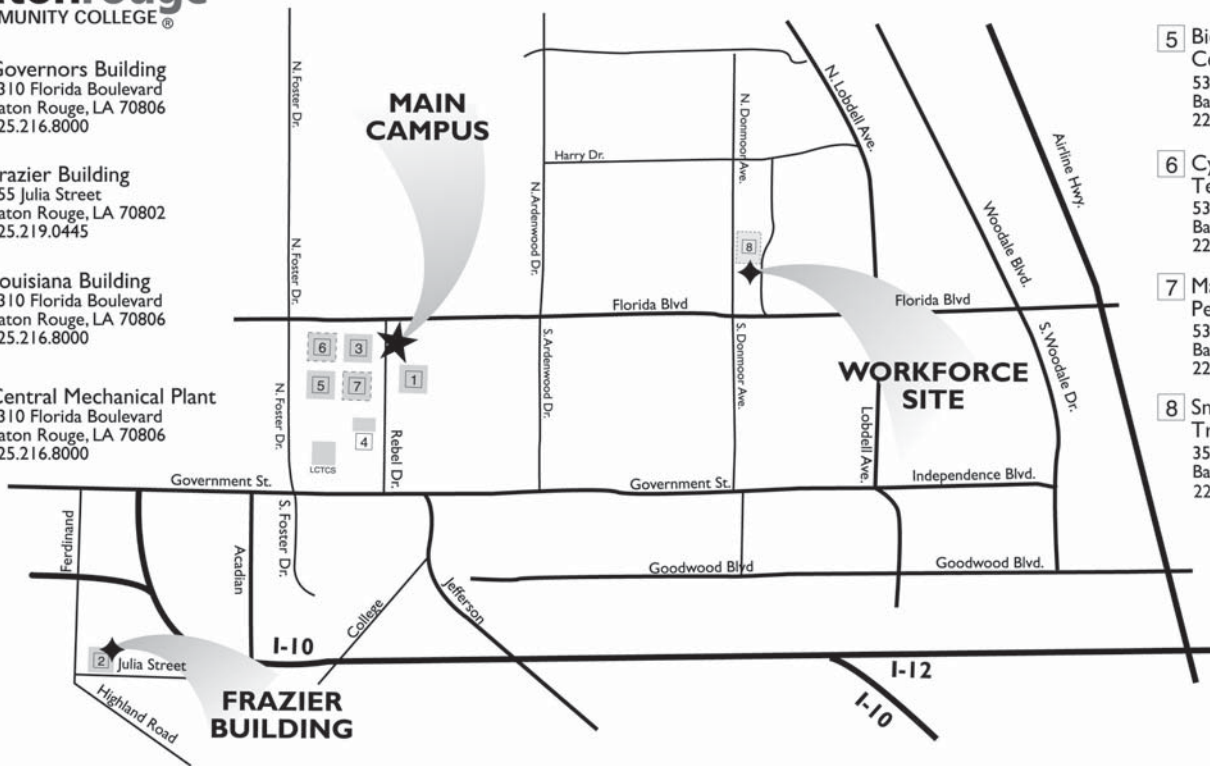
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Directions to Campus

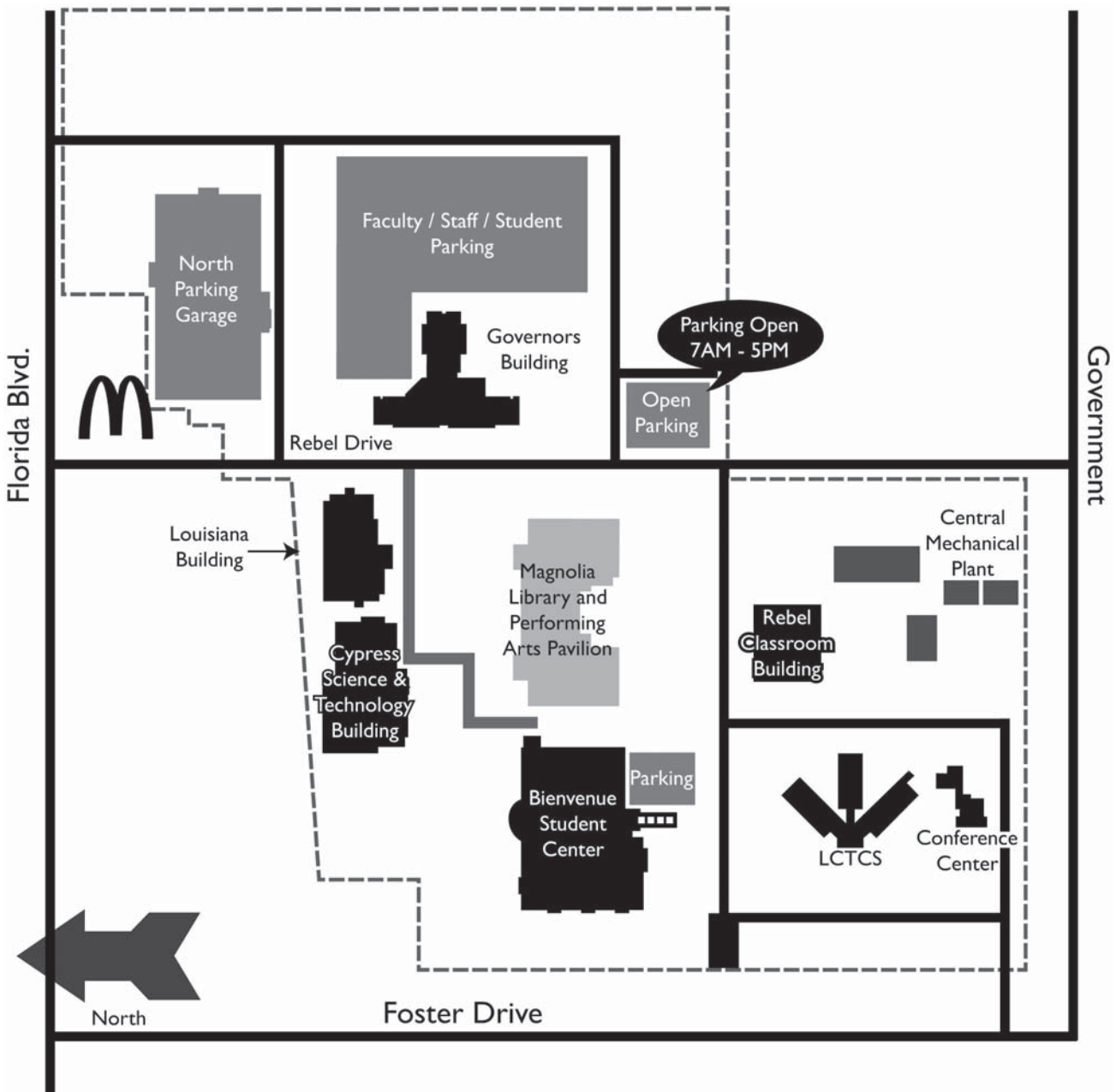


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- 4 **Central Mechanical Plant**
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- 5 **Bienvenue Student Center**
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- 6 **Cypress Science & Technology Building**
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- 7 **Magnolia Library and Performing Arts Pavilion**
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- 8 **Small Business Training Center**
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Baton Rouge Community College does not discriminate on the basis of gender in admission to or employment in its education programs or activities. Title IX Coordinator is Dr. Stephen Hilterbran, Vice Chancellor for Student Affairs, 5310 Florida Boulevard, Baton Rouge, Louisiana 70806 — 225.216.8040.

Baton Rouge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404.679.4501) to award Associate Degrees and Certificates.

The Director of Disability Services has been designated as the college's 504/ADA Compliance Officer. Any person with a disability who needs assistance should contact the Director at 225.216.8503 or TDD 225.216.8702.

Educational opportunities are offered by Baton Rouge Community College without regard to race, color, age, national origin, religion, gender, or disability.

A member of the Louisiana Community and Technical College System (LCTCS)