



# BRCC

CATALOG 2015-16

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# **BATON ROUGE**

# **COMMUNITY COLLEGE**

## ***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 and adhering to the standards and policies listed herein.

The rules and regulations provided 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, that student may file a petition with the Vice Chancellor for 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, 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.

## ***BRCC Catalog 2015***

Baton Rouge Community College (BRCC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of BRCC.

BRCC is accredited by the Association of Collegiate Business Schools and Programs (ACBSP) to offer the following business degrees: Associate of Applied Science in Business Technology, Associate of Science in Business.

BRCC is accredited by the Association of Technology, Management, and Applied Engineering (ATMAE) to offer the Associate of Applied Science in Process Technology degree.

BRCC is accredited by the Accreditation Commission for Education in Nursing (ACEN) to offer the Associate of Science in Nursing. For more information, contact the ACEN at 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326.

BRCC is accredited by the HVAC Excellence to offer the Air Conditioning and Refrigeration Technical Diploma.

BRCC is accredited by the American Culinary Federation to offer the Culinary Arts and Occupations Technical Diploma.

BRCC is initially accredited by the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA CVTEA) to offer the Associate of Applied Science in Veterinary Technology.

BRCC is initially accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) to offer the Associate of Applied Science in Diagnostic Medical Sonography.

BRCC is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) to offer the Associate of Science in Surgical Technology.

BRCC is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) to offer the Associate of Applied Science in Diagnostic Medical Sonography. For information on CAHEP accreditation, please contact CAAHEP at 1361 Park Street, Clearwater, FL 33756 or visit the website at [www.caahep.org](http://www.caahep.org)

Baton Rouge Community College is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants, as well as for its students and employed staff, without regard to race, color, national origin, sex, marital status, age, the presence of any sensory, mental, or physical disability; the use of a trained guide dog or service animal by a person with a disability; or, status as a Vietnam and/or disabled veteran, National Guard member or reservist; in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation

**of 1973, the Americans with Disabilities Act of 1990, and any other applicable Federal and Louisiana State laws against discrimination.**

The Director of Counseling and Disability Services, Ms. Wendy Devall, 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 report to the main office which is located in the Magnolia Building Office 126.

BRCC does not discriminate on the basis of gender in admission to or employment in its educational programs or activities. The College's Title IX Coordinator is the Director of Human Resources, Ms. Terri Ricks, and she can be reached at [rickst@mybrcc.edu](mailto:rickst@mybrcc.edu) or (225) 216-8268. The mailing address is Governor's Building First Floor, 201 Community College Drive, Baton Rouge, LA 70806. The *Family Educational Rights and Privacy Act of 1974 (FERPA)*, also referred to as the *Buckley Amendment* is a federal law regarding the privacy of student records and the obligations of the institution related to the release of and access to such records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds which are administered by the Secretary of Education withheld.

BRCC is a member of the Louisiana Community and Technical College System (LCTCS)

**BRCC is an Equal Opportunity/Equal Access Employer.**

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# ***Governance***

## **Louisiana Community and Technical College System (LCTCS)**

The Louisiana Community and Technical College System's Board consists of 17 members. The LCTCS Board is composed of 15 members appointed by the Governor with consent of the Senate, two from each of the seven congressional districts with one at-large member. Each member serves overlapping six-year terms, and the Board is constitutionally required to be representative of the state's population by race and gender to ensure diversity.

### **BOARD OF SUPERVISORS**

**Norwood "Woody" Oge'**  
of Avondale  
*Chair*

**Timothy W. Hardy**  
of Baton Rouge  
*First Vice Chair*

**Deni Grissette**  
of Sunset  
*Second Vice Chair*

**Robert Brown**  
of New Orleans

**Helen Bridges Carter**  
of Greensburg

**Keith Gamble**  
of Shreveport

**Steve Hemperley**  
of New Orleans

**Willie Mount**  
of Lake Charles

**Michael Murphy**  
of Bogalusa

**Paul Price, Jr.**  
of Winnsboro

**Joe Potts**  
of Metairie

**Craig Spohn**  
of Benton

**Stephen Smith**  
of Schriever

**Vincent St. Blanc III**  
of Franklin

**Stephen Toups**  
of Baton Rouge

### **STUDENT MEMBERS**

There are two student members – one elected by and from membership of a council composed of the student body presidents of the community colleges and one student elected by and from the membership of a council composed of student body presidents of the technical colleges under the supervision and management of the LCTCS Board. Each student member serves a one-year term.

**Da'Antre Austin**  
of Centerville

**Benson Kinney**  
of Monroe



## ***Chancellor's Message***

Welcome to Baton Rouge Community College (BRCC).

With over seventy degree, certificate, and certified training options available, BRCC is dedicated to helping you meet your educational and career goals. BRCC offers you a variety of pathways for joining today's high tech, high wage workforce or transferring to a four year degree program to continue your education.

With evening and weekend course offerings, as well as eLearning (online) options, BRCC is committed to providing access to our high quality programs in a way that can work with your busy schedule. With over nine locations throughout Baton Rouge and the surrounding area, we can also provide the flexibility you need to meet your goals.

As one of Louisiana's Community and Technical Colleges, BRCC is able to provide these life changing programs at an affordable cost, while at the same time offering smaller class sizes with access to high tech facilities and state-of-the-art equipment. Our partnerships with local business and industry ensure that our programs are constantly evolving, so that you will be ready to succeed in tomorrow's careers.

Through the generous support of the BRCC Foundation, we have a growing number of scholarship opportunities for qualifying students. Along with an array of Financial Aid services that are available, BRCC is focused on ensuring that you have the support you need to begin, continue, and complete your college journey at an affordable cost.

Your time at BRCC will be a truly comprehensive college experience. Through the support of the Student Government Association, our students have the opportunity to participate in activities ranging from the performing arts to college athletics. Dozens of clubs and student organizations are available for student participation.

From the BRCC faculty and staff, we wish you the best as you consider your future. We are here to provide you with the tools and support you need to succeed. I look forward to seeing you on campus.

Dr. Dennis F. Michaelis  
Interim Chancellor

# ***The College***

## **Mission**

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The mission of Baton Rouge Community College is to identify and meet the educational and workforce needs of the community through innovative, accessible, and dynamic programs.

## **Vision**

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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**

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### INTEGRITY

- Promoting the highest level of ethical behavior and professionalism.
- A sense of honesty and fairness.

### DIVERSITY/RESPECT

- We acknowledge the dignity, the equality and the value of every individual.
- We encourage individual differences of opinions, thoughts, and ideas.

### TEAMWORK/RESPONSIBILITY

- We promote excellence and quality in programs and services.
- We provide opportunities to work together to further excellence, efficiency and growth.

## ***Innovation, Evolution, Revolution: The Story of BRCC***

Baton Rouge Community College (BRCC) was born from a 1994 Desegregation Settlement Agreement between Louisiana and the U.S. Department of Justice in an effort to eliminate remnants of a dual-race system in the state's post-secondary educational structure. The college officially opened its doors on August 20, 1998, expecting an estimated enrollment of 700 students. Instead, faculty and staff were shocked to find almost triple that number – 1,866 enrollees – waiting.

The first year was only the beginning. By 1999, BRCC, described by the Baton Rouge Advocate as “bursting at the seams,” found itself on a razor’s edge, racing to meet the needs of an ever-growing, widely varying student population: traditional, non-traditional, special-needs, first-generation, and continuing-education students – all reflecting the diverse residents within the eight-parish area it served. The college’s wild success enabled it to secure alternative financing to accomplish the quick construction of additional facilities as demand skyrocketed.

BRCC established a strong academic foundation by instituting several degree programs: Liberal Arts, General Studies, and General Science. The college also enhanced its available programs with concentrations that would better serve specific career educational needs of students. The college’s establishment of robust and diverse academic curricula enabled it to pursue and obtain full accreditation from the Southern Association of Colleges and Schools (SACSCOC) in 2004. An Associate of Science in Nursing was established in 2007, and additional programs have been added in diverse fields such as Allied Health, Construction Management, and Process Technology.

As an adaptable institution largely unburdened by tradition, BRCC has been able to explore unique opportunities in fields such as film and animation, video-game design, studio arts, and entertainment technology. The college has also been able to establish a convention of using and adapting cutting-edge equipment and processes to increase teacher effectiveness, enhance teaching practices, and strengthen learning and knowledge retention.

BRCC’s 2014 fall enrollment exceeded 10,500 students. The college is already looking to the future, with a plan that will result in the construction of new buildings and the capacity to service a still-growing student population. Originally designated to serve its local eight-parish area, BRCC has evolved into a major center of education, with a diverse student body that reflects increasing statewide, national, and international representation. Despite the College’s incredible growth and its continual development, its mission and vision are unchanged: To provide world-class education, allow access for all, and be a sustaining resource in the economic development of the state of Louisiana. These principles guide Baton Rouge Community College as it continues to expand, develop, and evolve in assuming its rightful place as an academic capital of learning for the 21st century.

## ***Admissions and Registration***

### **Americans with Disabilities Act (ADA)**

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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 Amended (ADAA) and other related federal and state laws. The college is committed to serving individuals with disabilities in employment, academic, and other programs. Additionally, the college strives to prevent discrimination against individuals with disabilities and provide enforceable standards that address discrimination. Applicants for admission may voluntarily identify themselves as being disabled. Students self-identified as disabled are provided services mandated by ADAA. Students with disabilities requesting accommodations should contact the Office of Disability Services before the first official day of classes to begin the Disabilities Services enrollment process.

### **The Academic Calendar**

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BRCC's *Academic Calendar* is a guide to the institution's schedule of course offerings, programs, and business operations. It also provides deadlines for fee and tuition payments, as well as other important dates referenced by various policies, regulations, and procedures which govern its academic services and business operations.

Although the Academic Calendar impacts everyone, students in particular should closely monitor the calendar for important dates and deadlines that may affect them. Some of the more critical deadlines students should note are listed below:

- **Last Day to Register** for classes in a particular semester/session
- **100%, 50%, and 25% refund guidelines for classes** dropped by the given date
- **Classes Begin** for a particular semester/session
- **Final date to add/drop classes** for a particular semester/session
- The date **Mid-semester Examinations** begin
- **Mid-semester grades due** from faculty (mid-semester grades will be available online shortly after this date)
- **Last day to withdraw from classes**
- **Last day of class** for a particular semester/session
- The date **Final Examinations** begin

In addition to these dates, students should also note any **holidays** listed on the calendar. Some holidays specify *no classes*, which means that College offices will be open for conducting business during those dates even though no classes will be held. Holidays which specify that the College is *closed* indicate that the college's business offices will be unavailable as well.

Every effort is made to adhere to the Academic Calendar as established each year; however, unforeseen events may result in changes to the calendar. Notices are provided to students, faculty, and staff when

these changes occur. For the most current version of BRCC's Academic Calendar, visit [www.mybrcc.edu](http://www.mybrcc.edu) and click on the **Academic Calendar** link.

## How to Enroll

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BRCC has an open-door admissions policy: graduates of a state-approved high school, home-schooled students (Board of Elementary and Secondary Education approved programs), and individuals who have obtained the General Equivalency Diploma (GED or HiSET), are eligible for admission. Students are admitted without regard to race, religion, sex, national origin, age, physical disability, marital status, or veteran status. Admission to the college does not ensure admission to a particular program of study.

A person can **apply** for admission to BRCC by the deadline date published in the *Academic Calendar*. Upon admission, a student may register for courses according to the published registration dates. Students should note that **registration** is simply the selection of classes that one wishes to take. Once a student has been admitted, has registered for their chosen courses, and has completed the payment procedure, he or she has completed the **enrollment process** and is officially **enrolled**. To enroll for a particular term (semester or session), an individual must complete the enrollment process by the published registration deadline.

## Application Process

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To obtain admission to BRCC for the first time, an individual must first complete the application process:

- Submit a completed Application for Admission to the Office of Enrollment Services by the deadline published in the *Academic Calendar*. Applications can be completed online at [www.mybrcc.edu](http://www.mybrcc.edu). A non-refundable \$10.00 application fee must be paid to the Bursar's Office.
- First-time students must present a copy of a high school diploma (unless a parental consent form has been signed and submitted to a Louisiana high school allowing the Louisiana high school to submit the student's transcript electronically) or provide a copy of a General Educational Development Certificate (GED) or High School Equivalency Test (HiSET). Students graduating from a Louisiana high school prior to 2003 and students graduating from an out-of-state school must submit an official high school, GED or HiSET transcript to the Office of Enrollment Services. Students who graduated from a Louisiana high school in 2003 or later whose transcript cannot be retrieved electronically must submit official documentation.
- Submit official college transcripts from all institutions attended.
- Students born after 1956 must provide proof of current immunization against measles, mumps, rubella, and tetanus-diphtheria. First-time students are required to provide proof of the meningitis vaccination. The Immunization Form is available online and in the Office of Enrollment Services.
- Male students between the ages of 18 and 25 must submit a Statement of Compliance and written proof of selective service registration, or proof that the requirement to register is no longer in effect or applicable. In lieu of the Statement of Compliance, veterans of the Armed Forces of the United States can submit a copy of their discharge documents.

Applicants are responsible for submitting genuine, accurate, and unaltered documentation. The submission of altered, inaccurate, or false documentation/information may result in denial of admittance, expulsion from the college, and/or prosecution.

*An Application for Admission is valid for the term of application. If a student does not enroll in courses/classes for a Fall or Spring Semester, the student must reapply for admission. Students who are continuously enrolled should not reapply.*

### **Additional Enrollment Steps**

In addition to completing the application process, applicants must:

1. Participate in New Student Orientation;
2. Register for courses; and
3. Pay tuition and fees.

## **Student Types and Categories**

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### **First Time Student**

First Time students are those who have never attended a university/college.

### **Full- and Part-Time**

The total number of course hours a student takes during a semester or summer session is referred to as his or her course load. Full-time students are those with a course load of 12 or more hours during a regular semester, or at least six hours during a summer session. Part-time students are those with a course load of less than 12 hours during a regular semester, or less than six hours during a summer session. Audited courses are included when calculating course loads.

### **Matriculating (Degree Seeking)**

A matriculating or degree seeking student (full-time or part-time) takes credit courses with the intent to eventually earn a degree, technical diploma, or certificate. Students should declare a major at the time they enroll. Students undecided on their major should consult the Career Center to explore their options for declaring a program of study.

### **Non-Matriculating (Non-Degree Seeking)**

A non-matriculating or non-degree-seeking student takes courses for professional or personal enrichment, but does not intend to earn a degree, technical diploma, or certificate. Non-matriculating students must complete the same course prerequisites required of matriculating students. Students having a bachelor's degree or higher are allowed to enroll in any course at BRCC. Students who change their status from non-matriculating to matriculating are required to submit necessary documentation, complete assessments, and meet admission requirements. Non-matriculating students are not eligible to receive federal financial aid (Pell grant, SEOG, loans, etc., see the section "Paying for College" for more detail). Visiting, Dually Enrolled, High School Early Admission, and Non-Matriculating students are classified as non-degree seeking.

### **Audit Status**

Students may audit courses, which allows them to attend the courses without receiving college credits. Audit-status applicants must meet the admissions standards of the college in order to audit a course(s). Students who audit courses are assessed the same tuition and fees as those assessed for credit courses, and audited course-hours are included in a student's course load. Audits cannot be converted to credit hours after a student has attended a class or completed a course. Auditing students can participate in

class activities; but they are not required to take examinations. Students auditing courses are not eligible to receive federal financial aid (Pell grant, SEOG, loans, etc.; see the section “Paying for College” for more detail).

### **Returning Student**

Returning students are those who previously attended BRCC but have not been enrolled for a consecutive fall or spring semester. Returning students must submit a new Application of Admission and pay the applicable tuition and fees. If a returning student attended another university/college during the period he or she was not enrolled at BRCC, an official transcript from that institution is required. Students applying for readmission are subject to the most current tuition and fees.

### **Visiting Student**

Visiting students are current college/university students who are attending BRCC for a semester/session and plan to return to their home institution.

For visiting students, the enrollment process is similar to that of transfer students. However, visiting students are not considered to be matriculating students at BRCC; therefore, their transcripts are not evaluated for transfer credit, nor are they eligible to receive federal financial aid. Visiting students can request that their transcript be formally evaluated. Also, visiting students must satisfy course prerequisites. A transcript must be reviewed to determine eligibility for prerequisites.

If a visiting student decides to make BRCC his/her primary institution, that student must apply as a transfer student and declare a major. Once this student becomes a degree-seeking student, his/her transcript will be formally evaluated for the degree requirements of the declared major. Visiting students making the transition to transfer student should be prepared to satisfy any deficiencies previously accepted while attending BRCC as a visiting student.

### **Transfer Students**

Transfer students are students previously enrolled at another college/university. To enroll at BRCC, transfer students must follow the enrollment procedures followed by first-time students, as well as the following:

- Students must provide an official transcript from every institution previously attended.
- Students without college-level credits in English or mathematics may be required to take the BRCC placement test (Compass®) or submit ACT/SAT scores for English and Math placement.
- If a transfer student has earned less than 12 college credit hours they must submit a high school transcript.

A transfer student may be **provisionally admitted** to BRCC. However, admission requirements must be met within 30 calendar days after the first official day of classes. Applicants who do not submit the appropriate documents within this time frame will have a registration hold placed on their accounts and will not be permitted to make class changes or enroll for future semesters. Provisionally admitted students are not eligible to receive federal financial aid (Pell grant, SEOG, loans, etc.: see the section on Paying for College).

## Transfer Credit Policy

BRCC's Office of Enrollment Services evaluates transcripts for matriculating students in their first semester at BRCC. Transfer credits from regionally-accredited institutions of higher education are recorded on a student's academic record using the following guidelines:

- Transfer work earned in quarter-hour credits is converted to semester-hour credits.
- Coursework earned at a regionally accredited institution with a letter grade of "C" or better is accepted in transfer. Coursework with a letter grade of "D" may be considered in selected cases.
- Grades successfully transferred are converted to the BRCC grading scale and are recorded on the student's academic record. Plus (+) or minus (-) symbols are disregarded.
- Grades of Pass, Credit, and Satisfactory are treated the same and count as hours earned.
- Failing grades count toward hours attempted.
- Transitional (traditionally referred to as developmental or remedial) course credits do not apply towards a degree or certificate, but are entered on the student's record.
- Grades of NC (no credit) are not recorded.
- A "C" is the lowest acceptable transfer grade for English Composition 101 and 102, and College Algebra.

*Forty-five (45) hours is the maximum number of acceptable transfer credits towards earning a degree.* Grades awarded for any and all transfer credits are excluded when calculating BRCC grade point averages. However, when a transfer student's record is reviewed for Financial Aid eligibility, all attempted hours are considered.

BRCC does not accept courses from an institution of higher education that is not accredited by a regionally-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 course credits towards a degree or certificate.
- Providing verification from the Chief Academic Officer of the transferring institution that the coursework in question meets SACSCOC requirements. The following guidelines govern the acceptance of transfer credits:
  - An academic dean or department chair determines whether courses taken prior to transferring to BRCC are acceptable by consulting and taking recommendations from the faculty.
  - Students are required to take the BRCC Placement Test if they do not have college-level credits of "C" or better in English and mathematics or if they do not have a valid Compass®, ACT, or SAT score (taken within the last three years).

## Cross-Enrolled Student

BRCC has **cross-enrollment agreements** with Louisiana State University, Southeastern Louisiana University, and Southern University. These 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 a cross-enrollment institution should first speak with an advisor at that institution in order to confirm that the credits earned at BRCC will transfer there.



Students interested in cross-enrolling should contact the Office of Enrollment Services at both BRCC and the institution of interest for procedures governing registration and cross-enrollment.

BRCC has cooperative cross-enrollment agreements with the Air Force, Army, and Navy Reserve Officer Training Corps (ROTC) units at local universities. BRCC students can cross-enroll as first- and second-year cadets in the ROTC programs at these institutions. Southern University offers cross-enrollment for Army and Navy ROTC; Louisiana State University offers cross-enrollment for Army and Air Force ROTC. BRCC students are responsible for traveling to the participating universities for classes and laboratories required by their respective ROTC programs.

### **Dual Enrollment and High School Students**

BRCC offers two options for high school students to take BRCC classes and earn college-level credit in the process. These options are designed for students who:

- want to start college education where there is a smaller student-to-teacher ratio, and
- wish to get an early start on completing their college education.

### **Dual Enrollment**

BRCC offers a Dual Enrollment Program at select local high schools. High-school students who participate have the opportunity to take specified BRCC courses being taught on their campuses. In essence, the program enables a high school student to graduate from high school with college credits. Participants must have a minimum 2.5 high school grade-point-average and are expected to adhere to all college, course, and instructor requirements. For additional information on the program visit the BRCC website, or contact the Director of Dual Enrollment.

### **High School Early Admissions**

BRCC's High School Early Admissions program allows high school students to take classes at BRCC while continuing to attend high school. Students earn college credit for attending BRCC classes. To qualify students must:

- Provide proof of being 16 years of age or older.
- Submit high school transcripts indicating they are a junior or senior with a minimum earned 3.00 grade-point-average.
- Submit proof of consent from the high school principal/designated official of the high school.
- Submit proof of consent from a parent/ guardian.
- meet all BRCC course prerequisites and program requirements.

As with any other BRCC student, early-admissions high schools students are responsible for arranging transportation to and from BRCC to attend class and payment of tuition and applicable fees. Dually enrolled and early admissions high school students are not eligible to select a program of study or to receive financial aid at BRCC.

### **Home-Schooled Students**

The enrollment steps and admissions requirements for home-schooled students are the same as for all other new students. However, if a home-schooled student does not have a GED or has not passed the HiSET, he or she must provide the following:

- Proof that he/she is 16 years of age or older.

- ACT Scores
- An official, current transcript for any coursework completed at a public/ private high school (if applicable)
- Documentation from the Louisiana Board of Elementary and Secondary Education (BESE) verifying completion of an BESE Approved Home Study Program.

### ***International Students***

International students must apply as first time, returning, or transfer students. International students are legal citizens of a country other than the United States: they are not U.S. citizens and do not have permanent resident status. International students are not eligible to receive federal financial aid.

International students must pay a \$55.00 application fee when submitting their Application for Admission. To enroll at BRCC, international students must follow the enrollment procedures for first time students with the exception of the requirement of submitting proof of compliance with Selective Service registration, from which international students are exempt and must also provide the following:

- Evidence of sufficient funds to cover expenses, including a current statement of financial support in the amount of \$19,000 or more.
- Official secondary and/or postsecondary scholastic records which list courses taken and indicate the results of any past examinations. College credentials must be translated into English, evaluated by an official translating agency, and certified as being 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 (TOEFL-PBT), or 61 on the Internet based test (TOEFL-iBT) is required.
- Valid visa/passport.
- Completed transfer form, if transferring from another institution in the United States.

BRCC must receive all documents before an I-20 is issued. International students are obligated to follow the regulations of United States Customs and Immigration Services (USCIS). International students are not eligible for resident-tuition status.

### **Maintaining F-1 Student Visa Status**

A student entering the United States on an F-1 student visa agrees to adhere to certain immigration rules. Violations of these rules can result in deportation and could affect the student's ability to re-enter the United States. To maintain F-1 student status:

- 1) *International students must register for – and be enrolled in – a minimum of 12 credit hours (full-time status) for both fall and spring semesters.* International students can opt to enroll in the summer term and take fewer than 12 semester hours (unless the summer term is their first term of enrollment). There are no excused absences; international students should contact their instructor if they are going to miss a class. When an international student completes his/her program of study at BRCC, he/she can stay in the United States up to 60 days, or re-enroll and enter a new program of study at the college.
- 2) *International students are only eligible to work for a maximum of 20 hours per week, **on campus**.* To work off-campus, a student must obtain authorization from USCIS. Working off-campus without prior USCIS authorization can result in a student's F-1 visa being revoked.

- 3) *An international student's passport must be kept valid.* To renew an expiring passport, a student should contact the embassy of the country of origin, or the International Student Advisor in BRCC's Office of Enrollment Services. The Office of International Services can assist the student in renewing a passport.
- 4) *An international student's I-20 must be kept valid.* International students should check the "Completion of Studies Date" (item #5 on the I-20). If the I-20 expires, a student should immediately contact the International Student Advisor in the Office of Enrollment Services. Attendance at BRCC requires that an I-20 with a current completion date be presented at the Office of Enrollment Services at the time of enrollment.
- 5) *An international student must report a change of address to the Office of International Services.* Additionally, the Immigration and Nationality Act (INA) requires aliens residing in the United States to report a change of address to USCIS within 10 days of the change. BRCC's Change of Address form is available in the Office of Enrollment Services, located in the Bienvenue Student Center. To obtain the necessary forms for reporting a change of address to USCIS, visit the agency's website at [www.uscis.gov](http://www.uscis.gov).

### **Traveling Outside of the United States**

*The information below only outlines the general requirements for re-entry into the United States for F-1 student visa holders.* Because individual circumstances vary, international students should consult with BRCC's International Student Advisor, their embassy, and/or their legal advisor before traveling. Travel plans should be discussed as soon as possible to allow sufficient time to obtain proper documentation.

- International students traveling outside of the United States must obtain a signed SEVIS I-20 from BRCC's Office of Enrollment Services. Students should allow at least three business days for the request to be processed. A copy of the SEVIS I-20 must be filed in the Office of Enrollment Services.
- Re-entry into the United States requires that an international student possess a passport that has been valid for at least six months prior to the date of re-entry.
- International students can stay in the United States on an expired F-1 visa as long as they maintain student status. However, international students visiting their home country (or traveling to a country without revalidation agreements with the United States) must possess an updated/valid visa in order to re-enter.
- International students should be prepared to present updated financial information which shows that the necessary funds are available to cover tuition and living expenses. A current copy of the student's BRCC transcript may also be necessary.

International students who are traveling to a country other than his/her home country should check the requirements of the country they will be visiting: some countries will require a visa. Students may also need an in-transit visa in countries where connecting flights are made. ***Always check before traveling.*** An international student who has questions about visa status should request a meeting with an advisor. International students are encouraged to visit the following websites for additional information:

[www.uscis.gov](http://www.uscis.gov)  
[www.travel.state.gov/visa](http://www.travel.state.gov/visa)  
[www.usembassy.gov](http://www.usembassy.gov)

### **Standard Admission Status**

Standard Admission Status is granted when all required records (official high school and/or college transcripts, BRCC placement test scores, immunization documents, etc.) are received by the Office of Enrollment Services. Applicants who have not submitted all required documentation by the first official day of classes may be admitted under **Provisional Admission Status**. However, admission requirements must be met within 30 calendar days after the first official day of classes. Applicants who do not submit the appropriate documents within this time frame will have an admission hold placed on their record. Students with holds are not permitted to enroll for future terms.

Provisionally admitted students are not eligible to receive federal financial aid (Federal Pell, Federal SEOG, federal loans, etc.).

### **Admissions Assessment**

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To ensure a successful college experience, it is vital that students receive the appropriate level of instruction for which they are prepared. Initial assessments are determined by ACT, SAT, or Compass® scores, and the results are used to determine appropriate class placement. Whenever test scores indicate the necessity, students are assigned to transitional coursework in reading, writing (English), and/or mathematics in order to strengthen those abilities prior to beginning college-level work.

BRCC offers quality educational assessment programs that help students realize their goals and potential. Because assessment programs improve the chances for student retention and success, the assessment process is ongoing. Placement scores, academic achievement assessments, surveys, testing, licensure examinations, and other educational measures determine the progress of BRCC students.

### **Entry Assessment**

For those students without an ACT or SAT score, Compass® placement tests are proctored daily at the Testing Center at the Mid City Campus of BRCC and on various dates at the Acadian, Central, New Roads, and Plaquemine Instructional Sites. The Compass® test covers English, mathematics and reading topics. Test scores are used for advising and placement only. Scores from Compass®, ACT, or SAT older than three years are not acceptable for course placement.

Prospective and current students who need to take the exam are encouraged to review the study aid resources located on the Testing Center's webpage prior to testing ([http://www.mybrcc.edu/academics/division\\_innovative\\_learning/testingcenter/forms.php](http://www.mybrcc.edu/academics/division_innovative_learning/testingcenter/forms.php)). Statistics show that students who prepare for the placement test are more likely to earn a score placing them into college level courses and avoid placement in transitional courses that do not accrue credit toward a degree, technical diploma, or certificate. After adequately preparing to test, students should visit the Testing Center scheduler ([http://www.mybrcc.edu/academics/division\\_innovative\\_learning/testingcenter/index.php](http://www.mybrcc.edu/academics/division_innovative_learning/testingcenter/index.php)) to make an appointment. On the day of the test, students must bring picture identification to their scheduled testing appointment. Students are not allowed to bring any other material such as cellphones, purses, backpacks, etc. into the Testing Center.

The cost for the initial Compass® test is included in the admission fees. Should a student wish to retake the Compass®, he/she will be need to visit the Academic Learning Center (ALC, located on the first floor

of the Magnolia Building on the Mid City Campus) and meet with one of the staff members to discuss preparation and test-taking strategies. Once the student has completed the additional preparation, an ALC staff member will provide an approval for a Compass® re-test. The cost to re-test is \$7.50 per section or \$20.00 for the three-part writing, reading, and mathematics test. To retest, applicants must pay a fee at the Bursar's Office (located in the Bienvenue Building on the Mid City Campus) and bring the receipt to the Testing Center. Additionally, students who complete a transitional course are also allowed one re-test if they wish to try and improve their placement. Students wishing to take advantage of this opportunity may do so by scheduling a testing appointment using the scheduler.

Applicants are not refused admission to the college based on low test scores. If scores indicate that an applicant needs preparation in basic skills, transitional courses are available for remediation. Students enrolled in transitional courses may be restricted from enrolling in certain general education courses. Students must enroll in the course(s) in which they placed, 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;
- courses without prerequisites are selected and a Non-Degree-Seeking Form is completed;
- the student takes a College Level Examination Program (CLEP) test corresponding to the English and mathematics course and receives a passing score; or
- a course is to be audited.

### ***Test of English as a Foreign Language (TOEFL)***

Applicants whose native language is not English are also required to take the Test of English as a Foreign Language (TOEFL). A minimum score of 500 on the paper version of TOEFL (TOEFL Paper-Based Test or TOEFL-PBT), 61 on the TOEFL internet-Based Test (TOEFL-iBT), or 6.0 on the International Language Testing Service (IELTS) is required.

### ***Academic Advising***

Academic advising is available for new, continuing, and returning students throughout the academic year. New and continuing students are encouraged to see an academic advisor before registering for a semester. New students can see an advisor to receive information regarding placement test results, learn about course offerings, and discuss their educational plans. New students must attend BRCC's new-student orientation session. The orientation session is conducted by faculty and staff of the BRCC community as a semester "kickoff" and introduction to college life. The series is designed to provide the information a new student needs at the time when that information is most useful.

Current and continuing students can visit a faculty or departmental advisor to develop and revise their educational plans so that their programs of study meet post-graduation goals. Continuing students who are unsure of their educational plans and/or professional goals are encouraged to seek assistance from Counseling and Disability Services, and from Career Services.

Because degree requirement sometimes change, returning students need advising when they return to college. Their academic advising may also include academic status and graduation requirements.

An advising conference can help determine the progress made towards completing certificate, technical diploma, or degree requirements, or it can ensure that courses taken are appropriate and that credit earned can transfer to another institution of higher education. Matriculating students with 45 or more hours of credit should request a degree audit from their academic department to identify the remaining courses needed to graduate.

## **Registration**

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Registration is the process of registering for courses in order to obtain a schedule of classes for the term. A Schedule of Classes is published annually and made available on the BRCC Web site; it lists available courses and related information. Students can register for courses or modify an existing schedule via the Web or in person at the BRCC main campus. A new student is eligible for Web registration upon admission to the College.

### ***Tuition and Fees***

Tuition and fees can be paid at the Bursar's Office with a financial aid award, cash, money order, or check. Payments can be made with an approved credit card both at the Bursar's Office and online. Deferred-payment arrangements are also available, but can only be done online. Checks or money orders should be made payable to Baton Rouge Community College; mailed payments should be addressed to Baton Rouge Community College, 201 Community College Drive, Baton Rouge, LA 70806.

*Enrollment is not complete until tuition and fees are paid in-full or a deferment plan is arranged and approved by the Office of Accounting and Finance. Payment due dates are listed in the college's Academic Calendar or on the BRCC Web page.*

### ***Registration Periods***

Registration periods are set for each term. Students can register for courses and add/drop courses online until the published deadline. Registration is then closed and only existing schedules can be modified, with restrictions.

### ***Log on Louisiana (LoLA)***

LoLA is an online tool that allows students to completely manage their college career. LoLA serves as a 24/7, one stop resource. Students can use LoLA to: monitor their financial aid application, register for classes, review class schedules, review work study or student worker schedule, check on important upcoming dates, submit, renew, and/or update their admissions application, and stay abreast of campus news and announcements.

## **Credit for Prior Learning**

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BRCC recognizes that learning takes place in a variety of situations and circumstances, and is committed to crediting students for such learning. Prior Learning Assessment (PLA) is a process that enables learners to translate knowledge acquired through work, military, or other certification processes sponsored by business and industry, professional organizations, or government agencies into college credit. Credit is awarded for college-level knowledge gained through these certification processes and not for the life experience itself. College-level learning is validated through PLA when learners prove their mastery of the knowledge, skills, competencies, and abilities in a specific area of study that is offered by the college. Many students have significant, demonstrable learning from experiences outside

the traditional academic environment. Therefore, prior learning, not life experiences, is the basis for the award of college credit. The PLA process is housed in the Division of Innovative Learning and Academic Support. Each academic department will maintain final approval for all matters related to awarding credit.

Students:

- May be awarded up to 24 credit hours (one academic year) in PLA unless restricted by a specific program of study. Any exceptions must be approved by the dean of the division.
- Must hold standard admission status at BRCC

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Credit received through PLA at BRCC may or may not be transferable to other colleges and universities. Students are required to meet with an academic advisor and contact the college or university to which they plan to transfer upon completion of their program of study at BRCC.

One 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. The method used will be determined after the learner meets with a member of the Division of Innovative Learning Division and Academic Support.

- Credit by Evaluation
- Credit by Examination
- Portfolio Evaluation

### ***Credit by Evaluation***

BRCC offers credit by evaluation for prior learning in the following categories.

#### **1. Credit for Educational Experiences in the Armed Services**

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

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

Upon request, individuals who have successfully completed basic training will be awarded four credit hours in physical education 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 Professional Certifications and 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/she may receive college credit if:

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

### **3. Departmental Credit by Evaluation**

Students may apply for Departmental Credit by Evaluation in certain courses. Applicants must obtain the appropriate form from the Division of Innovative Learning and Academic Support or from the Department Chair in their program, complete the necessary applications, meet the requirements of the college, and pay the required tuition/fees (see BRCC's "Fee Schedule" on the BRCC website for appropriate fees). Fees are not refundable if a student fails to obtain credit.

Students may not request:

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

Some departments have additional requirements which must be met before credit is awarded through departmental credit by evaluation. When credit is granted, a notation of "credit by evaluation" with a grade is "P" and the number of credits appears on the student's transcript. These credits are not used in computing grade point average. Credit by evaluation may not transfer to other colleges and universities.

### ***College-Level Equivalency Examinations***

ACE has published credit recommendations for a number of national standardized examinations, such as the ones listed from 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 changes.

#### **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 /exceed the ACE recommended scores for awarding credit on the CLEP subject examinations. Students transferring to other colleges or universities will be required to follow the transfer institution's policy on granting CLEP credit.

*English Composition:* Students pursuing credit for ENGL 101 must present official documents confirming the necessary scores on the College Composition or the College Composition Modular with Optional Essay. BRCC does not award credit for ENGL 102 through a CLEP examination.

*Foreign Languages:* Credit earned through a CLEP examination for French, German, or 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.



### **3. DANTES Subject Standardized-Test (DSST)**

BRCC may award credit for the DSST (formerly 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 ENGL 102 through a DANTES examination. Credit received through DSST is transferable at BRCC, but may not be transferable to other colleges/universities.

### **4. Departmental Credit by Examination**

Students may apply for Departmental Credit by Examination for certain courses by contacting the department in which the course is housed. Students must pay the applicable fee, complete the examination, and meet all other requirements. See BRCC's "Fee Schedule" on the BRCC website for appropriate fees.

Students may not request:

- to challenge a course by examination a second time;
- to challenge a course by examination while currently enrolled in the course;
- to establish credit in a previously completed course; or
- 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 is awarded through departmental credit by examination. If successful, a grade of Pass (P) is recorded on the student's transcript with a notation of "CEEL" (Credit by Examination for Experiential Learning), along with the number of credit hours earned. Fees are nonrefundable, regardless of the outcome of the examination.

### ***Portfolio Evaluation***

A portfolio is detailed documentation of college-level learning. BRCC allows learners to receive college credit through portfolio development for prior experiential learning that does not have a standardized mechanism for college credit evaluation. The documentation varies by course and may include the following: examples of documents developed or materials made (such as a machined part made at work, or during some civic engagement); a self-assessment; an essay or oral interview explaining knowledge and experience; awards and honors; and certifications showing completion of workshops or seminars offered by professional organizations, business and industry or government agencies. Preparation and content of the portfolio are the responsibility of the student. It must be sufficient in breadth and depth to validate the student's stated learning, and it must provide the evaluator(s) with qualitative evidence for evaluation. Assessment by portfolio is a process through which a student documents that college-level learning has been obtained through non-college means. Portfolio assessment may result in the awarding of credit for one or more specific BRCC courses. The prior learning competencies and skills must be matched to an existing BRCC course. The academic department that houses the existing course will maintain final approval for the credit awarded. A fee is assessed for review of the portfolio regardless of whether credit is awarded.

### ***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 five qualifies a student to receive credit for one introductory course. No credit is awarded for English as a Second Language.

It is the responsibility of the student to have their international transcripts evaluated by an authorized international transcript/credential evaluation service in order for international coursework to be considered for credit at BRCC. Students are responsible for any and all costs for this service. Upon evaluation by an authorized international service, the Office of Enrollment Services will forward all documentation (translations, course descriptions, etc.) to the appropriate academic dean(s) for final approval. *There is no guarantee that transfer credit will be awarded for international coursework.*

## **Academic Amnesty**

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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 allows students with poor academic records to exclude all previous academic credit, including transfer credit, from GPA calculations and essentially “start over.” Academic amnesty has strict rules and conditions. Students wishing to apply for academic amnesty should first discuss the program with the Registrar’s Office.

*Students considering academic amnesty should be advised that some undergraduate, graduate, and professional schools compute undergraduate GPA based on **all** hours completed, including those excluded under academic amnesty at BRCC.*

*Also, it is important to note that academic amnesty does NOT apply to Title IV federal student aid programs and has no effect on a student’s eligibility (or lack thereof) for federal financial aid. All hours attempted will be used in determining Satisfactory Academic Progress (SAP). For more information, contact the Office of Financial Aid and Scholarships.*

The following criteria must be met to apply for academic amnesty:

- At least two years must have elapsed from the end of the semester in which the student was last enrolled for credit.
- An interested student must submit an appeal requesting academic amnesty to the Office of Enrollment Services at least two months prior to the semester he/she intends to enroll. The appeal should include evidence that all conditions have been met and that satisfactory performance in the future can be expected.
- *Applying for academic amnesty does not guarantee approval.* An appeals committee meets monthly to evaluate every application and recommend appropriate action for those who satisfy the requirements and show potential for success.

Academic credit earned prior to declaring academic amnesty is included in the student’s academic record. When academic amnesty is granted:

- 1) The date of enrollment is entered on the student’s transcript, along with a reference stating that the use of credits and quality points earned prior to that date is prohibited at BRCC for the purposes of:
  - meeting degree requirements,
  - computing a GPA for credit that leads to an undergraduate degree, technical diploma, or certificate, and

- determining eligibility for graduation.
- 2) The 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.

For students transferring into BRCC, the college accepts academic amnesty granted from another accredited institution. However, *academic amnesty is granted only ONCE, regardless of the number of institutions attended.*

## **Change in Contact Information**

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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 valid, updated Social Security card, certified statement from the Social Security Administration, valid driver's license or state identification card.

## **Student Record Retention**

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BRCC retains official student academic records (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.

## ***Paying for College***

### **Tuition and Fees**

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Tuition and fees must be paid in-full (or a payment arrangement made) on or before the payment deadline shown in the *Academic Calendar* posted on BRCC's website. BRCC accepts cash, check, MasterCard, VISA, Discover, American Express, a money order, or a cashier's check for payment. Online payments can be made via MasterCard, VISA, Discover, American Express, or electronic check.

*Students who do not pay (or make arrangements to pay) their balance by the due date will lose all unpaid courses they have scheduled.* Courses that have been paid for (or covered under a payment arrangement) are "locked in" and will remain on the student's schedule.

For a current listing of tuition, fees, and payment/refund deadlines, visit the College's website at [www.mybrcc.edu](http://www.mybrcc.edu).

### ***Payment Plans***

BRCC offers payment plans through CASHNet SMARTPAY, a third-party tuition management and processing company. Payment plans are available for classes scheduled to take place during the fall and spring semesters. Arrangements can only be made online through the student registration system on BRCC's website. Please note that payment plans are not available for summer courses – you must pay your tuition and fees in full by the due date.

There is a \$35.00 non-refundable fee to participate, which is paid separately from tuition and other school-related fees. Payment plans require a down payment and use automatic drafts from participating students' checking, savings, or credit card accounts to make the remaining monthly payments until the balance is paid.

There are several important facts that payment-plan participants should be aware of:

- *Any changes to a student's schedule will be automatically reflected in his/her payment plan.* An Email indicating any resulting changes to the plan will be sent; the student must perform the necessary actions to accept the changes and agree to the updated arrangement.
- *If courses are dropped and a refund is due, the refund is first applied to the balance due.*
- *If courses are dropped and no refund is due, the balance is owed and must be paid in full.*
- *If a student withdraws from a class after the refund period ends, that student is still responsible for all of the tuition owed.* Refunds are based on the amount of tuition and fees owed, *not* what the student has paid.
- *Certain fees are non-refundable* – this may reduce the amount of any refund that may be due.

Payment-plan participants must remember that payments are made through automatic drafts from the participant's checking, savings, or credit card account. *It is the student's responsibility to maintain the account they have set up with their payment plan!* Students should ensure that sufficient funds/credit is available for any upcoming payment.

## ***Policies and Procedures for Student Refunds***

Refunds of tuition and fees from the fall, spring, and summer terms are based on:

- A student's reduction in credit hours and/or official withdrawal from the term, and
- The total tuition and refundable fees owed...*not* what was paid at the time of registration.

Generally, students Registered for Full Term classes are entitled to: **FALL AND SPRING**

- A 100% refund of all tuition and fees paid if the scheduled courses are dropped during the first 5 days of classes.
- A 50% refund, less non-refundable fees, if classes are dropped from the 6th-10th day of classes.
- A 25% refund, less non-refundable fees, if classes are dropped from during the 11th-17th day of classes.

Generally, students Registered for Part of Term Classes are entitled to:

- A 100% refund of all tuition and fees paid if the scheduled courses are dropped during the first 2 days of classes.
- A 50% refund, less non-refundable fees, if classes are dropped from the 3rd-7th day of classes.

Generally, students Registered for Full Term classes are entitled to: **SUMMER**

- A 100% refund of all tuition and fees paid if the scheduled courses are dropped during the first 3 days of classes.
- A 50% refund, less non-refundable fees, if classes are dropped from the 4th-8th day of classes.
- A 25% refund, less non-refundable fees, if classes are dropped from during the 9th-10th day of classes.

Students should refer to BRCC's *Academic Calendar*, posted on the college's website, for the exact dates and deadlines of refund periods.

When courses are dropped, any resulting refund is first applied to the balance owed. The remaining balance must be paid-in-full.

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

## **Residency Information**

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A student's tuition and fees are based on his/her legal residency. The Office of Enrollment Services determines residency of a student in accordance with BRCC regulations, using the information provided on a student's Application for Admission and related documents. Other factors used to determine residency include:

- A student's domicile and/ or place(s) of employment.
- Financial independence from parents who reside in another state/country.
- Dependency on the state of Louisiana for financial support.
- A continuous presence in Louisiana while not enrolled as a student at BRCC.
- Payment of Louisiana income taxes during the past tax year.

- Proof of domicile in Louisiana for a specified period of time.

Residency cannot be established for the sole purpose of obtaining an education. Residency classification and fees are audited after completing registration, and some fees may be adjusted.

### ***Louisiana Residents***

Students are eligible for consideration as Louisiana residents once they have:

- 1) 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 the application is being made, AND
- 2) filed a Louisiana state tax return.

A current driver's license, voter registration card, or copy of a state tax return may be 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. Students with valid resident-alien cards are evaluated by the same standards as U.S. citizens when determining Louisiana residency status.

### ***Non-Louisiana Residents***

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

### ***Non-U.S. Citizens (International)***

International students are non-U.S. citizens who do not possess valid permanent-resident cards. International students are charged out-of-state tuition.

### ***Veterans***

In accordance with the Veteran's Access, Choice, and Accountability ACT of 2014, 38 U.S.C. 3679(c), the following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition and fee purposes, effective January 1, 2016:

- (1) A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill- Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- (2) Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. 3319) who lives in the State of Louisiana while attending a school located in the State of Louisiana (regardless if his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- (3) Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. 3311 (b) (9)) who lives in the State of Louisiana while attending a school located in the State of Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- (4) Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year

period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States code.

## ***Financial Aid and Scholarships***

Numerous financial resources such as grants, scholarships, and loans are available for students who attend Baton Rouge Community College. Students who need financial assistance should start by completing the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The application explains which tax return students need for reference. No other documentation is necessary until the U.S. Department of Education processes the request. If it is necessary for the college to request more information from students, notifications will be sent to them by email.

Applications for the next academic year (beginning in late August) are available January 1. The approval process may take several weeks, so students are encouraged to apply as soon as they make the decision to apply for admission to the College. Students must reapply for financial aid each academic year.

To learn more about financial aid programs, how aid is distributed, student rights and responsibilities, or policies and procedures, students may contact the Financial Aid Office in the Bienvenue Student Center by calling 1-866-217-9823.

### **Federal Financial Aid**

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#### ***Eligibility Requirements***

To be eligible for federal financial aid, a student must be enrolled in an eligible program of study. These include associate degrees, technical diplomas and certificates, and some certificates of proficiency. Eligible programs must total at least 16 credit hours. Students enrolled in certificate of proficiency programs of 15 or fewer hours or who are non-degree seeking are not eligible for federal financial aid programs. Transient, unclassified, provisional, post-baccalaureate, and post-graduate students are also not eligible for federal or state financial aid.

All applicants for financial aid should complete the Free Application for Federal Student Aid (FAFSA) form. An application is required annually for each academic year.

The academic year for a Federal Pell grant is twenty-four (24) credit hours. Full-time enrollment is considered to be twelve or more credit hours per semester; three-quarter time enrollment is considered to be nine to eleven credit hours per semester; half-time enrollment is considered to be six to eight credit hours per semester; less-than-half-time enrollment is considered to be one to five credit hours per semester. Students must be enrolled in at least 6 hours to be eligible for student loans.

#### ***Additional Eligibility Requirements***

Federal financial aid is dependent on the availability of funds and resources. To be eligible, a student must:

- be actively seeking a degree.
- maintain satisfactory academic progress.
- be a U.S. citizen, national, or permanent resident alien.
- not be in default on a previous student loan.
- not owe a repayment/overpayment on a federal grant.



- be registered with the U.S. Selective Service, if male and between the ages of 18 and 25 years old (see [www.sss.gov](http://www.sss.gov)).
- have a high school diploma or equivalent (GED, etc).
- transfer coursework taken at other colleges to BRCC.
- not have been convicted of sale/ possession of illegal drugs.
- not be enrolled in either correspondence or telecommunication courses, unless the credits received in these courses apply towards an associate’s degree, technical diploma, or certificate.
- not be auditing courses.
- sign a statement on the Free Application for Federal Student Aid (FAFSA) which certifies that the applicant
  - 1) will use federal and/ or state student financial aid only to pay the cost of attending an institution of higher education,
  - 2) is not in default on a federal student loan and has made arrangements to repay it;
  - 3) does not owe money on a federal student grant and has made arrangements to repay it;
  - 4) will notify his/her school if he/ she defaults on a federal student loan; and
  - 5) will not receive a Federal Pell Grant from more than one school for the same period of time.

Students auditing courses, earning credit by placement tests, visiting students, or enrolling in continuing education courses/programs not approved by the U.S. Department of Education are not eligible for financial aid.

### ***How to Apply for Federal Financial Aid***

#### **The Free Application for Federal Student Aid (FAFSA)**

The *Free Application for Federal Student Aid* – commonly referred to as the *FAFSA* – is the document used to apply for federal student aid. The U.S. Department of Education uses the FAFSA to determine a student’s eligibility for aid. The FAFSA is available in both print and online versions at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Applicants can download a paper form to fill out and mail (allow 6 weeks for processing), or complete their application online (processed in 7-14 days).

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

For students attending former CATC locations will use school codes associated with the specific instructional site. If CATC is selected as the institution of choice, the following codes should be used when completing the FAFSA:

CATC Programs offered at the BRCC Acadian or Port Allen Instructional Sites:	005488
CATC Programs offered at the BRCC Westside Instructional Sites:	005527
CATC Programs offered at the BRCC Jackson Instructional Sites:	014716
CATC Programs offered at the BRCC New Roads Instructional Sites:	015426

First-time students should ensure that they have provided 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.

#### **Verification**

Verification is a process to confirm the information the student/parent provided on the FAFSA.

Verification selection can be random or because a student’s FAFSA data was incomplete, estimated, or inconsistent. The U.S. Department of Education selects some students for the verification process. BRCC will select others if conflicting information is found.

BRCC may require the student to provide documentation to confirm the information on the FAFSA. This will include a verification worksheet and may include the student/parents tax transcript or return. If the student is considered a dependent student, BRCC may also request a copy of the parent's tax transcript.

As part of the verification process, taxable income for all tax filers from the previous year must be validated. To verify taxable income, the student must either:

1. Select the IRS data retrieval process link through the FAFSA online, or
2. Request Tax Return transcripts through the IRS. Students are required to submit a copy of their tax return transcript and their W-2’s. Parent of a dependent student need to submit a copy of their IRS Tax transcript and W-2’s in order to complete the Verification process. \*\*Federal Tax Returns are NO longer accepted. If the student can’t locate these important documents they can easily be obtained, free of charge, from the IRS. The IRS can be reached at 800-908-9946.

Additionally, certain types of untaxed income and other items must be verified. For 2014-2015, verification tracking groups will place the student in one of the five verification tracking groups:

<b>Tracking Group</b>	<b>Required Information</b>
Standard Verification Group (V1)	Verification worksheet, IRS Tax Transcript
SNAP Verification Group (V2)	No longer used
Child Support Paid Verification Group (V3)	Child Support Paid Verification worksheet
Custom Verification Group (V4)	High School Completion and Educational Purpose Statement worksheet, SNAP Verification worksheet, Child Support Paid Verification worksheet
Aggregate Verification Group	Verification worksheet, IRS Tax Transcript, High School Completion and Educational Purpose Statement worksheet, SNAP Verification worksheet, Child Support Paid Verification worksheet
Untaxed Income (V6)	Verification worksheet, IRS Tax Transcript, Untaxed Income Verification Worksheet

The verification process can take up to two weeks. Therefore timely submission of required documents is required.

Applications are considered complete only after all necessary parties (student, spouses, parents, etc.) have provided the required/requested documentation containing complete and correct financial data.

### Application Priority Deadlines

Applicants for federal financial aid should be aware of the *priority deadline* for submitting their FAFSA. Students wishing to receive priority consideration for financial aid should apply as early as possible before the priority deadline, which is the last date to be considered for the most kinds of aid. *The priority deadline for applying for federal financial aid is April 15.* Students can submit their completed FAFSA as early as January 1.

Ideally, students applying for federal aid (or their parents, if the students are still classified as dependents) should complete their federal tax return *before* completing their FAFSA. However, some tax-filers submit their returns close to the April deadline...and applicants for financial aid are advised *not to wait until April* before submitting a FAFSA. Federal financial aid is limited, and almost all of it is awarded on a first-come, first-serve basis. Additionally, deadlines for state-based aid often occur early in the calendar year for the upcoming academic year. Because of all this, students wishing to receive priority consideration for financial aid should apply as early as possible.

If the student submits the FAFSA before filing federal tax returns, calculate the adjusted gross income (AGI) and taxes paid using the current year's instructions for IRS form 1040 (available at the local public library or downloadable online from [www.irs.gov](http://www.irs.gov)). *Note that corrections may be needed upon completion of the federal tax return.*

### How are Financial Aid Awards Determined?

The Financial Aid Office determines financial aid awards based on the information supplied on the Free Application for Federal Student Aid.

### Need Based Aid

Need-based aid includes federal grants, some university scholarships, federal subsidized student loans and Federal college work-study.

Estimated Cost of Attendance (Tuition, Books, Room and Board, etc.)
Minus FAFSA Expected Family Contribution
=Financial Need

### Non-Need Based Aid

Non-need based aid includes some college scholarships, federal unsubsidized student loans and other resources.

The sum of all aid from all sources cannot exceed a student's estimated cost of attendance.

Estimated Cost of Attendance (Tuition, Books, Room and Board, etc.)
Minus need-based aid
=Eligibility for non-need based aid

### Cost of Attendance

The cost of attendance figures represent an estimate of what it costs to attend Baton Rouge Community College for an academic year. The budget components are estimated averages used solely for calculating financial aid eligibility.

This is not a bill, but an estimate of tuition and fees, books and supplies, living expenses, and transportation costs. Actual costs will vary depending upon choices of housing and other expenses. BRCC encourages students to develop a personal budget for the year based on actual costs.

**Tuition and Fees-** actual tuition and fees are published each year, generally after July 1.

**Books and Supplies-** Books and supply costs will vary by credit hours and class selection.

**Housing Expenses-**Housing costs will vary based on the living arrangements selected at the time of FAFSA completion. The Financial Aid Office uses an estimate based on housing options in the area.

**Transportation/Personal-**These estimates represent an allowance for other expenses students may incur while attending school.

The table below shows an estimated budget for a BRCC student for the academic year (spring and fall semesters).

Undergraduate

Item	Off-Campus	At-Home
Tuition (12 semester hrs)* Based on In-State Rates	\$4152	\$4152
Books and Supplies	\$1220	\$1220
Room and Board	\$9073	\$3228
Transportation	\$1916	\$1916
Personal Expenses	\$2003	\$2003
Total	\$18364	\$12519

**Award Notification**

All award notifications will be emailed to students through LoLA.

The amount of federal financial aid awarded may vary, depending on a student’s anticipated enrollment status (or in the case of late awards, the student’s enrollment status at the time the award is given). A financial aid recipient must meet all eligibility requirements by the time the awards are made.

Students submitting completed applications by the priority date are usually processed first and receive their awards earlier. Students who apply after the priority date may receive financial aid, but could initially have to pay for tuition, fees, and books until all late applications are processed and awards distributed.

Tuition, fees, book purchases, and/or outstanding deferments are collected from financial aid payments once the awards are made. If there is a credit balance, that amount is refunded to the student via his/her selected refund payment option. A student’s contact information on file with the school, including addresses (with signatures, where applicable), should always be kept current. Outdated or invalid information may cause delays in receiving a refund.

## **Aid Adjustments**

Your financial aid award will be adjusted for the following reasons:

- Enrollment status is verified on the last day of the drop/add period for each semester. If a student drops or adds classes by this date, the Pell Grant/TOPS/GO Grant and student loans awards will be adjusted accordingly.
- Professors report non-attendance for any classes. A student's financial aid, including student loans, will be adjusted if the student does not attend any one of their classes (assuming the credit hours adjustment actually changes a student's aid eligibility).
- Receiving Pell Grant or Loans at two different colleges during the same academic year, which exceeds the total maximum limit for that year.
- Any aid may be adjusted, if a student totally withdraws before the federal deadline to withdraw and the student may have to repay the aid they did not earn. See more detailed information under "Title IV Policies."
- Direct Student loans and/or other student financial aid awards may be adjusted to prevent over-award situations due to the receipt of either a fee discount, tuition aid, outside scholarship, change in residency classification, or similar assistance.
- Direct Student Loans will also be adjusted or cancelled based on a check of half-time status at the beginning of the loan period.

## **Disbursement of Federal Financial Aid Funds**

When financial aid is disbursed, the Bursar's Office first applies funds to tuition, fees, books and other amounts owed to the college, if applicable. Remaining award funds, if available are disbursed through the Higher One refund system. Every new enrolled student will receive a BRCC MasterCard Debit card in the mail. The card is not a credit card. Students will need to activate the BRCC Debit card and choose how they want their refund delivered. Students may choose two options: Refund deposited directly to the BRCC MasterCard Debit card or Refund deposited to another bank account of the student's choice.

Students must have submitted all required financial aid paperwork by the published deadline each semester to receive a disbursement. Late applications will be processed and awarded weekly. Depending upon the date of receipt, students who submit late applications will be expected to pay their tuition and fees prior to receipt of their award.

Each semester, disbursements are issued approximately 4 weeks after the start of classes. Disbursements for late applicants will occur each week thereafter through the end of the semester, depending upon the date of approval.

First Time Loan Borrowers: All first time loan borrowers are subject to a thirty (30) day delayed disbursement of loan funds for the semester.

Loan Borrowers: Single semester loans will be issued in two disbursements, the second being after midterms.

## **Bookstore Charges**

Although financial aid funds are not disbursed until after the start of the term, students may charge books and class related supplies at Baton Rouge Community College Bookstore. To be eligible to charge expenses, students must-

- Be currently enrolled for at least 3 credit hours

- Be making satisfactory academic progress
- Have sufficient aid awarded to cover tuition, fees, and the amount of the bookstore charges
- Not have any past due charges on their BRCC student account

Students who submit approved financial aid applications but the priority deadline may charge books and class-related supplies within the published “charge” period prior to the start of a term. Those who apply late, depending upon date of submission, should be prepared to pay for their books to avoid delays in getting them.

If financial aid does not cover all charges, any amount still owed becomes a student account debt that must be paid by the end of the semester.

## **Attendance Policies**

### **Failure to Begin Attendance**

Federal regulations require that students earn their financial aid funds by attending and actively participating in courses. Attendance information is collected from faculty to verify financial aid eligibility. **If a student fails to begin attendance in a course, the institution is required to reduce the student’s financial aid enrollment level and eligibility.**

### **Last Date of Attendance Determination**

Students who have been paid federal financial aid funds are required to earn these funds by participating in classes. Students who quit participating in all courses prior to the 60% point in the semester, but have already received their federal financial aid disbursement, may have been overpaid. The repayment amount for an overpayment is based upon the number of days in the semester the student has completed and the student’s last date of an academically-related activity. A federally mandated formula is used to calculate the amount of the overpayment.

### **Post Withdrawal Disbursements**

If a student totally withdraws from a semester and receives less federal aid than the amount earned, then the student may be eligible for a post-withdrawal disbursement. The student must have met all of the conditions for a late disbursement prior to withdrawing. Grant funds will automatically be applied towards outstanding charges created by the withdrawal.

Any amount of a post-withdrawal disbursement that is not credited to a student's account will be offered to the student within 30 days of the date that the institution determined that the student withdrew. Upon receipt of a timely response from the student, the College will disburse the funds within 90 days of the date of determination of the student's withdrawal date.

BRCC CC maintains the right to decide whether or not to make a post-withdrawal disbursement in the event that the student responds after 14 days of the date that the notification was sent. If the College decides not to make this post-withdrawal disbursement, it will inform the student in writing.

### ***Return of Title IV Funds***

A student who receives Title IV federal financial aid may have to repay a pro-rated portion of the financial aid received if he or she does any of the following during the period spanning the first 60% of the term:

- Drops/withdraws from all classes.
- If full-time, drops/withdraws from enough classes to change their status from full-time to part-time.
- If part-time, drops/withdraws from ANY classes.
- Stops attending classes without notification.

A student meeting these conditions is billed for the amount owed, and a hold is placed on his/her account until payment is made.

### Example of a Refund of Tuition and Return of Title IV Financial Aid

Student enrolls fall semester, beginning August 23, 2011, and ending December 15, 2011.

#### Tuition Refund Calculation

Step 1:	Total Charges for Tuition and Fees	\$ 516.00
Step 2:	100% refund if withdraw by August 22, 2011.	\$ 516.00

#### Example of Return of Title IV Aid Calculation

Step 1:	Federal aid awarded Pell Grant SEOG Grant Total aid	\$1,000.00 \$ 250.00 \$1,250.00
Step 2:	Percentage of Title IV federal aid earned: August 21 to September 1 (the withdrawal date) = 12 days/114 days in term = 10.53% of the term	10.53%
Step 3:	Amount of Title IV aid earned: $\$1,250 \times .1053 = \$131.63$	\$ 131.63
Step 4:	Total Title VI aid to be returned: $\$1,250 - \$131.63 = \$1118.37$	\$1118.37
Step 5:	Amount of unearned Title IV Aid returned by the College: NOTE: Must use original tuition and fee charges.. $\$384.00 \times .8943 = \$343.41$	Pell Grant \$ 343.41
Step 6:	Remaining amount of unearned Title IV Aid returned by the Student. Federal law requires a student to return only 50% of the amount of a Pell Grant. $\$1118.37 - \$343.41 = \$774.96$ . Pell Grant of $\$774.96 \times 50\% = \$387.48$  NOTE: The College will return the funds, but the amount will be charged back to the student's account.	Pell Grant \$ 387.48
Step 7:	Total Title IV aid returned to federal program (School portion $\$343.41$ + Student portion $\$387.48 = \$730.89$ )	\$ 730.89
Step 8:	Charge back to student's account	\$ 730.89

The amount of \$730.89 must be paid in full to Baton Rouge Community College before the student can register for future courses. The amount cannot be charged to future financial aid disbursements.

### **Satisfactory Academic Progress Requirements for Financial Aid**

The United States Department of Education mandates that students must maintain Satisfactory Academic Progress (SAP) toward the completion of their degrees within a reasonable period of time to be eligible for Title IV financial aid programs including Federal Pell, Federal SEOG, Federal Work Study

and Go Grants. Beginning with the 2014-2015 academic year, significant changes were made to regulations that govern SAP Standards.

**Satisfactory Academic Progress (SAP) is defined as:**

- Passing a required number of hours (67% of all hours attempted) and
- Achieving and maintaining a required 2.00 grade point average
- Total attempted hours must not exceed 150% of the published length of the students' degree program. Refer to the BRCC catalog at [www.mybrcc.edu](http://www.mybrcc.edu) for program requirements.

**When is SAP Reviewed?**

Students are evaluated annually, at the end of each Spring term.

Students who are in degree programs that are less than 60 credit hours will be monitored each semester.

Students who are on an academic plan will be monitored each semester.

SAP will be reviewed and determined BEFORE aid is initially awarded.

SAP will be reviewed based on the official program of record.

**How is SAP Reviewed?**

**SAP is measured in three ways:** (1) *Qualitative*, (2) *Quantitative/Pace*, and (3) *Maximum Time Frame*

**Qualitative Measure (GPA)**

The qualitative standard is the student's cumulative grade point average (GPA). The qualitative standard requires that as the number of hours attempted increases, the student's cumulative GPA must also increase. BRCC students must achieve a cumulative GPA relative to the total number of hours attempted as outlined in the chart that follows:

**All** grades for attempted coursework will be considered. These include, but are not limited to, courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework.

**Quantitative Measure/Pace**

In calculating the quantitative measure, BRCC will measure the "pace" at which the student is progressing. This is calculated by dividing the cumulative course hours completed/passed by the cumulative/total course hours attempted. BRCC considers cumulative hours completed/earned and hours attempted to calculate "pace." Therefore, all courses passed, courses failed, courses from which the student withdrew (officially or unofficially), repeated courses, transfer courses, and non-credit remedial/developmental coursework are considered, even if the student did not receive financial aid.

**Maximum Hours Allowed**

Students may receive federal financial aid if they have attempted no more than 150% of the hours required to complete their program. To determine the maximum allowable hours for a specific program or study, refer to the BRCC catalog at [www.mybrcc.edu](http://www.mybrcc.edu). Determine the total number of hours required for the program and multiply that figure by 1.50. (Example: If 60 hours are required to complete the degree program, then multiply 60 hours x 1.50 = 90. The maximum allowable attempted hours for the degree program in this example = 90 hours.)

Hours attempted includes all hours pursued, earned, withdrawn, and failed. All of these hours are counted as attempted even if the student did not receive aid.



## **How other Factors Pertain to SAP**

### **“I” GRADES**

An “I” (incomplete) will be considered an “F” until a letter grade is assigned in its place.

## **Transitional (Developmental/Remedial) Courses**

A student may count up to one academic year’s worth of transitional (traditionally referred to as developmental/ remedial) courses in their enrollment status while receiving federal financial aid. The maximum number of hours that a student may receive Title IV federal aid for transitional courses is 30 hours within 12 consecutive months or one academic year. From that point forward, transitional hours will not count in the enrollment status and the student will no longer be eligible to receive federal financial aid for transitional classes.

## **Withdrawals**

Official Withdrawal (completely withdraw from all courses) - A student who totally withdraws (receives all Ws) is considered to have officially withdrawn from the College.

Unofficial Withdrawal - Students receiving Title IV aid and stop attending all classes and receive all F grades will be treated as unofficial withdrawals. Both types of withdrawals affect satisfactory academic progress.

## **Academic Amnesty (also known as Academic Bankruptcy)**

Academic amnesty (Academic Bankruptcy) does not affect or alter the student’s financial aid records for financial aid eligibility. All courses, hours attempted, and grades will be counted for financial aid Satisfactory Academic Progress.

Students who are granted Academic Amnesty (Academic Bankruptcy) may also submit a financial aid appeal if not making satisfactory academic progress. (See “Re-establishing Financial Aid Eligibility”)

## **Transfer Students**

Transfer students are required to meet the minimum academic standards set by BRCC in order to receive Federal Financial Aid. A transfer student must supply the Office of Enrollment Services with official transcripts from all institutions previously attended, regardless of whether aid was awarded or credits earned. The academic grades and cumulative hours earned and attempted will be reviewed for SAP before financial aid eligibility can be determined.

## **Repeated Courses**

Repeated courses will count in the cumulative attempted hours. Only **one** repeated course may be funded with Title IV federal aid if the student has previously passed the course.

## **What Happens once SAP is Reviewed?**

At the time of SAP review, students will be categorized as follows:

1. **GOOD STANDING:** Student has met progress standards and is eligible for aid for the following semester or academic year.
2. **67PCT:** Student has NOT made progress. Student is no longer eligible for Federal Financial Aid. Please see re-establishing eligibility below.

3. **ACADEMIC PLAN:** An Academic Plan is specifically designed for a student whose Federal Financial Aid eligibility has been disqualified. The requirements within the Academic Plan must be met to regain eligibility. See details under Appeal (with an Academic Plan) on page 4. Students will need to meet the standards of the academic plan each semester until meeting the Satisfactory Academic Standards.

### **Re-Establishing Financial Aid Eligibility**

(Should the student choose to “sit out” or attend another school for a period of time, he/she is still subject to meeting the SAP requirements for the semester in which she/he re-enrolls at BRCC. “Sitting out” has no bearing on regaining eligibility)

Students who do not meet SAP Standards have two options to receive Financial Aid in future semesters:

1. Attend and regain eligibility for financial aid without the benefit of financial aid or
2. Submit an appeal to the Appeals Committee and receive approval from the Appeals Committee

To reestablish financial aid eligibility, a student must enroll and maintain regular attendance. Should a student choose not to enroll (“sit out”) for a semester, the student must meet the conditions listed below for re-enrollment.

### **Attend and regain without the benefit of Federal Financial Aid:**

Students may attend at their own expense without the benefit of federal financial aid, attempt and earn a cumulative 67% of hours attempted and earn the required 2.00 GPA.

**Appeal (with an Academic Plan):** If it is clear the student will NOT be able to meet the progress requirements by the end of the semester the student may appeal. The Academic Plan must be submitted with the Appeal, that “if followed”, will ensure that the student will be able to meet the BRCC SAP requirements by a specific point in time, without exceeding 150% of their degree program. The student will be eligible for aid as long as the student adheres to the Academic Plan. Students who are following an Academic Plan will need to see the Faculty/Academic Advisor each semester prior to registering for classes.

If the appeal is approved (with An Academic Plan), the Academic Plan requires 100 percent successful completion, no drops or withdrawals, and a 2.00 GPA.

### **Other Types of Appeals**

Students who have not attended a college or university for ten years or more must submit an appeal letter for automatic approval. These students will be placed on an Academic Plan. Students who do not maintain the Academic Plan will not be eligible for federal financial aid.

Effective Fall 2013, students failing to meet the quantitative standards by exceeding the federal 150% limit may appeal citing a change of major, change in degree (such as a change from a 4-year business degree to a 2-year science degree), a double major, or a second Associate’s Degree. A completed “Satisfactory Academic Progress Appeal Form” Letter and a Degree Audit from the Department Head must be attached to the student’s appeal form. These appeals are not automatically approved and are subject to approval by the Appeals Committee. If the Appeal is approved, the student will be placed on an Academic Plan.

## How to Submit an Appeal

Students who do not meet Satisfactory Academic Progress (SAP) standards have the right to submit an appeal to the Appeals Committee. These appeals are generally based on mitigating circumstances.

Examples of extenuating circumstances maybe defined as, a prolonged illness, accidents that require hospitalization of the student or a close family member, death of an immediate family member, or other extreme documented accidents or incidents. Only appeals documenting specific circumstances will be considered for approval.

All appeals **MUST** have documentation that corresponds with the type of appeal the student is filing.

Students may appeal to the Appeals Committee. The student must be able to meet the BRCC SAP requirements by the end of the semester in which the student is appealing. In addition, students must:

Complete an Academic/Financial Aid Appeal Form (available on our webpage at [www.mybrcc.edu](http://www.mybrcc.edu)) and follow these steps:

- STEP 1: Select the type of Appeal
- STEP 2: Write an Appeal Statement that explains the extenuating circumstances that was selected in STEP 1
- STEP 3: Complete this step if selected Financial Aid Appeal in STEP 1.  
Explain in detail the student's future academic plans for completion of the student's program. (If it is clear that the student will be unable to meet SAP in one semester an Academic Plan from the student's Faculty/Academic Advisor must ALSO be submitted.)
- STEP 4: Certification

The Appeals Committee will notify the student of committee's decision by email and by U. S. Postal mail within 10-15 business days. If the appeal is approved, the student is placed on an "Academic Plan" and is eligible for aid during the next semester. The student's academic progress will be reviewed at the end of that semester. If, at the end of the semester, the student does NOT meet the Academic Plan requirements, the student is no longer eligible for federal aid until the student attends at his own expense and meets all SAP requirements.

If the appeal (with an Academic Plan) is approved, the student will be placed on an Academic Plan meaning the student is eligible for aid as long as the student adheres to the **Academic Plan**. The student's academic progress will be reviewed at the end of each semester until the student meets all SAP requirements.

- If appeals are **DENIED**, students are not eligible to receive federal aid and must attend at their own expense.
- The committee's decision is **FINAL** and cannot be overridden.

## Financial Aid Programs

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### *Grants*

Grants are awarded to students who demonstrate financial need, as defined by FAFSA.

### **Federal Pell Grant**

The Federal Pell Grant is awarded only to undergraduate students who have not earned a bachelor's or graduate degree. *The maximum amount depends on program funding and can change each award year.* However, the exact amount a student receives depends upon his/her financial need, as determined by the student's Estimated Family Contribution (EFC), cost of attendance, enrollment status (full-time or part-time), and plans to attend school for a full academic year or less.

A Pell Grant is considered "gift-aid" that does not have to be repaid. *However, it is important to note that under some circumstances, students may be required to repay grant funds, such as if they are awarded the funds incorrectly, withdraw from school, or do not meet academic standards.*

In order to determine a student's eligibility, the student must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and list **Baton Rouge Community College (0373030)** as a school of choice. The College must receive a valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR), which is generated by the FAFSA submission during the student's enrollment and while eligibility is being verified.

To be eligible, the SAR/ISIR must contain the Title IV eligible Expected Family Contribution (EFC). All information used in the calculation of the EFC must be correct at the time the application was signed. Incorrect information could delay processing. Contact the Office of Financial Aid if there are any changes in the student's number of household members, an increase in income, or if questions arise concerning the information provided.

Information presented to BRCC is subject to updating at the time the SAR/ISIR has been submitted to Baton Rouge Community College (even if the student is not selected for verification). Documents submitted for verification will be reviewed at the time the SAR/ISIR selected for verification is submitted to Baton Rouge Community College or a third-party servicer.

Students who receive their first Federal Pell Grant on or after July 1, 2008, may receive Federal Pell Grant funds for a lifetime maximum of 12 semesters (or the equivalent). *Note that if a student receives Federal Pell Grant funds for two full-time semesters in an award year (fall and spring), that student is not eligible for Pell Grant funds for summer sessions that year.*

### **GO Grants**

Louisiana resident students who are eligible for and receive the federal Pell Grant may also be eligible for a GO Grant. The award is based on the student's FAFSA, the number of hours he or she is enrolled in, the availability of funds, and the student's unmet need(s) as calculated by the Department of Education.

### **Federal Supplemental Educational Opportunity Grant (SEOG)**

The SEOG is awarded based on the estimated family contribution calculated by the U.S. Department of Education and based on information taken from the FAFSA; it is awarded from available funds. Students must enroll in at least six credit hours.

### ***Institutional Scholarships***

A variety of scholarships are available from institutional and private sources, as well as organizations that have partnered with BRCC. Scholarships are awarded based on demonstrated need, academic

excellence, exemplary character, and leadership. The funding source determines the amount and precise criteria of the scholarship. For additional information on specific scholarship awards, contact the Office of Financial Aid and Scholarships.

#### **BRCC Foundation Scholarships**

These scholarships are privately-funded awards for students with financial need and/or who qualify academically. Awards range from \$200 to \$1500 per semester.

#### **American Gas Association Scholarships**

These scholarships are provided to students who have an overall GPA of 2.80. Applicants must have a 2.8 GPA or higher prior to each distribution of the fund and the applicant must not have been a recipient of a scholarship from this fund in prior semesters. The fund is established for students enrolled in degree or certificate programs on the BRCC campuses in Welding, HVAC Technology Mechanical Systems, or Engineering Technology.

#### **Formosa Scholarships in PTEC**

These scholarships are provided to students who are pursuing an Associate of Applied Science in PTEC from BRCC. Applicant must have an overall GPA of 2.60 and an overall GPA of 2.60 in PTEC courses and have successfully completed 30 hours in PTEC courses.

#### **Axiall Process Technology Scholarship**

These scholarships are provided to students who are pursuing an Associate of Applied Science in PTEC from BRCC. Applicant must have an overall GPA of 2.60 and an overall GPA of 2.60 in PTEC courses and have successfully completed 30 hours in PTEC courses. Applicants must also verify they are residents of Iberville Parish by proof of address or driver's license.

#### **Hollywood Casino Scholarships**

These scholarships are provided for full-time students who reside in Ascension, Assumption, Avoyelles, East Baton Rouge, Iberville, Livingston, Pointe Coupee, St. Helena, or West Baton Rouge parish. The student must be majoring in Hospitality and Tourism, Culinary Arts, Information Technology, Marketing, or Business Administration. Recipients are selected based on financial need; special consideration is given to employees of Hollywood Casino and their children. Students must have a cumulative high school GPA (for incoming first-time students) or college GPA (for continuing students) of 2.50. Awards are based on the availability of funds.

#### **Mid-City Merchants Scholarship**

The scholarship is awarded to students pursuing a business degree. The amount of the award is based on the availability of funds and the recipient having a cumulative 2.00 grade point average.

#### **Solvay USA Scholarship in PTEC**

The scholarship is provided to students who have an overall GPA of 3.00, and be registered in PTEC classes.

#### **Vision 21 Scholarship**

This scholarship is offered for full-time students who are ineligible for TOPS and hold a cumulative high school GPA (for incoming first-time students) or college GPA (for continuing students) of 2.50. The award is \$1100 for the fall and spring semesters, and \$400 for the summer semester. Consideration is

given to students who have a financial need, and are involved in community service. Affiliates of Vision 21 are ineligible.

### **State Scholarships**

#### **Tuition Opportunity Program for Students (TOPS)**

TOPS is available to graduates of Louisiana High Schools who meet the academic requirements set by the Louisiana Office of Student Financial Assistance. Students qualifying for the TOPS-Tech award must be enrolled in a technical program. The Associate of Applied Science (with concentrations in Business, Entertainment Technology, Process Technology, or Science Technology), Business Certificate, and Emergency Management Certificate are considered technical programs at Baton Rouge Community College. Additional information is available at [www.osfa.state.la.us](http://www.osfa.state.la.us), or by phoning (225) 922-1012.

#### **Veterans' Orphan Scholarships**

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

#### **Vocational Rehabilitation Grants**

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

### **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.

#### **Fee Waivers**

BRCC offers fee waivers to students meeting the criteria defined by Louisiana state law and standards set by the LCTCS Board of Supervisors. Applying disabled/deceased veterans have 8-10 years from the initial date of eligibility to apply for benefits. Members of any of the military reserves have ten years from the initial eligibility date to apply (refer to *DD Form 214* issued by the appropriate reserve unit). Veterans must submit all applications to BRCC at least six weeks prior to the first official day of classes. 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**

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 weeks prior to the scheduled start of BRCC registration. The fee exemption certificate must be received at the BRCC Office of Financial Aid before the exemption can be granted. Recipients cannot be on academic probation.

### **Federal Loans**

Baton Rouge Community College participates in the William D. Ford Federal Direct Loan Program. Student loans are issued directly from the federal government and must be repaid.

Baton Rouge Community College will **NO** longer include loans for students as a part of their aid package. Students attending any of the former CATC campuses are not eligible to receive loans.

### **Federal Direct Subsidized Loan**

A variable interest loan available to degree seeking students enrolled at least half-time, based on financial need. The interest rate changes every July 1st and is paid by the government while the students are attending school. Repayment of principal and interest begins 6 months after enrollment ceases to be at least half-time. The current interest rate on this loan is 4.29%.

### **Federal Direct Unsubsidized Loan**

A variable interest loan available to degree seeking students enrolled at least half-time, not based on financial need. Eligibility for the subsidized loan must be determined before an unsubsidized loan can be considered. The interest rate changes every July 1st and will be charged from the time the loan is disbursed until it is paid in full. The interest can be paid while the student is still in school. Repayment of principal and interest begins 6 months after enrollment ceases to be at least half-time. The current interest rate on this loan is 4.29%.

Federal regulations require that the College delay delivering the proceeds of educational loans to first-time borrowers until 30 days after the start of classes. In addition, all first-time borrowers must receive loan counseling before loan funds can be disbursed. Students must complete a Master Promissory Note and Entrance Loan counseling.

<b>Year</b>	<b>Dependent</b>	<b>Independent</b>
First year (0 to 29 credits)	\$5,500  No more than \$3,500 of this amount may be in subsidized loans.	\$9,500  No more than \$3,500 of this amount may be in subsidized loans.
Second Year (30 or more credits)	\$6,500  No more than \$4,500 of this amount may be in subsidized loans.	\$10,500  No more than \$4,500 of this amount may be in subsidized loans.
Lifetime Limits	\$31,000	\$57,500

Borrowing the maximum amount for Fall and Spring leave zero eligibility for Summer at the same grade level.

The amounts given above are the maximum yearly amounts a student can borrow in both subsidized and unsubsidized loans, singly or in combination. However, a student cannot borrow more than the cost of attendance minus other aid for which the student is eligible. This means the student may receive less than the annual maximum amounts.

Loans are awarded per academic year and students are not eligible to receive more than half a year's limit in one semester. For example a freshman student may not receive more than \$1,750 in Subsidized Loans (half of \$3,500) during one semester.

Students are encouraged to monitor their loan history on the National Student Loan Data System at [www.nslds.gov](http://www.nslds.gov).

### **Federal Direct Parent Loan for Undergraduate Students (PLUS)**

This program allows the parent with a good credit history to borrow to pay the cost of education for a dependent undergraduate student enrolled at least half-time. The yearly limit is equal to the student's cost of attendance minus any other financial assistance expected or received. The interest rate for PLUS loans disbursed between July 1, 2015 - June 30, 2016 is fixed at 6.84%. There is no grace period for this loans. Interest begins to accumulate at the time the first disbursement is made. Repayment of both principal and interest will begin 60 days after the full loan amount has been disbursed.

Parents can apply for the Parent PLUS loan by completing the Parent PLUS loan request form.

### **Applying for a Federal Direct Loan**

When the student completes the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA, the student is applying for all of the aid programs for which he/she may be eligible, including Direct Loans. Direct Loans are not automatically awarded or packaged to students.

### **Steps to Apply for a Loan**

Log in to the Federal Student Aid Student Loans site at [www.studentloans.gov](http://www.studentloans.gov) with the Federal Student Aid ID. Students will need to complete the following:

1. **Master Promissory Note (MPN)**- Complete the Master Promissory Note (MPN) for Baton Rouge Community College.
2. **Loan Entrance Counseling**- Complete the Loan Entrance Counseling for Baton Rouge Community College.
3. **Loan Request and Adjustment Form** – Complete the Loan Request and Adjustment Form and submit to the Financial Aid Office.

### **Entrance Counseling**

BRCC requires first-time borrowers to participate in online entrance counseling at [www.studentloans.gov](http://www.studentloans.gov). During online entrance counseling, students receive information explaining how the promissory note works, emphasizing the importance of repaying the loan, describing the consequences of default, and showing borrowers sample monthly repayment amounts based on their program of study. BRCC entrance counseling includes financial literacy to ensure that borrowers thoroughly understand all information.





**Master Promissory Note (MPN)**

BRCC requires first-time borrowers to complete the MPN at [www.studentloans.gov](http://www.studentloans.gov). Students must sign in using their own Federal Student Aid PIN to complete the Master Promissory Note. Students who do not have a Federal Student Aid PIN should visit [www.pin.ed.gov](http://www.pin.ed.gov) to obtain one.

**Financial Literacy for Borrowers**

BRCC provides borrowers with the following information and services throughout the course of their enrollment using a variety of means such as video/in-person counseling, college courses, publications, e-tutorials, electronic newsletters to email accounts, and insertion of information in award letters:

- Income potential of occupations relevant to their course of study
- Information on personal finance
- Interactive tools to manage debt
- Information on loan repayment options

**Exit Counseling**

BRCC requires exit counseling for borrowers upon graduation or transfer. The counseling focuses on fully explaining repayment plans and choices that fit the borrowers' needs. BRCC uses exit counseling as an opportunity to clear up any misconceptions students may have about their loan obligations and re-emphasize the consequences of default.

For more information on federal loans, students are encouraged to contact BRCC's Office of Financial Aid at 225-216-8000 or 1-866-217-9823.

***Other Assistance Programs*****Federal Work-Study (FWS)**

Federal Work-Study is determined based on need(s) and 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.

**Louisiana State Exemptions for Dependents of Emergency Workers**

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.

# ***Academic Policies***

## **The College Catalog**

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The Baton Rouge Community College (BRCC) Catalog is an official document of the College. The catalog guides students through their time of study at BRCC by providing them with critical information on the College's academic programs and their requirements, the services and programs BRCC offers to students and the community, the College's regulations and policies, and its operational procedures. Students are responsible for knowing the regulations, policies, academic program, and graduation requirements cited in the catalog, and are required to adhere to them unless differing policies have been set by the LCTCS Board of Supervisors.

### ***Governing Catalog***

The most recently published BRCC Catalog is the governing version.

### ***Catalog of Entry***

The catalog in effect when a student declares his or her major is considered to be that student's **catalog of entry**. This catalog is used to determine degree requirements. The catalog of entry remains in effect for a student unless he or she is out of school for a full semester or longer.

### ***Change of Catalogs***

Students can officially declare a subsequent catalog as their catalog of entry. A student who wishes to exercise this option must officially change his or her designated catalog of entry through the Office of Enrollment Services.

If a student remains out of school for a full semester or longer, the student must re-enter the selected degree program under the governing catalog upon re-entry.

### ***Change of Major or Program of Study***

Students may transfer from one degree, technical diploma or certificate program to another, and non-degree seeking students can declare a major/program of study at any time. Prior to changing their major, students should first consult with their assigned faculty advisor to ensure they fully understand the requirements of the new degree/program of study. In order to officially change their major/program of study, students must follow the necessary protocols established by the Registrar's Office.

The requirements for a new major/program of study are found in the governing catalog at the time the major/program of study is declared. Coursework and grade point averages earned in an earlier major/program of study remain part of any transcripts and records. However, only courses and grades applicable to the new major/program of study are used to determine qualifications to graduate.

## The Academic Year

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### ***Semesters and Sessions***

The academic year consists of the following, in sequence:

- Fall semester/sessions
- Spring semester/sessions
- Summer sessions.

Each semester contains standard 15-week courses and concentrated seven-week sessions. Summer school consists of a full-length eight-week session and two concentrated four-week sessions.

Throughout this catalog, any of these periods of study (semester or summer) may be referred to generically as a **term**.

### ***Course Load***

The total number of credit hours a student takes during a semester or summer is referred to as his or her **course load**. Audited courses are included when calculating course loads.

For the fall and spring semesters, part-time students are those with a course load below 12 credit hours. Full-time students have a course load which ranges from a minimum of 12 credit hours to a maximum of 18 credit hours. An 18-hour course load is considered to be a **maximum load**; students must request special permission from the Dean of the student's program of study to exceed this limit. Under no circumstances can a student enroll in more than 21 credit hours per semester.

During the summer, a student's course load is calculated across all sessions collectively. For the summer sessions, part-time students are those with a course load of less than six hours. Full-time students have a course load ranging from a minimum of six credit hours to a maximum of nine credit hours. Students must request special permission from the Vice Chancellor of Academic Affairs to exceed this limit.

When choosing courses for a semester or summer session, students should consider the difficulty of the courses selected and the number of hours required to study: time should be set aside for reading, assignments, library research, reflection, and group projects. Concentrated courses are taught at an accelerated pace and typically demand regular, frequent blocks of study time. In general, a student should plan on reserving a minimum of two hours outside of class for every hour spent attending class. Students should consult with their academic advisor when selecting courses to ensure that they are on the correct path to degree attainment. The ideal course load is one which provides the necessary amount of time to invest in academic work (both in and out of class) and still allows the student sufficient time to meet other obligations, such as work hours, travel, and family responsibilities. BRCC reserves the right to limit the number of credit hours in which a student can enroll 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 additional full-time status requirements.

### ***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 an advisor and the appropriate academic dean or department chair.

### ***Assignment of Class Instructors***

BRCC reserves the right to change instructors 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.

### ***Prerequisites and Co-requisites***

A **prerequisite** is a requirement that must be successfully completed *before* taking a particular class or enrolling in a program of study with selective admission requirements (*e.g.*, Nursing). If a course or program of study lists other courses as prerequisites, students seeking to take that course or program of study must first pass the prerequisite courses with a grade of “C” or better. Prerequisites may also include specified test scores (*e.g.*, “an ACT Composite of 22”) or conditions (*e.g.*, “eligibility for college algebra”). In any case, these requirements must be met *before* taking the course or enrolling in the program that demands the prerequisite.

A **co-requisite** is a course that is required to be taken *at the same time as a companion course*. A course that lists a co-requisite must be scheduled and taken in the same term as the co-requisite.

### ***Placement Requirements for English and Mathematics***

To enroll in English and mathematics courses, a student must achieve an approved score on the ACT, SAT, or Compass® Placement Test as designated by the Board of Regents.

### ***Add/Drop and Withdrawal***

During the first week of classes, students are allowed to adjust their course schedule. During this period, a student can **add** and/or **drop** courses online through the BRCC website. Dropped courses are removed from the student’s academic schedule for that semester and will not appear on the student’s transcript. Refunds for dropped courses are based on the school’s current refund policy (refer to the *Academic Calendar* on the BRCC website for dates and refund percentages). Students who do not attend a class during the first 14 days of the semester may be removed from the course. After the add/drop period, course schedules become fixed; from this point, each course on a student’s schedule is considered **attempted**.

After the add/drop period, students can **withdraw** from a course before the deadline published in the *Academic Calendar* for that semester. Unlike drops, withdrawals occur after a valid attempt by a student to complete a course – therefore, courses from which a student successfully withdraws *are* shown on the student’s transcript, with a letter grade of “W” for those courses.

*Students must perform the proper procedure to withdraw from a course – they should never simply stop attending class.* A student can withdraw from a course by accessing their student account online. No late withdrawals are allowed – students who do not officially withdraw from a class before the deadline published in the *Academic Calendar* will remain on the course roster and be given the grade earned for that class, which will appear on the student’s transcript.

Students may elect to **withdraw from the term**, which is to withdraw from *all* their courses for the current semester. Withdrawal from the term is a significant step and should only be done in cases of overwhelming difficulty or hardship. To successfully withdraw from the term, a student must simply withdraw from all classes being taken that semester/session before the published deadline for withdrawals listed in the *Academic Calendar*. As with all other withdrawals, students who successfully withdraw from the term before the deadline will receive a letter grade of “W” for all courses attempted during the term. Students who fail to officially withdraw from any course before the deadline will receive the grade earned for that class. All of the courses for the term and their corresponding grades will appear on the student’s transcript.

When considering withdrawal from courses, students should consult with their instructor(s), an assigned faculty advisor, or an advisor in the Office of Counseling and Disability Services. The staff and faculty at BRCC can provide alternatives and ensure that withdrawal is best for the student. Students withdrawing from all classes for the term are still responsible for any account balances.

*Drops and withdrawals can impact a student’s financial aid.* Students receiving financial aid who decide to drop a course, withdraw from a course, or withdraw from the term should contact the Office of Financial Aid and Scholarships.

### ***Class Attendance***

Students are expected to regularly attend classes and be punctual. 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, can disrupt the ability to receive financial aid, and/or may result in being dropped from class for excessive absences.

Faculty members set class policies regarding makeup exams, excused/unexcused absences, and how these factors affect grades; these policies are located on the instructor’s course syllabus. Students are responsible for consulting with instructors regarding their absences and for completing any missed class work. Excused absences can only be granted by an instructor. Examples of 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 the instructor. Students with frequent absences should meet with their instructor to discuss options regarding coursework and grades, or they should consider voluntarily withdrawing from the course.

## **Grades**

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A student’s academic progress is reflected in his/her grades. For each course, the instructor discusses the awarding of grades at the beginning of each term, and this information is included in course syllabi.

A student who believes that he/she has received an incorrect grade should discuss the discrepancy with the instructor of the class within 45 days of the date the original grade was posted.

### ***Mid-term and Final Grades***

**Mid-term grades** reflect student progress midway through the course and are not included in a student’s permanent academic record. In contrast, **final grades** are awarded at the conclusion of the

term and become part of a student's permanent record. Mid-term and final grade reports are made available online to students by the Office of Enrollment Services.

### ***Final Examinations***

To receive credit for courses, students must take the final examinations for those courses. Final examination dates are posted on the college's website. The course instructor or respective division dean must approve an absence from a final exam. Students unable to take the final exam or otherwise complete a course should read the information regarding incomplete grades and withdrawal from courses.

### ***Incomplete Grades***

An "I" or **Incomplete** grade may be awarded to a students who has experienced a serious, documented, catastrophic problem in the final two weeks of the semester. All of the following criteria must be met:

- A final grade in the course has not yet been awarded.
- Work in the class reflects at least a "C" average at the time of the catastrophic event.

*To receive a letter grade of "I," a student should petition his/her instructor.* The academic dean of the division should be contacted if the instructor is unavailable.

*It is vital to note that "I" grades are temporary.* When a grade of **incomplete** is awarded, students have 90 days from the end of the semester to complete all work and take the final examination for the class. Students are required to complete the course by this deadline whether or not they are enrolled at BRCC. Upon completion of the work, the student's "I" grade will be replaced with the grade earned for the course. Failure to complete the required work within the prescribed time limit will result in an "F" for the class.

### ***Grade Point Average (GPA)***

A student's overall **grade-point average (GPA)** is determined from grades received in all non-transitional courses. Students enrolled in transitional courses earn letter grades denoted with an asterisk; however, those grades are not included when determining GPA or fulfillment of degree requirements. The GPA indicates a student's academic status and determines his/her eligibility to remain in college.

Each grade is worth a specific number of quality points, as shown below.

<b>Grade</b>	<b>Rating</b>	<b>Quality Points</b>
A	Exceptional	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
W	Withdrawal	0
AU	Audited	0
P	Passed	0
S	Satisfactory	0
U	Unsatisfactory	0
I	Incomplete	0

To determine overall GPA:

- *Determine the quality points earned for each course:* multiply each course's credit hours by the corresponding quality points for the letter grade earned in that course.
- *Determine the **total number of quality points earned:*** Add the quality points earned for all courses.
- *Determine the **total number of hours attempted:*** Add the number of hours for all courses. *Do not include developmental courses and courses with grades of "A\*", "B\*", "C\*", "D\*", "F\*", "P," "W," "AU," or "I."*
- *Compute the GPA:* Divide the **total number of quality points earned** by the **total number of hours attempted**.

Grades of **incomplete** (I) are temporary; students with a grade of I should compute their GPA after a permanent grade has been assigned for the course.

### ***Include/Exclude Policy***

Students are permitted to repeat courses. If a student repeats a course, the earlier grade(s) in that course is excluded from that student's Grade Point Average (GPA) calculations. The last grade received is the official grade for the course and is included in the calculation of the student's GPA at BRCC. *Students should note that other colleges/universities may include all grades earned when calculating a student's cumulative grade point average.*

In an associate degree program, a maximum of twelve credit hours of college-level coursework (numbered above 099) may be repeated.

### ***Academic Honors***

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

The **Honor Roll** includes students who, during the course of the semester, complete a minimum of 12 credit hours and earn a minimum grade-point average of 3.00-3.49, with no grade below "C."

Transitional and "English as a Second Language" courses are not considered when determining eligibility for academic honors and graduation with honors.

### ***Academic Probation and Academic Suspension***

In considering the requirements for academic standing, academic probation, and suspension, the understanding of two concepts is vital: *overall GPA*, which is the GPA of a student's total course hours including all transfer work, and *semester GPA*, which is the GPA of a student's courses taken during a given semester. Any GPA of less than 2.00 is considered unsatisfactory and can result in academic sanctions. The following rules govern a student's academic standing at BRCC.

Once students have attempted an overall total of 15 or more credit hours, they must maintain a minimum overall GPA of 2.00. If, after crossing this 15-credit-hour threshold, a student's overall GPA falls below 2.00, that student is placed on **academic probation**. Students remain on academic probation until they regain an overall 2.00 GPA.

Students who are on probation must earn a minimum semester GPA of 2.00 each semester. Students on academic probation who reach this minimum semester GPA but fail to raise their overall GPA to 2.00



continue on academic probation for the following semester. However, if a student is on academic probation and fails to achieve a minimum semester GPA of 2.00 in any semester, they are placed on **academic suspension** for the following semester.

Students suspended at the end of the spring semester can attend summer sessions. If their summer session grades raise their overall GPA to a minimum of 2.00, these students are removed from suspension/probation and will be allowed to enroll and attend BRCC the following fall semester. Students who earn a minimum 2.00 on all hours attempted in the summer but fail to reach the overall GPA minimum of 2.00 can enroll and attend BRCC the proceeding fall semester, but must remain on academic probation until their overall GPA reaches the 2.00 minimum.

Suspension notices are posted on the Web and are mailed to students. At the end of the suspended semester, students may re-enter BRCC on academic probation. If a student fails a second time to earn a minimum 2.00 GPA for any semester while on probation, the student is suspended again. For the second academic suspension and all those which follow, a student is suspended for one full academic year.

*A fourth academic suspension results in **expulsion** from the college.*

Students can appeal suspensions if they are eligible. Students with more than one suspension or who are suspended following probation as a result of poor grades are ineligible to file an appeal. Appeals should be addressed to the Appeals and Exceptions Quality Team.

## **Academic Integrity**

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BRCC expects high standards of academic integrity from both its students and faculty. Academic integrity is a critical component for equitable learning and the effective evaluation of academic performance; thus, faculty and students share equal responsibility in creating and maintaining an atmosphere of honesty and integrity.

Students are expected to adhere to the academic rules and regulations set by the College, and understand that personally completing assigned work is essential to learning. Permitting others to prepare one's work, using published or unpublished summaries as a substitute for studying required materials, or giving unauthorized assistance in the preparation of work to be submitted for class are all directly contrary to the honest process of learning.

Faculty, too, are responsible for encouraging an atmosphere of academic honesty by being certain that students are aware of its value. Furthermore, faculty should make clear to students the regulations defining academic honesty and the penalties for violating those regulations.

Both students and faculty should realize that dishonest practices make it difficult for honest students to be evaluated and graded fairly. Their own interests and their integrity as individuals suffer if they permit dishonesty in others. Permitting dishonesty is not open to personal choice: anyone who is unwilling to act upon offenses is an accessory with the offender in damaging the integrity of the entire College.

### ***Categories and Definitions of Academic Integrity Offenses***

Academic dishonesty includes, but is not limited to, the violations listed below, and encompasses any attempt to commit such acts. The following definitions are not limited by the accompanying examples given: each term applies to all acts that fit within the bounds of its definitions.

### **Cheating**

**Cheating** is a fraudulent act of deception by a student to misrepresent his/her mastery of information on an academic exercise.

**Premeditated cheating** arises from advanced planning, contemplation, or deliberation, such as:

- Pre-arranged collaboration during a test with another person to give or receive information without authority.
- Using specially prepared materials during a test without authority to do so, such as pocket notes, formula lists, etc.

Cheating can also be unpremeditated **acts of opportunity**, such as:

- copying from another student's test paper.
- using prohibited materials (*e.g.*, course textbook, notebook, cellphone/PDA, etc.) during a test.

### **Plagiarism**

**Plagiarism** is the unacknowledged inclusion of someone else's words, ideas, or data (hereafter referred to as **external material**) within one's own work submitted for credit. When a student submits work for credit that includes external material, the source of the external material must be acknowledged through specific, complete, and accurate citations/footnotes, as appropriate and, in the case of verbatim statements, quotation marks.

It is a common misconception that only external material that is presented verbatim must be acknowledged. *External material must be acknowledged whether presented verbatim or paraphrased: simply rearranging words does not change the fact that the information/ideas originally came from someone else!*

Similarly, the source of the material, the medium in which it is presented, and its copyright status are all irrelevant. *Failure to identify **any** external material, published or unpublished, copyrighted or non-copyrighted, constitutes plagiarism.*

### **Collusion**

Generally, **collusion** involves some form of collaboration with another offender, and encompasses several different actions:

- Unauthorized collaboration with another person in preparing academic assignments offered for credit, such as working together as a team on a project assigned to each student individually.
- Facilitating, supporting, conspiring with, or collaborating with another person to commit a violation of any of the College's academic integrity rules and/or standards. *Even though the collaborating student may have only assisted and did not take part in the principal act, he or she is still liable for the offense of collusion.* An example would be assisting another student in circumventing tamper-prevention measures on an electronic exam so that the exam's questions can be altered. Even though the student providing the illegal circumvention may not take advantage of it personally, he/she has committed collusion by enabling another student to violate academic integrity by doing so.

- Ignoring academic integrity violations by others. Students who are aware that others in a course are cheating or otherwise acting dishonestly have the responsibility to bring the matter to the attention of the instructor, a faculty member, or other appropriate College official. If a student fails to do so, he or she becomes an **accessory after the fact** and commits collusion by failing to act.
- Providing false information (or omitting known relevant information) in any inquiry, formal or informal, regarding academic integrity violations.

### **Fabrication and Falsification**

**Fabrication** is the intentional use of invented information; **falsification** is the manipulation or changing of research or its findings: for both, the intention is to deceive. Various examples include:

- Citing information not taken from the source indicated.
- Listing sources (in a bibliography, etc.) that were not used in the academic exercise.
- Inventing data or source information for research or other academic exercises.
- Inventing previous experience and/or accomplishments on an application for a degree program, internship, etc.

### **Misrepresentation**

Generally, **misrepresentation** involves the misuse of identities and/or the inappropriate attribution of credit for work, experiences, and achievements. The acts misrepresentation encompasses include:

- Falsely assuming the identity of another, or allowing another to assume one's own identity, through any means, for the purposes of deception in an academic exercise (completing an assignment, taking a test, etc.).
- Falsely or inappropriately assuming ownership, authorship, and/or credit for work, experiences, and/or accomplishments that actually belong to another.
- Submitting any work in fulfillment of academic requirements as one's own, when in actuality said work was prepared totally or in part by another.
- Submitting substantially the same work previously used for credit in another course without explicit permission to do so.

### **Academic Interference**

Academic integrity is more than simply being honorable in performing one's own work – it also means respecting the work of others. **Academic interference** encompasses any activity undertaken with the express purpose of

- hindering or obstructing another student's academic work, or
- obtaining an unfair academic advantage over another student's academic work.

### **Unauthorized Access to Academic Materials, Records, or Systems**

Students are required to respect College property, records, and academic materials, as well as those of its faculty and staff. The following acts constitute **unauthorized access**:

- Obtaining an unauthorized copy of all or part of an examination, through whatever means (theft, bribery, deception, hacking, etc.).
- Unauthorized dissemination of all or part of an examination, through whatever means (selling, freely distributing, etc.).
- Gaining entry and/or access to a building, office, or electronic system for the purpose of obtaining an unauthorized copy of an examination or changing academic records.
- Making unauthorized changes and/or alterations to a grade book, exam, transcript, or other official academic records of the College which relate to academic performance and/or grades.

### ***Procedure for Reporting Academic Dishonesty***

The instructor, upon receiving information or determining that a student may be guilty of a form of academic dishonesty, normally will confront the student with the alleged violation. If the student is unable to explain discrepancies satisfactorily, the instructor will have two options available:

1. The instructor can choose to fail the student for the assignment/test in question, or
2. The instructor can forward the allegations to his/her department for a formal or informal hearing.

Regardless of which option is selected, the instructor is required to submit to the Chairperson/Dean of the Department, in writing, a detailed account of the violation, including the name of the course, type of assignment or test, date of the alleged violation, names of witness, and copies of all information which supports the allegation.

### **Disciplinary Hearing Procedure**

If the instructor chooses to forward allegations of academic dishonesty to the department for a hearing:

1. The instructor shall collect or acquire evidence of the violation and bring the matter to the attention of the Chairperson/Dean of the academic department, who shall review the charges.
2. The Chairperson/Dean may
  - a. decide that the allegation is unfounded and dismiss it, or
  - b. summon the student for a conference. After conferring with the student, the Chairperson/Dean will either dismiss the allegation or uphold the instructor's decision and/or forward it to the Dean of Student for disciplinary action. The allegation should be presented to the Dean of Students within five days of the Chairperson/Dean becoming aware of the alleged violation.
3. The Dean of Students will either conduct an informal hearing or convene a **Board of Review on Discipline** to formally review the alleged violation and submit recommendations for suggested action.
4. If disciplinary action is pending when a final grade must be submitted, the instructor must assign the student an "I" grade to show incomplete work. "I" grades given due to pending disciplinary action are not subject to ordinary time restrictions: they remain until the alleged violation is adjudicated, at which time the instructor assigns an appropriate final grade.
5. Although it is not required, the instructor is strongly urged to attend the hearing on its scheduled date in order to answer any questions by the Dean of Students (or Board of Review) pertinent to the case. The instructor is *required* to be present for questions if the student makes a written request in advance.
6. If the hearing is conducted by a Board of Review, the committee will forward its findings and a recommendation for sanctions or suggested action to the Dean of Students after the hearing.
7. The Dean of Students, in consultation with the Chairperson/Dean of the Department (and consideration of any recommendation by a Board of Review, if applicable), will render a final determination. If the student is found to be in violation of the Standards of Behavior as charged, the Chairperson/Academic Dean will contact the instructor and give him or her permission to remove the "I" and assign the appropriate grade for the dishonest work. In either case, the student will be formally notified of the final disposition of the incident.

### **Appeal of Disciplinary Hearing**

A student may only appeal a decision of the Disciplinary Hearing procedure to the Chancellor when there is:

- An issue concerning procedural due process and/or
- New information from the student that could have a significant impact on the adjudication of the incident.

A student who wishes to appeal an outcome of the Disciplinary Hearing procedure must do so in writing within five calendar days of being notified of the disposition of his/her alleged violation. The Chancellor, after reviewing the appeal, shall submit to the student and all individuals involved in the original disciplinary sanction a formal letter no later than ten (10) working days after receiving the appeal, outlining his/her ruling on the matter. The Chancellor's decision is final and terminates the disciplinary appeal process at the College.

### **Possible Disciplinary Sanctions**

A listing of possible disciplinary sanctions can be reviewed under the *Student Code of Conduct*, presented in the Student Policies section of this catalog.

## **Appeals**

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The **Appeals and Exceptions Quality Team** serves as an avenue for students to appeal decisions rendered by academic and student affairs staff. Reviews of student-related issues and/or grievances are conducted at the student's request. Before a student can appeal, he/she must first attempt to resolve the issue by progressing through the proper chain of authority (e.g.: professor, chairperson, dean, etc.). Appeals can only be made as a final resort. The appeals committee reviews all information provided by the student, faculty, and staff, and from documentation on decisions made that involved faculty and/or staff members. The appeal review team is charged to render a timely and impartial decision on the matter while upholding the rules, regulations, and mission of the College. The decision of the team is final.

Types of Appeal and Exception Requests include:

- Readmission from Academic Suspension (allows waiver of first academic suspension)
- Retroactive Withdrawal (awarding a grade of "W" for course[s] after published deadline)
- Financial Aid Reinstatement (restoration of suspended financial aid funds)
- Academic Bankruptcy (allows for the clearance of grades from an academic record to allow for a clean start)
- Change of Grade (adjust a grade that is incorrect or recorded in error)
- Expungement of Academic Record (removal of grade activity from the record for specified period)
- Modification of Financial Record (such as removal of billing activity from record for a specified period)
- Out-of-State Tuition Waiver (grants residency status in order to pay in-state tuition)
- Removal of various Account-Holds (restoration of access to a student account)
- Tuition Refund (refund of part or all of tuition after the refund deadline)

### ***Application Procedure for Appeals and Exceptions***

The Appeals and Exceptions Quality Team accepts appeals from students on all academic and financial matters. Appeals must be submitted to the Enrollment Services reception area which will be forwarded to the Appeals and Exceptions Quality Team in the Bienvenue Student Center. The Team meets on the first week of each month. All appeals must be received ten (10) days prior to the monthly meeting. The following procedures, which ensure a prompt review of the request, should be used when filing an appeal:

1. Obtain a copy of the Academic and Financial Aid Appeals Form from the Enrollment Services Office. The form must be typed or printed legibly. Incomplete applications will not be reviewed.
2. Prepare a personal letter detailing the following:
  - Student identification number (not Social Security Number)
  - Current address
  - Current telephone number(s)
  - Current E-mail address
  - Specific courses and CRN numbers involved
  - State the reasons for the appeal in detail, any efforts that have been made to resolve the issue, and the desired outcome
  - Attach relevant supporting documentation (physician's statement on his/her letterhead [not an invoice], accident report, newspaper obituary with the name of the student and his/her relationship to the deceased, death certificate, letter from the court, etc.)
3. Submit the appeal form and letter, along with all attached documentation, in an envelope addressed to Appeals and Exceptions Quality Team by placing it in the red drop box in the Bienvenue Student Center.

## **Graduation Requirements**

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### ***Graduation Eligibility***

Students who believe they are eligible for graduation should:

- meet with an academic advisor to ensure that all degree requirements have been met, then
- complete an Application for Graduation online by the deadline published in the *Academic Calendar*.

Students should see their faculty advisor every semester to review their progress toward the completion of their program of study. When a student has completed 42 semester hours of coursework, he/she should meet with the Program Manager in their academic department for confirmation of academic progress and identify the courses that must be completed in order to graduate. In the final semester, students apply for graduation. Once a student has applied for graduation, an official degree audit will be confirmed by the Division Dean and submitted to the Registrar: note that students are not involved in the degree audit process. Deadlines for applying to graduate are posted in the Academic Calendar.

College commencement exercises are held in May, at the end of the Spring semester. Participation in the ceremony is voluntary. Students must have completed all degree requirements in order to participate.

Diplomas are mailed to graduates once semester grades are recorded and all final college work is evaluated. If graduation requirements are not met, students will be required to complete any deficiencies before their degree, technical diploma, or certificate is awarded and their diplomas are mailed.

### ***Associate Degree Graduation Requirements***

Candidates for an Associate of Arts (AA), Associate of Science (AS), or Associate of Applied Science (AAS) degree must:

- apply for graduation by the deadline shown in the *Academic Calendar*.
- complete all required coursework as defined in the appropriate program of study shown in the governing catalog or, if the program has been modified since a candidate first declared the program, the catalog of entry, as needed.
- complete the BRCC General Education requirements for the declared program of study.
- complete ENGL 101 (AA, AS, and AAS) and ENGL 102 (AA and AS) with a letter grade of “C” or better.
- complete a minimum of 25% of the total required program coursework at BRCC.
- earn at least 25% of the total credit hours required in the program of study at BRCC (students in Process Technology must earn 12 of the last 15 process-technology credit hours at BRCC).
- receive a cumulative grade point average (GPA) of 2.00 or higher.
- fulfill all financial obligations to BRCC.
- if receiving financial aid, attend an exit interview in the Office of Financial Aid and Scholarships.

### ***Technical Diploma and Certificate Requirements***

Candidates who are eligible to receive a technical diploma or certificate must:

- apply for graduation by the deadline shown in the *Academic Calendar*.
- complete all required coursework, as defined in the appropriate program of study shown in the governing catalog or, if the program has been modified since a candidate first declared the program, the catalog of entry, as needed.
- complete ENGL 101 with a letter grade of “C” or better, if the certificate program includes this course.
- complete a minimum of 25% of required program coursework at BRCC.
- earn 12 of the final 15 credits at BRCC.
- receive a cumulative grade point average (GPA) of 2.00 or higher.
- fulfill all financial obligations to BRCC.
- if receiving financial aid, attend an exit interview in the Office of Financial Aid and Scholarships.

### ***Concurrent Degrees or Credentials***

Students can receive two credentials - degrees, technical diplomas, or certificates - both usually awarded at the same time. Prior to completing requirements for the two credentials, students must notify the Office of Enrollment Services, in writing, of their intent to complete both programs.

To earn concurrent credentials, students must meet all graduation requirements for the concurrent/second credential: if the two credentials are associate degree, students 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, technical diploma, or certificate. In degree programs where there

are several concentrations, a different concentration is not considered a second degree, and therefore cannot be used to earn a degree twice. Note that students completing the requirements for an associate degree in which a technical diploma and/or certificate credentials are embedded, or a technical diploma in which certificate credentials are embedded, will be awarded each certificate, technical diploma and/or associate degree. The completion of multiple credentials embedded within a single technical diploma or associates degree is not considered to be concurrent completion.

### ***Graduation Honors***

Students who graduate from BRCC with an overall grade point average (GPA) within the ranges listed below are recognized with the appropriate honors at graduation:

*Honors: 3.00 - 3.49 GPA*

*Dean's Honors: 3.50 - 3.84 GPA*

*Chancellor's Honors: 3.85 - 4.00 GPA*



# ***Academic and Student Support Services***

## **Advising**

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### **Advising at BRCC**

BRCC advisors are here to help students reach their educational and career goals. An academic advisor can guide students through degree completion by helping them understand college policies and procedures, navigate degree checklists, and determine which classes to select each semester. Advisors are also an excellent resource for finding information and other services at BRCC that can assist students with their educational goals. Academic advising at BRCC is available from two sources: the General Advising staff and Faculty Advisors.

### **General Advising**

General Advisors are located in the Magnolia Building on the Mid-City Campus and are there to help students understand their ACT/SAT, COMPASS, and ACCUPLACER Placement Test scores, determine placement into courses, and register for classes. General Advisors can provide information regarding course prerequisites, degree programs, degree checklists, and course offerings. Students may visit General Advising in the Magnolia Building or email any questions to [advisingservices@mybrcc.edu](mailto:advisingservices@mybrcc.edu).

### **Faculty Advising**

Faculty Advisors are located at most BRCC sites and can help students understand their ACT/SAT, COMPASS, and ACCUPLACER Placement Test scores, determine placement into courses, access degree checklists, and review course offerings. Faculty Advisors assist students in choosing courses and long-term planning for their degree. If students wish to continue their education at a four-year institution a Faculty Advisor can assist in determining which degree path will provide a successful transition to a Bachelor's Degree.

To obtain a list of Faculty Advisors for each degree program, students can email the division coordinator, visit the General Advising staff, or email the General Advising staff at [advisingservices@mybrcc.edu](mailto:advisingservices@mybrcc.edu).

All students are strongly encouraged to see an advisor before registering for each semester.

## **New Student Orientation (NSO)**

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The **New Student Orientation** or **NSO**, is **mandatory** for new students in their first BRCC semester. New students must be admitted, have submitted official post-high school transcripts and/or ACT/SAT/Compass® Placement Test Scores before attending NSO. Conducted by College administrators, faculty and staff, these sessions show students where classes are held and what will be expected of them when they begin the semester. New students will meet new classmates in their degree, finalize their schedule for the first semester, and meet their academic department representatives. Upon completion of the NSO, students will know what to generally expect of college, the services available to them at BRCC, and key college policies and procedures.

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## **Counseling**

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A student needing immediate personal counseling should report to the Office of Counseling and Disability Services. Short-term personal counseling and crisis intervention are available. Other counseling services offered include individual and group sessions, seminars on anger management, career planning, conflict resolution, career decision-making, and stress/anxiety management. For long-term care or in-depth therapy, Counseling and Disability Services can assist students in locating a local area counseling specialist.

## **Disability Services**

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The Office of Counseling and Disability Services ensures equal access to all campus programs and activities. The office promotes full participation in campus life for individuals with disabilities. Services are provided collaboratively to empower students to advocate for themselves and assume responsibility for their academic outcomes and personal goals. Disability Services provides intake, assessment of needs on campus, and facilitation of academic and other accommodations for students with disabilities attending BRCC. Disability Services acts as a liaison between students and faculty, as well as with community agencies. Disability Services also provides training for faculty and staff to increase greater understanding of the needs and the advantages of a team approach to serving students with disabilities.

Any student with a learning, physical, psychological or other disability that significantly impacts his or her academic pursuits is potentially eligible to receive services. The Office interacts with students with disabilities in the determination and facilitation of auxiliary aids and services on an individual basis.

## **The Magnolia Library**

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The Magnolia Library provides services to BRCC students, faculty, staff, and the surrounding community. The library has a variety of materials that meet the information and research needs of its patrons: it houses a core collection of over 54,000 physical items, including books, VHS and DVD media, audio media, CD-ROMs, video games, reference, and reserve items. Patrons can listen to or view media on DVDs, CDs and video tapes. Headphones and graphing and scientific calculators are also available for checkout. Facility amenities include computer terminals, accessible seating space, study rooms and study carrels. Open-use copiers and printers are available for a nominal charge.

The library also provides a number of electronic resources that are fully accessible off campus. As a member of LALINC (Louisiana Academic Library Information Network Consortium) and LOUIS (The Louisiana Library Network), BRCC's Magnolia Library is able to offer expanded electronic resources to its community, including a collection of over 80 electronic databases which provide over 78,191 full text journals, with access to scholarly journals, magazines, and news sources which are searchable by title, as well as the library's eBook Collection, a full-text database collection of over 84,802 electronic-book titles.

All individuals using the library's resources, services, and facilities are expected to abide by the library's rules and policies. Anyone wishing to check materials out of the library must have a current affiliation with the college and valid BRCC ID. Any fines incurred are the responsibility of the person checking out the materials. Failure to comply with library policies may result in the loss of library privileges and

services. For detailed hours of operation or additional information, please visit the library webpage, call (225) 216-8555, or e-mail the library at [librarian@mybrcc.edu](mailto:librarian@mybrcc.edu).

### ***Other Library locations***

In addition to the Magnolia Library located on the Mid-City campus, library services are available at all BRCC campuses and sites. Information about hours of service are available on the BRCC website or by calling the Magnolia Library reference desk at (225) 216-8555.

### ***Circulation Services***

Circulation Services provides for the greatest possible use of all library material by patrons while ensuring the collection's security. Circulation Services is responsible for textbook reserves, study room reservations, shelving, and stacks maintenance. To checkout materials or use other library resources, a valid BRCC identification card is required. Borrowers must abide by the policies and regulations set by the library; failure to comply will result in the loss of library privileges and access to services. Borrowed materials must be returned and fines paid by the end of each semester, or final grades and transcripts will be withheld.

### ***Reference Services***

Reference Services is committed to providing quality information service through one-on-one assistance, brochures, online modules, instructional sessions, courses, and workshops. In order to provide faculty with the opportunity to better acquaint their students with library resources, Reference Services offers library tours and bibliographic instruction sessions, which can be customized to meet the needs of an individual class or particular assignment upon request.

Students are encouraged to seek the assistance of Reference Librarians for their research needs. The main Reference Desk is located on the second floor of the Magnolia Library. Reference Services are available at all sites on a weekly basis, by contacting the Reference Desk at (225) 216-8555 or emailing [librarian@mybrcc.edu](mailto:librarian@mybrcc.edu).

## **International Student Services**

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International Services is part of Enrollment Services, located in the Bienvenue Student Center. International Services addresses the needs and concerns of the College's international student community by providing:

- Admissions applications and other documents required by BRCC,
- An International Student Advisor, who handles immigration matters and assists international students with concerns related to their F-1 visa status, and
- Orientation for international students, which eases the transition to BRCC and provides information on cultural and enrichment programs. Orientation is mandatory for all international students.

## Veterans Educational Services

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The Office of Veterans Educational Services, in conjunction with the U.S. Department of Veterans Affairs (VA), provides educational benefits to present and former members of the U.S. Armed Forces and students who are eligible to receive veterans' educational benefits. The office counsels, advises, and certifies enrollment of student veterans and submits necessary information to the VA.

*All paperwork must be submitted two weeks before the start of each semester (paperwork received after that time will be considered late and payment of benefits may be delayed, in which case other payment arrangements may be necessary). Eligible students should be prepared to meet the initial costs of attending college as benefits may take six to eight weeks to be received.*

The Post-9/11 G.I. Bill expanded the number of people who qualify for educational support from the VA. It provides financial assistance for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001; or to individuals discharged with a service-connected disability after 30 days. Applicants must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. To see specific information about how this benefit compares to other education support bills, please visit the bill's webpage at the U.S. Department of Veterans Affairs' website, at [www.gibill.va.gov](http://www.gibill.va.gov).

## Dual Enrollment

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BRCC offers a Dual Enrollment Program at select local high schools, which provides high-school students with the opportunity to take specified BRCC courses being taught on their campuses and earn college-level credits. *Participants must have a minimum 2.5 high school grade-point-average and are expected to adhere to all college, course, and instructor requirements.* While dually enrolled high school students are not eligible for Title IV funding (federal financial aid), financial assistance may be available for participants who meet specific criteria (for scholarships, for example). For additional information on the program, visit BRCC's website or call the Office of Dual Enrollment at (225) 216-8637.

## Department of Student Technology Services

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The BRCC Department of Student Technology Services is the operational arm of the Student Technology Fee Committee; it implements the directives of the Committee for utilization of the Student Technology Fee, which provides students with the technological support and resources for an enriched and relevant educational experience. Student Technology Services maintains and upgrades student computer resources, implements new technological resources, and provides technological support for students inside and outside of the classroom.

### ***Open Computer Labs***

Student Technology Services provides open computer labs in every campus building; computers in the labs are equipped with the necessary software and hardware to academically support both students and faculty. The open labs are networked, with internet access, and provide printing capabilities. Full-time Student Technology Services staff members are available to assist students free of charge with course

registration, using lab and college software, using Microsoft Office software, and other technology-related issues. A valid BRCC Student Identification Card may be required to use computer labs.

## Career Services

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The Career Center, located in the Bienvenue Student Center, has career specialists who can assist students with all aspects of the career and job search process. Students can take advantage of a variety of resources offered by the Career Center, including:

- Career, interest, and personality assessments
- Individual career planning and coaching
- Internships
- Summer and part-time employment assistance
- Graduate employment services
- Résumé assistance and review
- Interview training and mock interviews
- Career and job fairs
- Employer recruiting events
- Soft skills training
- The College Central Network, an on-line system which provides continuous job postings specifically for BRCC students and alumni as well as an on-line résumé building program.

The Career Center offers ongoing workshops and classroom presentations on all aspects of the career decision-making and job search process. Students are encouraged to visit the Career Center throughout the course of their studies at BRCC to develop a plan and gain the skills needed for achieving career success.

## Single Stop

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Single Stop, a national nonprofit organization, has partnered with BRCC to help students remain in school. The college discovered that a primary reason for students dropping out of school was taking on work responsibilities to meet life priorities, thereby taking longer to finish their degrees or not completing them at all. BRCC and Single Stop hope to reduce or prevent that cycle by letting students know which benefits exist to provide them support when they need it.

Single Stop at BRCC, is on campus to serve all students and their immediate family members by offering a unique combination of services (Tax, Financial, Legal, and Screenings) to address external factors that may affect a student's ability to persist in the pursuit of their education. It serves as the connector for all resources, benefits, programs, and information. Students interested in learning more about Single Stop USA are encouraged to visit the Single Stop section of the BRCC website, under Financial Assistance.

Single Stop Services include:

1. Free Tax Preparation
  - Earned Income tax credit
  - Child Care credit
  - Educational credit
  - And many more!

2. Free Financial Counseling
  - Financial Advice
  - Credit and Debt Issues
  - Budget Management/ Saving
  - Credit Repair
  - FAFSA Assistance
3. Free Legal Counseling
  - Divorce
  - Public Assistance
  - Expungement
  - Custody
  - Notarization
4. Free Benefits Screening (help determine eligibility for public assistance)
  - Medicaid
  - Child Care
  - SNAP/Food Stamps
  - Referrals

## The BRCC Archives

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The BRCC Archives is located on the second floor of the Magnolia Library and houses archival and special collections. Items in the Archives are available to all researchers. Due to the value of archive content and its importance to the College and community, archive materials are not part of the Library's regularly circulating materials and must be viewed on-site by appointment only. Special Collection items have varying usage policies. Consult the BRCC Library for more information.

The following collections are available:

- *The Baton Rouge Community College Historical Collection* includes important historical material and documents published by the College since its inception in 1997. The collection includes the College's event and ceremony programs, events posters, newsletters, annual reports, copies of the College's original bylaws and founding documents, and various other historically significant college publications. A finding aid for this collection is available upon request at the Magnolia Library Reference Desk.
- *The Carville V. Earle Collection* is an extensive compilation of geographical and anthropological materials comprising more than 2,100 books, maps, and journals from the personal collection of Dr. Carville Earle, renowned scholar and former chair of the LSU Department of Geography and Anthropology. The Earle Collection has been cataloged and can be searched via the BRCC Online Catalog.
- *The Louisiana Collection* includes books and materials by BRCC faculty, staff, visiting authors and local scholars. The Louisiana Collection has been cataloged and can be searched via the BRCC Online Catalog.
- *The Public Relations Office Publications Collection* includes publications issued by the College, such as course schedules, catalogs, and information sheets, as well as published news about the College, such as BRCC-related news clippings from the Baton Rouge Advocate, the New Orleans Times Picayune, and other media outlets. A finding aid for this collection is available upon request at the Magnolia Library Reference Desk.

## **Division of Innovative Learning and Academic Support**

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BRCC is committed to the highest ideals of teaching and learning and strives to implement pedagogy and assessment that provide our students with the best academic experience. The Division of Innovative Learning and Academic Support (DILAS) coordinates the College's efforts towards creating a learner-centered environment that can decrease a student's time to completion. DILAS consists of five units providing a team approach to improving graduation, completion and retention rates. The units include the Academic Learning Center, eLearning Program, Evening and Weekend Program, Teaching and Learning Center, and Testing Center. For additional information, contact the Dean of Innovative Learning and Academic Support at (225) 216-8228. The Dean's office is located in 308 Magnolia Building.

### ***Academic Learning Center***

The Academic Learning Center (ALC) provides all BRCC students with a safe and supportive study environment that promotes peer interaction through conversation and collaboration. The ALC offers a variety of resources designed to promote persistence and student success as students strive to meet their educational goals. Located on the first floor of the Magnolia Building, the ALC houses the Writing and Language Center and the Math/Science Center where staff engage students as partners in learning at all academic levels. ALC services and resources support faculty instruction, supplement coursework, and promote personal development. Academic services include peer tutoring, writing assistance, academic consultation, and innovative programs responsive to student needs. Students have access to online tutoring, instructional Web sites, and print materials. ALC staff collaborate with faculty, offer workshops for students and faculty, and administer the Tutor Development Program, which is certified by the College Reading and Learning Association. The ALC also offers an online learning center at <http://guides.mybrcc.edu/learningcenter>. 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. For additional information, contact the ALC at (225) 216-8300.

### ***eLearning Program***

eLearning offers a number of college-credit courses from a variety of disciplines in online and hybrid formats, and the ability of students to complete certain BRCC programs entirely online will soon be a reality. In addition to fully online courses, hybrid courses blend both online and face-to-face classroom formats – therefore, blended courses require some level of attendance on campus, although less than a normal lecture course would involve. eLearning courses contain the same course objectives, content, rigor, and transferability as traditionally-taught courses. All eLearning courses have the same testing, prerequisite, and co-requisite requirements as their traditional classroom counterparts. In order to participate in an eLearning course, students must have: access to a computer with an internet connection and supported web browser; an email account; and, proficiency in the use of common computer software (*e.g.*, web browsers) and the performance of common computer tasks, such as saving files and sending and receiving email. Each course provides the appropriate hardware specifications and/or web browser versions which are supported for use. In some instances, additional software packages may be required. For more information on specific course requirements, visit BRCC's website, or contact the eLearning Program Manager at (225) 216-8130. The eLearning Program office is located in 309 Magnolia Building.

### **Adult Education, Evening, and Weekend Program**

BRCC offers a variety of courses during the evening (4:30 p.m. or later) and on Saturdays. A number of programs can currently be completed by enrolling in classes strictly in the evenings, Saturday and online. This program is focused on the special needs of working adults who are trying to receive a college degree, upgrade their current skill-set or move in a new direction in the workforce, or retirees who would like to pursue new ventures. Students may also pursue the Prior Learning Assessment certification process to help reach completion goals more quickly. For more information on the availability of evening and weekend courses, students should consult the schedule of classes listed online each term. For additional details about the Evening and Weekend program, contact the Evening and Weekend Program at (225) 216-8228, or email [adulthood@mybrcc.edu](mailto:adulthood@mybrcc.edu). The Evening and Weekend Program office is located in 310 Magnolia Building.

### **Teaching and Learning Center**

The Teaching and Learning Center (TLC), located in 311 Magnolia Building, provides faculty development programming for all teaching faculty and staff at BRCC. TLC programming is focused on the scholarship of teaching and learning and utilizes research-based interventions to improve student learning. Our faculty are required to continuously improve their teaching abilities and many choose to utilize the services of the TLC. In addition to faculty development, the TLC provides consultations with individual faculty, classroom observation analysis, small group analysis, and integration of technology training. The TLC uses the following BRCC teaching philosophy to guide all programming: *As a learner-centered institution of higher education, Baton Rouge Community College is committed to fostering good teaching that develops deeper learning leading to student success. Good teaching, in its essence, is defined as helping students learn in ways that make a sustained, substantial, and positive influence on how they think, act, and feel.* The New Faculty Orientation program and Faculty Mentoring program are coordinated by the TLC. For additional information, contact the Dean of Innovative Learning and Academic Support at (225) 216-8228.

### **Testing Center**

BRCC operates a number of testing facilities at our Mid City campus and instructional sites that provide various types of testing. One of the Testing Center's (TC) main responsibilities is the administration of the Compass® test which is used for placement purposes for all BRCC students. A student's performance on the Compass® is used to create an academic program of study in the gateway courses of English, mathematics, and reading. Students who wish to utilize the Center's services should schedule an appointment using the TC website

([http://www.mybrcc.edu/academics/division\\_innovative\\_learning/testingcenter/testing\\_scheduler.php](http://www.mybrcc.edu/academics/division_innovative_learning/testingcenter/testing_scheduler.php))

Before taking the placement test, students should access the preparation material and study guides also located on the TC website listed above which provide practice questions. Historically, students who utilize the preparation material have received higher scores than those who take the test with no preparation. COMPASS® scores are generated immediately after completing a testing session. The TC also provides proctored testing for all students enrolled in an eLearning class at BRCC. Other services offered by the TC included proctored testing for non-BRCC students, as well as specialized testing such as College Level Examination Program (CLEP), Work Keys, HiSET, and CompTIA (A+). Students should arrive at least 15 minutes before their appointment and bring photo identification (BRCC student ID, driver's license, etc.). Cell phones, graphing calculators, dictionaries, personal digital assistants, and spell checkers are not permitted unless specifically allowed by eLearning faculty. For additional information, contact the Testing Center at (225) 216-8038 or via email ([testingcenter@mybrcc.edu](mailto:testingcenter@mybrcc.edu)). The Testing



Center is located in 160 Magnolia on the Mid City campus. In addition, BRCC offers testing at the Acadian Campus, New Roads, and Westside instructional sites.

## **TRiO Program, Upward Bound**

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Upward Bound serves first-generation college students and/or low income students attending one of BRCC's target high schools; it provides support to participants in their preparation for entry into college. The program is funded by the U.S. Department of Education and provides opportunities for participants to succeed in pre-college performance and, ultimately, their higher education pursuits. Tutoring and mentoring opportunities also exist for college students; interested students may contact the Upward Bound Program for more information.

## **Student Insurance**

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Insurance coverage (health, accident) is available to BRCC students through a third-party company. Insurance plans are available in the Student Programs and Resources (SPAR) Office. If you are interested in Medicaid or Affordable Health Care through the government Marketplace, contact the Single Stop office.

## **BRCC Bookstore**

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The BRCC Bookstore is located in the Bienvenue Student Center. Required textbooks, study aids, and supplies for all BRCC courses are available. The bookstore offers discounted used-textbooks for sale as well, and can accommodate special orders. Snacks, BRCC-licensed apparel, and gifts are also available for purchase. At the end of each semester, the bookstore purchases textbooks back from students. The bookstore is open Monday through Friday, and on Saturdays during the week before classes begin and the first week of classes. Hours can vary, depending on scheduled school holidays. For more information, call (225) 216-8012, or visit online at [www.batonrougeccbookstore.com](http://www.batonrougeccbookstore.com).

### ***Refund Policy***

Refunds are made only during the period(s) posted in the bookstore, at the discretion of the Texas Book Company doing business as BRCC Bookstore. An original cash register receipt is required for a refund. Books are accepted back under the following guidelines:

- Textbooks must be returned within five calendar days of the beginning of the regular semester and within five days of the beginning of the summer session. Books must be in their original, as-purchased condition.
- No refunds are given on study aids, workbooks, and/or reference books.
- Defective books and supplies may be exchanged within three days of purchase with the original receipt.
- Non-required books returned in the condition in which they were purchased are refundable within three days of purchase.
- For a refund on non-electronic supplies, the item(s) must be returned within three days of purchase in original, unopened condition with the original receipt.
- Exchanges are made for electronic instruments or supplies only if the original sales slip is presented and

1. the instruments/supplies are defective, or
  2. the instruments/supplies are returned within three days of the purchase in their original, unopened package.
- Charges for custom-printed materials, special orders, loose materials, or shrink-wrapped packets are *not* refundable.
  - No exchanges or refunds are made for uniforms or computer media.

### ***Textbook Buyback***

The money received from selling books back to the bookstore can be used towards the purchase of books for a successive semester. Several factors determine the value of used books:

- *Condition* - Books sold back should be in good condition – binding, covers, and pages should be intact. Excessive highlighting, underlining, or other markings decrease the buyback value.
- *Course-Material orders* - If an instructor requests that a current textbook be used again the following semester, then that book's value increases. This is sometimes worth up to 50% of the original purchase price. Generally, textbooks are repurchased until the bookstore reaches its shelf stock limit.
- *Overstocks and current editions not being used on campus* - Once the shelf stock limit is reached on a particular textbook that is to be used next term, or if the book is a current edition but has not been requested for next term, the bookstore pays the highest market price towards the repurchase of the book.
- *Old editions* - Publishers frequently issue new editions of textbooks. Ordinarily when a new edition is available, old editions retain little or no market value. During the buyback period, students can check with the bookstore for the most current market value of a book.

## ***Student Activities***

### **Student Government Association (SGA)**

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The Student Government Association (SGA) is composed of elected representatives from the student body. Collectively, they are the voice of the students and promote campus activities that enhance the intellectual, physical, social, and cultural atmosphere of BRCC. The SGA considers matters presented from the student body and coordinates co-curricular programs. For more information on the SGA and how to participate, students should contact the Office of Student Programs and Resources (SPAR).

### **Student Programs and Resources (SPAR)**

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The Office of Student Programs and Resources (SPAR) is located in the Bienvenue Student Center. SPAR's mission is to enrich student engagement by offering diverse and innovative services and programs which promote retention, foster leadership, and provide the skills and opportunities for members of the campus community to become better students, leaders, and citizens.

SPAR is the primary source for information on student activities, and ideas for new and future activities are always welcome. Any student, faculty, or staff member with questions or suggestions should visit the SPAR Office or contact a member of the Student Government Association (SGA).

### ***Student Clubs and Organizations***

Educational research shows that students who join a club or get involved in campus life are more likely to succeed in school. To contribute toward a well-rounded academic experience, BRCC's SPAR Office has a wide variety of student clubs/organizations. Students who are interested in joining an existing organization should contact the SPAR office staff for assistance. A *BRCC Club/Organization Registration Form* is also available on the SGA webpage to help interested students get in contact with registered club/organizations.

SPAR staff members are constantly striving to improve and expand the College's offering of programs. Students who are interested in starting a new club or organization should call (225) 216-8432 or stop by the SPAR office in the Bienvenue Student Center to speak with the SGA Coordinator for more information.

### ***Advisors of Student Clubs and Organizations***

Every student organization is required to have a full- or part-time staff or faculty member as an **advisor**. The advisor has various responsibilities to the student club/organization, the most important of which is to help his/her club/organization to achieve their objectives.

Advisors play a critical role in the guidance and fulfillment of student club/organization goals and are an integral part of campus life. Students benefit most from having advisors who are committed, active, and involved with the organization and its activities. There are a number of general duties and specific functions that both BRCC and the SPAR Office require faculty/staff advisors to perform.

Club/organization advisors must complete a Club Advisors' Application in order to serve as an advisor; this application can be found on the SGA webpage. Advisors must also attend mandatory meetings at

the beginning of the fall and spring semesters; any advisor who is unable to attend should contact SPAR and make an appointment to meet with the SGA Coordinator prior to initiating any club/organization activities.

Advisors should be aware of the following guidelines for them and their club/organizations:

1. Advisors must be familiar with the BRCC Student Code of Conduct.
2. The primary advisor for each club/organization must maintain an accurate roster of the club/organization members, a copy of its constitution and bylaws, and the names and contact information of any other club advisors and members.
3. A Student Activity Request Form must be filled out for each activity sponsored by a club/organization. At least one advisor's signature is required on each form.
4. Every activity sponsored by a club/organization must be submitted to the SGA Coordinator for approval at least three weeks prior to the event.
5. Every approved activity must have at least one advisor present for the duration of the event. There are no exceptions to this rule.
6. Advisors are responsible for ensuring that regular meetings of the club/organization and its executive committee are held.
7. Any money collected by a student club/organization must be deposited into a registered campus account by the advisor in the name of the club/organization at the Bursar's Office within one week of its collection.

### ***Scheduling Activities and Meetings***

Student activities require prior approval from SPAR. Whenever any campus room or facility is used for club/organization activities, the sponsoring club/organization is responsible for initiating the request by first contacting the SGA Coordinator. The sponsoring club/organization is also responsible for incurring any cost related to their sponsored event such as security, special lighting, catering, etc.

To schedule an activity/meeting:

1. The club/organization must complete a Student Activity Request Form. The form must be signed by the organization's president/designee and advisor, and submitted to the SGA Coordinator at least three weeks prior to the proposed activity.
2. The Assistant Director of SPAR must approve the use of space for the event, and sign the request form prior to the event at least three weeks in advance.
3. The club/organization advisors must meet with the SGA Coordinator to discuss alternative locations for events not held in Bienvenue Room 152 prior to the event at least three weeks in advance.
4. Club/organization advisors are responsible for following through to ensure all approval processes are completed.

### ***Regulations for Campus Postings***

SPAR approves all club/organization postings on campus. Publicity materials for BRCC club/organization activities should be submitted for posting *after* submitting a Student Activity Request Form. Additional club/organization information can be placed in *BRCC Today*, the College's student newspaper, upon receiving approval. All non-BRCC postings must be approved by the SPAR Office. Unauthorized postings or postings for unapproved activities will be removed. Contact SPAR for additional details.

### ***Current Club/Organization Listing***

BRCC offers a wide range of student clubs and organizations, with connections to a variety of subject matters and interests. For an up-to-date listing of available clubs and organizations, students are encouraged to visit BRCC's website and click on Student Life under the Current Students tab, or stop by the SPAR Office.

### **Student Publications**

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Student publications showcase student writing/artistic talents, and allow students to exhibit those talents while providing them with experience in the skills necessary to produce a publication.

#### ***BRCC Today***

*BRCC Today* is the official campus newspaper created, written, and edited by a staff composed entirely of BRCC students. It informs, educates, and entertains the college community, providing it with an objective and timely-reported publication in an open forum free of administrative censorship. The student staff learns to work in a newsroom environment by writing, editing, contributing photographs, and using desktop publishing to produce printed copy. Student staff members are also responsible for advertising sales and publication distribution, and follow accepted journalistic standards including local, state, and federal laws that govern free expression. Students interested in serving on the *BRCC Today* staff should contact the Editor-in-Chief at [brccctoday@gmail.com](mailto:brccctoday@gmail.com) or stop the Office of Student Programs and Resources.

#### ***Freedom of the Press Statement***

Officially recognized BRCC student publications are free from censorship, and student editors are permitted to develop editorial policies and determine the coverage and content of the publications. On campus, students are afforded freedom of the press and speech, as guaranteed in the *First Amendment to the Constitution of the United States*. These rights will not be impinged upon by the college or any of its agencies, faculty, staff, or administrators.

Student journalists can report on and editorialize about controversial issues that might affect the college, community, nation, and the world. Also, under the "fair comment" rule, a student is free to express an opinion on any matter of public interest, including criticism of college policy and the performance of its faculty, staff, and administrators, as long as that criticism is not libelous. However, when reporting, the BRCC student press is expected to practice responsible journalism. Student journalists should never use obscene material, write libelous articles, or incorporate material that intentionally interferes with or disrupts the educational process. Although BRCC does not review student-written materials prior to printing, student editors should be reminded that they are legally liable for publishing and distributing materials which might include damaging information.

#### ***Definitions of Unprotected Speech***

The following material has been deemed to be unprotected speech through various laws, court rulings, and legal judgments; their use by BRCC students is strictly prohibited.

- **Obscene material** - sexually explicit material that offensively describes/depicts lewd images of the genitals and/or promotes a prurient interest in sex; or similarly offensive, indecent material lacking any serious literary, artistic, political, or scientific value.

- **Libelous statements** - false statements, willfully or negligently published, that can injure an individual's or business' reputation in the community. Typically, it must be proven that a statement is libelous and was published without forethought or with malice; that there was a reckless disregard for truth, and the editor purposefully did not check the accuracy of the statement prior to printing/distributing it.
- **Disruptive material** - Publications are disruptive if the context of the message is inflammatory and causes interference with the educational process. Examples include material inciting student rioting, unlawful seizures of property, or destruction of property; substantial student participation in a college boycott, sit-in, or walkout; or other types of civil disobedience. However, college officials are obligated to protect those who support unpopular views. Materials containing racial, religious, or ethnic slurs, although distasteful, are not considered disruptive. Similarly, material that merely stimulates heated discussions or debate is not considered disruptive and is allowed.

## **Bienvenue Student Center**

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The Bienvenue Student Center allows for various types of entertainment, refreshments, dining facilities, and offices that provide student services. In addition, it houses the BRCC Bookstore, BRCC's Student Government Association, and student club offices. A multipurpose room is available upon request and is maintained through SPAR.

## ***Athletics***

The mission of the Athletic Department is to assist the student athlete in achieving a total educational experience while competing at the intercollegiate level. Such competition parallels institutional goals with a structured sporting environment that enhances each athlete's personal growth and development. BRCC competes under the guideline of the National Junior College Athletic Association (NJCAA) in Region 23. The College's athletic department participates in the following sports: baseball, women's softball, men's basketball and women's basketball.

The goals of the Athletic Department are:

- To ensure that each student athlete receives the best educational opportunity.
- To provide an athletic environment that enhances physical, mental, psychological, and social growth and development by encouraging student athletes to practice and compete to their full potential, with proper regard given to sportsmanship and fair play.
- To maintain the highest standards for the health and safety of every student athlete in practice and games.
- To stress the importance of citizenship and community activity.
- To afford opportunities for participation to a wide segment of the college population with the goal of meeting gender equity guidelines.
- To follow the rules and regulations of the NJCAA pertaining to recruitment, admission, financial aid, and the continuing eligibility of the student athlete.
- To abide by the policies and regulations of BRCC and the Board of Supervisors of the Louisiana Community and Technical College System.

The Athletic Department strives to provide services which will meet the needs of the College, the student athlete, and the community. The Athletic Office hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. each day the College is open. For additional information, contact the Athletic Department, located in the Bonne Santé Wellness Center, by calling (225) 216-8166, or visit BRCC's website.

### **Intramurals**

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Participation in intramural athletic activities is an important component of a well-rounded college experience. BRCC's Athletic Department provides opportunities for all students, faculty, and staff to participate in recreational sports. A wide range of intramural activities is available, including (but not limited to) football, basketball, volleyball, ping-pong, dodge-ball, and kickball. For additional information on intramural sports, contact the Athletic Department at (225) 216-8166.

## ***Student and Campus Policies***

### **Non-Discrimination Policy**

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BRCC supports the *Civil Rights Act of 1964*; Executive Order #11246, Title IX of the *Educational Amendments of 1972*; Section 504 of the *Rehabilitation Act of 1973*; and the *Americans with Disabilities Act*. No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity of the College on the basis of age, race, religion, color, sex, national origin, or disability. Any student who has a grievance related to discrimination may contact the Dean of Students or may reach out directly to the Title IX Coordinator, Director of Human Resources, Ms. Terri Ricks, who can be reached at [rickst@mybrcc.edu](mailto:rickst@mybrcc.edu) or (225) 216-8268.

### **Student Code of Conduct and Disciplinary Policy**

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BRCC is a community of individuals engaged in the task of learning and the advancement of knowledge. Acceptance of admission to the College carries with it an obligation to the welfare of the community. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law.

All individuals and/or groups of the College community are expected to speak and act with scrupulous respect for the human dignity of others, both within the classroom and outside it, as well as at social and recreation activities.

BRCC will not tolerate any form of harassment, intimidation or bullying, including, but not limited to sexual, racial, religious, age, or other forms of discrimination. Nor will it tolerate acts of hazing against individuals or groups solely because they express different points of view. The College encourages the free exchange of ideas and opinions, but insists that the free expression of views must be made with respect for human dignity and freedom of others.

By accepting admission to BRCC, a student accepts the responsibility to conform to all regulations that the College has established. Any student who fails to meet this responsibility shall be subject to disciplinary sanction, including, but not limited to, the imposition of reasonable fines, warning, probation, suspension, or expulsion.

The Office of Student Affairs makes reasonable efforts to make student regulations available, however, students are responsible for becoming familiar with such regulations and are held accountable for misconduct, even in the absence of their awareness or familiarity with those regulations.

### ***Expectations of Students***

Students are expected to:

1. Be accountable for information contained in the College course catalog, Student Judicial Affairs Code of Conduct, and any other published regulations relating to student responsibilities.
2. Be respectful of the rights of others.
3. Comply with the verbal and written directions of college officials.
4. Respect and comply with all the laws and rights of good citizenship.



5. Respect the freedom to teach and the freedom to learn.
6. In science and technical labs, student dress is required to meet all safety codes/standards.
7. Personal telephone and mail service are not available to students. Students should never use the college address as a home or mailing address.
8. Students who have an emergency that involves critical illness or the death of a family member should call the BRCC main phone line, (225) 216-8000. The Office of Public Safety should be contacted for on-campus emergencies by dialing (225) 216-8888 (6-8888 from a campus line). Students can also use the red emergency phones located in strategic areas around campus.
9. Food, drinks, and children are not allowed in the academic class rooms. Students, faculty, and staff may bring food/beverages into the lobbies, halls, and designated areas in each building.
10. Assistance animals are allowed in the academic class room with prior approval.
11. All electronic devices should be turned off and placed under the desk, along with any books before and during classes.

### ***Student Rights***

BRCC students have the following rights:

1. The right to be heard in matters that affect their rights and responsibilities.
2. The right to expect a quality education.
3. The right to develop their potential to the best of their ability.
4. The right to examine and discuss issues of importance, legally support popular/unpopular causes in an orderly manner, and recommend improvements in policies, regulations, and procedures affecting the welfare of students. It is critical that students understand they do *not* have the right to disrupt college operations or interfere with the rights of others. Students are encouraged to exercise this right through the use of appropriate channels provided by the SGA and campus officials. To obtain a permit for holding a peaceful demonstration, a student (or group of students) must first complete a *Student Activity Request Form* and submit it to SPAR at least 72 hours prior to the event. The location must be approved by the Vice Chancellor for Student Affairs or the Dean of Students.
5. The right to a fair hearing and appeal when disciplinary action is applied to them as an individual or a member of a group.
6. The right to “freedom of the press” in student publications and communications. Individual students and student clubs/organizations have the right to publish, distribute, and broadcast items to the college community, provided that the materials are identified with the name of the student and/or club or organization. All publications/broadcasts should adhere to the canons of responsible journalism, including avoidance of defamation, indecency/obscenity, undocumented allegations, plagiarism, and harassment. All publications must be approved by the SPAR office prior to distribution.
7. The right to form and participate in student clubs/organizations that provide educational and social enrichment. Student clubs/organizations duly registered with SPAR are allowed to meet in rooms and spaces located on the BRCC campus, provided that reservations are made prior to each meeting and the meeting proceeds in accordance with established rules and regulations. Students, clubs/organizations, or student groups may not make room/space reservations at BRCC in their names for use by outside groups/organizations.
8. Student clubs/organizations registered with SPAR have the right to invite a speaker to their meeting at the College. If there is clear evidence that the event could disrupt the orderly

operation of the College, the Vice Chancellor for Student Affairs has the right to can cancel a speaker's invitation. The sponsoring organization will be notified of any such cancellation at the earliest possible time.

9. The right to confidentiality with regard to their student academic records, as subject to existing law. Official records kept at BRCC do not indicate political affiliations, activities, or beliefs and are not available to unauthorized persons within or outside the institution without the express written, legal consent of the student involved.
10. The right to due process when accused of any violation(s) of the regulations of the BRCC Student Code of Conduct. Due process is based on Student Life Policies and administrative procedures. For violations resulting in suspension/expulsion, students have the right to:
  - a) a notice, in writing, of any charges.
  - b) admit to the alleged violation, waive an appeal, and accept the College's action(s).
  - c) admit to the alleged violation and request an appeal.
  - d) deny that the alleged violation occurred and request an appeal.
  - e) a fair hearing before an impartial committee.
  - f) appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of guilt.
  - g) select an advisor who will attend the appeal along with the student.
  - h) call witnesses and present evidence.
  - i) receive a list of witnesses who are to testify against the accused student.
  - j) confront and cross-examine witnesses and/or accusers.
  - k) request a copy of any records or tape recordings used during the course of an appeal if the offense involves possible suspension/expulsion.
  - l) appeal to the Vice Chancellor for Enrollment Student Affairs; and if no resolution occurs, directly to the Chancellor of the College.

### ***Prohibited Conduct***

It is the basic and fundamental responsibility of the College to maintain order using defined policies and procedures. The filing of a BRCC Application for Admission is regarded as an applicant's intention to abide by the standards and regulations set forth by BRCC. A student forfeits the right to remain enrolled if he/she fails to abide by these rules.

The activities listed below are some examples of behavior that is unacceptable and not in keeping with the educational aims, mission, and philosophy of BRCC; thus, such behavior will subject a student to disciplinary action. *This list is not meant to be comprehensive*: additional rules or regulations can be enacted during the year as set forth by the established procedures of the college.

### **Prohibited Behaviors**

1. Plagiarism, cheating, academic dishonesty, or other forms of dishonesty in the College-related affairs.
2. Forgery, alteration, destruction, or misuse of College documents, forms, records, or other College property.
3. Firearms, explosives, fireworks, or weapons of any kind are strictly prohibited on or near the college campus or at college-sponsored events.
4. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs, as well as being under the influence of narcotics or drugs (except as required for verifiable medical reasons permitted by law and use poses no

danger to the college community) while on College property or near campus or at College-sponsored, approved, or supervised activities.

5. Any form of verbal or physical abuse of any member or visitor of the College community, or conduct which threatens or endangers the health or safety of any such person.
6. Disorderly, lewd, indecent, or obscene conduct, expressions, or acts which interfere with or adversely affect the normal functioning of the College, or which injures or endangers the welfare of any member of the College community or visitor on College-owned/controlled property or at College-approved/supervised functions.
7. Any extreme, unusual, distracting, or disturbing appearance which disrupts the learning environment.
8. Unauthorized possession or use of keys to College facilities, including buildings, offices, desks, files, or equipment.
9. Violation of properly constituted rules and regulations governing the use of motor vehicles on College owned or controlled property, including theft, sale, possession, and/or display of a lost, stolen or unauthorized parking decal.
10. Behavior that constitutes vandalism, misuse, or destruction to property that the College owns, controls, or uses.
11. Theft of services/property from the College, a member of the College community, or of a campus visitor, to include the possession, sale, or attempted sales of said services/property.
12. Assembling on campus for the purpose of rioting or instigating disorderly, disruptive conduct that interferes with the educational processes of the college (BRCC recognizes the right to peacefully assemble).
13. Gambling while on campus.
14. Failure to respond to a request to report to a College administrative office or to comply with directions of College officials acting in the performance of their duties.
15. Violation of College policies and regulations as stipulated in this and other official College publications, or as promulgated and announced by authorized personnel.
16. Unauthorized entry into or damage to any college facility.
17. Unauthorized use of computer account(s), computer data files and/or computer facilities.
18. Submitting false, forged, or fraudulent documents, forms, reports, transcripts, records, certificates, tests, identification, legal, and/or written statements; making false statements to a College official; and/or misrepresenting eligibility, qualification, status, achievement, and/or standing to or within the College.
19. Falsification, alteration, fabrication, or misuse of College forms, documents, records, identification cards, or documents that are submitted to the College for official/unofficial purposes.
20. Clubs/organizations that are not properly registered with SPAR are prohibited from meeting or conducting business anywhere on campus.
21. Distribution of unauthorized literature, handbills, posters, or other printed matter. Publications that do not bear the name of the originator or do not adhere to BRCC publication standards cannot be distributed on the BRCC campus. Prior approval must be granted from the SPAR office for any material distributed.
22. Defrauding, deceiving, coercing, or misleading an instructor into assigning other than an honest grade.
23. Participation in hazing, bullying, acts which are degrading or injurious, or acts in which another is held against his or her will. **Hazing** refers to an act that endangers the mental or physical health or safety of a student, or acts to be considered as any abusive rights for the purpose of initiation, admission into, affiliation with, or as a condition of membership in a

group/organization. **Bullying** is defined as the use of force or coercion to abuse or intimidate others.

24. The unauthorized use of College property/services.
25. Obstruction, disruption, or unauthorized interruption of teaching, research, administration, disciplinary procedures, or other College activities (including its public service function) or of other authorized activities on College premises.
26. The viewing or public display of pornography on College property; at College-sponsored, approved, or supervised activities; or while using BRCC equipment off-campus.
27. **Sexual harassment**, defined as unwelcomed sexual encouragement, requests for sexual favors, and/or other verbal/physical conduct of sexual temperament when
  - a. submission to such conduct is made, whether explicitly or implicitly, a term or condition of employment or academic evaluation;
  - b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic evaluations affecting an individual; and/or
  - c. such conduct has the purpose or effect of substantially interfering with one's work or academic performance, or of creating an intimidating, hostile, or offensive working/learning environment.
28. **Stalking**, which is defined as repeatedly contacting another person without a legitimate purpose when
  - a. the contacting person knows or should know that the contact is unwanted by the other person.
  - b. it is reasonable for the other person in that situation to have been alarmed or coerced by the contact. (As used in this subsection, "contacting" includes, but is not limited to, coming into the visual or physical presence of the other person, following another person, and sending written communication of any form to the other person, either by themselves or through a third party.)
29. Any verbal or physical conduct by an individual based on another individual's age, ability, national origin, race, marital status, religion, sex, or sexual orientation that interferes with or prevents the person from conducting his or her customary or usual affairs, puts the person in reasonable fear of his or her safety, or causes the person to suffer actual physical injury.
30. Conduct less than a physical attack or interference with a person, such as hazing or threatening action, which is intended to subject another person to offensive physical contact, physical injury, or property damage, such as making threatening phone calls, sending or posting (electronically or otherwise) threatening letters, or the vandalism or misappropriation of a person's property.
31. Tampering with the election of any student organization or group.
32. Sexual assault, which includes, but is not limited to:
  - a. Rape
  - b. Sexual misconduct
  - c. Unwanted sexual contact of any kind or threat of such contact. Sexual contact shall be considered **unwelcomed** or without consent if no clear consent is freely given; if such contact is inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or otherwise lacks the physical or mental capacity to consent. If sexual contact is inflicted on someone who is intoxicated or impaired in the exercise of their judgment by alcohol or drugs, it will be considered without consent.
33. The use of tobacco products is prohibited on any property leased or controlled by BRCC (Facilities Policy 9.1011, Tobacco (Smoke) Free Campus). The Louisiana Community and Technical College (LCTCS) Board of Supervisors, in response to Act 211 (an update to the Louisiana SmokeFree Air Act of 2007) signed into Louisiana law on June 10, 2013, created the

Smoke-Free Environment Policy (Policy #6.024), which required all LCTCS campuses to adopt smoke-free campus policies. The BRCC policy is available on the College's website (under About BRCC, Policies, Facilities).

34. **Public indecency**, defined as exposing one's genitals while in a public place or a place visible from a public place on College-owned or College-controlled property.
35. Violation, or alleged violation, of any federal or state law, city or local ordinance, or College security when such violation interferes with or is detrimental to the mission of the College, or interferes with other students' legitimate educational activities and interests.
36. Conviction of a felony or misdemeanor under circumstances where it is reasonable to conclude that the presence of the person at the College would constitute a danger to health, personal safety, or property; or where the offense occurred on College-owned or College-controlled property or at College-sponsored or College-supervised activities.
37. Abuse of the College judicial program as outlined in this code including, but not limited to:
  - a. Falsification, distortion, or misrepresentation of information before any judicial body.
  - b. Knowingly initiating any judicial proceedings without cause.
  - c. Attempting to discourage an individual's participation in, or use of, any judicial system.
  - d. Influencing or attempting to influence another person to commit an abuse of any judicial system.
  - e. Failure to comply with the sanctions imposed under the Student code of conduct.
38. Hate crimes.
39. Any unlawful distribution of copyrighted material, including peer-to-peer file sharing.

### ***Rules of Conduct Involving College Information Technology (IT) Systems (Computers, Networks, and Telephones)***

A student shall not:

1. Circumvent any College IT system security feature including hacking, probing, or attempting to break into other users' accounts.
2. In connection with a College IT system, obtain or use another person's account name, username or password unless specifically authorized to do so by a College administrator.
3. In connection with a College IT system, create, use or transmit a computer virus, worm, spyware or other type of malicious software.
4. In connection with a College IT system, allow another person to use one's account name, username or password unless specifically authorized to do so by a College administrator.
5. Alter, disrupt, or reconfigure any College IT system unless specifically authorized to do so by a College administrator. This prohibition includes (a) the unauthorized introduction of any new hardware, software, network device or telephone on a College IT system; (b) the unauthorized removal or reconfiguration of any College hardware, software, network device, or telephone from a College IT system; and (c) the unauthorized running of an IT server, whether virtual or physical, on any College IT system network.
6. Use a College IT system to access, view, download, create, store, send, or forward sexually inappropriate materials.
7. In connection with a College IT system, forge email or other electronic information or engage in any other conduct that is inappropriate or degrades the accuracy of student or other College data.
8. Engage in unauthorized access of any College IT system, any student data, or any other College data.

9. Access, view, download, create, store, send, or forward spam, pranks, pornographic or obscene images or words, or harassing, vulgar, threatening, solicitations, or intimidating messages on a College IT system.
10. Illegally download copyrighted material or violate any software license agreement or intellectual property rights in any College-related context.

### ***Group Regulations of Conduct***

In addition to the requirement that each student member abide by the *Student Regulations of Conduct*, student clubs, groups, and organization are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the College. Such responsibilities include:

1. Compliance with campus regulations.
2. Taking reasonable steps, as a group, to prevent violations of law or campus regulations by its members.
3. A willingness to individually address those members of the group whose behavior reflects unfavorably upon the group or upon the College.

Failure to accept the responsibilities of group membership may subject the organization to temporary or permanent withdrawal of College recognition and/or support, social probation, denial of use of College facilities, or other appropriate action.

The Dean of Students has the responsibility of initiating and expediting disciplinary action in group offense cases. In order to ensure the safety of persons and property and to prevent any disruption of the educational and service functions of the campus, all assemblies, demonstrations, marches, rallies, or other events on the campus must be registered with and approved by the Dean of Students.

Sponsoring groups or organizations and their officers/moderator(s) will be responsible for the conduct of such events, including arrangements for adequate safeguards. In the case of individual students not acting in the name of an organization, the student(s) registering and/or organizing the event will be held primarily responsible for the activities of the event and for the behavior of participants. Additionally, individual students will bear responsibility for their own behavior.

### ***Additional Rules of Conduct***

1. In certain technical labs, student dress is required to meet all safety codes/ standards.
2. Telephone and mail service are not available to students. Students should never use the college address as a home or mailing address.
3. Students who have an emergency that involves critical illness or the death of a family member should call the BRCC main phone line, (225) 216-8000. The Office of Public Safety should be contacted for on-campus emergencies by dialing (225) 216-8888 (6-8888 from a campus line). Students can also use the red emergency phones located in strategic areas around campus.
4. Food, drinks, and children are not allowed in the academic class rooms, science labs, or technical labs. Students, faculty, and staff may bring food/beverages into the lobbies, halls, and designated areas in each building.
5. All electronic devices should be turned off and placed under the desk, along with any books before and during classes.

### ***Off Campus Behavior***

The College reserves the right to take disciplinary action against a student for off-campus conduct when such conduct adversely affects the College Community, poses a threat of harm to the College Community; interferes with the College's pursuit of its objectives and mission, and/or if a student is charged with a violation of state or federal law. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

### ***Judicial Proceedings***

BRCC's Judicial System governs the College community by regulating student behavior and enforcing the Student Code of Conduct in a manner consistent with the Mission of the College and with the principles of due process of law applicable to colleges and universities.

The Office of Student Affairs has administrative responsibility for the Judicial System on campus. The system consists of a Disciplinary Committee and an Appeals Board. The Appeals Board hears appeals from the College Disciplinary Committee.

Students accused of violating the Student Code of Conduct are guaranteed due process through a prescribed set of administrative procedures. Violations of the code are adjudicated in an informal appeal, or an appeal hearing conducted by an academic dean or the Dean of Students.

An informal hearing is a meeting between the accuser, the accused, and the academic dean or the Dean of Students, who conducts a hearing whenever the involved parties voluntarily agree to attempt resolution of a complaint. The hearing may result in the accused student receiving sanctions or disciplinary action. If a resolution is not agreed upon, the case is referred to the Vice Chancellor for Student Affairs, who makes a final determination.

### **The Disciplinary Committee and Administrative Hearings**

Every student accused of violating the Standards of Conduct has the right to a hearing before the Disciplinary Committee. In reviewing student grievances relating to academic matters and all other issues, the Dean of Students will first attempt to resolve disputes through a process of conciliation of parties involved rather than through a process of assertion of legal rights. However, if the grievance cannot be solved through conciliation, the Disciplinary Committee will be called to hear conduct proceeding on hearing the case.

The Disciplinary Committee consists of two professional staff members, one faculty member, and one student. One of the professional staff member acts as chair of the committee. All proceedings are tape recorded, except for executive sessions. Once the committee reaches a decision, it is forwarded to the Dean of Students with a recommendation for sanctions.

Whenever the Disciplinary Committee cannot be convened (*e.g.*, during vacation periods, in emergency situations which may arise during the school year, or whenever a student's behavior or activity endangers the safety of the College community or others), the Dean of Students may choose to hear a disciplinary problem in an **administrative hearing**. The administrative hearing will usually consist of the Dean of Students, the student (who may be accompanied by an on campus adviser), and may include the person bringing the charge(s), and Chairperson/Dean of the Academic Department.

A student charged with a violation of the Standards of Behavior may waive his or her right to a hearing before the Disciplinary Committee and request an administrative hearing before the Dean of Students. In this circumstance, administrative hearings are only conducted when the following conditions are met:

- The Dean of Students agrees to hear the case.
- The student, the person bringing the charge(s), and the Chair/Dean of the department agree to adhere to whatever sanction may be imposed.

When administrative hearings are called, the Dean of Students shall meet with the person bringing the charges and the student defendant, separately and/or jointly, to discuss the charges/allegations and receive evidence to be considered in the hearing. After the meeting with the parties involved and reviewing the evidence, the Dean of Students will decide that the charges are either invalid or valid. If the charges are valid, the Dean of Students may impose appropriate disciplinary sanctions.

Any decision reached as a result of an administrative hearing can be appealed to the Disciplinary Committee. However, sanctions against the student will remain intact until an appeal is requested, heard, and settled.

Prior to, during, and following any hearing committee or administrative hearing, all communications and evidence is kept strictly confidential by all parties involved.

### **Judicial Procedures**

Violations may be reported to the Dean of Students by faculty and students for consideration and referral of such matters to appropriate disciplinary channels. The College distinguishes its responsibility for student conduct which is in violation of law as cases of separate jurisdiction. However, when a student or a group of students stands in violation of law, they may also be subject to College disciplinary action.

The Dean of Students shall ensure that the best interests of the alleged offender are secured by making use of appropriate counseling, professional services, and administrative offices. In those cases of student conduct involving psychological or mental disturbance or other unusual circumstances, the Dean of Students may take other actions before holding judicial proceedings. If initial information indicates that an offense has occurred, the following procedures shall be initiated:

1. The Dean of Students will conduct an investigation of the alleged offense and ascertain all pertinent facts. In the course of the investigation, the student will be advised of the investigation's purpose and invited to assist in its resolution. The student will be afforded an opportunity to state his or her case informally, or present information in support of his or her position, including any mitigating circumstances.
2. If it is determined that original jurisdiction should rest with other administrative units, the case may then be referred directly for investigation.
3. If it is determined that disciplinary action should be taken, the student shall be advised in writing of the charges against him or her and afforded an opportunity to offer information that might be relevant to the necessity and extent of disciplinary action.

### **Procedural Due Process Principles**

In exercising its disciplinary power, BRCC is committed to the principle of procedural due process. Procedural due process requires that a disciplinary procedure be established for determining the guilt or



innocence of all students charged with specific conduct violations and that the procedure meet the test of fairness and reasonableness.

In all disciplinary matters referred to the Disciplinary Committee, the accused shall have the following rights:

- To be given notice in writing of the specific charge or charge(s).
- To be allowed adequate time in which to prepare a defense against such charge(s). This is normally interpreted to be at least 72 hours from the time of notification of the charge(s). Circumstances can justify a shorter period.
- To have the charge(s) considered by the Disciplinary Committee or the student may waive this right and instead accept the judgment of the Dean of Students.
- To be given information on the nature of the evidence on which the charge(s) is based. If written or video documents are to be introduced as evidence, the student has the right to receive copies of the documents at least 72 hours before the hearing. The student is also entitled to receive a list of all the witnesses who will testify against him or her. If, however, the student wishes to cross-examine any College witnesses, he or she must submit a written request containing the names of the witnesses to the Dean of Students.
- To have a separate hearing before the Disciplinary Committee, when two or more students are charged with the same circumstances. In such circumstances, one or more of the students may make written request for a separate hearing. The decision on a separate hearing will be made by the committee chair based on the merits of each situation. Thus, the written request should show why a separate hearing will help ensure a fair and reasonable due process hearing.
- To be presumed innocent until proven guilty, and to have the Disciplinary Committee decide guilt solely on the basis of clear and convincing evidence presented during the hearing, with the College (or other accuser, if applicable) bearing the burden of proof.
- To retain all rights as a College student while the charges are being considered and, if found guilty, until all rights of appeal have been exhausted as established in this code.
- To request assistance from the Dean of Students in bringing a student or College employee before the Disciplinary Committee to serve as witnesses on his or her behalf. The student will be actively encouraged to bring witnesses to appear; however, it should be understood that the College officials do not have subpoena power.
- To give written authorization to the Dean of Students to release information relating to the charge to the person(s) chosen by the student to serve as an adviser. Such information is to be used only in assisting the student in preparing a defense.
- To appeal the decisions/recommendations of the Disciplinary Committee or administrative officer who hears the case.

During a hearing, the accused student shall have the following rights:

- To appear, alone or with a person of the student's choice to advise and assist the student during the hearing. Acceptable persons chosen to advise or assist the student include a friend or an instructor. The chair of the Disciplinary Committee will recognize the person chosen to advise or assist the student as an adviser but will not permit the adviser to participate as an agent of the student. The student may request additional advisers by writing to the chair of the Disciplinary Committee through the Dean of Students. The request should include an outline of the reasons additional advisers are needed. Such requests should reach the committee chair at least 48 hours prior to the hearing. A prompt decision shall be made on all such requests.

- To request, with just cause, that a member to the Disciplinary Committee be excluded from the panel. Such a request must be made immediately after the introduction of the committee members and should take the form of a request to the chair. The chair will excuse the member of the Committee while the student presents reason justifying the request.
- To present evidence in his or her defense.
- To refuse to testify or answer questions if the testimony or answer would tend to establish that the student committed a violation of the Standards of Behavior or a violation of state or federal law.
- To confront the individual(s) bringing the charge(s), with the opportunity to conduct reasonable cross-examination of said individual(s).
- To have the opportunity to conduct a reasonable cross-examination of witnesses who appear at the hearing and give testimony against the student. Depositions, statements, previously submitted memoranda, letters, and any other written materials may be introduced by the accused at a hearing even though the writer is not present. The committee members may attach whatever significance to these written documents they deem appropriate.
- To have evidence of prior Standards of Behavior violations and/or convictions excluded during the hearing. If a student is found guilty, however, such evidence shall be admitted when the Disciplinary Committee deliberates the imposition of sanctions.

A student who is found guilty shall have the following rights:

- To have sanctions imposed that is commensurate with the violation charge.
- To retain all rights as a College student until appeal procedures, as established in the Student Code of Conduct, have been exhausted.
- To have a summary of the hearing decision as prepared for the Dean of Students, and any recorded copy of the hearing (with the exception of executive sessions to deliberate procedural matters of the student's innocence or guilt and the sanctions to be imposed). The hearing decision summary and any related documentation will be provided free of cost to the student; copies of any recordings of the hearing will be provided at the student's expense.

### **Appeal Procedures for Administrative Sanctions**

When sanctions or other administrative actions are instituted, the student shall be informed in writing. The student shall be notified in writing of the fault or grievance for which he or she is subject to judicial processes and informed of the right to have the allegations and imposed sanctions/actions come before the Disciplinary Committee. Such notice shall be given in ample time to prepare a defense.

The student has five calendar days from notification to request a hearing. Such a hearing must commence no less than 10 calendar days from the date of request.

The Disciplinary Committee may:

- Affirm the action.
- Reduce or modify the action.
- Dismiss the charges if determination is made that action was taken on grounds not supported by substantial evidence.
- Return case to its original/previous jurisdiction for further consideration.

One is assumed innocent until proven guilty. The burden of proof must rest upon member of the academic community bringing the charge. Sufficient evidence must be presented to sustain the burden

of proof so that a reasonable mind might draw an adequate conclusion. Any decision must be based solely on the evidence introduced during the proceedings.

The principals in a hearing must be present and may be represented by advisor(s) of their choice. One who is found culpable of the allegations, either through his or her own admission or by a decision of the Disciplinary Committee, has the right to establish mitigating circumstances through his or her testimony or that of a competent witness.

In the absence of a transcript, there should be a tape recording of the hearing. The record is to be preserved by the Dean of Students until final disposition of the case. In the interests of confidentiality, all administrative or appellate hearings are closed to the general public.

The Disciplinary Committee shall establish its own internal operating procedures consistent with due process. The appellate decision of the Disciplinary Committee shall be final. The student may, however, appeal the decision of the Disciplinary Committee to the Chancellor within five calendar days of notification of Disciplinary Committee action when there is:

- A question concerning procedural due process, and/or
- A desire on the part of the student to introduce new information.

After the review, the student will be informed of the final decision no later than ten (10) school days after the decision. The grievant shall have ten (10) days after receipt of the written disposition from the Chancellor to appeal the disposition to the Louisiana Community and Technical College System (LTCTS) Board of Supervisors through the Chancellor via certified mail.

If a student chooses to appeal to the LTCTS Board, the appeal must be within 10 calendar days of the institution's decision. The system staff shall then review the due-process proceedings followed by the institution's and submit recommendations to the LCTCS Board.

### **Substantive Due Process Principles**

The College, in exercising its disciplinary power, is committed to the principle of substantive due process protection for its students. Substantive due process requires that all College regulations, rules and policies governing student conduct and discipline must be set forth in properly promulgated documents. Substantive due process also requires that regulations affecting the conduct of students and sanctions for misconduct by students shall be based on the general principle of equal treatment, including like sanctions for like violations, without regard to sex, race, color, religion, age, national origin, handicap, marital status or veteran status.

The Student Code of Conduct is the basic policy statements of the College governing student conduct and student discipline. Operating units of the College, *e.g.*, academic divisions, academic departments, and library may also establish and promulgate behavioral standards for students as long as they are not inconsistent with the provisions of the Code. Under circumstances in which there is an allegation of misconduct which is a violation of conduct standards of operating units and also a violation of the Student Code of Conduct, the determination of innocence or guilt must be made using the process established by the Student Code of Conduct. A determination of guilt on the basis of the Code does not preclude the application of sanctions under departmental regulations. Under no circumstances, however, may departmental sanctions be imposed in lieu of sanctions applied in proceedings under the Code.

Consistent with the principle of substantive due process, no College disciplinary sanction shall be imposed upon a student except in accordance with the provisions of these standards. A student accused of violating a College regulation, including regulations of operating departments, shall always have the right to require that the accusation be considered in accordance with the provisions of these standards and that any sanction imposed is consistent with the provisions of these standards. This does not mean that a student may voluntarily accept departmental discipline.

Students who have reason to believe that they are being unjustly accused and/or disciplined, or threatened with discipline, by a College employee without the full protection offered by the Student Code of Conduct should immediately seek advice and counsel on their rights under the standards published in the College Catalog.

### **Role of the Dean of Students**

In order to maintain an academic community where the rights of all are assured, it is necessary that violations and grievances be cleared up or resolved on the level at which they occur.

The functions of the Dean of Students in cases involving violations and grievances are:

- To counsel all parties involved in the grievance encounter.
- To serve as an arbitrator who facilitates hearings of the parties involved, enabling said parties to come to a resolution of the dispute voluntarily.
- To initiate the proper procedures in cases where no agreement is forthcoming in process of arbitration.
- To advise the person in writing of alleged violation or grievance of which he or she is accused and to advise the parties involved of their rights under due process. When necessary, to initiate the procedures in cases of appeal and to serve in a moderating capacity for those proceedings.
- To assist the student in any appropriate way both during and following the investigation and the hearing.
- To assist the student in the preparation of an appeal.
- To assist the student in carrying out the terms of the penalty and in applying for a return to good standing.
- To maintain all records and transcripts of hearings until such time as they are no longer pertinent.

### ***Disciplinary Sanctions and Proceedings***

Disciplinary sanctions are intended as corrective measures for growth and development of the individual involved, as well as a deterrent to future violations of academic or other misconduct. It is the position of the academic community at BRCC that corrective measures can contribute to the educational process by giving students an opportunity to realize and consider the harm certain actions and behaviors may cause to themselves and their community.

Disciplinary sanctions are imposed based on the severity of the offense. Violations of the terms of any sanctions may be subject to more severe disciplinary actions.

- **Admonition:** an oral caution or reprimand to the student offender that he or she has violated College regulations.

- **Formal Warning:** an official written reprimand, warning, or notice to the student indicating that certain behavior is unacceptable, and that improvement is expected or additional disciplinary action (specified or in general) will be taken.
- **Educational Sanctions:** required participation in community/public service, selected educational programs, and/or the completion of a research project. The student is responsible for the payment of any fees related to the extra programs or research project.
- **General Sanctions:** any appropriate action whereby the sanction imposed is related to the offense but does not include probation, suspension, or expulsion. The action may include loss of privileges, inability to participate or hold office in student organizations, loss of scholarship money, or any other sanction that the Dean of Students approves.
- **Probation:** a period of restriction whereby the student remains enrolled in the College, but under the stated conditions as outlined in the notification of probation, for the duration of the period. Disciplinary probation can involve exclusion from privileges and specific/all extracurricular activities.
- **Fine:** a payment as penalty for violating College regulations or standards of academic/student conduct.
- **Restitution:** an order to provide compensation or reimbursement for damage to property, and/or appropriate corrective action for a grievance caused to a member of the academic community.
- **Ejection:** the removal of a student from a particular course or other educational program for the term. A student may also be **barred** from any further participation in certain educational/academic activities. Students who are ejected from a course may either have that course purged from their records or be assigned a grade, as individual circumstances warrant and as approved by the Dean of Students.
- **Forfeiture of Academic Credit:** certain actions of academic or other misconduct may warrant the forfeiture of any academic credit awarded, particularly if the credit was earned in a manner inconsistent with standards of academic integrity. *Forfeiture of Academic Credit due to violations of academic integrity may become part of a student's permanent academic record, as circumstances warrant.*
- **Suspension:** a fixed period of time during which the student is physically separated from the College and must leave campus. Students with disciplinary suspensions cannot return to campus and cannot use College facilities for the duration of the suspension. *Disciplinary suspensions become part of a student's permanent academic and personal records.* All students who have been suspended from the College for disciplinary reasons must be cleared for readmission by the Dean of Students.
- **Expulsion:** termination of student status and permanent dismissal from the college. Students who are expelled from BRCC cannot be readmitted, cannot return to campus, and cannot use College facilities/resources. *Expulsion becomes part of a student's permanent academic and personal records.*

A student (or student club/organization) facing disciplinary action may receive temporary sanctions from the Dean of Students, such as provisional non-disciplinary suspension pending the final disposition of the case, which may be imposed to maintain the orderly operation of the college.

### ***Lines of Authority Regarding Student Conduct***

The authority over student behavior, academic and non-academic, whether involving individuals or groups, rests with the LCTCS Board of Supervisors and is delegated by them to the Chancellor of the College. The Chancellor delegates his or her authority as follows:

For all academic activities, the authority for control rests with the Vice Chancellor of Academic Affairs. The Vice Chancellor of Academic Affairs delegates his or her authority to the appropriate academic Deans, department chairs, and other academic personnel.

In all other areas, the Chancellor of the College delegates authority in matters of conduct to the Vice Chancellor for Student Affairs and to the Dean of Students. The Dean of Students is responsible for formulating appropriate procedures and regulations concerning student conduct and discipline.

A Board of Disciplinary Review receives its authority from the academic community through the Dean of Students. The board is impaneled to review administrative decision and/or sanctions related to discipline, grievance, and/or judicial process. The Disciplinary Board of Review shall be called to hear any appeal and/or sanctions arrived at through proper administrative channels.

All individuals involved with disciplinary matters have a primary responsibility at each level for ensuring that all members of the College community are treated fairly and justly.

### ***Student Grievance Policy***

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A sincere attempt shall be made to resolve any grievance by scheduling a meeting between the grievant and the appropriate College personnel (or student, if applicable) by the Dean of Students or designee. BRCC prohibits discrimination including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation or veteran status. If the grievance involves a student and instructor, an oral discussion shall be arranged between the student and instructor. If this informal procedure offers no solution, then the student shall request and receive an appointment with the appropriate departmental Dean. If the matter is still not resolved, then the student shall request and receive an appointment with the Dean of Students. If the grievance is not resolved at this level, then and only then can formal proceedings be initiated.

#### ***Formal Procedure for Grievances***

All formal procedures shall be initiated in writing and presented to the Dean of Students within five class days following the end of the informal grievance proceeding. Each formal statement must contain the following:

- Student's complete name, address, and BRCC ID#.
- a statement of the facts.
- the specific policy or policies violated or a general statement that is in contention (where applicable).
- the names of all parties to be present as witnesses or representatives of the aggrieved party.

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

All formal grievances will follow the outline for judicial proceedings as identified in the section on Student Code of Conduct.

**Definitions:**

1. "Accused student" means any student accused of violating the Student Code of Conduct.
2. "Administrative Agreement" refers to a mutually agreed upon resolution to a complaint or violation as a result of a meeting.
3. "Bullying" is defined as the use of force or coercion to abuse or intimidate others.
4. "College" means Baton Rouge Community College.
5. "College premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college.
6. "Complaint" is the informal, often unwritten, stage of an allegation of mistreatment.
7. "Complaining Party" means any person who submits a charge which alleges that a student violated the Student Code of Conduct.
8. "Dean of Students" or "Dean" refers to that person identified by the college administration for student services to be responsible for the overall administration of the college student conduct system (which includes the development of policies, procedures, and education and training programs). The Dean of Students may serve as the chief hearing officer.
9. "Designee" refers to the person identified by the Dean of Students to be responsible for the overall administration of student services in their absence.
10. "Expulsion" indicates permanent separation from the college. A student who has been expelled is prohibited from participating in any college activity or program.
11. "Faculty Member" means any person hired by the college to conduct classroom or teaching activity or who is otherwise considered by the college to be a member of the faculty.
12. "Grievance" is a written complaint filed by a student with the Dean of Students specifically alleging an abridgment of his/her rights as a student.
13. "Hazing" refers to an act that endangers the mental or physical health or safety of a student, or acts to be considered as any abusive rights for the purpose of initiation, admission into, affiliation with, or as a condition of membership in a group/organization.
14. "Hearing Officer" means a college staff member who is authorized to determine the appropriate resolution of an alleged violation of the Student Code of Conduct, and/or to impose sanctions or affect other remedies as appropriate.
15. "Judicial Board" refers to members of the college community selected by the Chancellor to conduct hearings when it has been determined by the Dean of Students that a violation of the Student Code of Conduct has occurred. Members of the Judicial Board shall act in a fair and impartial manner.
16. "Member of the College Community" includes any person who is a student, instructor, college staff member; or any other person working for the college either directly or indirectly.
17. "Policy" is defined as the written regulations of the college as found in, but not limited to the Student Code of Conduct.
18. "Stalking" is defined as repeatedly contacting another person without a legitimate purpose when
  - a. the contacting person knows or should know that the contact is unwanted by the other person.

- b. it is reasonable for the other person in that situation to have been alarmed or coerced by the contact. (As used in this subsection, “contacting” includes, but is not limited to, coming into the visual or physical presence of the other person, following another person, and sending written communication of any form to the other person, either by themselves or through a third party.)
19. “Student” means any person admitted, registered, enrolled or attending any college course or college-conducted program.
  20. “Support Person” means any person who accompanies an Accused student, a Complainant, or a victim to a hearing for the purpose of providing support and guidance.
  21. “Suspension” indicates separation from the college for a designated period of time after which the student shall be eligible to apply for readmission to the college.
  22. “Threatening behavior” means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property.

## **BRCC Computer Use Policy**

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Users of BRCC’s Open Computer Labs and the College’s computer system must adhere to state and federal laws which refer to computer fraud, software piracy, etc., and must not:

- Use BRCC Computers for any dishonest or unethical purpose (including violations of academic integrity standards).
- Disrupt/destroy computer facilities or equipment.
- Violate licenses and copyright agreements, BRCC policies, and state/federal laws.
- Visit pornographic sites or display pornographic material.
- Damage/steal College-owned equipment or software.
- Create or display false system messages.
- Purposefully cause system slow-downs or render a system inoperable.
- Gain or attempt to gain access to an account without proper authorization.
- Introduce virus, worms, or other malicious software into any system.

The Computer Systems Protection Act outlaws certain accesses, alterations, damages, or destruction of a computer systems, computer networks, or computer software/data.

BRCC adheres to Educational Communications (EDUCOM) copyright policies. Most software used on BRCC computers is covered by copyright, license, or non-disclosure agreements. For committing the violations listed below, offending students may be assessed civil penalties in addition to being subjected to disciplinary action. These violations include, but are not limited to:

- Making copies of copyrighted/licensed software without first obtaining proper authorization.
- Using software in violation of copyright, license, or non-disclosure agreements.
- Using college computers for unauthorized private or commercial purposes.

### ***On-campus Internet Usage***

It is acceptable to use the Internet for research and educational objectives. Access to the Internet does not provide automatic access to any system connected to the Internet. Unauthorized access will result in termination of Internet Access privileges.





### ***Social Media/Blogging Policy***

Students of BRCC are expected to demonstrate courtesy, civility, and respect when interacting with fellow students and College faculty/staff through online and electronic communication. Students should adhere to the Student Code of Conduct when utilizing social media and online environments such as weblogs (blogs), Facebook, MySpace, Twitter, Second Life, YouTube, or any new/emerging online environments, particularly when accessed or created using a BRCC Email account.

### **Display of Non-College Publications**

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BRCC is a “free marketplace of ideas” that guarantees the display of non-college publications on campus. The following procedure on the display of non-College publications assists BRCC in managing their display and distribution. BRCC does not approve, disapprove, support, or fail to support the content of such publications.

1. An Agreement for Display of Non-college Publications must be completed and filed in the SPAR office. Agreements are renewed annually; however BRCC can cancel an agreement at any time by issuing a two-week notice to the vendor.
2. SPAR assigns display locations, made solely at the discretion of BRCC.
3. Display racks must be provided and used by the vendor to display publications. Each publisher must keep its rack(s) clean and in good order. Only current issues should be displayed. Outdated materials are to be removed and discarded.
4. BRCC display racks are for *BRCC Today*, registration information, college forms, etc. and are not to be used for any other purpose.
5. Publications that are primarily used for advertisement are subject to BRCC’s *Sales and Solicitation* policy. The policy must be followed, or the publication will be classified as an advertisement. It will then be removed and discarded, and the agreement with the vendor will be cancelled.
6. BRCC retains the right to modify these regulations, particularly with regard to:
  - a. Removing outdated issues of a publication.
  - b. Changing display locations.
  - c. Canceling agreements.
7. Postings that violate the *Display of Non-college Publications* policy are discarded.

### **Sales and Solicitation**

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BRCC does not permit the operation of private business enterprises on campus unless the business is under contract to the college. As specified by related procedures, all private business interests on BRCC property are only operated as auxiliaries to the business, and are under the direct management, control, and supervision of the college’s chief business officer.

#### **Procedures for Students and/or Student Organizations**

Students can place notices of items for sale on the “Campus Advertising Board.” Posting of sales notices must first be approved by SPAR. Students can solicit business by advertising in:

- *BRCC Today*.
- Auxiliary services (bookstore, food service, vending, etc.).

## **Procedures for non-Students/Businesses**

Business/non-student entities can solicit for the sale of items/services on campus by advertising in:

- *BRCC Today*.
- Auxiliary services (bookstore, food service, vending, etc.).
- Athletic team programs.

Flyers, handbills, and leaflets advertising the sale or solicitation of items, services, or other information cannot be distributed to BRCC faculty, staff, or students without prior approval from SPAR. Placement of literature and solicitations are regulated by the SPAR Office. Signs or posters cannot be displayed on buildings, trees, sidewalks, handrails or grounds unless approved by the SPAR Office.

## **Free Expression Policy**

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BRCC supports free expression as denoted in the *First Amendment of the United States Constitution*. The college makes provisions for the expression of diverse viewpoints in an academic setting, but in no way supports, fails to support, agrees, or disagrees with ideas that are voiced.

The College has designated the location in front of the Bienvenue Student Center as an area set aside for use as a Free Expression Area. The following procedures govern its use.

1. The Free Expression Area is available for use during the following times:
  - a. Monday through Thursday, 11:00 AM - 1:00 PM and 5:30 PM - 7:30 PM.
  - b. Friday, 11:00 AM – 1:00 PM.
2. Student, academic, and administrative activities are given priority when scheduling events.
3. Individuals and/or groups wishing to use the Free Expression Area must complete and submit a *Free Expression Area Application* to SPAR at least three working days prior to using the area.
4. All applications/publicity must be approved by SPAR. Once approved, SPAR will provide copies of the application form and proposed activity to the Dean of Students, the Director of Public Safety, and the applicant.
5. Individuals using the Free Expression Area should carry a copy of the approved Free Expression Area Application during the time the area is being used.
6. Persons utilizing the Free Expression Area are not allowed to impede the free flow of pedestrian traffic or interfere with the ingress/egress of individuals moving to and from buildings on campus.
7. Interruption of classes or other college activities is strictly prohibited.
8. Commercial solicitations, campus sales, or fundraising activities are not allowed in the Free Expression Area.
9. The person filing the Free Expression Area Application is responsible for cleaning the area after the event has concluded.
10. The individuals or club/organization using the area must supply the required tables, chairs, etc.
11. Sound amplification devices are not allowed in the area.

## **Student Assemblies**

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Students who need to utilize campus facilities for an event must first reserve the facilities through SPAR. Whenever an activity held in the name of the college includes a speaker, the Dean of Students or the Director of SPAR must officially approve the speaker and coordinate the event with the BRCC Offices of Facility Services and Public Safety.

## **Alcohol and Drug Policy**

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*The Drug Free Schools and Communities Act Amendment of 1989* (Public Law 101-226) requires the college to remit certification to the Department of Education that it has adopted and implemented a program to prevent illicit use of drugs and abuse of alcohol by its students and employees. The program includes:

- Standards of conduct concerning the unlawful possession, use, or distribution of drugs; and the illegal use of alcohol by students and employees on college property or at any college activity.
- A description of the legal sanctions for violating the law.
- A clear statement of the college's sanctions issued for the commission of these types of violations.
- A description of any drug and alcohol counseling, treatment, or rehabilitation services offered at BRCC.
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol.

The information provided in this section complies with the requirements of the act.

### ***Statement of Purpose***

Alcohol abuse is a major issue in the community and on college campuses. Use of alcohol or drugs can lead to physical abuse, date rape, auto accidents, violence, health issues and other self-destructive behaviors.

BRCC complies with local, state, and federal laws pertaining to alcohol and enforces underage drinking laws. College policy prohibits the consumption, possession, or distribution of alcoholic beverages, and disciplines individuals under the influence of any controlled substance while on college property or participating in college-sponsored trips or activities.

The use, possession, or distribution of illegal drugs, or being under the influence of a controlled substance is strictly prohibited on college property or while participating in college-sponsored events.

### ***College Sanctions***

Disciplinary actions are taken for the commission of violations pertaining to BRCC's drug policy by any student, faculty, or staff. Depending on the nature of the offense, disciplinary action may take the form of a written reprimand, a suspension, a demotion, a reduction in pay, or termination of affiliation with BRCC. Disciplinary actions for students are issued in accordance to school policies; examples of sanctions are listed within the *Student Code of Conduct*.

### ***Legal Sanctions***

It is unlawful in Louisiana to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are marijuana, opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines. The Criminal Code of Louisiana carries specific penalties for the possession and use of illegal drugs. It is also unlawful in Louisiana for anyone

under 21 years of age to purchase/possess alcoholic beverages for any reason or anywhere open to the public.

### ***Controlled Dangerous Substances, Schedule I – IV (R.S. 40:981.3)***

It is unlawful to possess, sell, distribute, or manufacture those drugs listed in the relevant Louisiana statute(s). These drugs include, but are not limited to, marijuana, cocaine, “crack” cocaine, methamphetamines, heroine, “rush” LSD, “roofies,” and prescription drugs without a valid prescription from a licensed physician. Individuals found guilty of a drug violation are subject to a fine of not less than \$500, imprisonment at hard labor for up to 30 years, or, if found selling illegal drugs on campus, imprisonment at hard labor for up to 45 years.

### ***Counseling and Disability Services***

BRCC’s Office of Counseling and Disability Services can provide immediate, short-term personal counseling for students. For long-term or in-depth care, the Office can assist students in locating a local area counseling specialist.

## **Sexual Harassment Policy**

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Harassment, including sexually harassing behavior, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights, and state regulations (R.S. 23:301, 312, 332). Therefore, it is the policy of the LCTCS that harassment of students is prohibited and strictly forbidden at BRCC. The College’s policy complies with the policies set forth by LCTCS.

### ***Definitions***

**Sexual harassment is:**

- sexual conduct of any nature which is unwelcome and not freely or mutually agreed upon by the involved parties;
- sexual communication of a verbal, written, or pictorial nature, which is unwelcome and made with the intent to intimidate; or
- solicitous sexual conduct of any nature that, when submitted to or rejected, is intended to implicitly impose favorable or adverse terms and conditions of employment or academic standing.

Unwelcome sexual advances, requests for sexual favors, and other verbal/physical conduct of a sexual nature may also constitute sexual harassment when:

- Submission to such conduct is made explicitly or implicitly the terms/conditions of an individual’s academic good standing, etc.
- Submission to/rejection of such conduct is used as a basis for determining a student’s academic good standing, etc.
- The conduct interferes with an individual’s academic performance or creates an intimidating, hostile, or offensive environment.

### ***Informal Procedures***

Students who have problems, questions, and/or grievances can discuss these with a BRCC counselor in Counseling and Disability Services. Some college officials or faculty members can assist in counseling for sexual harassment problems. Throughout the counseling process, information divulged is held in the

strictest confidence and no information is released unless the complainant agrees to inform a third party who can facilitate a solution.

Any students inquiring about a complaint or concern can seek the advice of a BRCC faculty/staff member, and the faculty/staff member can direct or accompany the student to discussions with the appropriate officer, advisor, or counselor. A formal charge is not made by merely discussing the complaint, and no repercussions/reprimands are issued for initiating a complaint. The college is also obliged to protect the rights of a person against whom a complaint is lodged. Efforts are made to resolve issues in a reasonable amount of time.

### ***Formal Procedures***

Anyone who believes that he/she is the object of sexual harassment can initially seek formal resolution by consulting an officer, an advisor, or a counselor. The following is the procedure through which formal complaints can be lodged against an the accused. The college protects the privacy of the individuals who are involved or named in the complaint as much as possible.

- Formal charges should be brought within a reasonable amount of time, usually 30 working days after the alleged occurrence. Written charges are made by sworn affidavit and signed by the complainant. The accused has the right to review the complaint.
- Preliminary investigation of the allegations is completed by the Dean of Students and/or the Vice Chancellor for Student Affairs.
- The Vice Chancellor for Student Affairs meets with the complainant, the person named in the complaint, and others who may be involved or who can offer information regarding the incident.
- The Dean of Students or the Vice Chancellor for Student Affairs can request affidavits from the person named in the complaint and other parties/ witnesses.
- The Dean of Students or the Vice Chancellor for Student Affairs compiles a report of the findings, with any and all recommendations for resolution of the grievance.
- Internal procedures do not forego subsequent legal actions. The proceedings conducted by BRCC differ from those used in a court of law, and the presence of legal counsel is not permitted during course of the BRCC hearings. The strict rules which govern the presentation of legal evidence do not apply in BRCC hearings.
- A permanent, written record of the formal complaint and the outcome is retained by the Vice Chancellor for Student Affairs.
- During the process, every effort is made to protect the complainant from reprisals and the accused from unwarranted retaliation.

### **Appeal**

To obtain a hearing with the Chancellor, a student must submit a written request within 10 days after the report from the Vice Chancellor for Student Affairs is rendered.

- Once the Chancellor receives a request for a hearing, he/she appoints a chairperson to head the Committee of Review. Two members are also selected for the committee in the following manner:
  - The complainant selects one committee member; and
  - The person named in the complaint selects a member.
- Only full-time, permanent employees can serve on the Committee of Review. The composition of the Committee of Review may include faculty, staff, or a combination of both.

- The Committee of Review thoroughly investigates the complaint of sexual harassment and conducts a hearing. Involved parties are informed of the date and time of the hearing by certified mail, return receipt requested, at least three days prior to the scheduled hearing. An accused faculty member is given notice pursuant to relevant sections of BRCC policies and regulations.
- The hearing is conducted pursuant to procedures established by the Committee of Review and in compliance with the policy.
- The Committee presents its findings, along with any pertinent information, to the Chancellor for further dispensation, which usually takes place within 10 working days after the conclusion of the hearing.
- The Chancellor renders a final decision and notifies the involved parties within a reasonable period of time.

### ***Penalties***

Any person found in violation of the policies and procedures of BRCC is subject to dismissal and/or other sanctions deemed appropriate.

## **Sexual Assault Policy**

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**Sexual assault** is defined as an act of violence in which a person subjects a victim to contact of a sexual nature against the victim's will. The various forms of sexual assault are defined under Louisiana law and include (but may not be limited to) rape, assault to commit rape, sexual battery, aggravated sexual battery, object rape, statutory rape, sodomy, aggravated sodomy, public indecency, and stalking. Sexual assault is illegal and is strictly prohibited on BRCC owned/controlled property.

When a report of sexual assault is made, campus disciplinary proceedings are held in addition to any legal proceedings that may result.

### ***Reporting Procedures***

Students should immediately report incidents of sexual assault to the BRCC Office of Public Safety. The following procedures govern the handling of reported sexual assaults.

1. Upon receipt of a report of sexual assault, the Office of Public Safety will write an incident report and notify the Vice Chancellor for Student Affairs.
2. Students will be assisted in seeking counseling and follow-up medical care, addressing academic concerns, and reporting incident(s) to the appropriate authorities. It is critical that a victim receive prompt medical attention. For medical and counseling services, contact the Baton Rouge Crisis Intervention Center's 24-hour crisis line at (225) 924-3900.
3. A victim of sexual assault should preserve any evidence that can be used to prove an occurrence of sexual assault. Victims are advised to consult law enforcement officials before showering, bathing, changing, or laundering clothing worn during an assault. Even if a victim bathes, showers, or somehow compromises evidence, the victim should report the assault. Valuable information can still be obtained and an investigation conducted from remaining evidence taken from a victim's person.
4. After a sexual assault is reported, campus personnel will take reasonable and necessary steps to secure the crime scene and protect the victim.

### ***Rights of the Victim***

1. A report of sexual assault is treated seriously and the victim treated with dignity. Campus organizations/personnel who deal with sexual assaults should be contacted to assist the victim.
2. A victim has the right to have the alleged sexual assault(s) investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental jurisdiction where the alleged incident(s) occurred, and to full and prompt cooperation/assistance of campus personnel in notifying the proper authorities and providing any relevant information.
3. Campus personnel are prohibited from pressuring a victim to a) not report the crime(s) to civil/criminal investigating authorities, campus law enforcement personnel, or disciplinary authorities, or b) report the crime as less than what actually occurred.
4. BRCC offers a victim advice, assistance, or representation at campus disciplinary proceedings in the same manner as offered to the accused.
5. A victim is notified of the outcome of the disciplinary proceedings.
6. Campus personnel will cooperate in obtaining, securing, and maintaining evidence (including medical examination documentation) required to prove the occurrence of criminal sexual assault for subsequent legal and campus disciplinary proceedings.
7. BRCC personnel are to exercise the option(s) provided by state and federal laws and regulations regarding mandatory testing of a sexual assault suspect(s) for communicable diseases and in notifying a victim of the results of the testing.
8. A victim is to be provided information regarding counseling.

### ***Rights of the Accused***

1. The accused has the right to have the alleged sexual assault(s) investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental jurisdiction where the alleged incident(s) occurred, and to full and prompt cooperation and assistance of campus personnel in notifying the proper authorities and providing any potentially exculpatory information.
2. BRCC offers the accused advice, assistance, or representation at campus disciplinary proceedings in the same manner as offered to the victim.
3. The accused is notified of the outcome of the disciplinary proceedings.
4. The accused will receive full and prompt cooperation from campus personnel in obtaining, securing, and maintaining evidence that may disprove the occurrence of criminal sexual assault in subsequent legal and campus disciplinary proceedings.
5. The accused is to be provided information regarding counseling.

## **Family Educational Rights and Privacy Act (FERPA)**

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The Family Educational Rights and Privacy Act (FERPA) guarantees students the following rights in respect to personal educational records:

1. The right to request access to personal educational records for inspection and review within 45 days after the date that the college receives the request. A student should submit a written request to the Registrar which identifies the records that the student wishes to review. The Registrar arranges for the student to inspect the records and notifies him/her of a time and place to review them. If student records are maintained by a person other than the Registrar, the student is advised which college official the student should contact.



2. The right to request that one's educational record be amended, if a student believes that his/her records are inaccurate. The student should submit a written request to the college official responsible for maintaining student records, clearly identifying the part of his/her record that needs to be modified and stating the reasons why. If the college does not amend the record as requested, the college is obligated to notify the student of the decision and advise the student of his/her right to a hearing. Information regarding hearing procedures is provided at the time the student is notified that a hearing has been scheduled.
3. The right to consent to disclosures of personal information contained in educational records, unless FERPA authorizes a disclosure without consent. FERPA permits disclosure of information to school officials who have legitimate educational interests. A school official, according to FERPA, is defined as
  - a. a person employed by the college in an administrative, supervisory, academic, or research position, or a support staff member (including personnel in the Office of Environmental and Public Safety);
  - b. a person or company with whom the college is contracted (an attorney, an auditor, or a collection agent);
  - c. a person serving on the Louisiana Board of Regents;
  - d. a student serving on a committee in an official capacity such as a disciplinary or grievance committee, or assisting a school official in performing his/her official duties.A school official has a legitimate educational interest if he/she needs to review an educational record in order to perform his/ her professional responsibilities.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

### ***Directory Information***

BRCC only distributes student information as defined in the FERPA guidelines. The following information can be legitimately used in the BRCC Directory:

- Student Name
- Local Address/Phone
- Home Address/Phone
- BRCC E-mail Address
- Date & Place of Birth
- Degrees and Awards/Honors Received and Dates
- Dates of Attendance (Current and Past)
- Full or Part-Time Enrollment Status
- Most Recently Attended Educational Institute
- Student Type/Classification
- Curriculum Information (Division, Program of Study or Major and Concentration)

The college can legally disclose this information without prior written consent from a student or parent, unless the student or parent has previously notified the college, in writing, that he/she does not want directory information disseminated or published.

Students who do not want personal information included in the directory should submit a written request to the Office of the Registrar.

### ***Compass® Placement Exam Policy***

All students new to BRCC must prepare for, register for and take the Compass® placement exam unless they have a current (less than three years) ACT score. The score on the COMPASS® or ACT is used for placement in English, mathematics and reading courses based on ability. [Note that students new to BRCC who have earned a Bachelor's degree and have taken college-level English and mathematics courses are not required to take the Compass® Placement Test unless these scores are required for admission to a particular program of study.] There are preparation materials available on the Testing Center forms webpage. A student is eligible to test once and the cost of the testing fee is included in the registration fees. If a student is unsatisfied with their Compass® exam placement score, they should visit the Academic Learning Center (ALC), located in 102 Magnolia Building, to receive additional instruction and assistance. Once they have completed the additional preparation requirements, the ALC staff will provide authorization for a retest. Students must pay any additional fees for testing in the Bursar's Office prior to arriving to retest. The highest score on either test will be used for placement. A student may not retake the COMPASS exam a third time until they complete the course indicated by their score. For additional information, contact the Testing Center (225-216-8038 [testingcenter@mybrcc.edu](mailto:testingcenter@mybrcc.edu)) or the Academic Learning Center (225-216-8300).

### **Visitors on Campus**

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Visitors on campus are expected to comply with the rules and policies of the college, including traffic and parking regulations. No visitors, including children, are permitted in classrooms, science labs, or technical labs during regular class hours.

## ***Campus Services***

### **Office of Public Safety**

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BRCC's Office of Public Safety is responsible for providing a safe and secure educational environment for the entire BRCC community.

BRCC's Chief of Police is the administrator of Public Safety, and he/she works with the Vice Chancellor for Administration and Finance to ensure that security for the college is maintained.

Guests to the campus, as well as all students, faculty, and staff, are welcome to visit the Office of Public Safety at its location in the Bienvenue Student Center.

The Office of Public Safety employs commissioned police officers along with non-commissioned support staff. BRCC police officers are vested with all of the powers, authority, and responsibilities granted to any police officer of the state while on property owned by the College, including adjacent public streets, as mandated by Section 17:1805 of the Louisiana Revised Statutes. BRCC's Office of Public Safety cooperates fully with federal, state, and local law enforcement agencies in cases which involve both on-campus and off-campus jurisdiction, or when the resources of another agency can be used to facilitate the resolution of an investigation.

Regular patrols and other law enforcement services are provided by the Office of Public Safety. Department personnel also provide security for special events/functions held at the campus. To maintain traffic flow and crowd control, on-duty officers will respond to requests for assistance from owners whose vehicles are on campus property; however, safety officers cannot change tires or unlock vehicles due to the mandates of the college's insurance carrier.

#### ***Lost and Found***

The Office of Public Safety is the campus repository for lost and found items. Found items turned over to the office are generally kept through the end of each term, and can be claimed at the office's location in the Bienvenue Student Center.

#### ***Identification Cards***

BRCC ID Cards are issued to all faculty, staff, and students. ID card services are available during all campus business hours Monday through Friday and can be obtained from the Office of Public Safety in the Bienvenue Student Center.

Students are required to maintain possession of their BRCC ID at all times while on campus and/or accessing campus facilities/resources. For safety reasons, students and other individuals on campus may be required to present a current ID card upon request from College and Public Safety personnel in the performance of their duties. Failure to follow instructions or comply with Public Safety personnel may result in disciplinary action, up to and including referral to the Dean of Students and Vice Chancellor for Student Affairs, removal from campus, and/or an official arrest. BRCC ID Cards are the property of the College and must be surrendered upon request.

A \$5.00 fee is assessed for replacing a lost or stolen ID card. The fee must be paid at the Bursar's Office when requesting a new card.

### ***BRCC Emergency Notification System***

BRCC offers an Emergency Notification system designed to provide students, faculty, and staff with information in the event of severe weather, hazardous incidents on/around campus, and other emergencies. The system helps ensure the safety of students, faculty, and staff, and keeps them advised on the status of closures and other changes to college operations. BRCC's emergency notification system, BRCC Connect, is designed to provide instant, up-to-date information regarding emergency and weather-related situations via text, email, and voice messages. BRCC Connect can also provide important enrollment information, as well as important campus event and schedule updates. To sign up, visit the BRCC Connect portal (in the Login menu on the BRCC home page), and click on the "Sign Me Up!" link.

### **BRCC Campus Operations Line**

Students can call (225) 216-8080, or toll-free at 1 (877) 888-4031, to obtain information on college operations (schedule changes, closures, etc.) in response to severe weather and other emergencies.

### ***Reporting Procedures for Crimes/Emergencies***

*BRCC's Campus Emergency number is (225) 216-8888.* Officers are on-duty throughout BRCC's hours of operation and can be contacted at the emergency number. Students, faculty, staff, and visitors are encouraged to immediately report incidents of suspicious/criminal activity, serious illness/injury, or other emergencies to the BRCC Public Safety Office. On-campus crimes should be reported promptly to ensure inclusion in annual crime statistics and provide timely warnings to the community when appropriate.

Red phones mounted inside campus buildings and every classroom automatically dial the emergency number. There is no dial tone or ring tone – callers need only lift the receiver and wait for an officer to answer. Blue-light phones, located throughout the campus grounds and on each level of the parking garage, can also be used – students need only to push the button and wait for an officer to answer.

### ***Vehicles, Traffic, and Parking***

BRCC Traffic and Parking regulations are issued and enforced by the college's Department of Public Safety. These regulations enable vehicle movement and parking on campus to flow smoothly and safely. All faculty, staff, students, and visitors are expected to adhere to these regulations while operating a vehicle on-campus.

### **Vehicle-Owner Responsibility for Property**

The Office of Public Safety makes every effort to protect owners' vehicles/personal property at the college. However, BRCC is not responsible for the theft/vandalism of any vehicles or personal property while the owner is visiting the campus.

### **Parking Permits**

Students, faculty, and staff members parking on campus must register their vehicles and obtain a parking permit through BRCC's Office of Public Safety. Students seeking to obtain a parking permit must first purchase the permit at the Bursar's Office, and then present their purchase receipt, B-number, driver's license, vehicle's registration, and proof of current insurance to the BRCC Office of Public Safety to receive their permit. Once a person enrolls as a student, he/she is obligated to park only in designated student parking areas.

Parking permits (also referred to as “hang-tags”) are properly displayed when hung from the vehicle’s rear view mirror with the permit information facing the windshield (note that merely laying the permit on the dash is not considered proper display). The permit should be clearly visible and free of any obstruction (windshield stickers, sun-visors, etc.). By the start of the first official day of classes for each term, a valid BRCC parking permit must be properly displayed in the vehicles of students, faculty, and staff at all times while parking on campus.

To avoid being ticketed or towed, visitors are encouraged to stop by the Office of Public Safety in the Bienvenue Student Center to obtain a visitors/temporary parking permit, particularly if they will be conducting business on BRCC’s campus over the course of several days.

While on campus, drivers who park vehicles outside of designated areas or without a valid BRCC parking permit properly displayed may be issued a ticket, have their vehicle towed, and/or be assessed a fine. Fines must be paid by the end of the semester at the Bursar’s Office. Unpaid fines will result in holds being placed on a student’s record, preventing them from registering for courses, obtaining grades, requesting transcripts, and accessing some BRCC services.

### **Traffic and Parking Violations**

Many of BRCC’s traffic and parking rules are based on standard traffic rules and regulations that all licensed vehicle operators should know, such as:

- Obey all traffic-regulating signs, painted roadway directions, marked lanes, and arrows.
- Observe posted speed limits.
- Do not park in reserved areas (handicapped zones, Faculty/Staff Only zones, etc.) without proper authorization.
- Do not park illegally, as on a curb, on a lawn, in a walkway, or in an area marked “no parking.”
- Do not block driveways or handicapped access ramps.

In addition to universal traffic and parking regulations, there are also common-sense rules that drivers are expected to adhere to while on campus:

- Do not obstruct the flow of traffic by stopping to talk with pedestrians or other drivers in a roadway. This includes “pulling over to the curb” (or similarly parking to one side of a lane of travel), as a pulled-over vehicle still hinders traffic flow because others must now drive around it.
- Do not stop and wait in crosswalks, streets, or roadways in order to pick up passengers. Parking is restricted to spaces and designated pickup/drop-off zones.
- Do not occupy more than one marked parking space.

### **BRCC North Garage on the Mid City Campus**

Faculty, staff, students, and visitors are encouraged to utilize the North parking garage to avoid parking in restricted or reserve areas, such as handicapped zones, loading zones, or walkways. The parking garage features an elevator and three stairwell entries, as well as emergency phones and video cameras located on all five levels. The parking garage is under video surveillance and is monitored by the Department of Public Safety.

Driving and parking in the garage require observing additional rules:

- Garage lanes on all floors are considered to be roadways: follow all directional paintings/markings, marked lanes, etc., and do not obstruct traffic flow or block parking spaces by stopping to talk with pedestrians or other drivers – even by “pulling to the side.”
- Do not reverse-park (rear-end first) in the garage’s diagonal spaces: doing so may hold up traffic during the parking maneuver and forces the vehicle against traffic flow during the initially stage of exiting the space.
- Obey directional markings for exiting the parking garage. In particular, when parking diagonally on a ramp, do not turn into the flow of opposing traffic when exiting the parking space in order to go down immediately. Ramp parking spaces require the driver to advance up to the next level before exiting.

### **Citation Appeals**

An appeal of a parking/traffic citation must be made within seven calendar days from the date that it was issued. Tickets must be appealed by the person to whom the citation was issued. Before starting the appeals process, all fines on a student’s account must be paid.

Appeals must be submitted by using the current form posted on the BRCC website. Any diagrams, photos, or other supporting documentation must be submitted with the initial appeal. Written statements from witnesses are permitted and should also be included as documentation with the initial appeal.

Appeals must be written clearly and provide sufficient details so that the circumstances and location can be accurately recreated by the committee. Vague or poorly-worded appeals hinder the committee's ability to review the situation and will result in the appeal being denied.

An appeal requires sufficient grounds – a good reason – in order to be considered. The following grounds are unacceptable and will result in the automatic dismissal of an appeal:

- Unawareness of standard driving laws and/or BRCC Traffic and Parking Regulations
- Tardiness to class, meeting, or other appointment
- Evidence that drivers have not been cited nor cars towed for similar previous offenses
- Inclement weather
- Inability to pay fine
- Operation of the vehicle cited/towed by an individual to whom the BRCC vehicle tag is not registered
- Permission to park was given by someone other than a BRCC Public Safety Officer
- Alleged inability to find a valid parking space

Appellants will be notified in writing (Email or letter) of the appeal committee’s decision.

### **Towing**

The college reserves the right to impound any vehicle parked in a manner which endangers or impedes vehicular or pedestrian traffic, or which is in violation of college traffic regulations. The owner of a towed vehicle is responsible for paying the costs of removal, impoundment, and storage of the vehicle. BRCC will attempt to identify and contact the owner of the vehicle before the vehicle is towed.

### **Special/Temporary Restrictions**

On special occasions or in emergencies, temporary parking restrictions are enacted by BRCC Public Safety officers. In some instances, special parking may be approved for designated BRCC employees and/or guests.

### ***Federal Disclosure Requirements (the Jeanne Clery Act)***

*The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* requires colleges and universities across the United States to disclose information about crime on and around their campuses. This information must be made available annually. Students, employees, and other interested persons can obtain a copy of the publication by contacting the BRCC Public Safety Office or by visiting the Public Safety section of BRCC's website at [www.mybrcc.edu](http://www.mybrcc.edu).

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

## **Office of Environmental Safety**

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The Office of Environmental Safety offers a number of services to students and campus personnel, including safety orientations, inspections of safety equipment, class projects, distribution of safety/health information, assistance with the College's All Hazards Plan, and co-ordination with the College's Safety Committee to address safety issues and concerns. Information about the College's Emergency Procedure and Safety Plan may be obtained from the Manager of Environmental Safety.

### ***Hazard, Injury, or Incident Reporting***

Unsafe conditions should be reported to the Manager of Environmental Safety by calling (225) 216-8187, or in-person at the Environmental Safety Manager's Office located on the first floor of the Governors Building. Severe emergencies or injuries should be reported immediately by calling the Campus Emergency Number at (225) 216-8888.

### ***Tobacco (Smoke) Free Campus***

The following passage is taken from BRCC Facilities Policy No. 9.1011, Tobacco (Smoke) Free Campus:

"On June 10, 2013, Governor Bobby Jindal signed into law Act 211, which updated the "Louisiana Smoke Free Act" and subsequently, the LCTCS Board created a policy that required all LCTCS campuses to adopt smoke-free campus policies. Smoking is defined as inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and other lighted combustible plant material. Therefore, and to the extent permitted by State law, Baton Rouge Community College (BRCC) prohibits the use of tobacco products on any property leased or controlled by the College.

### **Entities Affected by Policy**

To the extent permitted by law, all faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco containing products including, but not limited to, cigarettes, cigars, cigarillos, pipes, hookah-smoked products, smokeless tobacco, snuff, chewing tobacco, electronic cigarettes, oral tobacco products, and unregulated high tech smoking devices while on the property of BRCC.

## **THE POLICY**

To the extent permitted by State law, the use of tobacco products is prohibited at all times:

- In interior space on BRCC main campus and all satellite locations
- On all outside property or grounds of BRCC
- In all BRCC vehicles
- In all indoor and outdoor athletic facilities

Organizers and attendees at campus events including, but not limited to, conferences, meetings, lectures, social events, cultural events, etc. using BRCC facilities will be required to abide by the tobacco-free policy and procedures. Offices responsible for reserving facilities shall also be responsible for communicating policy to attendees, as well as, the hosting office, if different.

Littering the campus with remains of tobacco products or any other disposable product is prohibited.” For more information regarding responsibilities and procedures related to the Tobacco (Smoke) Free Campus policy, please refer to the BRCC website, by clicking on Policies under the About BRCC tab.



## ***Workforce Development***

The Division of Workforce Development offer a variety of teaching and learning opportunities for diverse populations. Some opportunities provided include:

- Continuing Education for professional development
- Industry-based certifications
- Courses offering updated/upgraded working skills
- Contract training for industry to satisfy regulatory requirements, improve working conditions, and increase production
- Life-long learning and educational enrichment programs
- Youth programs
- Computer software training programs, based on current technology
- Online training for students with atypical work schedules, transportation problems, or those serving in the military
- High demand craft training in the Region
- Allied Health training
- Adult Basic Education
- Information technology
- Workplace pre-employment testing
- Workplace pre-employment work ready boot camps

### **Continuing Education**

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#### ***Industry-Based Certifications***

Many professions demand workers who earn industry-based credentials in order to stay competitive in today's global economy. Continuing Education offers courses that are taught by industry professionals in state-of-the-art training facilities. We also offer online and in instructor-led training. Continuing Education is an accredited training provider for the National Center for Construction Education and Research (NCCER) as well as an authorized training provider for Occupational Safety and Health Administration (OSHA), the North American Board of Certified Energy Practitioners (NABCEP), and the American Society for Nondestructive Testing (ASNT). Continuing Education offers industry-based credentials in the following industries:

- AutoCAD
- Certified Bookkeeper
- Crane Operator
- Clinical Medical Assistant
- Industry Skilled Crafts (NCCER Certifications)
- ICD 10
- Floristry
- Food Safety and Sanitation
- Green Technology
- Heavy Equipment
- Medical Billing and Coding
- Nondestructive Testing (NDT)
- Notary Public

- OSHA
- Primavera (P6)
- Pharmacy Technician
- Phlebotomy Technician
- Private Investigator
- Real Estate
- Society for Human Resource Management
- HVAC

### ***Online Training***

Continuing Education offers online classes for individuals without transportation, with difficult work schedules, or with other obstacles that prevent them from enrolling in class. Active-duty military members, veterans, or dependents of military personnel interested in online training may qualify for tuition assistance. A wide variety of Continuing Education’s enrichment courses, industry-specific certifications, and test preparation courses are offered online. The courses are taught by qualified instructors who are also available for assistance.

Online training can be taken on a home computer. For a listing of exact hardware specifications and software requirements, contact Continuing Education at BRCC.

### ***Adult Basic Education***

The mission of the Adult Basic Education Department at Baton Rouge Community College is to provide high-quality, convenient learning and personal achievement opportunities to adults and young adults in the Greater Baton Rouge area who did not complete high school or who need additional upgrading of the basic skills necessary to function in society and/or transition into the workplace. The ultimate goal is to help learners reach their maximum potential through any of the following avenues:

- High School Equivalency preparation courses
- Basic Skills Attainment
- Improved Life Skills
- Job Readiness/Skills Attainment/Workplace Literacy
- Transition into further Academic/Vocational Training or Employment

The Adult Education program provides services to three target populations:

#### **1) At-Risk/Disconnected Youth 16-21 – Dropout Recovery Program**

- a. Youth who are deficient in basic skills are enrolled as cohorts and matriculate in the program based on the college’s academic calendar. Youth receive instruction in high school equivalency preparation courses, basic skill remediation, leadership development, job readiness, community service, mentorship, career exploration, and civic/social awareness.

#### **2) Adults 18 and older that do not have a high school diploma**

- a. Adults are enrolled as cohorts in an evening program and matriculate through the program based on the college academic calendar.

#### **3) Integrated Learning Instructional Strategies**

- a. Individuals that are at an 8th grade level are dual enrolled in high school equivalency prep and contextualized vocational courses.
- b. Individuals below 8th grade level are enrolled in “on-ramp” remediation courses and prepared to transition to contextualized vocational courses.

## **Corporate Workforce Solutions**

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Corporate Workforce Solutions assists businesses, and industry-based organizations, government agencies, and community-based organizations with learning and performance programs to improve employees' contributions to reach business objectives. It offers solutions to satisfy regulatory requirements, develop working conditions, increase production, learn new technology, improve processes, reduce turnover, improve leadership and more. BRCC serves companies located in Louisiana's Region Two, including Ascension, East Baton Rouge, West Baton Rouge, Iberville, Pointe Coupee, West Feliciana, and East Feliciana parishes. Our Corporate Workforce Solutions Team uses a performance-based approach to facilitate sustainable performance for our clients. This approach includes the following activities:

1. **Connect** with businesses to discover how we can enhance their performance outputs;
2. **Explore** potential solutions to meet the needs of our clients;
3. **Plan** the most effective way to obtain desired results; and
4. **Execute** solutions that help facilitate long-term success.

Our Corporate Workforce Solutions Team provides contract services to assist organizations with assessing their needs, linking solutions to business objectives, establishing their learning and development strategy, and designing programs customized to meet the strategic needs of the organization and assist in managing the rapidly evolving demands of business and industry. At the conclusion of training, participants are awarded a Certificate of Completion from BRCC.

Corporate Workforce Solutions works with the Louisiana Workforce Commission to assist organizations with planning, securing, delivering training and managing Incumbent Worker Training Program (IWTP) grants. CWS also assists organizations with Small Business Employee Training (SBET) grants by providing information and training solutions for small businesses. Corporate Workforce Solutions partners with federal, state, and private grant organizations to provide training and workforce solutions.

### ***Industry Workforce Initiatives***

The BRCC Economic Development and Workforce Solutions Division is involved in many industry workforce initiatives. Our Industry Workforce Initiatives Team focuses on developing partnerships with industry associations, consortiums, alliances, and chambers in a seven-parish service area. These partnerships are created to provide workforce solutions for specific industries that facilitate training under the Continuing Education via open enrollment or Corporate Workforce Solutions via contracted external funding resources. The goal is to leverage our Continuing Education and Corporate Workforce Solutions Teams to deliver workforce training solutions that strengthen the economic viability of Region 2.

### ***State-of-the-Art Training Facilities***

The Economic Development and Workforce Solutions Division utilizes some of the most technologically advanced training facilities. The division training locations include the Business Training Center (BTC), Frazier Building Construction and Green Technology Training Lab and the Port Allen location for diverse craft training. Other facilities are located at Westside in Iberville Parish, Folkes in Jackson, Jumonville in Pointe Coupee Parish, Hooper Road site in Central, and the main campus of the former Capital Area Technical College campus.

The Business Training Center (BTC) focuses on the ever-changing needs of the business community. The BTC offers various products and services specifically tailored to meet the needs of its customers, with exceptional flexibility in training arrangements: delivery can be made available at BTC, at a company venue, or as part of a community education initiative. The Center is equipped with a 50-seat classroom, a 32-seat classroom and a 24-seat state-of-the-art PC lab. The training center can be rented for a company or organization's training needs, for workdays away from the office, conferences, meetings or other specific purposes.

The BTC is a multi-function facility that houses up-to-date computer labs, Smart Board technology, a multi-seat conference room, projector/computer-equipped classrooms, Wi-Fi access, and office space. Training sessions can be offered days, nights, or weekends with security onsite during evenings and weekend class times. This facility is perfect for business meetings and training sessions. A majority of the Economic Development and Workforce Solutions staff are housed at this location.

The Construction and Green Technology Training Lab is located in the Baton Rouge Community College Frazier Building. This lab is designed to offer computer, hands-on, and classroom-based construction training. This training center houses an electrical training lab, a green technology training lab, and an industrial maintenance training lab. Students can learn Primavera P6 and AutoCAD at computer workstations. The lab also features multimedia functionality with a computer station that provides video projection as well as computer-based presentations. The Port Allen facility offers spacious training rooms and land for diverse craft training.

## Workforce Development

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The following is a general list of courses offered by the division. The listing should not be considered all-inclusive: the division is continually developing new courses and custom-designed training to meet the needs of regional business and industry. For more information on these and other newly-developed courses that may be available, contact the Division of Workforce Development.

### Adult Basic Education

- Basic Skills Remediation
- ACT WorkKeys Readiness Test Prep
- General Education Development Exam Prep for at-risk youth (16-24)
- ACT Compass® or ACT
- Adult Basic Education Work Connection
- Accelerating Opportunity
- WorkReady U Services
- Contextual General Education Development

### Business Operations

- Windows 7
- Maximizing your Smart Phone
- Business Writing
- Introduction to Grant Proposal Development
- Writing Policy and Procedure Manuals for Business
- Customer Service
- Marketing your Business
- Social Media for Business
- Certified Bookkeeper
- Accounting 101
- Intermediate Accounting
- QuickBooks Pro 10 and advanced
- Fundamentals of Payroll Certification
- Financial Strategies
- Florist Licensure Exam Prep

### Corporate Workforce Solutions

- Customized contract training

### Computer Skills

- Word
- Excel
- PowerPoint
- Access
- Project
- Outlook
- Oracle
- iPhone
- App Design
- SharePoint

### Computer Skills (continued)

- AutoCAD
- Primavera P6

### Construction and Craft (NCCER Based Courses)

- Building Technology
- Carpentry
- Estimating
- Inspector Training
- Planning and Scheduling
- Rigging Fundamentals
- Blueprint Reading
- Site Layout
- Crew Leader
- Motor Control
- Project Supervision
- Green Technology
- Solar
- Electrical
- Instrumentation
- Millwright
- Pipefitting
- Welding

### Construction Business

- Command Spanish for Construction
- Construction Business 101
- Crew Leader
- Estimating
- General Contractor Exam Prep
- Building Inspector
- Electrical Building Inspector

### Digital Media

- Adobe
- Final Cut Pro
- Flash
- InDesign CS6
- Photoshop
- Webpage Design

**Grants**

- Grant Development
- Grant Management
- Grant Implementation and Admin.

**Hospitality**

- Food and Beverage
- Responsible Alcohol service
- Food Safety and Sanitation
- Hospitality Management and Guest Relations

**Legal and Investigation Professions**

- LA Notary Public Preparation I & II
- Private Investigator Prep
- Private Investigator Seminar

**Leisure Classes (Art, Design and Event)**

- Event Planning
- Interior Decorating and Design
- Introduction to Digital Photography
- Advanced Digital Photography
- Introduction to House Flipping
- Wedding Flowers Workshop

**Louisiana Civil Service and Education Career Exam Preparation**

- Civil Service Exam (PET) prep
- Praxis I Preparatory Workshop I (Math, Reading Writing)
- Praxis I Preparatory Workshop II (Elementary Education)
- Praxis I Preparatory Workshop III (Principals of Learning and Teaching)

**Medical and Allied Health**

- Certified Coding Associate (CCA)
- ICD10

**Organizational Development**

- Operational Leadership
- Strategic Planning
- Needs Analysis
- Job Descriptions

**People Commissioning**

- Pre-Employment Assessments

**Performance Improvement**

- Consulting
- 360 Feedback & Coaching
- Contract Training Experts

**Professional Development Courses**

- Business Grammar

- Business Writing
- Coaching and Mentoring
- Performance Management
- Problem Solving
- Lean Principles
- Influencing and Negotiation Skills
- Knowledge Management
- Succession Planning
- Leadership Styles
- Project Management

**Safety**

- Safe Supervisor
- OSHA 10 (General and Construction)
- Construction Site Safety Technician
- HAZWOPER
- OSHA 500

**Soft Skills Courses**

- Call Center Etiquette
- Communication Skills
- Customer Service
- Interpersonal Skills
- Interviewing skills
- Stress Management
- Time Management
- Command Spanish for the Workplace
- Conflict Management
- Teambuilding

**Technical**

- Certified Manufacturing Specialist
- Electrical and Instrumentation for Refining and Chemical Industry
- Instrumentation
- Process Operators Refresher Training
- Pump Training

**Training**

- Creative/Interactive Training
- Train-the-Trainer
- Course Customization
- Crafts and Technical – NCCER
- Soft Skills

**Waste Water and Water Management**

- Water Production Treatment
- Waste Water Treatment and Collection

**Youth Camps**

- Digital Media Camp



## ***General Education Requirements***

BRCC's General Education Requirements confirm the college's belief that in order to succeed, students need to acquire a knowledge base, to think critically, and to communicate well. While major courses provide specific knowledge and skills, General Education courses enhance awareness of the world, its people, the arts, humanities, and basic mathematical and scientific principles. Students who complete the General Education Requirements will be able to:

1. communicate in standard edited English, write and speak with clarity, coherence, and persuasiveness;
2. understand, analyze, and evaluate readings from a variety of texts and apply that learning to academic, personal, and professional contexts;
3. think critically, independently, and creatively and make informed and logical judgments of the arguments of others, arrive at reasoned and meaningful arguments and positions, and formulate and apply ideas to new contexts;
4. comprehend and apply quantitative concepts and methods to interpret and critically evaluate data and to problem-solve in a variety of contexts demanding quantitative literacy;
5. comprehend and apply the basic principles of science and methods of scientific inquiry;
6. recognize when information is needed and have the ability to locate, evaluate, and use effectively and ethically the needed information through written, oral, visual, and technological media;
7. recognize and understand cultural diversity and have a global perspective grounded in the understanding of international cultures, issues, and trends linking communities around the world;
8. demonstrate an understanding of the creative process, the pleasures and challenges of artistic expression, and the role and value of the arts in society and culture;
9. demonstrate a deeper, more informed awareness and appreciation of the necessity for strong values, ethical conduct, and social responsibility, especially the importance of personal, academic, and professional integrity; and
10. demonstrate knowledge of American democracy, an awareness of the responsibilities of informed citizenship in a diverse and pluralistic society, and a willingness to contribute through participation and service.

### **Standards and Requirements**

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In compliance with the Board of Regents' Academic Affairs policy 2.16, Statewide General Education Requirements, most academic programs require the completion of specific number of credit hours in General Education. Students should review and be aware of the General Education course requirements when deciding on a program of study. Because of their foundational nature in many degree programs, students should begin working on the General Education requirements starting in the first semester of attendance. 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, unless otherwise specified by the requirements of the degree/program of study. Students must earn a "C" or better in General Education courses that are prerequisites for other courses. Only those courses on the approved list may be used to satisfy General Education requirements.



In addition to the specific requirements set by the Board of Regents in Academic Affairs Policy 2.16, all applicable general education requirements of the Southern Area of Colleges and Schools Commission on Colleges (SACSCOC) apply as well. Note in particular that the Board of Regents accepts courses in Foreign Language and Speech/Communications for the fulfillment of the Humanities requirement of an Associate of Applied Science (AAS) degree, SACSCOC does not: only approved courses in English Literature, History, Humanities, and Philosophy will satisfy the requirements of both the Board of Regents and SACSCOC for AAS degrees (SACSCOC Core Requirement 2.7.3, General Education).

## **Approved General Education Courses**

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### ***I. ENGLISH COMPOSITION***

All students must earn a grade of “C” or better in ENGL 101 (which includes the written proficiency examination) and ENGL 102, or the equivalent.

<b>Course</b>	<b>Credit Hours</b>
101 English Composition I	3
102 English Composition II	3

### ***II. MATHEMATICS/ANALYTICAL REASONING***

Credit will not be awarded for the following course combinations:

- MATH 101 and 110
- MATH 120 and 101
- MATH 120 and 110
- MATH 120 and 111
- MATH 202 and 204
- MATH 203 and 204

<b>Course</b>	<b>Credit Hours</b>
101 College Algebra (five-hour format)	3
110 College Algebra	3
111 Plane Trigonometry	3
120 College Algebra and Trigonometry	5
130 Introduction to Contemporary Math	3
201 Calculus for Non-Science Majors	3
202 Basic Statistics I	3
203 Basic Statistics II	3
204 Elementary Statistics	3
208 Introduction to Statistical Analysis	4
210 Calculus I	5
211 Calculus II	5
212 Multidimensional Calculus	4
PHIL 203 Introduction to Logic	3

### **III. SOCIAL SCIENCES**

Credit will not be awarded for the following course combinations:

- CJUS 211 and POLI 211
- ECON 201 and 203
- ECON 202 and 203

#### **Anthropology (ANTH)**

101 Introduction to Physical Anthropology and Pre-history	3
103 Introduction to Cultural and Social Anthropology	3

#### **Criminal Justice**

101 Introduction to Criminal Justice	3
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#### **Economics**

201 Principles of Macroeconomics	3
202 Principles of Microeconomics	3
203 Economic Principles	3
213 Agricultural Economics	3

#### **Geography**

201 Introduction to Geography	3
203 Cultural Geography	3

#### **Political Science**

202 International Relations	3
211 Constitutional Law	3
251 American Government	3
253 Introduction to Comparative Politics	3
260 Introduction to Political Theory	3

#### **Psychology**

200 Psychology of Adjustment	3
201 Introduction to Psychology	3
202 Psychology of Development	3

#### **Sociology**

200 Introduction to Sociology	3
203 Race Relations	3
205 Contemporary Social Problems	3

### **IV. NATURAL SCIENCES**

Credit will not be awarded for the following course combinations:

- BIOL 101 and 120
- BIOL 101L and 120L
- BIOL 102 and 121

- BIOL 102L and 121L

### **Biological Sciences**

101 General Biology I	3
102 General Biology II	3
120 Biology I for Science Majors	3
121 Biology II for Science Majors	3
210 General Microbiology	4

### **Physical Sciences**

101 Introduction to Astronomy	3
101 Chemistry I for Science Majors	3
102 Chemistry II for Science Majors	3
101 Physical Geology	3
101 Physical Science I	3
102 Physical Science II	3
110 Introduction to Physics	3
200 Introduction to Concepts in Physics	3
201 General Physics I	3
202 General Physics II	3
221 Engineering Physics I	3
222 Engineering Physics II	3
223 Engineering Physics III	3

### **Either Biological or Physical Science**

201 Environmental Science (ENSC)	3
241 Introduction to Oceanography (BIOL)	3
101 Natural Resource Conservation (RNRE)	3
210 Ecology (RNRE)	3

## **V. FINE ARTS**

### **Arts**

101 Introduction to Fine Arts	3
102 Non-Western Art	3
103 Survey of Asian Arts	3
241 Art History I	3
242 Art History II	3

### **Film**

200 Introduction to Cinema Studies	3
201 Introduction to Cinema History	3

### **Music**

101 Music Appreciation	3
102 History of Jazz	3

### **Theatre**

100 Introduction to Theatre 3

## **VI. HUMANITIES**

### **English (Literature)**

210 Literature and Ethnicity 3  
211 Introduction to Fiction 3  
215 Introduction to Poetry and Drama 3  
220 Major British Writers 3  
221 Major American Writers 3  
222 Major World Writers 3  
223 introduction to African-American Literature 3  
230 Introduction to Literature 3  
240 Introduction to Folklore 3  
248 Shakespeare: The More Popular Plays 3

### **French**

101 Elementary French I 3  
102 Elementary French II 3  
201 Intermediate French I 3  
202 Intermediate French II 3

### **German**

101 Elementary German I 3

### **History**

101 History of World Civilizations I 3  
102 History of World Civilizations II 3  
200 History of Roman Republic and Empire 3  
201 American History Colonial to 1865 3  
202 American History 1865-Present 3  
221 Modern Europe 1500-1848 3  
222 Modern Europe 1848 to Present 3

### **Humanities**

210 World Mythology 3  
250 Africa and the Middle East 3  
255 Asia and the Americas 3  
275 The Heroic Journey: From Classical to Contemporary 3

### **Italian**

101 Elementary Italian I 3

### **Philosophy**

201 Introduction to Philosophy 3  
205 Introduction to Ethics 3  
228 Philosophy of Religion 3

**Spanish**

101 Elementary Spanish I	3
102 Elementary Spanish II	3
201 Intermediate Spanish I	3
202 Intermediate Spanish II	3

**Speech**

101 Fundamentals of Speech	3
120 Techniques of Speech	3
210 Interpersonal Communication	3
220 Communication for Business Professionals	3
240 Performance of Literature	3
263 Argumentation and Debate	3

## **Programs of Study**

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

*The College's Associate of Arts (AA) and Associate of Science (AS) degree programs are designed for students who plan to continue their education at a four-year educational institution in pursuit of a baccalaureate degree.* These programs provide the basic foundational courses generally required for the first two years of baccalaureate programs in the specified field. Additionally, BRCC is a member of the **Board of Regents' Statewide Articulation Consortium**, which facilitates successful transfer of coursework between and among post-secondary institutions of higher education. While the vast majority of courses in an Associate of Arts or Associate of Science program is designed for transfer, students are *always* responsible for checking with an advisor at both BRCC and the intended destination institution to verify which courses taken at BRCC will be accepted.

In contrast, *Associate of Applied Science (AAS) degree programs are designed primarily for students who wish to gain practical knowledge for immediate entry into the workforce or for career advancement.* All AAS programs include some General Education coursework, and may also include a limited number of academic courses which may be accepted for transfer to a four-year institution. While not specifically designed for transfer, articulation agreements with some four-year institutions provide for the transfer of selected AAS degree programs.

Technical Diplomas (TD), certificate and certification programs provide defined work skills in a specific career area to prepare students for employment or advancement in that field. Students in Certificate of Applied Science (CAS) programs take a limited number of General Education courses that may transfer to four-year institutions; however, the overwhelming focus of the certificate is to renew or establish a specific range of employable skills to facilitate students' entry or advancement in the workforce.

### **Alphabetical Listing of Degrees/Certificates**

<b><u>Business, Social Sciences and History</u></b>	<b>134</b>
<u>Accounting (Certificate of Technical Studies)</u>	134
<u>Business (Associate of Science)</u>	135
<u>Business (Associate of Arts/Louisiana Transfer Degree)</u>	141
<u>Business Technology, Entrepreneurship Concentration (Associate of Applied Science)</u>	145
<u>Business Technology, Management Concentration (Associate of Applied Science)</u>	147
<u>Construction Management (Associate of Applied Science)</u>	149
<u>Criminal Justice (Associate of Science)</u>	151
<u>Criminal Justice (Associate of Arts/Louisiana Transfer Degree)</u>	153
<u>Customer Service (Certificate of Technical Studies)</u>	155
<u>Paralegal Studies (Associate of Applied Science)</u>	156
<u>Social Sciences (Associate of Arts/Louisiana Transfer Degree)</u>	158
<b><u>Liberal Arts</u></b>	<b>163</b>
<u>Entertainment Technology (Associate of Applied Science)</u>	163
<u>Fine Arts (Associate of Arts/Louisiana Transfer Degree)</u>	167
<u>General Studies (Certificate)</u>	170
<u>Graphic Arts (Certificate of Technical Studies)</u>	171
	133

<u>Humanities (Associate of Arts/Louisiana Transfer Degree)</u>	172
<u>Liberal Arts (Associate of Arts)</u>	174
<u>Liberal Arts, African American Studies Concentration (Associate of Arts)</u>	176
<u>Liberal Arts, Global Studies Concentration (Associate of Arts)</u>	178
<u>Liberal Arts, Music Concentration (Associate of Arts)</u>	180
<u>Liberal Arts, Studio Arts Concentration (Associate of Arts)</u>	182
<u>Printmaking (Technical Competency Area)</u>	184
<u>Teaching, Gr 1-5 (Associate of Science)</u>	185
<b><u>Nursing and Allied Health</u></b>	<b>187</b>
<u>Certified Nursing Assistant (CNA, Technical Competency Area)</u>	187
<u>Diagnostic Medical Sonography (Associate of Applied Science)</u>	188
<u>Emergency Medical Technician (EMT-Basic, Technical Competency Area)</u>	191
<u>Medical Assistant (Certificate of Technical Studies)</u>	192
<u>Nursing (Associate of Science)</u>	193
<u>Pharmacy Technician (Certificate of Technical Studies)</u>	196
<u>Paramedic (Associate of Applied Science)</u>	198
<u>Paramedic (Certificate of Technical Studies)</u>	201
<u>Practical Nursing (Technical Diploma)</u>	203
<u>Surgical Technology (Associate of Science)</u>	205
<u>Veterinary Technology (Associate of Applied Science)</u>	208
<b><u>Process Technology</u></b>	<b>211</b>
<u>Process Technology (Associate of Applied Science)</u>	211
<b><u>Science, Technology, Engineering, and Mathematics (STEM)</u></b>	<b>214</b>
<u>Biological Sciences (Associate of Science/Louisiana Transfer Degree)</u>	214
<u>Computer Network Engineer (Certificate of Technical Studies)</u>	216
<u>Computer Science (Associate of Science)</u>	217
<u>General Science, Biomedical Science Concentration (Associate of Science)</u>	219
<u>General Science, Coastal Environmental Science Concentration (Associate of Science)</u>	222
<u>General Science, Environmental Management Systems Concentration (Associate of Science)</u>	224
<u>General Science, Food Science Concentration (Associate of Science)</u>	226
<u>General Science, Landscape Management Concentration (Associate of Science)</u>	228
<u>General Science, Natural Resource Management Concentration (Associate of Science)</u>	230
<u>General Science, Natural Sciences Concentration (Associate of Science)</u>	232
<u>Highway Engineering Technology (Certificate of Technical Studies)</u>	234
<u>Information Technology (Technical Diploma)</u>	236
<u>Additional Information Technology Technical Programs of Study</u>	238
<u>Physical Science (Associate of Science/Louisiana Transfer Degree)</u>	240
<u>Pre-Engineering (Associate of Science)</u>	242
<b><u>Technical Education</u></b>	<b>244</b>
<u>Air Conditioning and Refrigeration (Technical Diploma)</u>	244
<u>Care and Development of Young Children (Associate of Applied Science)</u>	245
<u>Carpentry (Technical Diploma)</u>	247
<u>Collision Repair Technology (Technical Diploma)</u>	248
<u>Cosmetology (Technical Diploma)</u>	249
<u>Culinary Arts and Occupations (Technical Diploma)</u>	250
<u>Drafting and Design Technology (Associate of Applied Science)</u>	251
<u>Graphics (Technical Diploma)</u>	253
<u>Horticulture/Landscape (Technical Diploma)</u>	254
<u>Industrial Maintenance Technology Electrical and Instrumentation (Technical Diploma)</u>	255
<u>Journeyman Industrial (Technical Diploma)</u>	256
<u>Machine Tool Technology (Technical Diploma)</u>	257
<u>Upholstery Technology (Technical Diploma)</u>	259
<u>Welding (Technical Diploma)</u>	261

<b><u>Transportation Technology</u></b>	<b>263</b>
<i><u>Aviation Maintenance Technician, Powerplant (Certificate of Technical Studies)</u></i>	263
<i><u>Avionics (Certificate of Technical Studies)</u></i>	264
<i><u>Commercial Pilot Helicopter Operations (Certificate of Technical Studies)</u></i>	265
<i><u>Helicopter Flight Instructor (Certificate of Technical Studies)</u></i>	266
<i><u>Helicopter Flight Operations (Associate of Applied Science)</u></i>	267
<i><u>Instrument Pilot Helicopter Operations (Certificate of Technical Studies)</u></i>	269
<i><u>Private Pilot Helicopter Operations (Certificate of Technical Studies)</u></i>	270



## Articulation Agreements

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BRCC has specific Articulation Agreements in the program areas listed below with the indicated school(s). Articulation Agreements are explicit arrangements between BRCC and other four-year institutions to help ensure maximum transferability of credits for students within a specific degree program. Students who complete the required coursework and transfer to a participating institution to continue their studies within that program enter the receiving institution as a junior. Please see your advisor for additional information.

### **Aspen University**

Business  
Business Technology  
Criminal Justice  
Liberal Arts  
Nursing  
Teaching

### **Louisiana State University**

Business  
Computer Science  
Entertainment Technology  
General Science (Biomedical, Coastal  
Environmental, Environmental Management  
Systems, Landscape Management, and  
Natural Resource Management Systems  
concentrations)  
Pre-Engineering (Biological, Chemical, Civil,  
Electrical & Computer, Environmental,  
Industrial, Mechanical, and Petroleum  
concentrations)

### **Louisiana Tech University**

Pre-Engineering (Biomedical, Chemical, Civil,  
Electrical, Industrial, Mechanical, and  
Nanosystems concentrations)

### **McNeese State University**

Nursing

### **Nicholls State University**

Business

### **Northwestern State University**

Criminal Justice  
Nursing  
Diagnostic Medical Sonography

### **Our Lady of Holy Cross College**

Nursing

### **Our Lady of the Lake College**

Business  
English (Associate of Arts Liberal Arts)  
General Science (Biomedical concentration)  
Nursing

### **Southeastern Louisiana University**

Business  
Computer Science

### **Southern University A&M College**

Social Sciences (POLI, PSYC, SOCL)  
Humanities (HIST)  
Business  
Criminal Justice  
Pre-Engineering (Civil, Electrical, and Mechanical  
concentrations)

### **University of Louisiana at Lafayette**

Pre-Engineering (Chemical, Civil, Electrical &  
Computer, Mechanical, and Petroleum  
concentration)

### **Western Governors University**

Teaching

## Business, Social Sciences and History

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### ***Accounting (Certificate of Technical Studies)***

The Certificate of Technical Studies in Accounting provides the knowledge and skills necessary for entry-level accounting and bookkeeping, with a focus on the employment needs of local/state governments and the area parishes' business community. It also provides the necessary credit hours to meet state civil service accounting requirements for advancement in several entry-level accounting positions. This program of study is not designed for college transfer.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the certificate.
- Earn a "C" or better in all courses.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

ACCT 200 <sup>1</sup>	Financial Accounting I	3
ACCT 201 <sup>1,2</sup>	Financial Accounting II	3
ACCT 210 <sup>3</sup>	Introduction to Auditing	3
ACCT 211 <sup>3</sup>	Introduction to Managerial Accounting	3
ACCT 221 <sup>3</sup>	Computer-Based Accounting	3
ACCT 235 <sup>3</sup>	Accounting Information Systems	3
ACCT elective	<i>(see below)</i>	3
ACCT elective	<i>(see below)</i>	3
Total Program Hours		24

### **Accounting Electives**

*Choose from the following:*

ACCT 212 <sup>4</sup>	Intro to Governmental and Not-for-Profit Accounting
ACCT 218 <sup>3</sup>	Payroll Accounting
ACCT 220 <sup>4</sup>	Introduction to Federal Taxation

<sup>1</sup> Students may take ACCT 203 in place of ACCT 200 and 201. Students choosing this option must then take an additional ACCT elective. Credit will not be given for both ACCT 200/201 and ACCT 203.

<sup>2</sup> Prerequisite is ACCT 200.

<sup>3</sup> Prerequisite is ACCT 201 or 203.

<sup>4</sup> Prerequisite is ACCT 200 or 203.

## ***Business (Associate of Science)***

The Associate of Science in Business is accredited by the Accreditation Council of Business Schools and Programs (ACBSP) and provides a course of study for students who intend to transfer to four-year colleges or universities as Business majors. It is vital that students follow the curriculum specifically designed for their intended four-year transfer college (LSU, SELU, SU, etc.) in order to maximize course transferability. Students transferring to an institution with which BRCC does not have an explicit 2+2 agreement should always check the admission requirements of that institution and verify their individual status/coursework for the program in which they intend to enroll.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree
- Earn a “C” or better in major courses\*, ENGL 101, ENGL 102, ECON 201, ECON 202, CSCI 190, MATH 201 and all courses that are prerequisites of other courses.
- Complete the coursework listed below.

### **PROGRAM OF STUDY BY INSTITUTION**

#### ***LOUISIANA STATE UNIVERSITY (LSU)***

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
HIST 201 <sup>1</sup>	American History Colonial to 1865	3
CSCI 190	Microcomputer Applications in Business	3

*Choose one:*

ARTS 101	Introduction to Fine Arts	
MUSC 101	Music Appreciation	3
		<hr/>
		15

<b>Second Semester</b>		<b>Credit Hours</b>
ENGL 102	English Composition II	3
MATH 201	Calculus for Non-Science Majors	3
HIST 202 <sup>1</sup>	American History 1865 to Present	3
BIOL 101	General Biology I	3
ECON 201	Principles of Macroeconomics	3
		<hr/>
		15

<b>Third Semester</b>		<b>Credit Hours</b>
ACCT 203 <sup>2*</sup>	Financial Accounting III	3
BIOL 102	General Biology II	3
ECON 202	Principles of Microeconomics	3
MATH 202*	Basic Statistics I	3
SPCH 120	Techniques of Speech	3
		<hr/>
		15

<b>Fourth Semester</b>		<b>Credit Hours</b>
ACCT 211*	Introduction to Managerial Accounting	3
ECON 205*	Economics of Money and Banking	3
MATH 203*	Basic Statistics II	3

*Choose one:*

ENGL 211	Introduction to Short Stories and Novels	
ENGL 215 <sup>1</sup>	Introduction to Drama and Poetry	3

*Choose one:*

PHSC 101	Physical Science I	
CHEM 101	Chemistry I for Science Majors	3
		<hr/>
		15

Total Program Hours	60
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<sup>1</sup> Students intending to transfer to LSU may choose any three of the following four humanities courses: HIST 201, HIST 202, ENGL 211, ENGL 215.

<sup>2</sup> Students may use ACCT 200 and 201 in place of ACCT 203; credit will not be given for both ACCT 200/201 & ACCT 203.

### **OUR LADY OF THE LAKE**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
HIST 201	American History Colonial to 1865	3
CSCI 190	Microcomputer Applications in Business	3

*Choose one:*

ARTS 101	Introduction to Fine Arts	
MUSC 101	Music Appreciation	3
		<hr/>
		15

<b>Second Semester</b>		<b>Credit Hours</b>
ENGL 102	English Composition II	3
MATH 201	Calculus for Non-Science Majors	3
PHIL 205	Intro. to Ethics	3
BIOL 101	General Biology I	3
ECON 201	Principles of Macroeconomics	3
		<hr/>
		15

<b>Third Semester</b>		<b>Credit Hours</b>
ACCT 2031*	Financial Accounting III	3
BIOL 102	General Biology II	3
ECON 202	Principles of Microeconomics	3
MATH 202*	Basic Statistics I	3
SPCH 120	Techniques of Speech	3
		15

<b>Fourth Semester</b>		<b>Credit Hours</b>
ACCT 211*	Introduction to Managerial Accounting	3
PSYC 201	Intro. to Psychology	3
SOCL 200	Intro. to Sociology	3
General Education Literature2		3
Choose one:		
PHSC 101	Physical Science I	
CHEM 101	Chemistry I for Science Majors	
PHYS 201	General Physics	3
		15
Total Program Hours		60

1Students may use ACCT 200 and 201 in place of ACCT 203; credit will not be given for both ACCT 200/201 & ACCT 203.

### ***SOUTHEASTERN LOUISIANA UNIVERSITY (SELU)***

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
CSCI 190	Microcomputer Applications in Business	3
Choose one:		
HIST 201	American History Colonial to 1865	
HIST 202	American History 1865 to Present	3
Choose one:		
ARTS 101	Introduction to Fine Arts	
MUSC 101	Music Appreciation	3
		15

**Second Semester** **Credit Hours**

ENGL 102	English Composition II	3
MATH 201	Calculus for Non-Science Majors	3
BIOL 101	General Biology I	3
ECON 201	Principles of Macroeconomics	3

*Choose one:*

PSYC 201	Introduction to Psychology	3
SOCL 200	Introduction to Sociology	3

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15

**Third Semester** **Credit Hours**

BIOL 102	General Biology II	3
BUSN 110*	Introduction to Business	3
MATH 202*	Basic Statistics I	3
ECON 202	Principles of Microeconomics	3
SPCH 120	Techniques of Speech	3

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15

**Fourth Semester** **Credit Hours**

ACCT 203 <sup>1*</sup>	Financial Accounting III	3
BUSN 220 <sup>2*</sup>	Business Law	3
BUSN 240*	Business Communication	3

*Choose one:*

ENGL 220	Major British Writers	
ENGL 221	Major American Writers	3

*Choose one:*

PHSC 101	Physical Science I	
CHEM 101	Chemistry I for Science Majors	3

---

15

Total Program Hours 60

<sup>1</sup>Students may use ACCT 200 and 201 in place of ACCT 203; credit will not be given for both ACCT 200/201 & ACCT 203.

<sup>2</sup>Students intending to major in Accounting at SELU should take POLI 251 instead of BUSN 220.

**SOUTHERN UNIVERSITY (SU)****First Semester** **Credit Hours**

ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
CIST 150*	Spreadsheets I	3

*Choose one:*

HIST 201	American History Colonial to 1865	
HIST 202	American History 1865 to Present	3

*Choose one:*

ARTS 101	Introduction to Fine Arts	
MUSC 101	Music Appreciation	3

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15

**Second Semester** **Credit Hours**

ENGL 102	English Composition II	3
MATH 201	Calculus for Non-Science Majors	3
PSYC 201	Introduction to Psychology	3
BIOL 101	General Biology I	3
ECON 201	Principles of Macroeconomics	3

---

15

**Third Semester** **Credit Hours**

ACCT 203 <sup>1*</sup>	Financial Accounting III	3
BIOL 102	General Biology II	3
ECON 202	Principles of Microeconomics	3
MATH 202*	Basic Statistics I	3
SPCH 120	Techniques of Speech	3

---

15

**Fourth Semester** **Credit Hours**

ACCT 211*	Introduction to Managerial Accounting	3
BUSN 110*	Introduction to Business	3
SOCL 200	Introduction to Sociology	3

*Choose one:*

ENGL 211	Introduction to Short Stories and Novels	
ENGL 215	Introduction to Drama and Poetry	3

*Choose one:*

PHSC 101	Physical Science I	
CHEM 101	Chemistry I for Science Majors	3

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15

Total Program Hours 60

<sup>1</sup>Students may use ACCT 200 and 201 in place of ACCT 203; credit will not be given for both ACCT 200/201 & ACCT 203.

For more information, contact the Division of Business, Social Sciences and History at (225) 216-8154.



## ***Business (Associate of Arts/Louisiana Transfer Degree)***

The Louisiana Transfer Degree program in Business provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in business and business-related fields.

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (e.g., MATH 101 and 110). To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in all courses.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
CSCI 190 <sup>1</sup>	Microcomputer Applications in Business	3
Gen-Ed. Humanities <sup>1</sup>		3
Gen-Ed. Fine Arts		3
		<hr/>
		15

<b>Second Semester</b>		<b>Credit Hours</b>
ENGL 102	English Composition II	3
ECON 201	Principles of Macroeconomics	3
Gen-Ed. Natural Science (first in sequence) <sup>2</sup>		3
Any PSYC or SOCL <sup>1</sup>		3
MATH 201	Calculus for Non-Science Majors	3
		<hr/>
		15

<b>Third Semester</b>		<b>Credit Hours</b>
MATH 202	Basic Statistics I	3
ECON 202	Principles of Microeconomics	3
ACCT 203	Financial Accounting III	3
Gen-Ed. Natural Science (second in sequence) <sup>2</sup>		3

*Choose one:*<sup>1</sup>

SPCH 120	Techniques of Speech (Public Speaking)	
SPCH 210	Interpersonal Communication	3

15

<b>Fourth Semester</b>	<b>Credit Hours</b>
ACCT 211 Introduction to Managerial Accounting	3
Any Gen-Ed. ENGL Literature course	3
Gen-Ed. Natural Science (opposite from seq.) <sup>2</sup>	3
Humanities Elective <sup>1</sup>	3
<u>Free Elective (any course)<sup>1</sup></u>	<u>3</u>
	15
 Total Program Hours	 60

<sup>1</sup>Students are strongly encouraged to consult with an advisor at their expected transfer institution to obtain program requirements and specific course recommendations in order to prepare for a particular business major.

- Some four-year institutions require at least one History course as their general education humanities.
- Some four-year institutions may require a Gen-Ed PSYC or SOCL class as part of their curriculum.

<sup>2</sup>Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa.

For more information, contact the Division of Business, Social Sciences and History at (225) 216-8154.

## ***Business Technology (Certificate of Applied Science)***

The Certificate of Applied Science in Business Technology is designed to meet the entry-level employment needs of the Greater Baton Rouge metropolitan area business community. It provides a general education and the work skills needed for employment. This program of study is not designed for college transfer.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in the following courses: ENGL 101, ACCT 200 or ACCT 203, CSCI 190, BUSN 110, approved business-electives, and in courses that are prerequisites for other courses.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
BUSN 110	Introduction to Business	3
CSCI 190	Microcomputer Applications in Business	3
<i>Choose one:</i>		
ACCT 200	Financial Accounting I	
ACCT 203	Financial Accounting III	3
		<hr/>
		15
<b>Second Semester</b>		<b>Credit Hours</b>
<i>Choose one:</i>		
SPCH 120	Techniques of Speech	
SPCH 210	Interpersonal Communication	3
<i>Choose one</i>		
ECON 201	Principles of Macroeconomics	
ECON 202	Principles of Microeconomics	
ECON 203	Economic Principles	3
<i>Approved Business Elective (see below)</i>		9
		<hr/>
		15
Total Program Hours		30

**Approved Business Electives, Select 3 courses from the following list:**

Any Accounting (ACCT) course	CIST 150 Spreadsheets I
Any Business (BUSN) course	MATH 202 Basic Statistics I
Any Finance (FINA) course	MATH 203 Basic Statistics II
Any Management (MANG) course	SPCH 220 Communication for Business Professionals
Any Economics (ECON) course	
ENGL 201 Workforce Writing and Vocabulary Development	

For additional information, contact the division of Business, Social Sciences & History, at 225-216-8154

## ***Business Technology, Entrepreneurship (Associate of Applied Science)***

The Associate of Applied Science in Business Technology is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). The Entrepreneurship pathway is specifically designed for students who want the necessary business skills to become a successful entrepreneur. This program is not intended for college transfer. It consists of 60 credit hours of course work and provides general education and work skills needed for entrepreneurship. Along with courses specific to entrepreneurship, all students complete required courses in the key business areas of accounting, economics, information systems, finance, management, and marketing. Additional required courses in speech and business communication provide students with the development of “soft” skills necessary for professional success.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in major courses\*, in ENGL 101 and ENGL 102, in CSCI 190, in concentration courses, and in courses that are prerequisites for other courses.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
BUSN 110*	Introduction to Business	3
CSCI 190	Microcomputer Applications in Business	3
FINA 150*	Introduction to Financial Management	3
		<hr/>
		15

<b>Second Semester</b>		<b>Credit Hours</b>
ACCT 203 <sup>1*</sup>	Financial Accounting III	3
Any Gen-Ed. Natural Science		3

*Choose one:*

HIST 201	American History Colonial to 1865	
HIST 202	American History 1865 to Present	3

*Choose one:*

SPCH 120	Techniques of Speech	
SPCH 210	Interpersonal Communication	3

*Choose one:*

ECON 201*	Principles of Macroeconomics	
ECON 202*	Principles of Microeconomics	
ECON 203*	Economic Principles	3
		<hr/>
		15

<b>Third Semester</b>		<b>Credit Hours</b>
BUSN 240*	Business Communication	3
BUSN 201*	Principles of Marketing	3
MANG 150*	Negotiations in Business	3
MANG 122*	Introduction to Entrepreneurship	3
BUSN 150*	Professional Selling	3
		15

<b>Fourth Semester</b>		<b>Credit Hours</b>
BUSN 220*	Business Law	3
MANG 222*	Small Business Management	3
MANG 201*	Principles of Management	3
ACCT 221*	Computer-Based Accounting	3
MANG 231*	Human Resource Management	3
		15

Total Program Hours	60
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<sup>1</sup>Students may use ACCT 200 and 201 in place of ACCT 203; credit will not be given for both ACCT 200/201 & ACCT 203.

For more information, contact the Division of Business, Social Sciences and History at (225)216-8154.

## ***Business Technology, Management (Associate of Applied Science)***

The Associate of Applied Science in Business Technology is accredited by the Accreditation Council of Business Schools and Programs (ACBSP). The Management pathway is specifically designed for students who want workforce-ready business management skills. This program is not intended for college transfer. It consists of 60 credit hours of course work and provides general education and work skills needed for entry-level management. Along with courses specific to management, all students complete required courses in the key business areas of accounting, economics, information systems, finance, management, and marketing. Additional required courses in speech and business communication provide students with the development of “soft” skills necessary for professional success.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in major courses\*, in ENGL 101 and ENGL 102, in CSCI 190, in concentration courses, and in courses that are prerequisites for other courses.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
BUSN 110*	Introduction to Business	3
CSCI 190	Microcomputer Applications in Business	3
FINA 150 *	Introduction to Financial Management	3
		<hr/>
		15
<b>Second Semester</b>		<b>Credit Hours</b>
ACCT 203 <sup>1*</sup>	Financial Accounting III	3
Any Gen-Ed. Natural Science		3
<i>Choose one:</i>		
HIST 201	American History Colonial to 1865	
HIST 202	American History 1865 to Present	3
<i>Choose one:</i>		
SPCH 120	Techniques of Speech	
SPCH 210	Interpersonal Communication	3
<i>Choose one:</i>		
ECON 201*	Principles of Macroeconomics	
ECON 202*	Principles of Microeconomics	
ECON 203*	Economic Principles	3
		<hr/>
		15

<b>Third Semester</b>		<b>Credit Hours</b>
MANG 150*	Negotiations in Business	3
MANG 201*	Principles of Management	3
BUSN 201*	Principles of Marketing	3
BUSN 220*	Business Law	3
BUSN 150*	Professional Selling	3
		<hr/> 15
<b>Fourth Semester</b>		<b>Credit Hours</b>
MANG 224*	Supervisory Management	3
BUSN 240*	Business Communication	3
MANG 226*	Organizational Leadership	3
ACCT 211*	Introduction to Managerial Accounting	3
MANG 231*	Human Resource Management	3
		<hr/> 15
Total Program Hours		60

<sup>1</sup>Students may use ACCT 200 and 201 in place of ACCT 203; credit will not be given for both ACCT 200/201 & ACCT 203.

For more information, contact the Division of Business, Social Sciences and History at (225)216-8154.



## ***Construction Management (Associate of Applied Science)***

The Associate of Applied Science in Construction Management prepares students with the education and skills needed to enter the high-growth industry of construction. To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used toward the degree.
- Earn a “C” or better in all courses.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
MATH 101/110 College Algebra	3
ENGL 101 English Composition I	3
CMGT 110 Construction Graphics	3
CMGT 121 Construction Materials and Methods	3
Gen Ed. Elective (choose any General Education History, Humanities, or Philosophy)	3
<hr/>	
	15

<b>Second Semester</b>	<b>Credit Hours</b>
MATH 111 Plane Trigonometry	3
ECON 203 Economic Principles	3
CMGT 103 Construction Safety	3
CMGT 210 Construction Estimating	3
CMGT 230 Statics and Strengths of Materials	3
<hr/>	
	15

<b>Third Semester</b>	<b>Credit Hours</b>
SPCH 120 Techniques of Speech	3
CMGT 200 Contracts and Construction Law	3
CMGT 220 Construction Project Management	3

*Choose one:*

Acct 200 Financial Accounting I	
ACCT 203 <sup>1</sup> Financial Accounting III	3

*Choose one:*

PHSC 101 Physical Science I	
PHYS 201 <sup>1</sup> General Physics I	3
<hr/>	
	15

<b>Fourth Semester</b>		<b>Credit Hours</b>
CMGT 225	Mechanical and Electrical Systems	3
CMGT 235	Construction Surveying and Site Layout	3
CMGT 241	Planning and Scheduling	3
CMGT 251	Commercial and Industrial Estimating	3
MANG 150	Negotiations in Business	3
		<hr/>
		15
Total Program Hours		60

<sup>1</sup>Students are advised to select ACCT 203 and PHYS 201 for credit transfer to a four year institution

For more information, contact the Division of Business, Social Sciences and History at (225) 216-8154.

## ***Criminal Justice (Associate of Science)***

The Associate of Science in Criminal Justice (AS) prepares students with the education and skills needed to pursue a career in the criminal justice system in municipal, parish, and state law enforcement/corrections agencies; court systems; and other public and private agencies. The program also provides a course of study and degree for students who intend to transfer to a criminal justice program at a four-year college or university, in addition to enhancing the capabilities of incumbent workers currently employed in the field. The program focuses on the interrelationship between crime, the criminal justice system, and society as a whole.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours used toward the degree.
- Earn a “C” or better in all major courses and in English 101 and 102.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
CJUS 101	Introduction to Criminal Justice	3
HIST 202	American History 1865 to Present	3
CJUS 225	Ethics in Criminal Justice	3
Any Gen-Ed. Fine Arts		3
		<hr/>
		15

<b>Second Semester</b>		<b>Credit Hours</b>
ENGL 102	English Composition II	3
CJUS 110	Police Systems and Practices	3
CJUS 120	Court Systems and Practices	3
Any Gen-Ed. Math		3
Any Gen-Ed. Natural Science		3
		<hr/>
		15

<b>Third Semester</b>		<b>Credit Hours</b>
SOCL 203	Race Relations	3
CJUS 130	Corrections Systems and Practices	3
CJUS 222	Criminal Law	3
Any Gen-Ed. Math		3

*Choose one:*

BUSN 240	Business Communication	
ENGL 201	Workforce Writing and Vocab Development	3
		<hr/>
		15

<b>Fourth Semester</b>	<b>Credit Hours</b>
CJUS 230 Criminal Justice Internship	3
Any Gen-Ed. Natural Science	3
Criminal Justice elective ( <i>see below</i> )	3
Criminal Justice elective ( <i>see below</i> )	3
Criminal Justice elective ( <i>see below</i> )	3
	15
Total Program Hours	60

**Criminal Justice electives:**

- CJUS/POLI 211 Constitutional Law
- CJUS 210 Careers in Criminal Justice
- CJUS 215 Juvenile Delinquency
- CJUS 223 Criminal Behavior
- CJUS 224 Crime Scene Investigation

For more information, contact the Division of Business, Social Sciences and History at (225) 216-8154.

## ***Criminal Justice (Associate of Arts/Louisiana Transfer Degree)***

The Associate of Arts in Criminal Justice provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in the social sciences. The curriculum is part of the Associate of Arts/Louisiana Transfer Degree program (AA/LT).

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (e.g., MATH 101 and 110). To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in all courses.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL 101 English Composition I	3
Any Gen.-Ed. Math <sup>1</sup>	3
Any Gen.-Ed. Fine Arts	3
CJUS 101 Introduction to Criminal Justice	3
<i>Choose one:</i> <sup>1</sup>	
SPCH 120 Techniques of Speech (Public Speaking)	
SPCH 210 Interpersonal Communication	3
	<hr/>
	15
<b>Second Semester</b>	<b>Credit Hours</b>
ENGL 102 English Composition II	3
Any Gen.-Ed. Introductory Statistics	3
Gen.-Ed. Natural Science (1st in sequence) <sup>2</sup>	3
CJUS 110 Police Systems and Practices	3
Any Gen.-Ed. Psychology or Sociology <sup>1</sup>	3
	<hr/>
	15
<b>Third Semester</b>	<b>Credit Hours</b>
Gen.-Ed. Natural Science (2nd in sequence) <sup>2</sup>	3
Gen.-Ed. History <sup>1</sup>	3
Gen.-Ed. Humanities Literature	3
CJUS 130 Corrections Systems and Practices	3
POLI 251 American Government	3
	<hr/>

	15
<b>Fourth Semester</b>	<b>Credit Hours</b>
Gen-Ed. Natural Science (opposite from seq.) <sup>2</sup>	3
Approved Electives ( <i>see below</i> )	12
	<hr/> 15
Total Program Hours	60

### Approved electives

Choose 12 hours from the following categories, in any combination, following the listed maximums:

- 0-9 hours from any Humanities (foreign language recommended).
- 0-3 hours from any Gen.-Ed. History course.
- 0-3 hours from any Gen.-Ed. Psychology or Sociology course.
- 0-6 hours from any Social Sciences (Check with your intended transfer institution to see which CJUS courses will transfer from BRCC as Social Science electives).

<sup>1</sup>Students are strongly encouraged to consult with an advisor at their expected transfer institution to obtain program requirements and specific course recommendations in order to prepare for a particular Criminal Justice major.

- Check with your intended transfer institution to see if College Algebra is recommended or required.
- Check with your intended transfer institution to see if an additional Gen-Ed. History is recommended or required.
- Check with your intended transfer institution to see if an additional Psychology or Sociology course is recommended or required.

<sup>2</sup>Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa.

For more information, contact the Division of Business, Social Sciences and History at (225) 216-8154.

## ***Customer Service (Certificate of Technical Studies)***

The Customer Service Certificate of Technical Studies is designed to prepare students with information and practice in utilizing appropriate customer service skills in current and future career and community endeavors. It includes 15 total hours of coursework in customer service, negotiations in business, English composition, sociology, and communication. These courses allow students to develop a broad range of skills in key areas that will enhance their ability to deliver excellent customer service in any field or industry. This program of study is not designed for college transfer.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credits to be used towards the certificate.
- Earn a “C” or better in all courses.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

	<b>Credit Hours</b>	
BUSN 130	Customer Service For Business Professionals	3
ENGL 101	English Composition I	3
MANG 150	Negotiations in Business	3
SOCL 203	Race Relations	3
<u>Customer Service Electives (<i>see below</i>)</u>		<u>3</u>
Total Program Hours		15

#### **Customer Service Electives**

*Choose from the following:*

SPCH 101	Fundamentals of Communication
SPCH 120	Techniques of Speech
SPCH 210	Interpersonal Communication
SPCH 220	Communication for Business Professionals
BUSN 240	Business Communication

For more information, contact the Division of Business, Social Sciences and History at (225) 216-8154.

## ***Paralegal Studies (Associate of Applied Science)***

The Associate of Applied Science in Paralegal Studies provides a course of study and degree for students who intend to pursue a career as a paralegal. It provides the general education and skills applicable to the paralegal profession while educating students in the theory and philosophy of the law, as well as the ethics of legal practice. Students will learn the practical skills necessary to effectively assist lawyers in either the private or public sectors, based on their choice of electives.

This program of study is not designed for college transfer. Also, it must be noted that while paralegals assist lawyers with legal work, they are strictly prohibited from engaging in the practice of law and cannot provide legal services directly to the public.

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 all PALG courses, all required related courses, and in ENGL 101 and ENGL 102.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
CJUS 101	Introduction to Criminal Justice	3
PALG 101	Introduction to Paralegal Studies	3
Any Gen-Ed. Social Science		3
Any Gen-Ed. Mathematics		3
		<hr/>
		15

<b>Second Semester</b>		<b>Credit Hours</b>
ENGL 102	English Composition II	3
POLI 251	American Government	3
PALG 120	Introduction to Legal Research	3
PALG 121	Introduction to Legal Writing	3
Any Gen-Ed. Natural Science		3
		<hr/>
		15

<b>Third Semester</b>		<b>Credit Hours</b>
POLI 211	Constitutional Law	3
PALG 211	Computers in the Law Office	3
PALG 215	Litigation	3
PALG 230	Ethics and Paralegals	3
Paralegal elective ( <i>see below</i> )		3
		<hr/>
		15



<b>Fourth Semester</b>	<b>Credit Hours</b>
Any SACSCOC-Accepted Gen.-Ed. Humanities <sup>1</sup>	3
Paralegal elective ( <i>see below</i> )	3
Paralegal elective ( <i>see below</i> )	3
Paralegal elective ( <i>see below</i> )	3
PALG 290 Paralegal Practicum	3
	<hr/>
	15
 Total Program Hours	 60

### **Paralegal Electives**

*Choose from the following:*

PALG 210	Law Office Management
PALG 216	Civil Law and Procedure
PALG 220	Introduction to Notary Public
PALG 221	Construction Law
PALG 222	Real Estate Law and Procedure
PALG 223	Insurance Law and Procedure
PALG 224	Wills, Estates, and Trusts
PALG 225	Employment Law
PALG 226	Family Law
PALG 227	Criminal Law
PALG 228	Personal Injury Law

<sup>1</sup> Any SACSCOC-Accepted Gen.-Ed. Humanities: Select any General Education English Literature, History, Humanities, or Philosophy

ENGL 210: Literature and Ethnicity (3)	HIST 201: American History Colonial to 1865 (3)
ENGL 211: Introduction to Fiction (3)	HIST 202: American History 1865-Present (3)
ENGL 215: Introduction to Poetry and Drama (3)	HIST 221: Modern Europe 1500-1848 (3)
ENGL 220: Major British Writers (3)	HIST 222: Modern Europe 1848 to Present (3)
ENGL 221: Major American Writers (3)	HUMN 210: World Mythology (3)
ENGL 222: Major World Writers (3)	HUMN 250: Africa and the Middle East (3)
ENGL 223: Introduction to African-American Literature (3)	HUMN 255: Asia and the Americas (3)
ENGL 230: Introduction to Literature (3)	HUMN 275: The Heroic Journey: From Classical to Contemporary (3)
ENGL 240: Introduction to Folklore (3)	PHIL 201: Introduction to Philosophy (3)
ENGL 248: Shakespeare: The More Popular Plays (3)	PHIL 203: Introduction to Logic (3)
HIST 101: History of World Civilizations I (3)	
HIST 102: History of World Civilizations II (3)	
HIST 200: History of Roman Republic and Empire (3)	

For more information, contact the Division of Business, Social Sciences and History at (225) 216-8154.

## ***Social Sciences (Associate of Arts/Louisiana Transfer Degree)***

The Associate of Arts in Social Sciences provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in the social sciences. The curriculum is part of the Associate of Arts/Louisiana Transfer Degree program (AA/LT).

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (e.g., MATH 101 and 110). To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in all major courses.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
English 101                      English Composition I	3
Gen.-Ed. Math <sup>1</sup>	3
Gen-Ed. Natural Science (1st in sequence) <sup>2</sup>	3
Gen. Ed. Social Science	3
Gen. Ed. Fine Arts	3
<hr/>	
	15
<b>Second Semester</b>	
English 102                      English Composition II	3
Gen.-Ed. Math/Analytical Reasoning <sup>1</sup>	3
Gen-Ed. Natural Science (2nd in sequence) <sup>2</sup>	3
Natural Science Lab <sup>1</sup>	0-1
Gen-Ed. Social Science	3
Gen-Ed. Humanities or History Sequence <sup>1</sup>	3
<hr/>	
	15
<b>Third Semester</b>	
Gen. Ed. Humanities or History Sequence <sup>1</sup>	3
Gen-Ed. Natural Science (opposite from seq.) <sup>2</sup>	3
Social Science Electives	9
<hr/>	
	15
<b>Fourth Semester</b>	
Gen-Ed. ENGL literature course	3
Approved Electives ( <i>see below</i> )	12
<hr/>	
	15

Total Program Hours 60-61

**Approved electives**

Choose 12 hours from the following categories, in any combination, following the listed maximums:

- 0 - 12 hours from any Social Sciences
- 0 - 12 hours from any Humanities

<sup>1</sup>Students are strongly encouraged to consult with an advisor at their expected transfer institution to obtain program requirements and specific course recommendations in order to prepare for a particular Social Science major.

- Many four-year institutions require College Algebra as one of the required general education math courses.
- Some degrees at four-year institutions require two History courses as their general education humanities.

<sup>2</sup>Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa.

**PROGRAM OF STUDY**

**FOR STUDENTS INTENDING TO TRANSFER TO SOUTHERN UNIVERSITY AS A POLITICAL SCIENCE MAJOR**

<b>First Semester</b>		<b>Credit Hours</b>
English 101	English Composition I	3
MATH 101/110	College Algebra	3
BIOL 101	General Biology I	3
PSYC 201	Intro. to Psychology	3
BIOL 101L	General Biology Lab I	0-1

Choose one:

ARTS 101	Intro. to Fine Arts	
MUSC 101	Music Appreciation	3
		<hr/>
		15-16

<b>Second Semester</b>		<b>Credit Hours</b>
English 102	English Composition II	3
MATH 130	Intro. to Contemporary Math	3
BIOL 102	General Biology II	3
POLI 251	American Government	3

Choose one:

HIST 101	World Civilization to 1500	
HIST 201	American History Colonial to 1865	3
		<hr/>
		15

**Third Semester**

PHSC 101	Intro. to Physical Science	3
POLI 253	Intro. to Comparative Government	3
ECON 201	Principles of Macro Economics	3
GEOG 203	Cultural Geography	3

Choose one:

HIST 102	World Civilization 1500 to Present	
HIST 202	American History 1865 to Present	3
		<hr/>
		15

**Fourth Semester**

ENGL 223	Intro. to African American Literature	3
POLI 202	International Relations	3
PHIL 203	Intro. to Logic	3
ECON 202	Principles of Micro Economics	3
SOCL 200	Intro. to Sociology	3
		<hr/>
		15

Total Program Hours	60-61
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**PROGRAM OF STUDY*****FOR STUDENTS INTENDING TO TRANSFER TO SOUTHERN UNIVERSITY AS A PSYCHOLOGY MAJOR*****First Semester****Credit Hours**

English 101	English Composition I	3
MATH 101/110	College Algebra	3
BIOL 101	General Biology I	3
BIOL 101L	General Biology Lab I	0-1
PSYC 201	Intro. to Psychology	3

Choose one:

ARTS 101	Intro. to Fine Arts	
MUSC 101	Music Appreciation	3
		<hr/>
		15-16

**Second Semester****Credit Hours**

English 102	English Composition II	3
MATH 130	Intro. to Contemporary Math	3
BIOL 102	General Biology II	3
SOCL 200	Intro. to Sociology	3
HIST 101	World Civilization to 1500	3
		<hr/>
		15-16

**Third Semester**

HIST 102	World Civilization 1500 to Present	3
PHSC 101	Intro. to Physical Science	3
ENGL 223	Intro. to African American Literature	3
PSYC 204	Psychology of Child Development	3

Choose one:

SPAN 101	Elementary Spanish I	
FREN 101	Elementary French I	3
		<hr/>
		15

**Fourth Semester**

SOCL 205	Contemporary Social Problems	3
PSYC 208	Adolescent Psychology	3
Humanities Elective: (Any HIST, PHIL, SPCH)		3
Social Science Elective: (Any ECON, GEOG, POLI, SOCL)		3

Choose one:

SPAN 102	Elementary Spanish II	
FREN 102	Elementary French II	3
		<hr/>
		15

Total Program Hours	60-61
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**PROGRAM OF STUDY*****FOR STUDENTS INTENDING TO TRANSFER TO SOUTHERN UNIVERSITY AS A SOCIOLOGY MAJOR***

<b>First Semester</b>		<b>Credit Hours</b>
English 101	English Composition I	3
MATH 101/110	College Algebra	3
BIOL 101	General Biology I	3
SOCL 200	Intro. to Sociology	3
BIOL 101L	General Biology Lab I	0-1

Choose one:

ARTS 101	Intro. to Fine Arts	
MUSC 101	Music Appreciation	3
		<hr/>
		15-16

<b>Second Semester</b>		<b>Credit Hours</b>
English 102	English Composition II	3
MATH 130	Intro. to Contemporary Math	3
BIOL 102	General Biology II	3
PSYC 201	Intro. to Psychology	3
HIST 101	World Civilization to 1500	3
		<hr/>
		15

**Third Semester**

HIST 102	World Civilization 1500 to Present	3
PHSC 101	Intro. to Physical Science	3
SOCL 205	Contemporary Social Problems	3
ENGL 223	Intro. to African American Literature	3
Choose one:		
SPAN 101	Elementary Spanish I	
FREN 101	Elementary French I	3
		<hr/>
		15

**Fourth Semester**

Social Science Electives <sup>1</sup>		6
Choose one:		
HIST 201	American Civilization Colonial to 1865	
HIST 202	American Civilization 1865 to Present	3
Choose one:		
ENGL 211	Intro. to Fiction	
ENGL 230	Intro. to Literature	3
Choose one:		
SPAN 102	Elementary Spanish II	
FREN 102	Elementary French II	3
		<hr/>
		15
Total Program Hours		60-61

<sup>1</sup>Social Science Electives: choose 2 of the following courses: POLI 251, ECON 203, GEOG 201

For more information, contact the Division of Business, Social Sciences and History at (225) 216-8154.

## Liberal Arts

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### ***Entertainment Technology (Associate of Applied Science)***

The Associate of Applied Science in Entertainment Technologies (AAS) provides a course of study for students who want to prepare for immediate entry into the Louisiana entertainment industry. Students learn about media production and the structures of the music, film, and video game industries. *This program of study is not intended for college transfer.* Students should consult with an advisor for specific course selections relevant to their career goals and interests.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in major courses, in ENGL 101 and 102, and in all courses that are prerequisites for other courses.
- Complete the coursework listed below.

#### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
ETEC 101	Introduction to Entertainment Technologies	3
CSCI 192	Intro to Computers: Program Logic and Design	3
Any Gen.-Ed. Speech		3
Any Gen-Ed. Social Science		3
		<hr/>
		15

<b>Second Semester</b>		<b>Credit Hours</b>
ENGL 102	English Composition II	3
Any Gen.-Ed. Math		3
Any Gen-Ed. Natural Science		3
ETEC Core Requirement ( <i>see below</i> )		3
ETEC Core Elective ( <i>see below</i> )		3
		<hr/>
		15

<b>Third Semester</b>		<b>Credit Hours</b>
Gen.-Ed. Humanities ( <i>see below</i> )		3
ETEC Core Requirement ( <i>see below</i> )		3
ETEC Core Elective ( <i>see below</i> )		3
ETEC Core Elective ( <i>see below</i> )		3
ETEC Core Elective ( <i>see below</i> )		3
		<hr/>
		15

<b>Fourth Semester</b>	<b>Credit Hours</b>
ETEC General Elective ( <i>see below</i> )	3
ETEC Core Requirement ( <i>see below</i> )	3
ETEC General Elective ( <i>see below</i> )	3
ETEC General Elective ( <i>see below</i> )	3
ETEC General Elective ( <i>see below</i> )	3
	<hr/>
	15
 Total Program Hours	 60

### **ETEC Core and Core Elective Requirements**

Students must select an area of interest — Film, Audio Recording, or Gaming and Digital Media—and take the corresponding courses (nine credit hours) from that area as their ETEC Core Requirement courses. Students must also meet with an ETEC advisor to determine the area of interest and suggested course sequence (ETEC Core Electives and ETEC General Electives) for their area of interest.

### **ETEC Core Requirements**

#### *Core Area One: Film*

FILM 200	Introduction to Cinema Studies	3
FILM 221	Film Production I	3
FILM 222	Film Production II	3

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#### *Core Area Two: Gaming and Digital Media*

ETEC 210	Game Theory and Design	3
ETEC 215	Game Production	3

#### *In addition, choose either*

ETEC 220	Game Programming	3
- OR -		
ETEC 225	3D Modelling and Animation	3

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#### *Core Area Three: Audio Recording*

ETEC 205	Introduction to Recording Technology	3
ETEC 230	Audio Engineering	3
ETEC 240	Audio for Digital Media	3

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### **ETEC Core Electives**

ETEC 200, 201, 202, 205, 206, 207, 210, 215, 220, 223, 225, 230, 240, 251, 252, 254, 290; FILM 200, 201, 202, 221, 222



### General Elective Courses

Any MUSC course		
Any POLI course		
Any HUMN course		
Any ARTS course		
Any FILM course		
Any ETEC course (Not taken as Core Requirement or ETEC 101)		
Any CSCI course (credit will not be given for both CSCI 101 and CSCI 190)		
Any THTR course		
BUSN 110	Introduction to Business	3
BUSN 240	Business Communication	3
CIST 270	Multimedia and Web Design	3
ECON 204	Sports and Entertainment Economics	3
ENGL 201	Workforce Writing and Vocabulary Development	3
ENGL 205	Introduction to Writing Short Stories	3
ENGL 209	Introduction to Screenwriting	3
HIST 101	World Civilization to 1500	3
HIST 102	World Civilization 1500 to Present	3
HIST 201	American History Colonial to 1865	3
HIST 202	American History 1865 to Present	3
PSYC 200	Psychology of Adjustment	3
PSYC 201	Introduction to Psychology	3
PSYC 205	Social Psychology	3
SOCL 200	Introduction to Sociology	3
SOCL 203	Race Relations	3
SOCL 205	Contemporary Social Problems	3
SPCH 120	Techniques of Speech	3
SPCH 220	Communication for Business Professionals	3
SPCH 240	Performance of Literature	3
General Elective Humanities Courses		
ENGL 210,	Literature and Ethnicity	3
ENGL 211,	Introduction to Fiction	3
ENGL 215,	Introduction to Poetry and Drama	3
ENGL 220,	Major British Writers	3
ENGL 221,	Major American Writers	3
ENGL 222,	Major World Writers	3
ENGL 223,	introduction to African-American Literature	3
ENGL 230,	Introduction to Literature	3
ENGL 240,	Introduction to Folklore	3
ENGL 248,	Shakespeare: The More Popular Plays	3
HIST 101,	History of World Civilizations I	3
HIST 102,	History of World Civilizations II	3
HIST 200,	History of Roman Republic and Empire	3
HIST 201,	American History Colonial to 1865	3
HIST 202,	American History 1865-Present	3
HIST 221,	Modern Europe 1500-1848	3

HIST 222, Modern Europe 1848 to Present	3
HUMN 210, World Mythology	3
HUMN 250, Africa and the Middle East	3
HUMN 255, Asia and the Americas	3
HUMN 275, The Heroic Journey: From Classical to Contemporary	3
PHIL 201, Introduction to Philosophy	3
PHIL 203, Introduction to Logic	3
PHIL 205, Introduction to Ethics	3
PHIL 228, Philosophy of Religion	3

For more information, contact the Division of Liberal Arts at (225) 216-8165.

## ***Fine Arts (Associate of Arts/Louisiana Transfer Degree)***

The Fine Arts Track of the Associate of Arts degree program provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in fine arts. The curriculum is part of the Associate of Arts/Louisiana Transfer Degree program (AA/LT).

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (e.g., MATH 101 and 110). To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in all coursework to be used toward the degree.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL 101      English Composition I	3
Any Gen-Ed. Mathematics/Analytical Reasoning	3
Any Gen-Ed. Social Science	3
Gen-Ed. Natural Science (first in sequence) <sup>1</sup>	3
Any Gen-Ed. Fine Arts	3
<hr/>	15

<b>Second Semester</b>	<b>Credit Hours</b>
ENGL 102      English Composition II	3
Any Gen-Ed. Mathematics/Analytical Reasoning	3
Any Gen-Ed. Humanities	3
Gen-Ed. Natural Science (second in sequence) <sup>1</sup>	3
Concentration Core Selection ( <i>see below</i> )	3
<hr/>	15

<b>Third Semester</b>	<b>Credit Hours</b>
Any Gen-Ed. Humanities	3
Any Gen-Ed. Social Science	3
Gen-Ed. Natural Science (opposite from seq.) <sup>2</sup>	3
Concentration Core Selection ( <i>see below</i> )	3
Concentration Core Selection ( <i>see below</i> )	3
<hr/>	15

<b>Fourth Semester</b>	<b>Credit Hours</b>
Any Gen-Ed. ENGL Literature	3
Concentration Core Selection ( <i>see below</i> )	3
Concentration Elective ( <i>see below</i> )	3
Concentration Elective ( <i>see below</i> )	3
Concentration Elective ( <i>see below</i> )	3
Concentration Lab Elective (optional)	0-1
	<hr/>
	15-16
 Total Program Hours	 60-61

### Concentration Core Selections

(Three of the four concentration core selections must be from 3 different areas)

- Any Fine Arts history
- Any Fine Arts appreciation
- Any Fine Arts basic skills
- Any Fine Arts theory

AREA	ARTS	MUSIC	FILM	THEATRE
APPRECIATION	101, 102, 103	101, 130	200	100
SKILLS	120, 122, 130, 140, 142, 150, 231, 232, 220, 221, 234	108, 109, 120, 121, 140, 144, 145, 230, 244, 245	221, 222	200, 225, 227
HISTORY	241, 242	102, 201, 202	201, 202	
THEORY	111, 112, 114, 233	100, 200		
OTHER	113, 115, 235			

### Concentration Electives

(Choose from any category listed below, within the limits listed, to complete required hours)

- Any Humanities course  
(ENGL Literature, FILM, FREN, HIST, HUMN, ITAL, PHIL, SPAN, SPCH etc.) 0-3
- Any Social/Behavioral Science  
(ECON, GEOG, POLI, PSYC, SOCL, etc.) 0-3
- Any appropriate Natural Science Lab course for one of the Gen-Ed.  
Natural Science courses chosen 0-1
- Any Fine Arts courses 0-9

<sup>1</sup>A Natural Science sequence consists of two sequential courses in the same discipline (e.g., BIOL 101 and 102, CHEM 130 and 131, PHSC 101 and 102, etc.). The first course in the sequence should be taken during one semester, and the second course in the sequence should be taken during the following semester. No lab is required.

<sup>2</sup>Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa.

Students are strongly encouraged to consult with an advisor for course recommendations within their area of interest.

For more information, contact the Division of Liberal Arts at (225) 216-8165.

## ***General Studies (Certificate)***

The Certificate in General Education provides a strong initial grounding in liberal education. Upon completion, students are prepared to successfully meet transfer requirements at most four-year universities and have the knowledge and skills frequently identified by employers as being desirable qualities in an employee. The certificate program may be taken by students who wish to eventually pursue an associate/baccalaureate degree, or by students who only wish to expand their personal knowledge and do not intend to obtain a more advanced degree.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours used toward the certificate.
- Earn a “C” or better in English 101 and 102.
- Complete the course work listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL 101      English Composition I	3
Any Gen-Ed. Mathematics	3
Any Gen-Ed. Social Science at the 200 level <sup>1</sup>	3
Any Gen-Ed. Fine Arts	3
Any Gen-Ed. Natural Science	3
	<hr/>
	15
<b>Second Semester</b>	<b>Credit Hours</b>
ENGL 102      English Composition II	3
Any Gen-Ed. Humanities, Mathematics/Analytical Reasoning, Natural Science, or Social Science	3
Any Gen-Ed. Humanities	3
Certificate Elective (any course)	3
Certificate Elective (any course)	3
	<hr/>
	15
Total Program Credits	30

<sup>1</sup>ECON 203 may not be used with either ECON 201 or ECON 202

For more information, contact the Division of Liberal Arts at (225) 216-8165.

## **Graphic Arts (Certificate of Technical Studies)**

The Certificate of Technical Studies in Graphic Arts prepares students for work in the field of visual communication. Students who earn the certificate will also have a foundation of completed coursework for continued study toward an associate or bachelor degree. To receive this Certificate of Technical Studies in Graphic Studies, student must complete the following program of study.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL 101 English Composition I	3
MATH 101/110 College Algebra	3
Any Gen-Ed. Fine Arts (e.g., ARTS 101, ARTS 102, ARTS 103)	3
ARTS 111 Introduction to 2-D Design	3
ARTS 120 Beginning Drawing	3
	<hr/>
	15
<b>Second Semester</b>	<b>Credit Hours</b>
ARTS 200 Digital Art I	3
ARTS 231 Introduction to Graphic Design	3
Any Certificate Elective ( <i>see below</i> )	3
Any Certificate Elective ( <i>see below</i> )	3
Any Certificate Elective ( <i>see below</i> )	3
	<hr/>
	15
Total Certificate Hours	30

### **Certificate Electives**

ARTS 115 Digital Photography  
ARTS 220 Introduction to Printmaking  
ARTS 221 Silkscreen Printmaking  
ARTS 232 Intermediate Graphic Design  
ETEC 251 Web Development I  
ETEC 252 Web Development II

For more information, contact the Division of Liberal Arts at (225) 216-8165.

## ***Humanities (Associate of Arts/Louisiana Transfer Degree)***

The Humanities Track of the Liberal Arts degree program provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in any field of the humanities. The curriculum is part of the Associate of Arts/Louisiana Transfer Degree program (AA/LT).

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (e.g., MATH 101 and 110). To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better all in coursework to be used toward the degree.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL 101 English Composition I	3
Any Gen-Ed. Mathematics/Analytical Reasoning	3
Any Gen-Ed. Social Science at the 200 level <sup>1</sup>	3
Any Gen-Ed. Fine Arts	3
Gen-Ed. Natural Science (first in sequence) <sup>2</sup>	3
	<hr/>
	15
<b>Second Semester</b>	
ENGL 102 English Composition II	3
Any Gen-Ed. Mathematics/Analytical Reasoning	3
Any Gen-Ed Social Science at the 200 level <sup>1</sup>	3
Any Gen-Ed. Humanities	3
Gen-Ed. Natural Science (second in sequence) <sup>2</sup>	3
	<hr/>
	15
<b>Third Semester</b>	<b>Credit Hours</b>
Any Gen-Ed. Literature course	3
Any Gen-Ed Humanities	3
Any Humanities <sup>3</sup>	3
Any Humanities <sup>3</sup>	3
Gen-Ed. Natural Science (opposite from seq.) <sup>2</sup>	3
	<hr/>
	15



<b>Fourth Semester</b>	<b>Credit Hours</b>
Any Humanities <sup>3</sup>	3
Any Humanities <sup>3</sup>	3
Any Humanities <sup>3</sup>	3
Any Humanities or Social Science <sup>3</sup>	3
Any Humanities or Social Science <sup>3</sup>	3
	<hr/>
	15
 Total Program Hours	 60

<sup>1</sup> ECON 203 may not be used with either ECON 201 or ECON 202.

<sup>2</sup> A Natural Science sequence consists of two sequential courses in the same discipline (e.g., BIOL 101 and 102, CHEM 130 and 131, PHSC 101 and 102, etc.). The first course in the sequence should be taken during one semester, and the second course in the sequence should be taken during the following semester. One lab is optional. The third science course must be the opposite of the sequence; for example, if the sequence is biological science, the third course must be physical science.

<sup>3</sup> Students should choose classes related to their expected major (e.g., history, foreign language, communication skills, English, etc.).

For more information, contact the Division of Liberal Arts at (225) 216-8165.

## ***Liberal Arts (Associate of Arts)***

The Liberal Arts Associate of Arts degree is specifically for those students planning to transfer to a senior college/university, but it also provides a well-rounded, general educational background for self-fulfillment or employment in the workplace. The degree is designed to allow students to successfully complete foundational coursework while deciding on a major, with emphasis placed on the General Education courses required by most senior institutions. Students planning to transfer to another institution should discuss their plans with an advisor at BRCC and at the receiving institution to ensure maximum transferability of credits.

To receive this degree, the student must:

- have a cumulative GPA of 2.00 or better in all credit hours 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**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL 101      English Composition I	3
Any Gen-Ed. Mathematics	3
Any Gen-Ed. Social Science at the 200 level <sup>1</sup>	3
Any Gen-Ed. Fine Arts	3
Gen-Ed. Natural Science (first in sequence) <sup>2</sup>	3
	<hr/>
	15

<b>Second Semester</b>	<b>Credit Hours</b>
ENGL 102      English Composition II	3
Choose one:	
Any Gen-Ed. Mathematics	
PHIL 203, Introduction to Logic	3
Any Gen-Ed. Social Science at the 200 level <sup>1</sup>	3
Any Gen-Ed. Humanities	3
Gen-Ed. Natural Science (second in sequence) <sup>2</sup>	3
	<hr/>
	15

<b>Third Semester</b>	<b>Credit Hours</b>
Any Gen-Ed. ENGL Literature course	3
Liberal Arts Required Course ( <i>see below</i> )	3
Liberal Arts Required Course ( <i>see below</i> )	3
Liberal Arts Required Course ( <i>see below</i> )	3
Any Gen-Ed. Natural Science (non-sequential)	3
	<hr/>
	15

<b>Fourth Semester</b>	<b>Credit Hours</b>
Liberal Arts Required Course ( <i>see below</i> )	3
Liberal Arts Required Course ( <i>see below</i> )	3
Liberal Arts Required Course ( <i>see below</i> )	3
Gen-Ed. Humanities	3

*Choose one:*

SPCH 101	Fundamentals of Communication	
SPCH 120	Techniques of Speech	
SPCH 210	Interpersonal Communication	
SPCH 220	Communication for Business Professionals	
SPCH 240	Performance of Literature	3
		<hr/>
		15
Total Program Hours		60

### **Liberal Arts Required Courses**

- Any Arts (ARTS) course
- Any English (ENGL) course
- Any Film (FILM) course
- Any Foreign Language (FREN/SPAN/ITAL/GERM) 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

<sup>1</sup>ECON 203 may not be used with either ECON 201 or ECON 202.

<sup>2</sup>A Natural Science sequence consists of two sequential courses in the same discipline (e.g., BIOL 101 and 102, CHEM 130 and 131, PHSC 101 and 102, etc.). The first course in the sequence should be taken during one semester, and the second course in the sequence should be taken during the following semester. No lab is required.

For more information, contact the Division of Liberal Arts at (225) 216-8165.

## ***Liberal Arts, African American Studies Concentration (Associate of Arts)***

The Liberal Arts concentration in African-American Studies prepares students for further undergraduate studies in African American history/culture and disciplines addressing ethnic studies of all types. It gives them a solid Liberal Arts background for positions that involve decision- and policy-making in private firms, organizations, and governmental entities that deal with ethnically diverse populations. The program instills an understanding of the particular historical and cultural issues of race and ethnicity in the United States while providing general knowledge that students can relate to global trends and issues. Students planning to transfer to another institution should discuss their plans with an advisor at BRCC and at the receiving institution to ensure maximum transferability of credits.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in major courses; in ENGL 101, 102, and 223; and in courses that are prerequisites for other courses.
- Take at least 12 hours at the 200 level.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL 101 English Composition I	3
MATH 101/110 College Algebra	3
Any Gen-Ed. Social Science at the 200 level <sup>1</sup>	3
Any Gen-Ed Fine Arts	3
Gen-Ed. Natural Science (first in sequence) <sup>2</sup>	3
	<hr/>
	15

<b>Second Semester</b>	<b>Credit Hours</b>
ENGL 102 English Composition II	3
Any Gen-Ed. Mathematics	3
Any Gen-Ed. Social Science at the 200 level <sup>1</sup>	3
Any Gen-Ed. Humanities	3
Gen-Ed. Natural Science (second in sequence) <sup>2</sup>	3
	<hr/>
	15

<b>Third Semester</b>	<b>Credit Hours</b>
ENGL 223 Introduction to African American Literature	3
HIST 206 African-American History	3
HUMN 250 Africa and the Middle East	3
MUSC 102 History of Jazz	3
Gen-Ed. Natural Science (opposite from seq.) <sup>3</sup>	3
	<hr/>
	15

<b>Fourth Semester</b>	<b>Credit Hours</b>
Concentration Elective ( <i>see below</i> )	3
Concentration Elective ( <i>see below</i> )	3
Any Gen-Ed. Humanities	3

*Choose one (cannot take both):*

CSCI 101	Introduction to Computer Technology	
CSCI 190	Microcomputer Applications in Business	3

*Choose one:*

SPCH 101	Fundamentals of Communication	
SPCH 120	Techniques of Speech	
SPCH 210	Interpersonal Communication	
SPCH 220	Communication for Business Professionals	3
		<hr/>
		15
Total Program Hours		60

### **Concentration Electives**

*Choose from the following:*

ARTS 102	Non-Western Art
ENGL 210	Literature and Ethnicity
ENGL 222	Survey of World Literature
SOCL 203	Race Relations
SPCH 218	Intercultural Communications

<sup>1</sup>ECON 203 may not be used with either ECON 201 or ECON 202.

<sup>2</sup>A Natural Science sequence consists of two sequential courses in the same discipline (e.g., BIOL 101 and 102, CHEM 130 and 131, PHSC 101 and 102, etc.). The first course in the sequence should be taken during one semester, and the second course in the sequence should be taken during the following semester. No lab is required.

<sup>3</sup>Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa.

For more information, contact the Division of Liberal Arts at (225) 216-8165.

## ***Liberal Arts, Global Studies Concentration (Associate of Arts)***

The Liberal Arts Associate of Arts 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 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 planning to transfer to another institution should discuss their plans with an advisor at BRCC and at the receiving institution to ensure maximum transferability of credits.

The Global Studies Concentration requires a minimum of 18 hours in various related courses across several disciplines. To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in all concentration 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.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL 101 English Composition I	3
MATH 101/110 College Algebra	3
Any Gen-Ed. Social Science at the 200 level <sup>1</sup>	3
Any Gen-Ed. Fine Arts	3
<u>Gen-Ed. Natural Science (first in sequence)<sup>2</sup></u>	<u>3</u>
	15
<b>Second Semester</b>	<b>Credit Hours</b>
ENGL 102 English Composition II	3
Any Gen-Ed. Mathematics	3
Any Gen-Ed. Social Science at the 200 level <sup>1</sup>	3
Any Gen-Ed. Humanities	3
<u>Gen-Ed. Natural Science (second in sequence)<sup>2</sup></u>	<u>3</u>
	15
<b>Third Semester</b>	<b>Credit Hours</b>
Any foreign language <sup>3</sup>	3
Concentration elective ( <i>see below</i> )	3
Concentration elective ( <i>see below</i> )	3
Concentration elective ( <i>see below</i> )	3
<u>Gen-Ed. Natural Science (opposite from seq.)<sup>4</sup></u>	<u>3</u>
	15

<b>Fourth Semester</b>		<b>Credit Hours</b>
Any SPCH course		3
Concentration elective ( <i>see below</i> )		3
Concentration elective ( <i>see below</i> )		3
Any foreign language <sup>3</sup>		3
<i>Choose one:</i> <sup>5</sup>		
CSCI 101	Introduction to Computer Technology	
CSCI 190	Microcomputer Applications in Business	3
		<hr/>
		15
Total Program Hours		60

### **Concentration Electives**

*Choose 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 101/101H	World Civilization to 1500
HIST 102/102H	World Civilization 1500 to Present
HUMN 210	World Mythology
HUMN 250	Africa and the Middle East
HUMN 255	Asia and the Americas
PHIL 205	Introduction to Ethics
POLI 202	International Relations

<sup>1</sup>ECON 203 may not be used with either ECON 201 or ECON 202.

<sup>2</sup>A Natural Science sequence consists of two sequential courses in the same discipline (e.g., BIOL 101 and 102, CHEM 130 and 131, PHSC 101 and 102, etc.). The first course in the sequence should be taken during one semester, and the second course in the sequence should be taken during the following semester. No lab is required.

<sup>3</sup> A foreign language sequence in the same language is recommended (e.g., SPAN 101 and 102, FREN 101 and 102, etc.). The first course in the sequence should be taken during one semester, and the second course in the sequence should be taken during the following semester.

<sup>4</sup>Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa.

<sup>5</sup>CSCI 101 and 190 are exclusive to each other. Students cannot take both for credit.

For more information, contact the Division of Liberal Arts at (225) 216-8165.

## ***Liberal Arts, Music Concentration (Associate of Arts)***

The Liberal Arts concentration in Music is specifically for those students planning to transfer to a senior college/university; it provides the foundational coursework for student to continue their studies in a music-related discipline. 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 particular major. Students planning to transfer to another institution of higher learning should discuss their plans with an academic advisor at both BRCC and the receiving institution to ensure maximum transferability of credits.

Several concentration courses have other concentration courses as prerequisite requirements. Student should note these prerequisites when planning their course of study.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree.
- Earn a “C” or better in concentration 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.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL 101 English Composition I	3
MATH 101/110 College Algebra	3
MUSC 101 Music Appreciation	3
Any Gen-Ed. Social Science at the 200 level <sup>1</sup>	3
<u>Gen-Ed. Natural Science (first in sequence)<sup>2</sup></u>	<u>3</u>
	15

<b>Second Semester</b>	<b>Credit Hours</b>
ENGL 102 English Composition II	3
Any Gen-Ed. Mathematics	3
Any Gen-Ed. Social Science at the 200 level <sup>1</sup>	3
Any Gen-Ed. Humanities	3
<u>Gen-Ed. Natural Science (second in sequence)<sup>2</sup></u>	<u>3</u>
	15

<b>Third Semester</b>	<b>Credit Hours</b>
Gen-Ed. Natural Science (opposite from seq.) <sup>3</sup>	3
Any Gen-Ed. Humanities	3
Any SPCH	3
Any CSCI	3
<u>Concentration Elective (<i>see below</i>)</u>	<u>3</u>
	15



<b>Fourth Semester</b>	<b>Credit Hours</b>
Any Gen-Ed. Humanities	3
Concentration Elective ( <i>see below</i> )	3
Concentration Elective ( <i>see below</i> )	3
Concentration Elective ( <i>see below</i> )	3
Concentration Elective ( <i>see below</i> )	3
	<hr/>
	15
 Total Program Hours	 60

### **Concentration Electives**

*Choose from the following:*

MUSC 100	Music Theory I
MUSC 120	Ear Training & Sight Singing I
MUSC 121	Ear Training & Sight Singing II
MUSC 200	Music Theory II
MUSC 201	Music History I
MUSC 202	Music History II

<sup>1</sup>ECON 203 may not be used with either ECON 201 or ECON 202.

<sup>2</sup>A Natural Science sequence consists of two sequential courses in the same discipline (e.g., BIOL 101 and 102, CHEM 130 and 131, PHSC 101 and 102, etc.). The first course in the sequence should be taken during one semester, and the second course in the sequence should be taken during the following semester. No lab is required.

<sup>3</sup>Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa.

For more information, contact the Division of Liberal Arts at (225) 216-8165.

## ***Liberal Arts, Studio Arts Concentration (Associate of Arts)***

The Studio Arts Concentration of Liberal Arts enriches students' personal development through the study of historical and artistic trends in art. The competitive nature of today's market demands not only intellectual development but also skills emphasized in studio arts. Thus, the concentration is also designed to enhance professional development by offering a multitude of skill-based courses and providing opportunities for students to engage with the community through art shows. Students learn to communicate, produce art in different types of media, expand their analytical 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. A Studio Arts Concentration requires a minimum of 18 hours of ARTS/FILM Courses. Students should consult their advisor when planning their program of study in order to select courses appropriate to their interests and long-term goals. To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL 101      English Composition I	3
MATH 101/110 College Algebra	3
Any Gen-Ed. Fine Arts (ARTS 101, ARTS 102, ARTS 103)	3
Any Gen-Ed. Humanities	3
<u>Gen-Ed. Natural Science (first in sequence)<sup>2</sup></u>	<u>3</u>
	15

<b>Second Semester</b>	<b>Credit Hours</b>
ENGL 102      English Composition II	3
Any Gen-Ed. Mathematics	3
Any Gen-Ed. Social Science at the 200 level <sup>1</sup>	3
Concentration Elective ( <i>see below</i> )	3
<u>Gen-Ed. Natural Science (second in sequence)<sup>2</sup></u>	<u>3</u>
	15

<b>Third Semester</b>	<b>Credit Hours</b>
ARTS 111 <sup>3</sup> Introduction to 2-D Design	3
Any Gen-Ed. SPCH	3
Any Gen-Ed. Humanities	3
Concentration Elective ( <i>see below</i> )	3
<u>Gen-Ed. Natural Science (opposite from seq.)<sup>4</sup></u>	<u>3</u>
	15

<b>Fourth Semester</b>	<b>Credit Hours</b>
Any CSCI	3
Any Gen-Ed. Social Science at the 200 level <sup>1</sup>	3
Any Gen-Ed. Humanities	3
Concentration Elective ( <i>see below</i> )	3
Concentration Elective ( <i>see below</i> )	3
	<hr/>
	15
 Total Program Hours	 60

### **Concentration Electives**

*Choose five courses from the following:*

ARTS 112	Introduction to 3-D Design
ARTS 115	Digital Photography
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
ARTS 200	Digital Art I
ARTS 220	Relief Printmaking
ARTS 221	Silkscreen Printmaking
ARTS 231	Introduction to Graphic Design
ARTS 232	Intermediate Graphic Design
ETEC 251	Web Development I
ETEC 252	Web Development II
FILM 221	Film Production I
FILM 222	Film Production II

<sup>1</sup>ECON 203 may not be used with either ECON 201 or ECON 202.

<sup>2</sup>A Natural Science sequence consists of two sequential courses in the same discipline (e.g., BIOL 101 and 102, CHEM 130 and 131, PHSC 101 and 102, etc.). The first course in the sequence should be taken during one semester, and the second course in the sequence should be taken during the following semester. No lab is required.

<sup>3</sup>ARTS 111 is required...no substitutions.

<sup>4</sup>Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa.

For more information, contact the Division of Liberal Arts at (225) 216-8165.

### ***Printmaking (Technical Competency Area)***

Students completing the Technical Competency Area Certificate in Printmaking will acquire the necessary skills to enter the workforce and begin a career in printmaking. They will be able to work independently and alongside fellow artists, creating unique prints using the silkscreen, relief, and digital printing processes.

To receive this certificate, students must complete the coursework listed below.

#### **PROGRAM OF STUDY**

		<b>Credit Hours</b>
ARTS 111	Introduction to 2D Design	3
ARTS 200	Digital Art I	3
ARTS 220	Introduction to Printmaking	3
ARTS 221	Silkscreen Printmaking	3
<hr/>		
Total program hours		12

For more information, contact the Division of Liberal Arts at (225) 216-8165.

## ***Teaching, Gr 1-5 (Associate of Science)***

The Associate of Science in Teaching (AST) is a transfer degree that prepares students to successfully pass the curriculum of the Baccalaureate of Science in Elementary Education from a Louisiana college/university. The degree provides the opportunity for non-traditional and traditional students who wish to become certified to teach first-through-fifth grade elementary students in Louisiana. BRCC students should consult an advisor for specifics regarding teacher education in the state of Louisiana.

To receive this degree, students must:

- Complete the AST application/interview process and be accepted to the program.
- Have a cumulative GPA of 2.50 or better in all credit hours to be used towards the degree.
- Obtain a passing score on PRAXIS I in accordance with state guidelines.
- Obtain a passing score on the content knowledge portion of PRAXIS II in accordance with state guidelines.
- Participate in an exit/entrance interview before graduation.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
BIOL 101	General Biology I	3
BIOL 101L	General Biology I Lab	1
<i>Choose one:</i>		
ARTS 101	Introduction to Fine Arts	
MUSC 101	Music Appreciation	3
		<hr/>
		13
<b>Second Semester</b>		<b>Credit Hours</b>
ENGL 102	English Composition II	3
MATH 202	Basic Statistics I	3
BIOL 102	General Biology II	3
GEOG 201	Introduction to Geography	3
HIST 102	World Civilization 1500 to Present	3
		<hr/>
		15
<b>Third Semester</b>		<b>Credit Hours</b>
ENGL 220	Major British Writers	3
MATH 167	Elementary Number Structure	3
PHSC 101	Physical Science I	3
PHSC 101L	Physical Science I Lab	1
TEAC 201	Teaching and Learning in Diverse Settings I	3
HIST 201	American History Colonial to 1865	3
		<hr/>
		16

<b>Fourth Semester</b>		<b>Credit Hours</b>
ENGL 221	Major American Writers	3
MATH 168	Geometry for Elem./Middle School Teachers	3
PHSC 102	Physical Science II	3
PHSC 102L	Physical Science II Lab	1
TEAC 203	Teaching and Learning in Diverse Settings II	3
POLI 251	American Government	3
		<hr/>
		16
Total Program Hours		60

For more information, contact the Division of Liberal Arts at (225) 216-8165.

## Nursing and Allied Health

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### ***Certified Nursing Assistant (CNA, Technical Competency Area)***

The Nurse Assistant Certificate Program prepares students for employment in long-term care facilities, home health agencies, and hospitals where basic bedside care is needed. Classroom instruction includes an introduction to health care, essential OBRA skills required for certification, body structure and function, and the job-seeking process, with an introduction to computer skills as it relates to the health care industry. Students participate in clinical activities as approved facilities under the supervision of the instructor. Upon successful completion of this nurse aid training and competency evaluation program (NATCEP) the student will become a certified nursing assistant with the state of Louisiana.

#### **Admission Criteria**

The following are minimum prerequisite requirements for admission to the Nursing Assisting course:

1. Must be admitted to the college
2. Possess a Compass® Reading score of 62 or greater
3. Demonstrate completion of AHA CPR (Basic Life Support, BLS)
4. Complete and pass a State Criminal Background check with fingerprinting
5. Pass urine drug screen
6. Be capable of performing activities required as evidenced by Health and Physical examination
7. Demonstrate current Tuberculosis screening and immunizations/titers as required
8. Must be 16 years old or older
9. Sign Student Liability Statement form

#### **Application Process**

Admission to the Nursing Assisting course is open to qualified applicants each semester. Applicants must meet with the course instructor and submit required documentation prior to the first day of class. Class size is limited and priority will be given to qualified applicants who complete and submit required documentation. Costs of all requirements for admission are incurred by the students.

#### **Criminal Background Check**

Applicants to the Nurse Assistant course must submit to a criminal background check, with all costs borne by the student. Applicants who have been charged with, pled guilty or *nolo contendere* to, been convicted of, or committed a criminal offense that involves a crime of violence or distribution of drugs, abuse, neglecting or mistreating the elderly or infirm, or misappropriating property may be denied the right to enroll in the course.

## ***Diagnostic Medical Sonography (Associate of Applied Science)***

The Associate of Applied Science in Diagnostic Medical Sonography is a 62 credit-hour program designed to provide students with the necessary knowledge, skills, values, and competencies for a career in diagnostic ultrasound. The curriculum is based on requirements of the American Registry of Diagnostic Medical Sonography (ARDMS). Graduates will receive an Associate of Applied Science in Diagnostic Medical Sonography, and will be eligible to take the ARDMS certification examination in Obstetrics/Gynecology, Abdomen, and Ultrasound Physics and Instrumentation.

A selective admissions process is used to select candidates for enrollment in the program.

### **Admission Criteria**

The following courses are prerequisites for admission to the Sonography program. Students must earn a grade of “C” or better in all of prerequisite courses listed.

<b>Prerequisite Courses</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
BIOL 230	Anatomy and Physiology I	4
BIOL 231	Anatomy and Physiology II	4
PHYS 200	Concepts in Physics	3
PSYC 201	Introduction to Psychology	3
HLSC 110	Medical Terminology	3
PHIL 225	Biomedical Ethics	3
Humanities Elective	Any SACSCOC-accepted General Education Humanities course*	3
<hr/>		
Total Prerequisite Hours		29

In addition, to be eligible for entry into the Sonography program, students must:

- Have a calculated GPA of 2.75 or higher in the 29 credit hours of prerequisite courses only.
- Achieve a composite score of 65 or better on the sonography admission exam.

It is important to note that admission to the Sonography program is competitive: *meeting the minimum requirements listed here does not guarantee admission.*

### **Application Process**

The application for admission to the Sonography Program is available on the BRCC website once a year, during the fall semester. Detailed instructions for completing the admission application are included in the application packet. Completed and signed applications are due by the deadline indicated on the application. Late applications will not be accepted.

A selective admissions process is used to select candidates for enrollment in the program. Students admitted to sonography will receive additional instructions regarding program requirements that include but are not limited to: submission of personal health history, a physical examination, a TB skin test, various immunizations/vaccinations, a urine drug screen, and CPR certification. A positive urine



drug screen or any attempt to tamper with a specimen may disqualify an applicant and/or result in dismissal from the Sonography program. Costs for all requirements are incurred by the student.

### **Criminal Background Check**

Applicants to the Sonography program must submit to a criminal background check, with all costs borne by the student. Applicants who have been charged with, pled guilty or *nolo contendere* to, been convicted of, or committed a criminal offense that involves a crime of violence or distribution of drugs may be denied the right to take national certification exams offered by the American Registry of Diagnostic Medical Sonography (ARDMS).

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
MATH 101/110	College Algebra	3
ENGL 101	English Composition I	3
PSYC 201	Introduction to Psychology	3
BIOL 230	Anatomy and Physiology I	4
		<hr/>
		13

<b>Second Semester</b>		<b>Credit Hours</b>
BIOL 231	Anatomy and Physiology II	4
PHYS 200	Concepts in Physics	3
HLSC 110	Medical Terminology	3
PHIL 225	Biomedical Ethics	3
Any SACSCOC-accepted General Education Humanities course*		3
		<hr/>
		16

<b>Third Semester</b>		<b>Credit Hours</b>
SONO 101	Foundations of Sonography	1
SONO 110	Physics and Instrumentation I	2
SONO 114	Ultrasound Learning Lab I	3
SONO 120	Sonographic Sectional Anatomy	3
		<hr/>
		9

<b>Fourth Semester</b>		<b>Credit Hours</b>
SONO 112	Abdominal Ultrasound I	2
SONO 116	Ultrasound Practicum I	1
SONO 118	Ultrasound OB/GYN I	2
SONO 210	Physics and Instrumentation II	1
		<hr/>
		6

<b>Fifth Semester</b>		<b>Credit Hours</b>
SONO 212	Abdominal Ultrasound II	3
SONO 216	Ultrasound Practicum II	3
SONO 218	Ultrasound OB/GYN II	3
SONO 220	Physics and Instrumentation III	1
		<hr/>
		10



<b>Sixth Semester</b>		<b>Credit Hours</b>
SONO 230	Abdominal Ultrasound III	2
SONO 240	Ultrasound Practicum III	3
SONO 250	Ultrasound OB/GYN III	2
SONO 260	Comprehensive Seminar	1
		8
Total Program Hours		62

\* List of SACSCOC-accepted General Education Humanities courses:

ENGL 210	Literature and Ethnicity	(3)
ENGL 211	Introduction to Fiction	(3)
ENGL 215	Introduction to Poetry and Drama	(3)
ENGL 220	Major British Writers	(3)
ENGL 221	Major American Writers	(3)
ENGL 222	Major World Writers	(3)
ENGL 223	introduction to African-American Literature	(3)
ENGL 230	Introduction to Literature	(3)
ENGL 240	Introduction to Folklore	(3)
ENGL 248	Shakespeare: The More Popular Plays	(3)
HIST 101	History of World Civilizations I	(3)
HIST 102	History of World Civilizations II	(3)
HIST 200	History of Roman Republic and Empire	(3)
HIST 201	American History Colonial to 1865	(3)
HIST 202	American History 1865-Present	(3)
HIST 221	Modern Europe 1500-1848	(3)
HIST 222	Modern Europe 1848 to Present	(3)
HUMN 210	World Mythology	(3)
HUMN 250	Africa and the Middle East	(3)
HUMN 255	Asia and the Americas	(3)
HUMN 275	The Heroic Journey: From Classical to Contemporary	(3)
PHIL 201	Introduction to Philosophy	(3)
PHIL 203	Introduction to Logic	(3)
PHIL 205	Introduction to Ethics	(3)
PHIL 228	Philosophy of Religion	(3)

For more information, contact the Division of Nursing and Allied Health at (225) 216-8044.

## ***Emergency Medical Technician (EMT-Basic, Technical Competency Area)***

Basic Emergency Medical Care (EMSE 100) is a 5 credit-hour course that provides students with one semester training in the skills and knowledge necessary to provide entry level pre-hospital emergency medical care. Upon successful completion of the course, the student is eligible to take the National Registry of Emergency Medical Technicians (NREMT) examination for certification as an EMT-Basic.

### **Admission Criteria**

The following are minimum prerequisites requirements for admission to the EMT-Basic course:

1. Attend mandatory group advisement / information session
2. Eligibility to enroll in MATH 094, Intermediate Algebra
3. Eligibility to enroll in English Composition I
4. Must be admitted to the college.
5. Possess a high school diploma or equivalent.
6. Health and physical examination with immunizations/titers as required.
7. Criminal background check and drug screen.
8. Proof of health and liability insurance.
9. Meet physical and technical standards of the EMT profession.
10. Meet additional requirements as outlined by the State Bureau of EMS.
11. Must be 18 years of age or older to sit for certification examination.

### **Application Process**

Admission to the EMT-Basic course is open to qualified applicants each fall and spring semester. Applicants must attend a mandatory information session where detailed instructions and state and federal requirements for program admission will be discussed. Priority will be given to qualified applicants who complete and submit required documentation by the published deadline.

Students admitted to the EMT-Basic course will receive additional instructions regarding program requirements that include but are not limited to: submission of personal health history, a physical examination, immunizations and/or vaccinations, a urine drug screen, CPR certification and personal and professional liability insurance. Costs for all requirements are incurred by the student.

### **Criminal Background Check**

The Louisiana Bureau of EMS Certification Commission is required to make a determination regarding the eligibility of each applicant for EMT certification, reinstatement, or the right to practice as an EMS student. A pardon, suspension of sentence, expungement, pretrial diversion, or similar program shall not negate or diminish the requirement for truthful compliance. Applicants who have been arrested, summonsed, charged, or convicted, should self-disclose regardless of the outcome. Failure to disclose or correctly answer questions constitutes falsification of documents and may result in denial or delay of certification.

## ***Medical Assistant (Certificate of Technical Studies)***

This program prepares students for employment in private and large group physician's offices, clinics, hospitals, medical records, laboratories and/or insurance companies.

Upon completion of this competency-based program students are eligible to take the national Certified Clinical Medical Assistant (CCMA) exam from the National Healthcareer Association.

### **To begin the program, the applicant must:**

- Be admitted to Baton Rouge Community College with eligibility to enroll in technical courses. Applicants must have a high school diploma from a regionally accredited institution or a General Educational Development (GED) diploma.
- Prior to enrolling in the first clinical medical assistant course, MAST 1220, the student must complete a criminal background check and obtain Basic Life Support for Healthcare Providers (CPR) certification.

### **To receive the Certificate of Technical Studies (Medical Assistant), the student must:**

- Earn a "C" or better in all required program courses.
- Earn at least a 2.0 overall grade point average on all attempted technical credit hours.

### **Program of Study**

<b>First Semester</b>		<b>Credit Hours</b>
HMDT 1170	Medical Terminology	1
HCOR 1120	Basic Body Structure and Function	2
MAST 1120	Law and Ethics for Medical Assistants	2
MAST 1130	Medical Document Applications	2
MAST 1220	Clinical Procedures I	1
MAST 1140	Pharmacology for Medical Assistants	2
HCOR 1160	Professionalism in Healthcare	2
<b>First semester total:</b>		<b>12</b>
<b>Second Semester</b>		
MAST 1110	Essentials of Medical Assisting	3
MAST 1210	Administrative Procedures	4
MAST 1230	Insurance and Medical Coding	2
MAST 2130	Clinical Procedures II	1
MAST 2222	Medical Assistant Externship	2
<b>Second semester total:</b>		<b>12</b>
<b>TOTAL for CTS:</b>		<b>24</b>

For additional information, please contact the Medical Assistant Program Manager at (225) 678-5505 or the Nursing and Allied Health Advisor (225) 216-8879.

## ***Nursing (Associate of Science)***

The Associate of Science in Nursing (ASN) is a five semester, 72 credit-hour program which provides students with the knowledge, skills, values, and competencies required to join the nursing profession. Graduates will receive the Associate of Science in Nursing degree and will be eligible to apply to take the *National Council Licensure Exam for Registered Nurses (NCLEX-RN)*, which must be passed before starting practice as a registered nurse (RN).

A selective admissions process is used to select candidates for enrollment in the program.

### **Admission Criteria**

The following courses are prerequisites for admission to the Nursing program. Students must earn a grade of “C” or better in all of prerequisite courses listed.

<b>Prerequisite Courses</b>	<b>Credit Hours</b>
MATH 101/110 College Algebra	3
ENGL 101 English Composition I	3
BIOL 230 Anatomy and Physiology I	4
PSYC 201 Introduction to Psychology	3
<i>Fine Art or any SACSCOC accepted</i>	3
<i>General Education Humanities course*</i>	
<hr/> Total Prerequisite Hours	16

In addition, to be eligible for entry into the Nursing program, students must:

- Have a calculated GPA of 2.80 or higher in the 16 credit hours of prerequisite courses only.
- Achieve a score of 75 or better on each section of the nursing admission exam, with a composite score of 75 or higher.

It is important to note that admission to the Nursing program is competitive: *meeting the minimum requirements listed here does not guarantee admission.*

### **Application Process**

The application for admission to the ASN Program is available on the BRCC website once a year during the spring semester. Deadlines and detailed instructions for completing the admission application and scheduling the admission exam are included in the application packet.

Students admitted to the nursing program will receive additional instructions regarding program requirements that include but are not limited to: submission of personal health history, a physical examination, a TB skin test, various immunizations/vaccinations, a urine drug screen, and CPR certification. A positive urine drug screen or any attempt to tamper with a specimen may disqualify an applicant and/or result in dismissal from the nursing program. Costs for all requirements are borne by the student.

### Criminal Background Check

The Louisiana State Board of Nursing (LSBN) requires all applicants to complete an *Application for Approval to Enroll in a Clinical Nursing Course* form and an authorization form for a criminal background check. Applicants who have been charged with, pled guilty or *nolo contendere* to, been convicted of, or committed a criminal offense that involves a crime of violence or distribution of drugs may be denied the right to practice nursing as a student in Louisiana.

### PROGRAM OF STUDY

<b>First Semester</b>		<b>Credit Hours</b>
BIOL 230 <sup>1</sup>	Anatomy and Physiology I	4
PSYC 201	Introduction to Psychology	3
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
<i>Choose one General Education Elective<sup>1</sup></i>		
	SACSCOC-accepted Humanities course <sup>2</sup>	
	Fine Arts course	3
<hr/>		16

<b>Second Semester</b>		<b>Credit Hours</b>
BIOL 231	Anatomy and Physiology II	4
PSYC 202	Psychology of Development	3
ENGL 102	English Composition II	3
NURS 110	Nursing Fundamentals	6
<hr/>		16

<b>Third Semester</b>		<b>Credit Hours</b>
NURS 210	Adult Nursing I	6
NURS 212	Mental Health Nursing	4
BIOL 210	General Microbiology	4
<hr/>		14

<b>Fourth Semester</b>		<b>Credit Hours</b>
NURS 220	Adult Nursing II	6
NURS 222	Maternal Child Nursing	6
<hr/>		13

<b>Fifth Semester</b>		<b>Credit Hours</b>
NURS 230	Adult Nursing III	7
NURS 240	Senior Capstone	1
MATH 204	Elementary Statistics	3
<i>Choose one General Education Elective<sup>1</sup></i>		
	SACSCOC-accepted Humanities course <sup>2</sup>	
	Fine Arts course	3
<hr/>		13

<sup>1</sup>Students who do not meet the ACT criteria for BIOL 230 must complete BIOL 120 and BIOL 120L as a pre-requisite.

\* List of SACSCOC-accepted General Education Humanities courses:

ENGL 210	Literature and Ethnicity	(3)
ENGL 211	Introduction to Fiction	(3)
ENGL 215	Introduction to Poetry and Drama	(3)
ENGL 220	Major British Writers	(3)
ENGL 221	Major American Writers	(3)
ENGL 222	Major World Writers	(3)
ENGL 223	introduction to African-American Literature	(3)
ENGL 230	Introduction to Literature	(3)
ENGL 240	Introduction to Folklore	(3)
ENGL 248	Shakespeare: The More Popular Plays	(3)
HIST 101	History of World Civilizations I	(3)
HIST 102	History of World Civilizations II	(3)
HIST 200	History of Roman Republic and Empire	(3)
HIST 201	American History Colonial to 1865	(3)
HIST 202	American History 1865-Present	(3)
HIST 221	Modern Europe 1500-1848	(3)
HIST 222	Modern Europe 1848 to Present	(3)
HUMN 210	World Mythology	(3)
HUMN 250	Africa and the Middle East	(3)
HUMN 255	Asia and the Americas	(3)
HUMN 275	The Heroic Journey: From Classical to Contemporary	(3)
PHIL 201	Introduction to Philosophy	(3)
PHIL 203	Introduction to Logic	(3)
PHIL 205	Introduction to Ethics	(3)
PHIL 228	Philosophy of Religion	(3)

### **LPN to RN Entry Track**

The Department of Nursing offers an option for licensed practical nurses (LPNs) to receive credit for previously acquired knowledge and skills. Advanced standing is acquired through a similar admissions process as that described above, along with validation of current practical nurse licensure in the State of Louisiana and the use of challenge exams. LPNs should contact the Department of Nursing at (225) 216-8044 and attend one of the scheduled information sessions for specific admission and curricular requirements.

For more information, contact the Division of Nursing and Allied Health at (225) 216-8044.



## ***Pharmacy Technician (Certificate of Technical Studies)***

The Pharmacy Technician program prepares students for employment in pharmacies, hospitals, and related locations and meets the requirements of the Louisiana State Board of Pharmacy. Upon completion of this competency-based program, students are eligible to take the National Pharmacy Technician Certification exam offered by the Pharmacy Technician Certification Board.

### **Admission Criteria**

Program applicants must meet or exceed the following placement scores: Compass® Reading 70, Pre-Algebra 47, and Writing 33, or, ACT Reading 15, Math 15, and English 14.

### **Application Process**

Students must be admitted to Baton Rouge Community College with eligibility to enroll in technical courses. Applicants must have a high school diploma from a regionally accredited institution or a General Educational Development (GED) diploma.

Students admitted to the Pharmacy Technician program will receive additional instructions regarding program requirements that include but are not limited to submission of: a TB skin test and urine drug screen. A positive urine drug screen or any attempt to tamper with a specimen may disqualify an applicant and/or result in dismissal from the program. Costs for all requirements are borne by the student.

Students are currently admitted once per year; the first semester courses are offered in the fall semester.

### **Criminal Background Check**

Students must pass a state criminal background check prior to enrollment.

**To receive the Certificate of Technical Studies, Pharmacy Technician, the student must earn a “C” or better in all program courses.**

### **Program of Study**

<b>First Semester</b>	<b>Credit hours</b>	<b>Clock hours</b>
HPHM 1200 Pharmacy Technician Fundamentals	3	45
HPHM 1300 Pharmacy Laws and Ethics	3	45
HPHM 1400 Fundamentals of Dosage Calculations	2	60
HPHM 1503 Pharmacology I	5	210
	<hr/>	<hr/>
	13	360
<b>Second Semester</b>		
HPHM 1513 Pharmacology II	5	210
HPHM 2000 Professionalism for Pharmacy Technicians	3	75
HPHM 2013 Certification Review	2	120
HPHM 2014 Advanced Dosage Calculations	2	120
	<hr/>	<hr/>
	12	525
<b>Third Semester</b>		
HPHM 2022 Pharmacy Clinical Externship	7	315
	<hr/>	<hr/>
	7	315

**Total Program Hours:** 32 1200

For additional information, contact the pharmacy technician office at (225) 421-3801, extension 4, or the Nursing and Allied Health Advisor at (225) 216-8879.

## ***Paramedic (Associate of Applied Science)***

The Associate of Applied Science degree in Paramedic is a four semester, sixty credit hour program designed to provide educational opportunities for individuals to acquire the knowledge, skills, values, and competencies for a career as a Paramedic. Graduates will receive the Associate of Applied Science in Paramedic and will be eligible to sit for the National Registry of Emergency Medical Technicians (NREMT) certification examination, and seek state licensure to practice as a Paramedic.

The Associate of Applied Science degree in Paramedic is designed as an extension to the Paramedic Certificate program. Graduates of this program will be prepared to assume management-level careers in pre-hospital health administration. They will have learned the skills necessary to plan, implement and manage pre-hospital care.

### **Admission Criteria**

The following are minimum prerequisites requirements for admission to the Paramedic AAS program. Must earn a grade of "C" or better in the prerequisite course listed below:

<b>Prerequisite Course</b>		<b>Credit Hours</b>
<u>BIOL 110</u>	<u>Survey of Anatomy and Physiology</u>	<u>4</u>
		<b>4</b>
<b>General Education Courses</b>		
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
PSYC 201	Introduction to Psychology	3
	Any SACSCOC-accepted General Education Humanities Elective*	3
HLSC 110	Medical Terminology <u>OR</u>	
CSCI 101	Introduction to Computer Technology <u>OR</u>	
SPCH 101	Fundamentals of Speech Communication	3
	Free Elective	3
		<b>18</b>

1. Possess National Registry certification and Louisiana state license at the EMT-Basic or EMT-Intermediate level (i.e. EMSE 100 Basic Emergency Medical Care).
2. Attend mandatory group advisement / information session
3. Must be admitted to the college.
4. Possess a high school diploma or equivalent.
5. Health and physical examination with immunizations/titers as required.
6. Criminal background check and drug screen.
7. Proof of health and liability insurance.
8. Meet physical and technical standards of the EMT profession.
9. Meet additional requirements as outlined by the State Bureau of EMS.
10. Must be 18 years of age or older to sit for certification examination.
11. Valid Louisiana Driver's License.

### Application Process

Admission to the Associate of Applied Science in Paramedic program is open to qualified applicants each fall semester. Applicants must attend a mandatory information session where detailed instructions and state and federal requirements for program admission will be discussed. Priority will be given to qualified applicants who complete and submit required documentation by the published deadline.

Students admitted to the Associate of Applied Science in Paramedic program will receive additional instructions regarding program requirements that include but are not limited to: submission of personal health history, a physical examination, immunizations and/or vaccinations, a urine drug screen, CPR certification and personal and professional liability insurance. Costs for all requirements are incurred by the student.

### Criminal Background Check

The Louisiana Bureau of EMS Certification Commission is required to make a determination regarding the eligibility of each applicant for EMT certification, reinstatement, or the right to practice as a Paramedic student. A pardon, suspension of sentence, expungement, pretrial diversion, or similar program shall not negate or diminish the requirement for truthful compliance. Applicants who have been arrested, summonsed, charged, or convicted, should self-disclose regardless of the outcome. Failure to disclose or correctly answer questions constitutes falsification of documents and may result in denial or delay of certification.

## PROGRAM OF STUDY

Prerequisite		Credit Hours
BIOL 110	Survey of Anatomy and Physiology	4
		4
<b>First Semester</b> ( <i>General Education Courses</i> )		
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
Any SACSCOC-accepted General Education Humanities Elective*		3
PSYC 201	Introduction to Psychology	3
HLSC 110	Medical Terminology OR	
CSCI 101	Introduction to Computer Technology OR	
SPCH 101	Fundamentals of Speech Communication	3
	Free Elective	3
		18
<b>Second Semester</b>		
EMSE 200	Intro to Advanced Emergency Care	4
EMSE 202	Airway and Ventilation	2
EMSE 203	Patient Assessment	2
EMSE 206	Trauma Emergencies	3
EMSE 209	Clinical Practicum I	1
EMSE 212	Field Practicum I	2
		14

**Third Semester**

EMSE 204	Medical Emergencies I	4
EMSE 205	Medical Emergencies II	4
EMSE 201	Concepts of Cardiac Monitoring	4
EMSE 210	Clinical Practicum II	2
EMSE 213	Field Practicum II	1
		<hr/>
		15

**Fourth Semester**

EMSE 207	Special Patient Populations	3
EMSE 208	EMS Operations	1
EMSE 211	Clinical Practicum III	2
EMSE 214	Field Internship III	2
EMSE 215	Final Assessment & NR Preparation	1
		<hr/>
		9

Total Program Hours	60
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\* List of SACSCOC-accepted General Education Humanities courses:

ENGL 210	Literature and Ethnicity	(3)
ENGL 211	Introduction to Fiction	(3)
ENGL 215	Introduction to Poetry and Drama	(3)
ENGL 220	Major British Writers	(3)
ENGL 221	Major American Writers	(3)
ENGL 222	Major World Writers	(3)
ENGL 223	introduction to African-American Literature	(3)
ENGL 230	Introduction to Literature	(3)
ENGL 240	Introduction to Folklore	(3)
ENGL 248	Shakespeare: The More Popular Plays	(3)
HIST 101	History of World Civilizations I	(3)
HIST 102	History of World Civilizations II	(3)
HIST 200	History of Roman Republic and Empire	(3)
HIST 201	American History Colonial to 1865	(3)
HIST 202	American History 1865-Present	(3)
HIST 221	Modern Europe 1500-1848	(3)
HIST 222	Modern Europe 1848 to Present	(3)
HUMN 210	World Mythology	(3)
HUMN 250	Africa and the Middle East	(3)
HUMN 255	Asia and the Americas	(3)
HUMN 275	The Heroic Journey: From Classical to Contemporary	(3)
PHIL 201	Introduction to Philosophy	(3)
PHIL 203	Introduction to Logic	(3)
PHIL 205	Introduction to Ethics	(3)
PHIL 228	Philosophy of Religion	(3)

For additional information, contact the Paramedic Program Manager at (225) 389-5155, extension 7343, or the Nursing and Allied Health Advisor at (225) 216-8879.

## ***Paramedic (Certificate of Technical Studies)***

The Certificate of Technical Studies in Paramedic is a three semester, 42 credit hour program designed to provide educational opportunities for individuals to acquire the knowledge, skills, values, and competencies for a career as a Paramedic. Graduates will receive the Certificate of Technical Studies in Paramedic and will be eligible to sit for the National Registry of Emergency Medical Technicians (NREMT) certification examination, and seek state licensure to practice as a Paramedic.

### **Admission Criteria**

The following are minimum prerequisites requirements for admission to the Paramedic CTS program. Must earn a grade of "C" or better in the prerequisite course listed below:

<b>Prerequisite Course</b>	<b>Credit Hours</b>
BIOL 110                  Survey of Anatomy and Physiology	4

1. Possess National Registry certification and Louisiana state license at the EMT-Basic or EMT-Intermediate level (i.e. EMSE 100 Basic Emergency Medical Care).
2. Attend mandatory group advisement / information session
3. Must be admitted to the college.
4. Possess a high school diploma or equivalent.
5. Health and physical examination with immunizations/titers as required.
6. Criminal background check and drug screen.
7. Proof of health and liability insurance.
8. Meet physical and technical standards of the EMT profession.
9. Meet additional requirements as outlined by the State Bureau of EMS.
10. Must be 18 years of age or older to sit for certification examination.
11. Valid Louisiana Driver's License.

### **Application Process**

Admission to the Certificate of Technical Studies in Paramedic program is open to qualified applicants each fall semester. Applicants must attend a mandatory information session where detailed instructions and state and federal requirements for program admission will be discussed. Priority will be given to qualified applicants who complete and submit required documentation by the published deadline.

Students admitted to the Certificate of Technical Studies in Paramedic program will receive additional instructions regarding program requirements that include but are not limited to: submission of personal health history, a physical examination, immunizations and/or vaccinations, a urine drug screen, CPR certification and personal and professional liability insurance. Costs for all requirements are incurred by the student.

### **Criminal Background Check**

The Louisiana Bureau of EMS Certification Commission is required to make a determination regarding the eligibility of each applicant for EMT certification, reinstatement, or the right to practice as a Paramedic student. A pardon, suspension of sentence, expungement, pretrial diversion, or similar program shall not negate or diminish the requirement for truthful compliance. Applicants who have been arrested, summonsed, charged, or convicted, should self-disclose regardless of the outcome.

Failure to disclose or correctly answer questions constitutes falsification of documents and may result in denial or delay of certification.

**PROGRAM OF STUDY**

<b>Prerequisite</b>		<b>Credit Hours</b>
BIOL 110	Survey of Anatomy and Physiology	4
		4
<b>First Semester</b>		
EMSE 200	Intro to Advanced Emergency Care	4
EMSE 202	Airway and Ventilation	2
EMSE 203	Patient Assessment	2
EMSE 206	Trauma Emergencies	3
EMSE 209	Clinical Practicum I	1
EMSE 212	Field Practicum I	2
		14
<b>Second Semester</b>		
EMSE 204	Medical Emergencies I	4
EMSE 205	Medical Emergencies II	4
EMSE 201	Concepts of Cardiac Monitoring	4
EMSE 210	Clinical Practicum II	2
EMSE 213	Field Practicum II	1
		15
<b>Third Semester</b>		
EMSE 207	Special Patient Populations	3
EMSE 208	EMS Operations	1
EMSE 211	Clinical Practicum III	2
EMSE 214	Field Internship III	2
EMSE 215	Final Assessment & NR Preparation	1
		9
Total Program Hours		42

For additional information, contact the Paramedic Program Manager at (225) 389-5155, extension 7343, or the Nursing and Allied Health Advisor at (225) 216-8879.



## ***Practical Nursing (Technical Diploma)***

The practical nursing program is a four semester, 59 credit-hour program which prepares students for employment in private and large group physicians' offices, clinics, hospitals, long-term care facilities and other healthcare areas. Graduates receive a Technical Diploma (TD) in Practical Nursing degree and will be eligible to take the *National Council Licensure Examination/or Practical Nurses (NCLEX-PN)* as required by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The practical nursing program is offered at the Acadian and Westside campuses.

The practical nursing program is a limited enrollment program. Students must be accepted into the program to enroll in any of the practical nursing courses.

### **Admission Criteria**

Program applicants must achieve pre-determined Compass® or ACT scores. Compass® or ACT scores are required for admission into Baton Rouge Community College. Current test score requirements for the practical nursing program are available from the practical nursing office (225. 359.9233) or the Nursing and Allied Health advisor (225.216.8879).

### **Application Process**

The application for admission to the practical nursing program can be obtained from the program coordinator (225.359.9233) or from the website twice a year during the fall and spring semesters. Students must indicate their preference of Acadian or Westside sites. Deadlines and detailed instructions for completing the admission application are included in the application packet.

Students admitted to the practical nursing program will receive additional instructions regarding program requirements that include but are not limited to submission of: a completed LSBPNE evaluation form, personal health history and physical, a tuberculosis screening, various immunizations/vaccinations, urine drug screen, and proof of cardiopulmonary resuscitation certification. A positive urine drug screen or any attempt to tamper with a specimen may disqualify an applicant and/or result in dismissal from the nursing program. Costs for all requirements are borne by the student.

### **Criminal Background Check**

The LSBPNE requires practical nursing applicants to submit the following: birth certificate, finger-prints, and a criminal background check. Applicants who have been charged with, pled guilty or nolo contendere to, been convicted of, or committed a criminal offence that involves a crime of violence or distribution of drugs may be denied admission into the BRCC practical nursing program.

## PROGRAM OF STUDY

The program of study meets the LSBPNE minimal clock-hour requirements.

		Lecture hrs (clock hrs)	Lab/Clinical hrs (clock hrs)	Credit hrs (total clock hrs)
<b>First Semester</b>				
HNUR 1211	Nursing Fundamentals I	3 (45)	1 (30)	4 (75)
HNUR 1270	Practical Nurse Perspectives	3 (45)	0	3 (45)
HNUR 1300	Anatomy and Physiology	5 (75)	0	5 (75)
HNUR 1361	Basic Pharmacology	2 (30)	1 (30)	3 (60)
HNUR 1411	Nursing Fundamentals II	2 (30)	1 (80)	3 (110)
Semester totals:		15 (225)	3 (140)	18 (365)
<b>Second Semester</b>				
		Lecture hrs (clock hrs)	Lab/Clinical hrs (clock hrs)	Credit hrs (total clock hrs)
HNUR 2611	Intravenous Therapy	0	1 (30)	1 (30)
HNUR 1320	Nutritional Aspects	2 (30)	0	2 (30)
HNUR 1460	Advanced Pharmacology	3 (45)	0	3 (45)
HNUR 2113	Medical Surgical I for Practical Nursing	6 (90)	2 (160)	8 (250)
Semester totals:		11 (165)	3 (190)	14 (355)
<b>Third Semester</b>				
		Lecture hrs (clock hrs)	Lab/Clinical hrs (clock hrs)	Credit hrs (total clock hrs)
HNUR 2745	Obstetric and Pediatric Nursing	4 (60)	1 (80)	5 (140)
HNUR 2123	Medical Surgical II for Practical Nursing	6 (90)	2 (160)	8 (250)
Semester totals:		10 (150)	3 (240)	13 (390)
<b>Fourth Semester</b>				
		Lecture hrs (clock hrs)	Lab/Clinical hrs (clock hrs)	Credit hrs (total clock hrs)
HNUR 2826	Mental Health & PN Leadership	5 (75)	1 (80)	6 (155)
HNUR 2133	Medical Surgical III for Practical Nursing	6 (90)	2 (160)	8 (250)
Semester totals:		11 (165)	3 (240)	14 (405)
Total Program Hours:		47 (705)	12 (810)	59 (1515)

For additional information, contact the Practical Nursing Office at (225) 359-9233, or the Nursing and Allied Health Advisor at (225) 216-8879.

## ***Surgical Technology (Associate of Science)***

The Associate of Science in Surgical Technology (ASST) is a five semester, 69 credit-hour program which provides students with the necessary knowledge, skills, values, and competencies for a career in surgical technology. The curriculum is based on the Core Curriculum for Surgical Technology published by Association of Surgical Technologist (AST). Graduates will receive an Associate of Science in Surgical Technology and will be eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination in Surgical Technology.

A selective admissions process is used to admit students to the program: meeting the minimum requirements listed here does not guarantee admission.

### **Admission Criteria**

To be eligible for entry into the Surgical Technology program, applicants must:

- Have a high school diploma or GED and be admitted to BRCC
- Have a cumulative GPA of 2.0 or higher
- Have a GPA of 2.5 or higher and a grade of “C” or better in the 30 credit hours of prerequisite courses
- Achieve a grade of 70% or better in the Surgical Technology Fundamentals course
- Achieve a grade of 80% or better in the Surgical Technology Fundamentals Lab
- Have the ability to fully comply with the Surgical Technology Program Core Performance Standards for Admission and Progression which include: Mobility, Sensory, Health, Cognitive, Psychomotor and Affective Behavior Skills.

<b>Prerequisite Courses</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
MATH 101/ 110	College Algebra	3
BIOL 230	Anatomy and Physiology I	4
BIOL 231	Anatomy and Physiology II	4
BIOL 210	General Microbiology	4
HLSC 101	Introduction to Health Professions	2
HLSC 110	Medical Terminology	3
SURT 102	Surgical Technology Fundamentals	3
SURT 102L	Skills Lab I Surgical Technology	1
		<hr/>
		30

### **Application Process**

The application for admission to the AS in Surgical Technology Program is available on the BRCC website once a year, during the spring semester for admission to the summer semester. Deadlines and detailed instructions for completing the admission application are included in the application packet. Students may apply for admission to the Surgical Technology Program while completing the required prerequisite classes during the spring semester; final acceptance will be determined at the end of the semester. Priority is given to applicants who have completed the prerequisite courses at a level which indicates

potential for success in the program and who demonstrated understanding of the demands of the profession.

Students admitted to the Surgical Technology program will receive additional instructions regarding program requirements. Costs for all requirements are borne by the student. Additional requirements for students admitted to the program include but are not limited to:

- submission of personal health history
- submission of a physical examination
- a TB skin test
- various immunizations/vaccinations
- a urine drug screen
- CPR certification
- Criminal Background Check

**Urine Drug Screen**

A positive urine drug screen or any attempt to tamper with a specimen may disqualify an applicant and/or result in dismissal from the Surgical Technology program.

**Criminal Background Check**

Applicants to the Surgical Technology Program must submit a criminal background check, with all costs incurred by the student. Applicants who have been charged with, pled guilty or nolo contendere to, been convicted of, or committed a criminal offense that involves a crime of violence or distribution of drugs may not be allowed to complete the practicum component of the program.

**RECOMMENDED PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
HLSC 101	Intro. to Health Professions	2
HLSC 110	Medical Terminology	3
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
BIOL230	Anatomy and Physiology I	4
<hr/>		15
<b>Second Semester</b>		<b>Credit Hours</b>
ENGL 102	English Composition II	3
BIOL 231	Anatomy and Physiology II	4
BIOL210	General Microbiology +Lab	4
SURT 102	Surgical Technology Fundamentals	3
SURT 102L	Skills Lab I Surgical Technology	1
<hr/>		15
<b>Third Semester</b>		<b>Credit Hours</b>
SURT 110	Surgical Procedures I	3

SURT 111	Surgical Procedures II	3
SURT 112	Skills Lab II Surgical Technology	2
		<hr/>
		8
<b>Fourth Semester</b>		<b>Credit Hours</b>
SURT 210	Surgical Procedures III	3
SURT 220	Practicum I Surgical Procedures	7
MATH 204	Elementary Statistics	3
PHIL 225	Biomedical Ethics	3
		<hr/>
		16
<b>Fifth Semester</b>		<b>Credit Hours</b>
SURT 225	Practicum II Surgical Procedures	9
PSYC 201	Introduction to Psychology	3
	Approved General Education Fine Arts (Elective)	3
		<hr/>
		15
Total Program Hours		69

For more information, contact the Surgical Technology Program Manager at (225) 216-8120, or Division of Nursing and Allied Health at (225) 216-8044.

## ***Veterinary Technology (Associate of Applied Science)***

The Veterinary Technology (VTEC) Associate of Applied Science is a five-semester, full-time, selective admissions program designed to provide students with the clinical knowledge and skills required for a career working in veterinary practice or other animal health professions. The program is based on the requirements of the American Veterinary Medical Association. Graduates will be eligible to take the Veterinary Technician National Exam (VTNE) to become Registered Veterinary Technicians (RVT) and be licensed in Louisiana. This program is designed to enable students to gain employment in the animal health care field and is not intended for college transfer.

### **Admission Criteria**

Applicants must first be admitted to BRCC and have a high school diploma or GED. The following courses are prerequisites for admission to the VTEC program. Students must earn a grade of “C” or better in all of the prerequisite courses listed. Students with prerequisite coursework from another institution may submit transcripts and specific course information (*e.g.*, catalog description and course syllabus) to BRCC for review and determination of course equivalency.

#### **Prerequisite Courses**

ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
BIOL 120	Biology I for Science Majors	3
BIOL 120L	Biology I Lab for Science Majors	1
VTEC 101	Animal Health Careers	1
Total Prerequisite Hours		11

In addition, to be eligible for entry into the VTEC program, students must have a cumulative GPA of 2.25 or higher.

It is important to note that admission to the Veterinary Technology program is competitive: *Meeting the minimum requirements listed here does not guarantee admission.*

### **Application Process**

The application for admission to the VTEC Program is available on the BRCC website once a year, during the spring semester, for acceptance to the fall class. Deadlines and detailed instructions for completing the admission application are included in the application packet. Students may apply for admission to the VTEC Program while completing the required prerequisite classes during the spring semester. The composite application score will be calculated when grades are recorded at the end of the semester.

The VTEC Program application and all supporting documents must be received by the designated deadlines. Applicants will not be considered for admittance until all required documents have been submitted and the applicant’s file is complete. Admission to the Veterinary Technology Program is competitive and is based on the following criteria:

- Academic performance
- Aptitude for the profession
- Written communication skills

## PROGRAM OF STUDY

<b>Prerequisites</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
BIOL 120	Biology I for Science Majors	3
BIOL 120L	Biology I Lab for Science Majors	1
VTEC 101	Animal Health Careers	1
		<hr/>
		11

<b>First Semester</b>		<b>Credit Hours</b>
VTEC 102	Vet Office Procedures & Hospital Mgmt	3
VTEC 103	Veterinary Medical Terminology	1
VTEC 104	Animal Breeds and Behavior	1
VTEC 105	Animal Anatomy & Physiology	4
VTEC 105L	Animal Anatomy & Physiology Laboratory	1
BIOL 210	General Microbiology	4
		<hr/>
		14

<b>Second Semester</b>		<b>Credit Hours</b>
VTEC 121	Animal Nursing Skills I	2
VTEC 123	Surgical Nursing for Veterinary Technicians	2
VTEC 135	Clinical Pathology I	3
VTEC 135L	Clinical Pathology I Laboratory	1
VTEC 141	Anesthesia for Veterinary Technicians	2
VTEC 108	Pharmacology for Veterinary Technicians	2
		<hr/>
		12

<b>Third Semester</b>		<b>Credit Hours</b>
VTEC 161	Imaging for Veterinary Technicians	3
VTEC 171	Exotic Animal Medicine for Vet Technicians	1
VTEC 187	Clinical Externship I	2
		<hr/>
		6

<b>Fourth Semester</b>		<b>Credit Hours</b>
VTEC 227	Clinical Externship II	4
VTEC 241	Large Animal Medicine and Nursing	4
VTEC 205	Small Animal Medicine	3
VTEC 235	Clinical Pathology II	2
VTEC 221	Animal Nursing Skills II	2
		<hr/>
		15

<b>Fifth Semester</b>		<b>Credit Hours</b>
VTEC 211	Laboratory Animal Medicine and Nursing	2
VTEC 251	Trends in Veterinary Technology	2
VTEC 257	Clinical Externship III	4
PSYC 201	Introduction to Psychology	3
<u>Any SACSCOC-accepted General Education Humanities Elective* 3</u>		
		14
Total Program Hours		72

\* List of SACSCOC-accepted General Education Humanities courses:

ENGL 210	Literature and Ethnicity	(3)
ENGL 211	Introduction to Fiction	(3)
ENGL 215	Introduction to Poetry and Drama	(3)
ENGL 220	Major British Writers	(3)
ENGL 221	Major American Writers	(3)
ENGL 222	Major World Writers	(3)
ENGL 223	introduction to African-American Literature	(3)
ENGL 230	Introduction to Literature	(3)
ENGL 240	Introduction to Folklore	(3)
ENGL 248	Shakespeare: The More Popular Plays	(3)
HIST 101	History of World Civilizations I	(3)
HIST 102	History of World Civilizations II	(3)
HIST 200	History of Roman Republic and Empire	(3)
HIST 201	American History Colonial to 1865	(3)
HIST 202	American History 1865-Present	(3)
HIST 221	Modern Europe 1500-1848	(3)
HIST 222	Modern Europe 1848 to Present	(3)
HUMN 210	World Mythology	(3)
HUMN 250	Africa and the Middle East	(3)
HUMN 255	Asia and the Americas	(3)
HUMN 275	The Heroic Journey: From Classical to Contemporary	(3)
PHIL 201	Introduction to Philosophy	(3)
PHIL 203	Introduction to Logic	(3)
PHIL 205	Introduction to Ethics	(3)
PHIL 228	Philosophy of Religion	(3)

For more information, contact the Program Director of Veterinary Technology at (225) 216-8099.



## Process Technology

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### ***Process Technology (Associate of Applied Science)***

The curriculum for the Process Technology (PTEC) Associate of Applied Science is a selective admissions program that addresses a high-demand field. Upon graduation from the program, students are prepared to enter the employment market as entry-level process operators for refinery, chemical, and other industry-related areas.

#### **Admission Criteria**

In order to be eligible for admission to the PTEC program, the applicant must first be admitted to BRCC. The following courses are prerequisites for admission to the PTEC program. Students must earn a grade of “C” or better in all of prerequisite courses listed.

<b>Prerequisite Courses</b>		<b>Credit Hours</b>
MATH 101/110	College Algebra	3
ENGL 101	English Composition I	3
PTEC 101	Introduction to Process Technology	3
PTEC 203	Safety, Health, and Environment	3
<i>Choose one:</i> <sup>1</sup>		
CSCI 101	Introduction to Computers	3
CSCI 190	Microcomputer Applications in Business	3
Total Prerequisite Hours		15

In addition, to be eligible for entry into the Process Technology program, students must:

- Have a cumulative GPA of 2.60 or higher.
- Achieve a score of 70 or better on the PTEC Admissions Exam.

It is important to note that admission to the PTEC program is competitive: *meeting the minimum requirements listed here does not guarantee admission.*

#### **Application Process**

The application for admission to the Process Technology program is available every term, including summer sessions. Deadlines and detailed instructions for completing the admission application and scheduling the admission exam are included in the application packet.

In addition to meeting the above requirements for admission, applicants for the PTEC program must:

- Complete a health/physical screening.
- Complete a drug screening.
- Submit their fingerprints and undergo a criminal background check.

To receive the degree, the student must

- Have a cumulative GPA of 2.60 or better in all credit hours that are to be used towards the degree.
- Earn a “C” or better in all courses.

- Earn a minimum of 12 credit hours in technical course work (process technology courses) at BRCC.
- Complete the coursework listed below.

## PROGRAM OF STUDY

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
PTEC 101	Introduction to Process Technology	3
PTEC 203	Safety, Health, and Environment	3

*Choose one:*<sup>1</sup>

CSCI 101	Introduction to Computer Technology	3
CSCI 190	Microcomputer Applications in Business	3
		<hr/>
		15

<b>Second Semester</b>		<b>Credit Hours</b>
PTEC 131	Process Instrumentation I	3
PTEC 132	Process Instrumentation II	3
PTEC 161	Process Technology I Equipment	3

*Choose one:*

MATH 111	Plane Trigonometry	
MATH 131	Technical Mathematics	3

*Choose either pair:*<sup>2</sup>

PHSC 101	Physical Science I	
PHSC 101L	Physical Science I Lab	
<i>- OR -</i>		
PHYS 201	General Physics I	3
PHYS 210L	General Physics I Lab	1
		<hr/>
		16

<b>Third Semester</b>		<b>Credit Hours</b>
PTEC 207	Quality	3
PTEC 242	Process Technology II Unit Systems	3
PTEC 263	Fluid Mechanics	3
ENGL 102	English Composition II	3

*Choose either pair:*<sup>2</sup>

CHEM 101	Chemistry I for Science Majors	
CHEM 101L	Chemistry I Lab	
<i>- OR -</i>		
CHEM 104	Chemistry I for PTEC Majors	3
CHEM 104L	Chemistry Lab for PTEC Majors	1
		<hr/>
		16

<b>Fourth Semester</b>		<b>Credit Hours</b>
SPCH 120	Techniques of Speech	3
PTEC 243	Process Technology II Operations/Capstone	4
PTEC 244	Process Troubleshooting	3
ECON 203	Economic Principles	3
Any SACSCOC-accepted Gen-Ed. Humanities <sup>3</sup>		3
		16
<b>Fifth Semester</b>		<b>Credit Hours</b>
PTEC 291 <sup>4</sup>	Process Technology Internship	3
		3
Total Program Hours		66

<sup>1</sup> CSCI 101 and 190 are exclusive to each other. Students cannot take both for credit.

<sup>2</sup> The lab course taken must correspond with the Natural Science course chosen (PHSC 101L with PHSC 101, CHEM 104L with CHEM 104, etc.).

<sup>3</sup> The SACS-accepted Gen-Ed. Humanities courses are listed below.

- ENGL 210, Literature and Ethnicity (3)
- ENGL 211, Introduction to Fiction (3)
- ENGL 215, Introduction to Poetry and Drama (3)
- ENGL 220, Major British Writers (3)
- ENGL 221, Major American Writers (3)
- ENGL 222, Major World Writers (3)
- ENGL 223, introduction to African-American Literature (3)
- ENGL 230, Introduction to Literature (3)
- ENGL 240, Introduction to Folklore (3)
- ENGL 248, Shakespeare: The More Popular Plays (3)
- HIST 101, History of World Civilizations I (3)
- HIST 102, History of World Civilizations II (3)
- HIST 200, History of Roman Republic and Empire (3)
- HIST 201, American History Colonial to 1865 (3)
- HIST 202, American History 1865-Present (3)
- HIST 221, Modern Europe 1500-1848 (3)
- HIST 222, Modern Europe 1848 to Present (3)
- HUMN 210, World Mythology (3)
- HUMN 250, Africa and the Middle East (3)
- HUMN 255, Asia and the Americas (3)
- HUMN 275, The Heroic Journey: From Classical to Contemporary (3)
- PHIL 201, Introduction to Philosophy (3)
- PHIL 203, Introduction to Logic (3)
- PHIL 205, Introduction to Ethics (3)
- PHIL 228, Philosophy of Religion (3)

<sup>4</sup> Must have completed all coursework for the degree with a cumulative GPA of 2.6 or better and with departmental approval.

For more information, contact the PTEC Department at (225) 216-8087.

## Science, Technology, Engineering, and Mathematics (STEM)

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### ***Biological Sciences (Associate of Science/Louisiana Transfer Degree)***

The Biological Sciences Track in General Science provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in the biological/life sciences fields. The curriculum is part of the Associate of Science/Louisiana Transfer Degree program (AS/LT), [www.latransferdegree.org](http://www.latransferdegree.org).

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (e.g., MATH 101 and 110). Also, Natural Science courses for science majors must be chosen (BIOL 120 instead of BIOL 101, etc.).

To receive this degree, the student must;

- Earn a “C” or better in all courses used towards the degree.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
BIOL 120      Biology I for Science Majors	3
BIOL 120L    Biology I Lab for Science Majors	1
ENGL 101     English Composition I	3
Any Gen Ed Humanities	3
Gen. Ed. Arts Elective	3

*Choose one of the following based on your math placement scores:*

MATH 101/110	College Algebra	
MATH 111	Plane Trigonometry	
MATH 120	College Algebra and Trigonometry	
Any Statistics Course <sup>3</sup>		
MATH 210	Calculus I	
MATH 211	Calculus II	3-5
		<hr/>
		16

<b>Second Semester</b>		<b>Credit Hours</b>
BIOL 121	Biology II for Science Majors	3
BIOL 121L	Biology II Lab for Science Majors	1
ENGL 102	English Composition II	3
CHEM 101	Chemistry I for Science Majors	3
CHEM 101L	Chemistry I Lab	1

*Choose one of the following (must be a higher level MATH than first semester):*

MATH 101/110	College Algebra	
MATH 111	Plane Trigonometry	
MATH 120	College Algebra and Trigonometry	
MATH 210	Calculus I	
MATH 211	Calculus II	
Any Statistics Course <sup>3</sup>		3-5
		<hr/>
		14

<b>Third Semester</b>		<b>Credit Hours</b>
Natural Science <sup>1</sup>		3-4
Natural Science or Gen-Ed Humanities <sup>2</sup> or Math		3-5
Any Gen-Ed. Humanities		3
Any Gen-Ed. Social Science		3
		<hr/>
		14

<b>Fourth Semester</b>		<b>Credit Hours</b>
Natural Science <sup>1</sup>		3-4
Any Gen-Ed. Literature		3
Natural Science or Gen-Ed. Humanities <sup>2</sup> or Math		3-5
Any Gen-Ed. Social Science at the 200 level		3
Natural Science or Gen-Ed Humanities <sup>2</sup> or Math		3-5
		<hr/>
		16

Total Program Hours	60
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<sup>1</sup>Choose at least 6 hours from Natural Science lecture and lab courses; Chemistry, Organic Chemistry, Biology, Microbiology, and other natural science courses.

<sup>2</sup>The anticipated major or area of interest will impact the type and number of humanities classes that should be completed.

<sup>3</sup>Students who select to take a Statistics course must complete Math 204, Math 208 or both Math 202 and Math 203 to meet the Statistics requirement at the four year universities.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

## **Computer Network Engineer (Certificate of Technical Studies)**

The Computer Network Engineer Certificate of Technical Studies is an industry-linked program which prepares students for careers as computer network engineers in the computer science industry. Students gain knowledge, professional skills, and specialized training, including internships which position them for entry into the workforce. Students choosing computer network engineering as an area of interest may pursue jobs in network security and support.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree.
- Earn a “C” or better in major courses, ENGL 101, CSCI 192, MATH 101/110, approved electives, and courses that are prerequisites for other courses.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
CSCI 192	Intro to Computers: Program Logic and Design	3
CNET 173	Introduction to PC Operating Systems	3
CNET 210	Introduction to Computer Networking	3
		<hr/>
		15
 <b>Second Semester</b>		 <b>Credit Hours</b>
CNET 240	Desktop/Server and Networking Support	3
CNET 250	PC and Network Security	3
	Certificate Elective ( <i>see below</i> )	3
	Certificate Elective ( <i>see below</i> )	3
	Certificate Elective ( <i>see below</i> )	3
		<hr/>
		15
 Total Certificate Hours		 30

### **Certificate Electives**

*Choose from the following:*

CIST 270	Multimedia and Web Design
CNET 260	Wireless Communications
CSCI 190	Microcomputer Applications in Business
CSCI 193	Software Design and Programming I
CSCI 194	Software Design and Programming II
CSCI 200	Discrete Structures
CSCI 210	Intro to Data Structures and Algorithms
CSCI 290	Object-Oriented Programming (JAVA)

For more information, contact the Division of STEM at (225) 216-8226.

## **Computer Science (Associate of Science)**

The Associate of Science in Computer Science degree is an industry-linked program which prepares students for transfer to a 4 year institution as well as for careers as programmers, technicians and specialists in the computer science industry. Students planning to transfer to another institution of higher education should discuss their plans with an academic advisor at both BRCC and the receiving institution to ensure maximum transferability of credits.

To receive this degree, the student must:

- Earn a “C” or better in all courses to be used towards the degree.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
	Any General Education course in the Humanities <sup>1</sup>	3
BIOL 101/BIOL 120	General Biology I	3
BIOL 101L/BIOL 120L	General Biology I Lab	1
CSCI 192	Introduction to Programming: Logic and Design	3
MATH 210	Calculus I <sup>2</sup>	5
		<b>18</b>
<b>Second Semester</b>		<b>Credit Hours</b>
ENGL 102	English Composition II	3
BIOL 102/BIOL 121	General Biology II	3
BIOL 102L/BIOL 121L	General Biology II Lab	1
	Any General Education Fine Arts Elective <sup>3</sup>	3
CSCI 193	Software Design and Programming I	3
MATH 211	Calculus II	5
		<b>18</b>
<b>Third Semester</b>		<b>Credit Hours</b>
	Any General Education ENGL or HUMN Elective or Math 290 Elementary Differential Equations and Linear Algebra <sup>4</sup>	3
CSCI 194	Software Design and Programming II	3
CSCI 200	Discrete Structures	3
<b>Choose One<sup>5</sup>:</b>		
CHEM 101	Chemistry I for Science Majors	3
PHYS 201	General Physics I	3
		<b>12</b>



<b>Fourth Semester</b>		<b>Credit Hours</b>
	Any General Education Social or Behavioral Science Elective	3
CSCI 210	Data Structures	3
CSCI 290	Object-Oriented Programming (JAVA)	3
<b>Choose One:</b>		
CHEM 102	Chemistry II for Science Majors	3
PHYS 202	General Physics II	
		<hr/>
		12
Total Program Hours		60

- 1 Students should refer to their transfer institution for specific Humanities course requirement
- 2 Appropriate placement test score or MATH 101/110 and MATH 111 or MATH 120 (with a grade of C or better)
- 3 Student may choose from the following: ARTS 101, MUSC 101, THTR 101
- 4 Based on Transfer institution requirement
- 5 Student must take both courses in the CHEM or PHYS sequence

For more information, contact the Science, Technology, Engineering, and Math Division at (225) 216-8226.

## **General Science, Biomedical Science Concentration (Associate of Science)**

The Biomedical Science Concentration is designed as a bridge to the baccalaureate degree in biological sciences for students who plan to transfer from BRCC to a four-year institution. This concentration will provide students with a foundation for professional study in medicine, dentistry, pharmacy, veterinary medicine, and many other biomedical careers, such as scientific research and forensics, that require in-depth study of science and mathematics.

To maximize possible transfer of 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 should discuss their plans with an advisor at BRCC and at the receiving institution to ensure maximum portability of credit hours. Students can also access the Board of Regents master course articulation matrix online ([regents.louisiana.gov](http://regents.louisiana.gov)) to determine which courses are accepted between Louisiana institutions of higher education.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree
- Earn a “C” or better in all Natural Science and Mathematics courses.
- Take at least 12 hours at the 200 level.
- Earn 12 of the final 15 credits at BRCC.
- Complete the coursework listed below.

### **PROGRAM OF STUDY by INSTITUTION**

#### **LOUISIANA STATE UNIVERSITY<sup>1</sup>**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 111 OR MATH 120	Plane Trigonometry or College Algebra and Plane Trigonometry	3-5
BIOL 200	Careers in Life Sciences	1
BIOL 120	Biology I for Science Majors	3
BIOL 120L	Biology I Lab for Science Majors	1
CHEM 101	Chemistry I for Science Majors	3
CHEM 101L	Chemistry I Lab	1
		<hr/>
		15-17

<b>Second Semester</b>		<b>Credit Hours</b>
BIOL 121	Biology II for Science Majors	3
BIOL 121L	Biology II Lab for Science Majors	1
CHEM 102	Chemistry II for Science Majors	3
CHEM 102L	Chemistry II Lab	1
First Course in a Foreign Language Sequence		3
MATH 210	Calculus I	5
		<hr/>
		16

<b>Third Semester</b>		<b>Credit Hours</b>
ENGL 102	English Composition II	3
BIOL 260	Fundamentals of Genetics	4
CHEM 220	Organic Chemistry I	3
CHEM 220L	Organic Chemistry I Lab	1
Second Course in Foreign Language Sequence		3
Gen-Ed. Social Science (200 Level)		3
		<hr/>
		17

<b>Fourth Semester</b>		<b>Credit Hours</b>
BIOL 250	Introductory Microbiology	4
CHEM 221	Organic Chemistry II	3
CHEM 221L	Organic Chemistry II Lab	1
Third Course in Foreign Language Sequence		3
Gen. Ed. Social Science Elective		3
Gen. Ed. Arts Elective		3
		<hr/>
		17

Total Program Hours 65-67

<sup>1</sup>The specific courses outlined are part of an articulation agreement with Louisiana State University College of Science.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

### **OUR LADY OF LAKE COLLEGE <sup>2</sup>**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
BIOL 200	Careers in Life Sciences	1
BIOL 120	Biology I for Science Majors	3
BIOL 120L	Biology I Lab for Science Majors	1
PHIL 228	Philosophy of Religion	3
		<hr/>
		14

<b>Second Semester</b>		<b>Credit Hours</b>
ENGL 102	English Composition II	3
BIOL 121	Biology II for Science Majors	3
BIOL 121L	Biology II Lab for Science Majors	1
CHEM 101	Chemistry I for Science Majors	3
CHEM 101L	Chemistry I Lab for Science Majors	1
MATH 111	Plane Trigonometry	3
Gen Ed Social Science	Choose PSYC 201, PSYC 202 or SOCL 200	3
		<hr/>
		17

<b>Third Semester</b>		<b>Credit Hours</b>
MATH 210	Calculus I	5
CHEM 102	Chemistry II for Science Majors	3
CHEM 102L	Chemistry II Lab for Science Majors	1
BIOL 250	Introductory Microbiology	4
Gen Ed Humanities Choose Any		3
		<hr/>
		16

<b>Fourth Semester</b>		<b>Credit Hours</b>
MATH 202	Basic Statistics I	3
CHEM 220	Organic Chemistry I	3
CHEM 220L	Organic Chemistry I Lab	1
SPCH 120	Techniques of Speech	3
Gen Ed Arts	Choose Any	3
Gen Ed Social Science	Choose PSYC 201, PSYC 202, or SOCL 200	3
		<hr/>
		16

<sup>2</sup>The specific courses outlined are part of an articulation agreement with Our Lady of Lake College: Bachelor of Science in Biology with a General Biology Concentration.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

## **General Science, Coastal Environmental Science Concentration (Associate of Science)**

The Coastal Environmental Science Concentration in General Science grants BRCC students the opportunity to transfer to coastal environmental science programs offered by baccalaureate degree-granting institutions. This concentration provides students with the foundation for further study of complex coastal environmental issues involving marine, coastal, and estuarine environments with special emphasis on coastal Louisiana.

To maximize possible transfer of 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 should discuss their plans with an advisor at BRCC and at the receiving institution to ensure maximum portability of credit hours. Students can also access the Board of Regents master course articulation matrix online ([regents.louisiana.gov](http://regents.louisiana.gov)) to determine which courses are accepted between Louisiana institutions of higher education.

To receive this degree, the student must;

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree
- Earn a “C” or better in all Natural Science and Mathematics courses.
- Take at least 12 hours at the 200 level.
- Earn 12 of the final 15 credits at BRCC.
- Complete the coursework listed below.

### **PROGRAM OF STUDY by INSTITUTION**

#### **LOUISIANA STATE UNIVERSITY<sup>1</sup>**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
BIOL 120	Biology I for Science Majors	3
BIOL 120L	Biology I Lab for Science Majors	1
ENSC 201	Environmental Science	3
ARTS 101	Introduction to Fine Arts	3

*Choose one of the following based on your math placement scores:*

MATH 101/110	College Algebra	
MATH 111	Plane Trigonometry	
MATH 120	College Algebra and Trigonometry	
MATH 210	Calculus I	
MATH 211	Calculus II	3-5
		<hr/>
		16-18

<b>Second Semester</b>		<b>Credit Hours</b>
BIOL 121	Biology II for Science Majors	3
BIOL 121L	Biology II Lab for Science Majors	1
ENGL 102	English Composition II	3
CHEM 101	Chemistry I for Science Majors	3
CHEM 101L	Chemistry I Lab	1

*Choose one of the following (must be a higher level math than first semester):*

MATH 101/110	College Algebra	
MATH 111	Plane Trigonometry	
MATH 120	College Algebra and Trigonometry	
MATH 210	Calculus I	
MATH 211	Calculus II	3-5
		<hr/>
		14-16

<b>Third Semester</b>		<b>Credit Hours</b>
CHEM 102	Chemistry II for Science Majors	3
CHEM 102L	Chemistry II Lab	1
ENSC 207	Intro to Marine Science: Geol & Phys Procs.	4
Gen. Ed. Humanities Elective		3
Gen. Ed. Social Science Elective		3
		<hr/>
		14

<b>Fourth Semester</b>		<b>Credit Hours</b>
CHEM 220	Organic Chemistry I	3
ENSC 208	Introduction to Marine Science: Life Processes	4
Gen. Ed. Humanities Elective		3
Gen. Ed. Humanities Elective		3
Gen. Ed. Social Science (200 level)		3
		<hr/>
		16

Total Program Hours	60-64
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<sup>1</sup>The specific courses outlined are part of an articulation agreement with the Louisiana State University School of Coast and Environment.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

## **General Science, Environmental Management Systems Concentration (Associate of Science)**

The Environmental Management Systems Concentration in General Science allows BRCC students an opportunity to transfer to environmental management systems programs offered by baccalaureate degree-granting institutions. This concentration provides students with a foundation for further study of complex environmental issues in specialty areas such as environmental analysis and risk management, environmental policy analysis, and resource management.

To maximize possible transfer of 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 should discuss their plans with an advisor at BRCC and at the receiving institution to ensure maximum portability of credit hours. Students can also access the Board of Regents master course articulation matrix online ([regents.louisiana.gov](http://regents.louisiana.gov)) to determine which courses are accepted between Louisiana institutions of higher education.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree
- Earn a “C” or better in all Natural Science and Mathematics courses.
- Take at least 12 hours at the 200 level.
- Earn 12 of the final 15 credits at BRCC.
- Complete the coursework listed below.

### **PROGRAM OF STUDY by INSTITUTION**

#### **LOUISIANA STATE UNIVERSITY<sup>1</sup>**

<b>First Semester</b>		<b>Credit Hours</b>
BIOL 120	Biology I for Science Majors	3
BIOL 120L	Biology I Lab for Science Majors	1
MATH 101/110	College Algebra	3
ENGL 101	English Composition I	3
ENSC 201	Environmental Science	3
ARTS 101	Introduction to Fine Arts	3
		<hr/>
		16

<b>Second Semester</b>		<b>Credit Hours</b>
BIOL 121	Biology II for Science Majors	3
BIOL 121L	Biology II Lab for Science Majors	1
MATH 111	Plane Trigonometry	3
ENGL 102	English Composition II	3
CHEM 101	Chemistry I for Science Majors	3
CHEM 101L	Chemistry I Lab	1
		<hr/>
		14

<b>Third Semester</b>		<b>Credit Hours</b>
CHEM 102	Chemistry II for Science Majors	3
CHEM 102L	Chemistry II Lab	1
ECON 203	Economic Principles	3
MATH 208	Introduction to Statistical Analysis	4
<u>Gen. Ed. Humanities Elective</u>		<u>3</u>
		14

<b>Fourth Semester</b>		<b>Credit Hours</b>
CHEM 220	Organic Chemistry I	3
AGRO 205	Introduction to Soil Science	4
SPCH 120	Techniques of Speech	3
Gen. Ed. Humanities Elective		3

*Choose one:*

POLI 251	American Government	
SOCL 200	Introduction to Sociology	3
		<u>3</u>
		16

Total Program Hours	60
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<sup>1</sup>The specific courses outlined are part of an articulation agreement with the LSU School of Plant, Environmental and Soil Sciences.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.



## **General Science, Food Science Concentration (Associate of Science)**

The Food Science Concentration prepares students for transfer to Food Science and Technology programs offered by four-year institutions. The concentration provides students with the foundation for further study in food science and technology and prepares them for careers in food industries and businesses, food processing and technology, food chemistry and analysis, food safety, and food business/marketing.

To maximize possible transfer of 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 should discuss their plans with an advisor at BRCC and at the receiving institution to ensure maximum portability of credit hours. Students can also access the Board of Regents master course articulation matrix online ([regents.louisiana.gov](http://regents.louisiana.gov)) to determine which courses are accepted between Louisiana institutions of higher education.

To receive this degree, the student must;

- Earn a "C" or better in all courses used towards the degree.
- Take at least 12 hours at the 200 level.
- Earn 12 of the final 15 credits at BRCC.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
MATH 101/110	College Algebra	3
ENGL 101	English Composition I	3
ARTS 101	Introduction to Fine Arts	3
CHEM 101	Chemistry I for Science Majors	3
CHEM 101L	Chemistry I Lab	1
BIOL 120	Biology for Science Majors	3
BIOL 120L	Biology I Lab for Science Majors	1
		<hr/>
		17

<b>Second Semester</b>		<b>Credit Hours</b>
MATH 111	Plane Trigonometry	3
ENGL 102	English Composition II	3
CHEM 101	Chemistry I for Science Majors	3
CHEM 101L	Chemistry I Lab	1
BIOL 121	Biology II for Science Majors	3
BIOL 121L	Biology II Lab for Science Majors	1
		<hr/>
		14

<b>Third Semester</b>		<b>Credit Hours</b>
FDSC 200	Introduction to Food Science	3
PHYS 201	General Physics I	3
CHEM 220	Organic Chemistry I	3
Gen. Ed. Humanities Elective		3

Gen. Ed. Social Science (200 level)	3
	15

<b>Fourth Semester</b>		<b>Credit Hours</b>
BIOL 283	Elements of Biochemistry	3
BIOL 221	Introduction to Nutrition and Wellness	3
	Gen. Ed. Humanities Elective	3
SPCH 120	Techniques of Speech	3
ECON 203	Economic Principles	3
		15
	Total Program Hours	61

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

## **General Science, Landscape Management Concentration (Associate of Science)**

The Landscape Management Concentration enables students to transfer to baccalaureate degree-granting institutions and complete a related degree program in plant and soil systems such as landscape management, horticulture science, and turf grass management. Students are prepared to construct landscape sites, as well as plant and maintain woody/herbaceous plants. Career focus is centered on owning and operating landscape management companies.

To maximize possible transfer of 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 should discuss their plans with an advisor at BRCC and at the receiving institution to ensure maximum portability of credit hours. Students can also access the Board of Regents master course articulation matrix online ([regents.louisiana.gov](http://regents.louisiana.gov)) to determine which courses are accepted between Louisiana institutions of higher education.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree
- Earn a “C” or better in all Natural Science and Mathematics courses.
- Take at least 12 hours at the 200 level.
- Earn 12 of the final 15 credits at BRCC.
- Complete the coursework listed below.

### **PROGRAM OF STUDY by INSTITUTION**

#### **LOUISIANA STATE UNIVERSITY<sup>1</sup>**

<b>First Semester</b>		<b>Credit Hours</b>
MATH 101/110	College Algebra	3
ENGL 101	English Composition I	3
ARTS 101	Introduction to Fine Arts	3
<i>Choose either pair:</i>		
BIOL 101	General Biology I	
BIOL 101L	General Biology I Lab	
<i>- OR -</i>		
BIOL 120	Biology for Science Majors	3
BIOL 120L	Biology I Lab for Science Majors	1
SPCH 120	Techniques of Speech	3
		<hr/>
		16

<b>Second Semester</b>		<b>Credit Hours</b>
CHEM 101	Chemistry I for Science Majors	3
CHEM 101L	Chemistry I Lab	1
MATH 111	Plane Trigonometry	3
Any Gen-Ed. Social Science		3

Choose 2<sup>nd</sup> pair in sequence:

BIOL 102	General Biology II	
BIOL 102L	General Biology II Lab	
<i>- OR -</i>		
BIOL 121	Biology II for Science Majors	3
BIOL 121L	Biology II Lab for Science Majors	1
		<hr/>
		14

<b>Third Semester</b>		<b>Credit Hours</b>
CHEM 102	Chemistry II for Science Majors	3
CHEM 102L	Chemistry II Lab	1
HORT 205	General Horticulture	4
ENGL 102	English Composition II	3
Gen. Ed. Humanities Elective		3
		<hr/>
		14

<b>Fourth Semester</b>		<b>Credit Hours</b>
CHEM 220	Organic Chemistry I	3
HORT 206	Plant Propagation	3
Gen. Ed. Humanities Elective		3

Choose one:

AGRO 205	Introduction to Soil Science	4
<i>-OR-</i>		
Approved Elective		4

Choose one:

ECON 203	Economic Principles	
<i>-OR-</i>		
ECON 213	Agricultural Economics	3
		<hr/>
		16

Total Program Hours	60
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<sup>1</sup>The specific courses outlined are required as part of an articulation agreement with the LSU School of Plant, Environmental and Soil Sciences.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

## **General Science, Natural Resource Management Concentration (Associate of Science)**

The Natural Resource Management Concentration prepares students for transfer to natural resource ecology/management or forestry programs offered by baccalaureate degree-granting institutions. Students can pursue careers in fields such as ecological restoration, forest resource management, conservation biology, fisheries and aquaculture, natural resource conservation, wetland science, wildlife ecology, and wildlife law enforcement.

To maximize possible transfer of 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 should discuss their plans with an advisor at BRCC and at the receiving institution to ensure maximum portability of credit hours. Students can also access the Board of Regents master course articulation matrix online ([regents.louisiana.gov](http://regents.louisiana.gov)) to determine which courses are accepted between Louisiana institutions of higher education.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree
- Earn a “C” or better in all Natural Science and Mathematics courses.
- Take at least 12 hours at the 200 level.
- Earn 12 of the final 15 credits at BRCC.
- Complete the coursework listed below.

### **PROGRAM OF STUDY by INSTITUTION**

#### **LOUISIANA STATE UNIVERSITY<sup>1</sup>**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
MATH 101/110	College Algebra	3
BIOL 120	Biology I for Science Majors	3
BIOL 120L	Biology I Lab for Science Majors	1
RNRE 101	Natural Resources Conservation	3
		<hr/>
		13

<b>Second Semester</b>		<b>Credit Hours</b>
ENGL 102	English Composition II	3
BIOL 121	Biology II for Science Majors	3
BIOL 121L	Biology II Lab for Science Majors	1
SOCL 200	Introduction to Sociology	3
SPCH 120	Techniques of Speech	3
RNRE 102	Issues in Natural Resource Management	1
<i>Choose one:</i>		
MATH 111	Plane Trigonometry	
-OR-		
MATH 201	Calculus for Non-Science Majors	3
		<hr/>
		17

<b>Third Semester</b>		<b>Credit Hours</b>
CHEM 101	Chemistry I for Science Majors	3
CHEM 101L	Chemistry I Lab	1
ECON 203	Economic Principles	3
MATH 208	Introduction to Statistical Analysis	4
RNRE 203	Principles of Wildlife Mgmt. and Conservation	3
		<hr/>
		14

<b>Fourth Semester</b>		<b>Credit Hours</b>
CHEM 102	Chemistry II for Science Majors	3
CHEM 102L	Chemistry II Lab	1
PHIL 205	Introduction to Ethics	3
RNRE 210	Ecology	3
Gen. Ed. Humanities Elective		3
Gen. Ed. Arts Elective		3
		<hr/>
		16

Total Program Hours	60
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<sup>1</sup>The specific courses outlined are required as part of an articulation agreement with LSU School of Renewable Natural Resources.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

## **General Science, Natural Sciences Concentration (Associate of Science)**

The Natural Sciences Concentration is designed for students who plan to transfer to baccalaureate degree-granting institutions and wish to customize their general science degree program. In addition to the General Education Requirements, students may select 21 credit hours of appropriate coursework in mathematics, biology, chemistry, physics, environmental sciences, natural resources, and other approved sciences to complete the degree.

To maximize possible transfer of 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 should discuss their plans with an advisor at BRCC and at the receiving institution to ensure maximum portability of credit hours. Students can also access the Board of Regents master course articulation matrix online ([regents.louisiana.gov](http://regents.louisiana.gov)) to determine which courses are accepted between Louisiana institutions of higher education.

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree
- Earn a “C” or better in all Natural Science and Mathematics courses.
- Take at least 12 hours at the 200 level.
- Earn 12 of the final 15 credits at BRCC.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL 101 English Composition I	3
Gen-Ed. Mathematics	3-5
Gen-Ed. Natural Science (first in sequence) <sup>1</sup>	3-4
Gen-Ed. Social Science Elective	3
<u>Gen-Ed. Humanities Elective</u>	<u>3</u>
	15-18

<b>Second Semester</b>	<b>Credit Hours</b>
ENGL 102 English Composition II	3
Gen-Ed. Mathematics	3-5
Gen-Ed. Natural Science (second in sequence) <sup>1</sup>	3-4
Gen-Ed. Natural Science (opposite from seq.) <sup>1</sup>	3
<u>Natural Science<sup>2</sup></u>	<u>3</u>
	15-18

<b>Third Semester</b>	<b>Credit Hours</b>
MATH or Natural Science <sup>2</sup>	3
MATH or Natural Science <sup>2</sup>	3
MATH or Natural Science <sup>2</sup>	3
ENGL Literature or Gen. Ed. Humanities Elective	3
<u>Gen-Ed. Arts Elective</u>	<u>3</u>

15

<b>Fourth Semester</b>	<b>Credit Hours</b>
MATH or Natural Science <sup>2</sup>	3
MATH or Natural Science <sup>2</sup>	3
MATH or Natural Science <sup>2</sup>	3
Gen-Ed. Humanities Elective	3
<u>Social Science Elective (200 Level)</u>	<u>3</u>
	15
 Total Program Hours	 60

<sup>1</sup>Both biological and physical sciences must be taken to meet the requirements for this degree program. If the two-course sequence is taken in the biological sciences, the remaining lecture credit hours must be from the physical sciences, and vice versa. The completion of sequences with laboratories is strongly recommended.

<sup>2</sup>Students may select approved mathematics and natural science courses.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.



## ***Highway Engineering Technology (Certificate of Technical Studies)***

The Certificate of Technical Studies in Highway Engineering Technology is specifically designed to meet the entry-level employment needs of the state of Louisiana's engineering and construction community. This program of study is not designed for college transfer. It provides a general education and the 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: asphaltic concrete plant inspection, asphaltic concrete paving inspection, structural concrete inspection, Portland Cement Concrete (PCC) inspection, and embankment and base course inspection. Upon successful completion of the program students can take the tests required for certification in one or more of these areas.

To receive this certificate, the student must

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree.
- Earn a "C" or better in required courses, ENGL 101, and in courses that are prerequisites for other courses.
- Take at least 12 hours at the 200 level.
- Complete the coursework listed below.

In order to become a certified inspector, a student must:

- Successfully complete the requirements for the certificate.
- Perform six months of work in the field supervised by a certified inspector.
- Score a passing percentage on a Specialty Area Certification Exam.
- Score a passing percentage on a field performance evaluation conducted by a certified inspector.

More than one area of certification can be completed simultaneously.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
CSCI 101	Introduction to Computer Technology	3
HTEC 101	Construction Mathematics	3
HTEC 102	Highway Plan Reading	3
		<hr/>
		12

<b>Second Semester</b>		<b>Credit Hours</b>
ENGR 207	Surveying	3
HTEC 201	Site Manager	3
SCTC 222	Writing and Comm. in Science Tech Careers	3
PHIL 205	Introduction to Ethics	3
		<hr/>
		12

<b>Third Semester</b>		<b>Credit Hours</b>
<i>To complete certificate, choose one of the following Approved Core Electives:</i>		
HTEC 250	Asphaltic Concrete Plant Inspection	8
HTEC 260	Asphaltic Concrete Paving Inspection	8
HTEC 270	Structural Concrete Inspection	8
HTEC 280	Portland Cement Concrete (PCC) Paving Insp.	8
HTEC 290	Embankment and Base Course Inspection	8
		8

<b>Fourth Semester<sup>1</sup></b>		<b>Credit Hours</b>
<i>Choose any course not already taken from the following:</i>		
HTEC 250	Asphaltic Concrete Plant Inspection	8
HTEC 260	Asphaltic Concrete Paving Inspection	8
HTEC 270	Structural Concrete Inspection	8
HTEC 280	Portland Cement Concrete (PCC) Paving Insp.	8
HTEC 290	Embankment and Base Course Inspection	8
		8
Total Minimum Program Hours <sup>1</sup>		32

<sup>1</sup>Students may complete two or more eight-hour core courses in preparation for the certification examinations.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

## ***Information Technology (Technical Diploma)***

The Information Technology Technical Diploma program is divided into a basic core area and a specialty networking area. The basic core courses of study will prepare individuals to troubleshoot, repair, and maintain computer systems and basic local area network problems. Students will also learn to operate a computer using current operating system software and use current application software for manipulating spreadsheets, databases, and word processing documents. This program is not intended for degree transfer; however, certain certification courses may be accepted by other institutions that participate in the Microsoft IT Academy.

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

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

To receive this degree, the student must:

- Have a cumulative GPA of 2.0 or better on all work attempted.
- Earn a "C" or better in all courses that are to be used towards the degree.
- Earn 12 of the final 15 credit hours at BRCC.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

#### **Core Courses**

ORNT 1000	Freshman Seminar	3
INTE 1100	Install & Troubleshoot Part I	3
INTE 1110	Install & Troubleshoot Part II	3
INTE 1200	Operating System Fundamentals	3
INTE 1210	Introduction to Shell Scripting	3
INTE 2110	Cisco Part I	3
JOBS 2450	Job Seeking Skills	3
INTE 2010	Windows Server Part I	3
INTE 2020	Windows Server Part II	3
INTE 2030	Windows Server Part III	3
INTE 2120	Cisco Part II	3
INTE 2902	Internship	3

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36

**Electives:**

Approved Program Elective ( <i>see below</i> )	3
Approved Program Elective ( <i>see below</i> )	3
Approved Program Elective ( <i>see below</i> )	3
Approved Program Elective ( <i>see below</i> )	3
<hr/>	
	12
Total Program Hours	48

**Approved Program Electives**

*Choose from the following:*

CPTR 1310	MS Access I
CPTR 2650	MS Access II
CPTR 1320	MS Excel
INTE 1010	Internet & Computing Literacy
INTE 1250	Project Management
INTE 1300	Internet Applications
INTE 1800	Introduction to Unix and Linux
INTE 1900	Web Page Design
INTE 2060	Email & Communication Server
INTE 2070	Querying Microsoft Servers
INTE 2130	Cisco Part III
INTE 2140	Cisco Part IV
INTE 2545	Ethical Hacking
INTE 2820	Server Technology
INTE 2830	Cabling Infrastructure
INTE 2840	Managing Network Security
TENG 2530	Technical Report Writing
CSRV 1000	Customer Service
CSRV 2000	Customer Service & Sales
ENTP 1000	Foundations of Entrepreneurship
KYBD 1010	Introductory Keyboarding
INTE 2997	Practicum
INTE 2999	Cooperative Education

### **Additional Information Technology Technical Programs of Study**

The following Information Technology programs of study, and the associated credentials earned, provide essential information in the specified technical area and can be used to prepare for national certification(s) relevant to that area. Information Technology credentials can be obtained by students enrolled in the Information Technology diploma program as well as by *non-major students*: those enrolled in other degree programs or simply seeking the credential alone.

The listing of courses required for a credential may include *core courses* from the Information Technology diploma program. Students enrolled in the diploma program must only take any additional *courses in a given program of study* listed for that particular credential. These additional courses can be used as approved program electives toward the diploma.

All non-major students must take both the listed core courses *and* any additional courses needed to obtain the desired credential. Non-major students must fulfill any prerequisite requirements for the courses listed.

### **PROGRAMS OF STUDY**

#### **TCA – Computer Technician**

##### *Core Courses*

INTE 1100	Install & Troubleshoot: Part I	3
INTE 1110	Install & Troubleshoot: Part II	3
		<hr/>
		6

#### **TCA – Wide Area Network Technician**

##### *Core Courses*

INTE 1200	Operating System Fundamentals	3
INTE 2010	Windows Server Part I	3
INTE 2020	Windows Server Part II	3
INTE 2030	Windows Server Part III	3
		<hr/>
		12

#### **TCA – System Support Technician**

##### *Core Courses*

INTE 1100	Install & Troubleshoot: Part I	3
INTE 1110	Install & Troubleshoot: Part II	3
INTE 1200	Operating System Fundamentals	3
INTE 2110	Cisco Part I	3
		<hr/>
		12

#### **TCA – Application Specialist**

##### *Core Courses*

INTE 1210	Introduction to Shell Scripting	3
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##### *Certificate Courses*

INTE 1900	Web Page Design	3
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INTE 2070	Querying Microsoft Servers	3
		9

**TCA – Desktop Application Specialist**

*Certificate Courses*

INTE 1010	Internet & Computing Literacy	3
CPTR 1310	MS Access I	3
CPTR 1320	MS Excel	3
CPTR 2650	MS Access II	3
		12

**TCA – LAN Technician**

*Core Courses*

INTE 1100	Install & Troubleshoot: Part I	3
INTE 1110	Install & Troubleshoot: Part II	3
INTE 1200	Operating System Fundamentals	3
INTE 2110	Cisco Part I	3
INTE 2120	Cisco Part II	3
		15

**CTS – Network Administrator**

*Core Courses*

INTE 1100	Install & Troubleshoot: Part I	3
INTE 1110	Install & Troubleshoot: Part II	3
INTE 1200	Operating System Fundamentals	3
INTE 2010	Windows Server Part I	3
INTE 2110	Cisco Part I	3
INTE 2120	Cisco Part II	3
INTE Elective		3
		21

**CTS – System Analyst**

*Core Courses*

INTE 1100	Install & Troubleshoot: Part I	3
INTE 1110	Install & Troubleshoot: Part II	3
INTE 1200	Operating System Fundamentals	3
INTE 2010	Windows Server Part I	3
INTE 2020	Windows Server Part II	3
INTE 2030	Windows Server Part III	3
		18

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

## ***Physical Science (Associate of Science/Louisiana Transfer Degree)***

The Physical Science Track in General Science provides students with the foundational knowledge necessary to continue their education in pursuit of a four-year degree in physical science fields. The curriculum is part of the Associate of Science/Louisiana Transfer Degree program (ASLT, [www.latransferdegree.org](http://www.latransferdegree.org)).

Completion of a Louisiana Transfer degree guarantees that the student has met, in full, all lower division general education requirements for all receiving Louisiana public universities. Graduates who transfer with a Louisiana Transfer degree will be assigned junior status at the receiving institution. Note that course and GPA requirements for specific majors, departments, and schools must be met independently and should be verified by the student.

Students should carefully note the *Exclusionary Courses* listed in the **General Education Requirements** section – some courses are exclusive to each other and cannot both be taken for credit (e.g., MATH 101 and 110). Also, Natural Science courses for science majors must be chosen (BIOL 120 instead of BIOL 101, etc.).

To receive this degree, the student must;

- Earn a “C” or better in all courses used towards the degree.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>	<b>Credit Hours</b>
ENGL 101      English Composition I	3
CHEM 101 & CHEM 101L	4
MATH 210      Calculus I	5
Gen. Ed. Arts Elective	3
<hr/>	
	15

<b>Second Semester</b>	<b>Credit Hours</b>
ENGL 102      English Composition II	3
CHEM 102 & CHEM 102L	4
MATH 211      Calculus II	5
BIOL 120      Biology I for Science Majors	3
<hr/>	
	15

<b>Third Semester</b>	<b>Credit Hours</b>
Any Natural Science/Engineering/Math combination <sup>1</sup>	6
Any Gen-Ed. ENGL Literature	3
Any Gen-Ed. Social Science	3
Any Gen-Ed Humanities	3
<hr/>	
	15

<b>Fourth Semester</b>	<b>Credit Hours</b>
Any Natural Science/Engineering/Math or Humanities combination <sup>1&amp;2</sup>	9
Any Gen-Ed. Humanities	3
Any Gen-Ed. Social Science at 200 level	3
	<hr/>
	15
 Total Program Hours	 60

<sup>1</sup>Choose Natural Science courses Chemistry, Biology, Physics, (with or without corresponding Lab courses) or Engineering or Math courses to fulfill the required hours.

<sup>2</sup>The anticipated major of area of interest will impact the type and number of humanities classes that should be completed, or which type of physics classes would be most appropriate.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.



## ***Pre-Engineering (Associate of Science)***

The Associate of Science in Pre-Engineering Degree Program allows students to either receive an AS degree in Pre-Engineering or to transfer to the engineering programs of regional four-year colleges and universities.

To receive this degree, the student must;

- Earn a “C” or better in all courses.
- Earn 12 of the final 15 credits at BRCC.
- Complete the coursework listed below.

### PROGRAM OF STUDY

<b>First Semester</b>		<b>Credit Hours</b>
MATH 210	Calculus I	5
ENGL 101	English Composition I	3
CHEM 101	Chemistry I for Science Majors	3
	Approved Natural Science Lab	1
	Approved Gen. Ed. Social Science Elective	3
Total =		15

<b>Second Semester</b>		<b>Credit Hours</b>
MATH 211	Calculus II	5
PHYS 221	Particle Mechanics	3
ENGL 102	English Composition II	3
	Approved Natural Science	3
	Approved Natural Science Lab	1
Total =		15

<b>Third Semester</b>		<b>Credit Hours</b>
PHYS 223	Electromagnetism	3
ENGR 103	Engineering Graphics	2
ENGR 295	Comprehensive Electrical Engineering	3
	Approved Gen Ed. Humanities Elective	3
	General Education Arts Elective	3
Total =		15

<b>Fourth Semester</b>		<b>Credit Hours</b>
	Approved Gen. Ed. Social Science Elective	3
	Approved Elective	3
ENGR 245	Statics	3
	Approved Gen. Ed. Humanities Elective	3
	Approved Gen. Ed. Humanities Elective	3
Total =		15

**Total Degree Hours = 60**

BRCC currently has an articulation agreement for the Pre-Engineering AS degree with the following institutions: Louisiana State University (LSU), Southern University (SUBR), University of Louisiana at Lafayette (ULL), and Louisiana Tech University (LA Tech).

LSU Concentrations include 8 concentrations: Biological, Civil, Chemical, Electrical & Computer, Environmental, Industrial, Mechanical, and Petroleum Engineering

SUBR Concentrations include 3 concentrations: Civil, Electrical and Mechanical Engineering

ULL Concentrations include 5 concentrations: Civil, Chemical, Electrical & Computer, Mechanical, and Petroleum Engineering

LA Tech Concentrations include 7 concentrations: Biomedical, Civil, Chemical, Electrical, Industrial, Mechanical, and Nanosystems Engineering

It is the responsibility of each student transferring to a four-year institution to seek advising from the STEM division because required courses vary by institution. There are additional transferrable courses that may be taken based on the transfer institution.

For more information, contact the Division of Science, Technology, Engineering, and Mathematics at (225) 216-8226.

## Technical Education

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### ***Air Conditioning and Refrigeration (Technical Diploma)***

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of heating, air conditioning, and refrigeration. The Air Conditioning and Refrigeration program prepares individuals to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating, air conditioning, and refrigeration systems.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

#### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
HACR 1150	Introduction to HVAC	3
HACR 1160	Refrigeration I	3
HACR 1170	Refrigeration II	3
HACR 1180	Refrigeration III	3
Exit Point	TCA: Helper I (Total Hours)	12
<b>Second Semester</b>		<b>Credit Hours</b>
HACR 1210	Electrical Fundamentals	3
HACR 1220	Electrical Components	3
HACR 1230	Electrical Motors	3
HACR 1240	Applied Electricity	3
Exit Point	CTS: Helper II (Total Hours)	24
<b>Summer Term</b>		<b>Credit Hours</b>
HACR 1410	Domestic Refrigeration	2
HACR 1420	Room Air Conditioners	2
Exit Point	CTS: Domestic A/C & Refrigeration Technician (Total Hours)	28
<b>Fourth Semester</b>		<b>Credit Hours</b>
HACR 2510	Central Air Conditioning I	3
HACR 2520	Central Air Conditioning II	3
HACR 2530	Residential HVAC System Design	2
HACR 2540	Residential Heating I	3
HACR 2550	Residential Heating II	3
HACR 2560	Residential Heat Pumps	3
	TD: Residential A/C & Refrigeration Technician (Total Hours)	45

For more information, contact the Division of Technical Education at (225) 359-9201.

## ***Care and Development of Young Children (Associate of Applied Science)***

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

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

#### **First Semester**

		<b>Credit Hours</b>
CDYC 1110	Working With Young Children	3
Exit Point	TCA: Basic Caregiver (Total Hours)	3
CDYC 1210	Development of Young Children	3
CDYC 1220	Infant and Toddler Curriculum	3
CDYC 1320	Preschool Curriculum	3
Exit Point	TCA: Infant/Toddler or Preschool Caregiver (Total Hours)	12

#### **Second Semester**

		<b>Credit Hours</b>
CDYC 1120	Health, Safety, and Nutrition	3
CDYC 1151	Observation and Participation Lab	3
CDYC 1130	Child Guidance and Behaviors	3
CDYC 1241	Infant and Toddler Lab	3
CDYC 1341	Preschool Lab	3
CDYC 1410	Children With Special Needs	2
Exit Point	CTS: Child Care Teacher (Total Hours)	29

#### **Third Semester**

		<b>Credit Hours</b>
CDYC 1330	Literature and Language Methods	3
CDYC 1332	Preschool Methods	3
CDYC 1420	Organization and Administration	3
CDYC 2211	Practicum	5
CDYC 1230	Family Relationships and Issues	2
Exit Point	TD: Care and Development of Young Children (Total Hours)	45

<b>Fourth Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
	Any General Education course in Mathematics	3
PSYC 201	Introduction to Psychology	3
	Any General Education course in Natural Sciences	3
	Any General Education course in Humanities	3
<u>(excluding Foreign Languages and Communication/Speech)</u>		
AAS: Care and Development of Young Children (Total Hours)		60

For more information, contact the Division of Technical Education at (225) 359-9201.

## ***Carpentry (Technical Diploma)***

***This program is only offered at correctional institutions for incarcerated students.***

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

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
CARP 1110	Introduction and Safety	1
CARP 1113	Building Calculations	3
CARP 1120	Hand Tools	3
CARP 1130	Power Tools	4
CARP 1140	Building Materials	2
<hr/>		
TCA: Carpentry Technician I		13
 <b>Second Semester</b>		 <b>Credit Hours</b>
CARP 1150	Blueprint Reading	4
CARP 2110	Site Layout	2
CARP 2120	Foundations and Floor Framing	4
CARP 2131	Wall and Ceiling Framing	4
<hr/>		
CTS: Carpentry Technician II		27
 <b>Third Semester</b>		 <b>Credit Hours</b>
CARP 2210	Roofing I	4
CARP 2220	Roofing II	4
CARP 2230	Exterior Finish and Trim	3
CARP 2310	Interior Finish and Trim	3
CARP 2320	Cabinetmaking	4
<hr/>		
TD: Carpentry (Total Hours)		45

For additional information, contact the Prison Programs Coordinator at (225) 359-9232.

## ***Collision Repair Technology (Technical Diploma)***

***This program is only offered at correctional institutions for incarcerated students.***

This program provides specialized instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of Collision Repair Technology. The Collision Repair Technology program prepares individuals to repair modern vehicles. This includes identification and analysis of damage, measurement, straightening, welding, structural repair and replacement, corrosion, alignment, refinishing, trim and glass replacement, plastic repair, and working with electrical and mechanical components as they pertain to collision repair.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

#### **First Semester**

	<b>Credit Hours</b>
CLRP 1110 Shop Orientation and Safety	1
CLRP 1121 Tools and Equipment	3
CLRP 1131 Body Construction Analysis	3
CLRP 1134 Metal Alignment and Finish	4
<hr/>	
TCA: Collision Repair Apprentice	11

#### **Second Semester**

	<b>Credit Hours</b>
CLRP 1311 Trim and Glass	4
CLRP 1210 Frame and Body	4
CLRP 1150 Mechanical Components	4
<hr/>	
CTS: Basic Structural Repair Person	23

#### **Third Semester**

	<b>Credit Hours</b>
CLRP 1230 Panel Replacement	4
CLRP 2140 Corrosion	3
CLRP 1220 Welding and Cutting	4
CLRP 1140 Basic Automotive Electricity	3

#### **Fourth Semester**

CLRP 1320 Refinishing and Detailing	4
CLRP 2121 Plastic Repair	2
CLRP 2111 Restraint Systems	2
<hr/>	
TD: Collision Repair (Total Hours)	45

For additional information, contact the Prison Programs Coordinator at (225) 359-9232.

## ***Cosmetology (Technical Diploma)***

The Cosmetology program prepares students to work as cosmetologists and/or hair stylists. Classroom training includes shampoo, rinses, scalp treatments, hair cutting, styling, coloring, permanent waving and relaxing, facials, make up application, manicuring, and pedicuring. Anatomy, safety/sanitation, and salon management are also included. Practical skills are developed through hands-on experience in an on-site salon which is equipped and managed according to industry standards by the students with instructor supervision. Upon completion of this program and 1500 hours of training, students are eligible to take the LA State Board of Cosmetology licensure examination. After successful completion of the State Board examination, graduates are qualified to practice as licensed cosmetologists in Louisiana.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
COSM 1110	Safety and Sanitation	4
COSM 1121	Basics of Skin, Scalp and Hair	2
COSM 1130	Fundamental Hair Treatments	3
COSM 1220	Manicuring and Pedicuring	3
COSM 1230	Wet Hair Styling	4
		<hr/>
		16

<b>Second Semester</b>		<b>Credit Hours</b>
COSM 1311	Hair Cutting	3
COSM 1321	Permanent Waving	4
COSM 1411	Chemical Hair Relaxing	2
COSM 1430	Hair Coloring	5
		<hr/>
		14

<b>Third Semester</b>		<b>Credit Hours</b>
COSM 1420	Thermal Services	3
COSM 2510	Facial Services and Make-Up	3
COSM 2520	Artistry of Artificial Hair	3
COSM 2540	Salon Management	4
COSM 2530	Electricity and Light Therapy	2
		<hr/>
		15
TD: Cosmetology (Total Hours)		45

<b>Below is the Technical Competency Area exit level:</b>		<b>Credit Hours</b>
COSM 1110	Safety and Sanitation	4
COSM 1121	Basics of Skin, Scalp and Hair	2
COSM 1130	Fundamental Hair Treatments	3
		<hr/>
TCA: Shampoo Operator		9



For more information, contact the Division of Technical Education at (225) 359-9201.

## ***Culinary Arts and Occupations (Technical Diploma)***

This program prepares students to work in service, production, fast foods, and baking areas of the food service industry. Program content includes American Culinary Federation information. Students will be provided with safe and efficient work practices, basic occupational skills, employability skills, and strong work ethics.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
CULN 1110	Culinary Calculations	3
CULN 1170	Dining Room Service	3
CULN 1130	Sanitation and Safety	3
CULN 1140	Basic Culinary Skills	3
Exit Point	TCA: Entry Level Prep Cook III (Total Hours)	12
<b>Second Semester</b>		<b>Credit Hours</b>
CULN 1160	Hospitality Industry Overview	3
CULN 1220	Culinary Nutrition	3
CULN 1240	Food Preparation and Service	8
	Total Semester Hours	14
Exit Point	CTS: Production Cook (TCA plus Second Semester courses)	26
<b>Third Semester</b>		<b>Credit Hours</b>
CULN 2310	Baking and Pastry	7
CULN 1321	A Lá Carte	3
CULN 2430	Food and Beverage Operations	3
	Total Semester Hours	13
Exit Point	CTS: Entry Level Line Cook (TCA plus Third Semester courses)	25
<b>Fourth Semester</b>		<b>Credit Hours</b>
CULN 2410	Regional Cuisine	3
CULN 2420	International Cuisine	3
	Total Semester Hours	6
	Total Hours, Culinary Arts and Occupations Technical Diploma	45

For more information, contact the Division of Technical Education at (225) 359-9201.

## ***Drafting and Design Technology (Associate of Applied Science)***

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

To receive this degree, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
DRFT 1110	Drafting Fundamentals	3
DRFT 1120	Geometric Construction	2
DRFT 1130	Pictorial Drawing	3
DRFT 1145	Multi-View and Section Drawing	3
DRFT 1161	Dimensioning	2
Exit Point	TCA: Engineering Aide I (Total Hours)	13
<b>Second Semester</b>		<b>Credit Hours</b>
DRFT 1160	Drafting Computations	3
DRFT 1215	Auxiliary Views & Intersections	3
DRFT 1230	Fasteners	2
CADD 1210	Basic CADD	3
	Total Hours for semester	11
Exit Point	CTS: Engineering Aide II (includes TCA: Engineering Aide I)	24
<b>Third Semester</b>		<b>Credit Hours</b>
CADD 1215	Advanced CADD	3
DRFT 2310	Basic Manufacturing/Electrical	3
DRFT 2320	Basic Architectural/Civil/Structural	3
DRFT 2330	Basic Piping/Marine	3
	Total hours for semester	12
<b>Fourth Semester</b>		<b>Credit Hours</b>
Choose <i>one</i> of the following advanced disciplines:		
DRFT 2341	Advanced Manufacturing Drafting	6
DRFT 2342	Advanced Civil Drafting	
DRFT 2343	Advanced Architectural Drafting	
DRFT 2346	Advanced Piping Drafting	
DRFT 2510	Portfolio Presentation	3
	Total hours for semester	9
	TD: Drafting and Design Technician (DRFT and CADD courses):	45

<b>Fifth Semester:</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
	Any General Education course in Mathematics	3
PSYC 201	Introduction to Psychology	3
	Any General Education course in a Natural Science	3
	Any General Education course in Humanities (excluding Foreign Languages and Communication/Speech)	3
<hr/>		
	Total hours for semester	15
	AAS: Drafting and Design Technology (Total Hours)	60

For more information, contact the Division of Technical Education at (225) 359-9201.

## **Graphics (Technical Diploma)**

This program prepares individuals to apply technical knowledge and skills to the layout, design and typographic arrangement of printed and/or electronic graphic and textual products. The program provides instruction in printing and lithographic equipment and operations; computer hardware and software; digital imaging; print preparation; page layout and design; desktop publishing; and applicable principles of graphic design and web page design.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
GRPH 1100	Introduction to Graphics	5
GRPH 1200	Bindery Operations	3
Exit Point	TCA: Bindery Worker (Total Hours)	8

<b>Second Semester</b>		<b>Credit Hours</b>
GRPH 1300	Typography and Page Layout	6
GRPH 1350	Advertising and Design	6
GRPH 1400	Digital Prepress and Printing	3
Exit Point	CTS: Prepress Technician (Total Hours) Includes TCA: Bindery Worker	23

<b>Third Semester</b>		<b>Credit Hours</b>
GRPH 1420	Digital File Preparation	6
GRPH 1430	Digital File Output	4
GRPH 1530	Screen Printing	3
	Total Hours	36

**For Technical Diploma, students must complete the above 36 credits PLUS one of the following sets of 9 credits.**

<b>Fourth Semester</b>		<b>Credit Hours</b>
<b>Set I</b>		
GRPH 2110	Visual and Print Design I	5
GRPH 2120	Visual and Print Design II	4
<b>(or) Set II</b>		
GRPH 2410	Offset Press Operations I	4
GRPH 2420	Offset Press Operations II	4
GRPH 2430	Binding & Finishing	1
	TD: Graphics (Total Hours)	45

For more information, contact the Division of Technical Education at (225) 359-9201.

## ***Horticulture/Landscape (Technical Diploma)***

***This program is only offered at correctional institutions for incarcerated students.***

This program is designed to prepare students for employment in the areas of production and management in horticultural enterprises. It includes instruction and practical experience in the lab which is equipped and managed according to industry standards. Upon graduation of this program students are qualified to take LA State examinations to become licensed horticultural professionals such as Arborists, Horticulturists, Landscape Contractors, and Certified Commercial Pesticide Applicators. Permits may also be obtained to become Nursery Stock and Cut Flower Dealers.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

#### **First Semester**

	<b>Credit Hours</b>
HORT 1210 Introduction to Plant Science	3
HORT 1130 Native Plants of Louisiana I	2
HORT 1420 Plant Propagation	3
HORT 1220 Louisiana Laws and Regulations	1
HORT 1000 Fall Horticulture Lab	2
<hr/>	
Total Semester Hours	11
Exit Point TCA: Grower Technician (Total Hours)	(11)

#### **Second Semester**

	<b>Credit Hours</b>
HORT 2110 Landscaping	5
HORT 1110 Soils, Fertilizers, and Water	5
HORT 1240 Native Plants of Louisiana II	2
HORT 1020 Spring Horticulture Lab	2
<hr/>	
Total Semester Hours	14
Exit Point CTS: Landscape Technician (Total Hours)	(25)

#### **Third Semester**

	<b>Credit Hours</b>
HORT 1310 Greenhouse Procedures	3
HORT 1230 Turfgrass	2
HORT 1320 Fruit and Vegetable Produce	2
HORT 1330 Native Plants of Louisiana III	2
<hr/>	
Total Semester Hours	9

#### **Fourth Semester**

	<b>Credit Hours</b>
HORT 1120 Plant Pest Control	4
HORT 1010 Summer Horticulture Lab	2
HORT 1040 Landscape Calculations	3
HORT 1030 Landscaping Lab	2
<hr/>	
Total Semester Hours	11
TD: Horticulture Technician (Total Hours)	45

For additional information, contact the Prison Programs Coordinator at (225) 359-9232.

## ***Industrial Maintenance Technology Electrical and Instrumentation (Technical Diploma)***

This program is designed to prepare students to work efficiently as an Industrial Maintenance Electrical and Instrumentation Technician. Industrial Maintenance Technicians are needed in every industry that uses machinery, from automotive assembly plants to computer manufacturers, where they repair, maintain, calibrate, install, and dismantle electrical instruments and equipment. Every time a new appliance leaves a factory or a new car rolls off the line, a skilled electrical and instrumentation technician played a role in producing it. This program covers four levels of training based on curriculum developed by the National Center for Construction Education and Research (NCCER). Students who successfully complete the program will be nationally certified by NCCER.

To receive this certificate, the student must:

- Earn a “C” or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
CORE 1003	Introduction to Craft Skills	3
ITEI 1133	Training I Electrical and Instrumentation	3
ITEI 1143	Training II Electrical and Instrumentation	3
ITEI 1153	Training III Electrical and Instrumentation	3
<b>Total credits for semester:</b>		
<b>Credential earned: Industrial Maintenance General Technician TCA</b>		<b>12</b>
<b>Second Semester</b>		<b>Credit Hours</b>
ITEI 1513	Safety, Codes, Electrical Theory	3
ITEI 1523	Alternating Current and Meters	3
ITEI 1533	Mass Flow Methods	3
ITEI 1543	Tubing, Drawing, and Conductors	3
<b>Total Credits for Semester:</b>		
<b>Credential earned: Level 2 Technician, Electrical and Instrumentation (24 credit hours) (includes Industrial Maintenance General Technician TCA)</b>		<b>12</b>
<b>Third Semester</b>		<b>Credit Hours</b>
ITEI 1553	Valves, Converters, and Controllers	3
ITEI 1563	Electrical Devices	3
ITEI 1613	Grounding and Bending Conduit	3
ITEI 1623	Fluids and Motor-Operated Valves	3
<b>Total Credits for Semester:</b>		<b>12</b>
<b>Fourth Semester</b>		<b>Credit Hours</b>
ITEI 1633	Current, Output, Calibration	3
ITEI 1643	Control Valves and Loops	3
ITEI 1653	Programmable Logic Controllers	3
<b>Total Credits for Semester:</b>		<b>9</b>
<b>Credential earned: Level 4 Electrical and Instrumentation Technician Technical Diploma (includes TCA, CTS, and third and fourth semester courses)</b>		<b>45</b>

For more information, contact the Division of Technical Education Westside Campus at (225) 687-5500.



## ***Journeyman Industrial (Technical Diploma)***

***This program is offered to individuals already employed as apprentices with membership in local branches of trade unions.***

The purpose of this program is to prepare individuals for journeyman level employment in the electrical or pipetrades industries. This five-year program provides the required classroom theory added to the on-the-job work experience throughout the curriculum.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree.
- Earn a “C” or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>Year 1</b>		<b>Credit Hours</b>
JIND 1100	Introduction to Apprenticeship Trades	3
JIND 1110	Job Safety & Health	2
JIND 1120	Apprentice Trade Related Mathematics	2
JIND 1130	Apprentice Trade Technology Part I	3
Total Semester Hours		10
<b>Year 2</b>		<b>Credit Hours</b>
JIND 1200	Apprentice Trade Related Science	2
JIND 1210	Apprentice Trade Technology Part II	3
JIND 1220	Customer Service in the Trade Area	2
JIND 1230	Apprentice Trade Technology Part III	3
Total Semester Hours		10
<b>Year 3</b>		<b>Credit Hours</b>
JIND 1300	Apprentice Trade Technology Part IV	5
JIND 2100	Apprentice Trade Technology Part V	5
Total Semester Hours		10
<b>Year 4</b>		<b>Credit Hours</b>
JIND 2200	Apprentice Trade Technology Part VI	5
JIND 2210	Apprentice Trade Technology Part VII	5
Total Semester Hours		10
<b>Year 5</b>		<b>Credit Hours</b>
JIND 2300	Apprentice Trade Technology Part VIII	5
JIND 2310	Apprentice Trade Technology Part IX	5
Total Semester Hours		10
TD: Journeyman Industrial (Total Hours)		50

## ***Machine Tool Technology (Technical Diploma)***

This program prepares individuals to shape metal parts on machines such as lathes, grinders, drip presses, and milling machines. Computer numerical controlled (CNC) machines are also introduced. The program includes making computations for dimensions and cutting feeds and speeds, using precision measuring instruments, laying out parts, and heat treatment of metals.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
MTTC 2110	Blueprint Reading	4
MTTC 2120	Introduction to Machine Tools	4
MTTC 2210	Benchwork	4
MTTC 2230	Drill Press	4
Total Semester Credit Hours		16

<b>Second Semester</b>		<b>Credit Hours</b>
MTTC 2310	Basic Lathe	4
MTTC 2320	Intermediate Lathe	3
MTTC 2331	Advanced Lathe	4
MTTC 2410	Basic Mill	4
Total Semester Credit Hours		15

<b>Third Semester</b>		<b>Credit Hours</b>
MTTC 2420	Intermediate Mill	3
MTTC 2431	Advanced Mill	4
MTTC 2510	Precision Grinding	3
MTTC 2710	Computer Numerical Control	4
Total Semester Credit Hours		14
TD: Industrial Machine Shop Technician (Total Hours)		45

### **Credentials Included:**

MTTC 2110	Blueprint Reading	4
MTTC 2120	Introduction to Machine Tools	4
MTTC 2230	Drill Press	4
TCA: Drill Press Operator		12
<hr/>		
MTTC 2110	Blueprint Reading	4
MTTC 2120	Introduction to Machine Tools	4
MTTC 2310	Basic Lathe	4
MTTC 2320	Intermediate Lathe	3
MTTC 2331	Advanced Lathe	4
CTS: Lathe Operator		19

MTTC 2110	Blueprint Reading	4
MTTC 2120	Introduction to Machine Tools	4
MTTC 2410	Basic Mill	4
MTTC 2420	Intermediate Mill	3
MTTC 2431	Advanced Mill	4
<hr/>		
	CTS: Mill Operator	19
MTTC 2110	Blueprint Reading	4
MTTC 2120	Introduction to Machine Tools	4
MTTC 2310	Basic Lathe	4
MTTC 2410	Basic Mill	4
MTTC 2710	Computer Numerical Control	4
<hr/>		
	CTS: CNC Operator	20

For more information, contact the Division of Technical Education at (225) 359-9201.

## ***Upholstery Technology (Technical Diploma)***

***This program is only offered at correctional institutions for incarcerated students.***

This program prepares individuals for employment in all aspects of upholstering furniture. Under the supervision of the instructor, the student performs procedures for installing, repairing, arranging, and securing springs, webbing, and padding; measuring, cutting, and sewing fabrics; and filling, tufting, channeling, and buttoning cushions. In the vehicle upholstery course, instruction includes installing auto headliners, fitting truck tonneau covers, upholstering seats, door panels, arm rests, and other advanced vehicle jobs.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
UPHO 1000	General Shop Safety	2
UPHO 1011	Upholstery Techniques	4
UPHO 1021	Upholstery Benchwork	3
Total semester hours:		9
<b>Second Semester</b>		<b>Credit Hours</b>
UPHO 1031	Intro to Furniture Techniques	3
UPHO 1041	Furniture Techniques I	4
UPHO 1051	Furniture Techniques II	3
UPHO 1061	Furniture Techniques III	4
Total semester hours:		14
<b>Third Semester</b>		<b>Credit Hours</b>
UPHO 2001	Furniture Techniques IV	4
UPHO 2011	Furniture Techniques V	3
UPHO 2021	Furniture Techniques VI	4
UPHO 2031	Furniture Techniques VII	3
Total semester hours:		14
<b>Fourth Semester</b>		<b>Credit Hours</b>
UPHO 1030	Shop Management	1
UPHO 2101	Auto/Marine Upholstery I	4
UPHO 2111	Auto/Marine Upholstery II	3
Total semester hours:		8
TD: Upholstery Technician (Total Hours)		45

**Credentials Available:**

TCA, Upholstery Assistant (9 credit hours):	UPHO 1000, General Shop Safety (2) UPHO 1011, Upholstery Techniques (4) UPHO 1021, Upholstery Benchwork (3)
CTS: Furniture Technician (23 credit hours)	TCA, Upholstery Assistant (9), plus UPHO 1031, Intro to Furniture Techniques (3) UPHO 1041, Furniture Techniques I (4) UPHO 1051, Furniture Techniques II (3) UPHO 1061, Furniture Techniques III (4)
CTS: Vehicle Upholstery Technician (17 credit hours)	TCA, Upholstery Assistant (9), plus UPHO 1030, Shop Management (1) UPHO 2101, Auto/Marine Upholstery I (4) UPHO 2111, Auto/Marine Upholstery II (3)

For additional information, contact the Prison Programs Coordinator at (225)-359-9232.

## ***Welding (Technical Diploma)***

This program prepares individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding. Instruction is provided in various processes and techniques of welding, flux-cored arc welding, plasma arc welding, blueprint reading, weld symbols, and joints. After completion of this program, the student will have covered the skills designated by the American Welding Society (AWS) and will be prepared to take the AWS Entry Level Welder test.

To receive this diploma, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours that are to be used towards the degree.
- Earn a "C" or better in all coursework.
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
WELD 1110	Shop Orientation and Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes – CAC/PAC	2
WELD 1411	SMAW Fillet Weld	3
WELD 2110	FCAW – Basic Fillet Welds	3
<hr/>		
CTS: Production Line Welder (Total Hours)		15

<b>Second Semester</b>		<b>Credit Hours</b>
WELD 2111	FCAW – Groove Welds	3
WELD 2310	GMAW – Basic Fillet Weld	3
WELD 2311	GMAW – Groove Weld	3
WELD 1420	SMAW – V-Groove Open	3
WELD 1510	SMAW – Pipe 2G	3
<hr/>		
		15

<b>Third Semester</b>		<b>Credit Hours</b>
WELD 1511	SMAW – Pipe 5G	3
WELD 1512	SMAW – Pipe 6G	3
WELD 2220	GTAW – Pipe 5G	3
WELD 2221	GTAW – Pipe 2G	3
WELD 2222	GTAW – Pipe 6G	3
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TD: Welding (Total Hours)		45

**Below are Certificate Exit Levels:**

WELD 1110	Shop Orientation and Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes – CAC/PAC	2
WELD 1411	SMAW Fillet Weld	3
WELD 1412	SMAW – V-Groove BU/Gouge	3
<hr/>		
	CTS: Structural Welder	15

WELD 1110	Shop Orientation and Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1420	SMAW – V-Groove Open	3
WELD 1510	SMAW – Pipe 2G	3
WELD 1511	SMAW – Pipe 5G	3
WELD 1512	SMAW – Pipe 6G	3
<hr/>		
	CTS: SMAW Pipe Welder	19

WELD 1110	Shop Orientation and Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 2210	GTAW Basic Multi-Joint	3
WELD 2220	GTAW – Pipe 5G	3
WELD 2221	GTAW – Pipe 2G	3
WELD 2222	GTAW – Pipe 6G	3
<hr/>		
	CTS: GTAW Pipe Welder	19

WELD 1110	Shop Orientation and Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes – CAC/PAC	2
WELD 2110	FCAW – Basic Fillet Welds	3
WELD 2111	FCAW – Groove Welds	3
<hr/>		
	CTS: FCAW Plate Welder	15

WELD 1110	Shop Orientation and Safety	3
WELD 1140	Electrical Fundamentals	2
WELD 1210	Oxyfuel Systems	2
WELD 1310	Cutting Processes – CAC/PAC	2
WELD 2310	GMAW – Basic Fillet Weld	3
WELD 2311	GMAW – Groove Weld	3
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	CTS: GMAW Plate Welder	15

For more information, contact the Division of Technical Education at (225) 359-9201.

## Transportation Technology

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### ***Aviation Maintenance Technician, Powerplant (Certificate of Technical Studies)***

This Certificate signifies that the student has completed the 1,150 hours (400 General plus 750 Powerplant hours) required by Federal Aviation Regulation (FAR) Part 147 Aviation Maintenance Technician Schools. This certificate confirms eligibility to take the Federal Aviation Administration's (FAA) General and Powerplant written exams, as well as the oral and practical components of the FAA Powerplant Mechanic exam.

For entrance into the program, students must meet the following requirements:

Eligibility for college-level Mathematics

Eligibility for ENGL 101

To receive this certificate, students must

- Have a cumulative GPA of 2.00 or higher, and
- Complete all of the courses in the Program of Study with a grade of "C" or better.

#### **Program of Study**

<b>First Semester</b>	<b>Credit Hours</b>
AMTG 101, General Maintenance Practices	6
AMTP 101, Powerplant Accessories	6
<hr/>	
Semester Total:	12
<b>Second Semester</b>	<b>Credit Hours</b>
AMTG 102, General Maintenance Processes	6
AMTP 102, Powerplant Systems	6
<hr/>	
Semester Total:	12
<b>Third Semester</b>	<b>Credit Hours</b>
AMTP 103, Reciprocating Engine Overhaul	4
AMTP 104, Turbine Engine Overhaul	4
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Semester Total:	8
<b>Aviation Maintenance Technician, Powerplant, Certificate of Technical Studies:</b>	<b>32</b>

For additional information, contact the Division of Transportation Technology, (225)-216-8910.



## ***Avionics (Certificate of Technical Studies)***

The Certificate of Technical Studies in Avionics is designed to take students with no previous aircraft experience and train them in four sections of avionics, covering basic electronics theory and then advancing to a hands-on focus on avionics systems. It includes classroom and laboratory training in aircraft avionics, giving students the knowledge needed to troubleshoot and repair communications systems, navigation systems, autopilot, collision avoidance systems, and more.

To be admitted to the Avionics program, students must take the Compass® placement examination and achieve the passing score set by Avionics faculty. Individuals with an Airframe and Powerplant Certificate or with military aviation experience are not required to take the Compass® exam and will receive preference in admission.

To receive the Certificate of Technical Studies in Avionics, the student must complete the following program of study.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
AMTV 101	Avionics Fundamentals	6
AMTV 103	Avionics Installer	6
		<hr/>
		12
<b>Second Semester</b>		<b>Credit Hours</b>
AMTV 105	Avionics Communication	6
AMTV 107	Navigation and Support Systems	6
		<hr/>
		12
Total Certificate Hours		24

For more information, contact the Division of Transportation Technology at (225) 216-8910.

## ***Commercial Pilot Helicopter Operations (Certificate of Technical Studies)***

The Commercial Pilot Helicopter Operations Certificate of Technical Studies is designed to prepare students to sit for the Federal Aviation Administration (FAA) written, oral and practical examinations needed to become a commercial helicopter pilot. Emphasis is placed on aeronautical decision making, flight safety, and effective flying techniques. This certificate will be complete when all the required courses have been passed and the Commercial Pilot Helicopter Certificate has been earned from the FAA. Once certificated, the student will be able to safely operate a helicopter for commercial purposes.

To receive this certificate, students must:

- Have a cumulative GPA of 2.00 or higher.
- Earn a grade of “C” or higher in all AVTH courses. (Students will only be allowed to repeat an AVTH course once. Students must earn a “C” or higher by their second attempt or they will be dismissed from the program.)
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
AVTO 222	Water Survival Helicopter Crew	1
AVTO 240	Far 135 Helicopter Operations and Safety	3
AVTH 200	Commercial I Pilot Helicopter Ground	2
AVTH 202	Commercial Pilot Helicopter Flight I	4
		<hr/>
		10
<b>Second Semester</b>		<b>Credit Hours</b>
AVTH 210	Commercial Pilot II Helicopter Ground	2
AVTH 212	Commercial Pilot II Helicopter Flight	4
		<hr/>
		6
Total Certificate Hours		16

For more information, contact the Division of Transportation Technology at (225) 216-8910.

## ***Helicopter Flight Instructor (Certificate of Technical Studies)***

The Helicopter Flight Instructor Certificate of Technical Studies is designed to prepare students to sit for the Federal Aviation Administration (FAA) written, oral and practical examinations needed to become a helicopter and helicopter instrument flight instructor. Emphasis is placed on aeronautical decision making, flight safety, and effective teaching techniques. This certificate will be complete when all the required courses have been passed and the Flight Instructor Helicopter and Instrument Helicopter Certificates have been earned from the FAA. Once certificated, the student will be able to safely teach in a helicopter.

To receive this certificate, students must:

- Have a cumulative GPA of 2.00 or higher.
- Earn a grade of “C” or higher in all AVTH courses. (Students will only be allowed to repeat an AVTH course once. Students must earn a “C” or higher by their second attempt or they will be dismissed from the program.)
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
AVTH 220	Flight Instructor Helicopter Ground	4
AVTH 222	Flight Instructor Helicopter Flight	4
AVTH 230	Flight Instructor Instrument Helicopter Ground	2
AVTH 232	Flight Instructor Instrument Helicopter Flight	1
PSYC 201	Introduction to Psychology	3
<i>Choose one of the following:</i>		
HIST 201	American History Colonial to 1865	
HIST 202	American History 1865-Present	
PHIL 201	Introduction to Philosophy	
PHIL 203	Introduction to Logic	3
		<hr/>
		17
Total Certificate Hours		17

For more information, contact the Division of Transportation Technology at (225) 216-8910.

## ***Helicopter Flight Operations (Associate of Applied Science)***

The Helicopter Flight Operations Associate of Applied Science is designed to prepare students to become qualified to enter aviation careers as commercial helicopter pilots and helicopter flight instructors. The Associate of Applied Science degree in the Helicopter Flight Instructor concentration includes courses that emphasize Weather, Safety and Operations issues specific to Off Shore Helicopter Operations and is designed to afford students the opportunity to apply for and gain entry level jobs in Helicopter Flight Operations especially in the oil and Gas Industry.

For entrance into the program, students must be eligible for college level Mathematics and ENGL 101.

To receive this degree, students must:

- Have a cumulative GPA of 2.00 or higher.
- Earn a grade of “C” or higher in all AVTH and AVTO courses. (Students will only be allowed to repeat an AVTH course once. Students must earn a “C” or higher by their second attempt or they will be dismissed from the program.)
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
AVTH 100 <sup>1</sup>	Private Pilot Helicopter Ground I	3
AVTH 101 <sup>1</sup>	Private Pilot Helicopter Simulation	1
AVTH 102 <sup>1</sup>	Private Pilot Helicopter Flight I	5
AVTO 140	Aviation Weather	2
		<hr/>
		11
<b>Second Semester</b>		<b>Credit Hours</b>
AVTH 120 <sup>1</sup>	Private Pilot Helicopter Ground II	3
AVTH 121 <sup>1</sup>	Private Pilot Cross Country Simulation	1
AVTH 122 <sup>1</sup>	Private Pilot Helicopter Flight II	5
MATH 101/110 <sup>4</sup>	College Algebra	3
		<hr/>
		12
<b>Third Semester</b>		<b>Credit Hours</b>
AVTO 222 <sup>2</sup>	Underwater Egress Training	1
AVTH 200 <sup>2</sup>	Commercial Pilot I Helicopter Ground	2
AVTH 202 <sup>2</sup>	Commercial Pilot I Helicopter Flight	4
AVTH 210 <sup>2</sup>	Commercial Pilot II Helicopter Ground	2
AVTH 212 <sup>2</sup>	Commercial Pilot II Helicopter Flight	4
		<hr/>
		13

<b>Fourth Semester</b>		<b>Credit Hours</b>
AVTH 220 <sup>3</sup>	Flight Instructor Helicopter Ground	4
AVTH 222 <sup>3</sup>	Flight Instructor Helicopter Flight	4
<i>Choose one of the following<sup>3</sup>:</i>		
HIST 201	American History Colonial to 1865	
HIST 202	American History 1865-Present	
PHIL 201	Introduction to Philosophy	
PHIL 203	Introduction to Logic	3
		<hr/>
		11
<b>Fifth Semester</b>		<b>Credit Hours</b>
AVTH 150 <sup>4</sup>	Instrument Pilot Helicopter Ground	4
AVTH 151 <sup>4</sup>	Instrument Pilot Helicopter Simulation	1
AVTH 152 <sup>4</sup>	Instrument Pilot Helicopter Flight	5
PSYC 201 <sup>3</sup>	Introduction to Psychology	3
		<hr/>
		13
<b>Sixth Semester</b>		<b>Credit Hours</b>
ENGL 101	English Composition I	3
PHYS 200 <sup>4</sup>	Introduction to Concepts in Physics	3
AVTH 230 <sup>3</sup>	Flight Instructor Instrument Helicopter Ground	2
AVTH 232 <sup>3</sup>	Flight Instructor Instrument Helicopter Flight	1
AVTH 240 <sup>2</sup>	FAR 135 Helicopter Operations and Safety	3
		<hr/>
		12
Total Program Credit Hours		72

**Credentials Offered**

- <sup>1</sup> Completion Earns Private Pilot Helicopter Operations Certificate of technical Studies (CTS)
- <sup>2</sup> Completion Earns Commercial Pilot Helicopter Operations Certificate of Technical Studies (CTS)
- <sup>3</sup> Completion Earns Helicopter Flight Instructor Certificate of Technical Studies (CTS)
- <sup>4</sup> Completion Earns Instrument Pilot Helicopter Operations Certificate of technical Studies (CTS)

For more information, contact the Division of Transportation Technology at (225) 216-8910.

## ***Instrument Pilot Helicopter Operations (Certificate of Technical Studies)***

The Instrument Pilot Helicopter Operations Certificate of Technical Studies is designed to prepare students to sit for the Federal Aviation Administration (FAA) written, oral, and practical examinations needed to become an instrument helicopter pilot. Emphasis is placed on aeronautical decision making, flight safety, and effective flying techniques. This Certificate will be complete when all the required courses have been passed and the Instrument Pilot Helicopter certificate has been earned from the FAA. Once certificated, the student will be able to safely operate a helicopter under instrument meteorological conditions.

To receive this certificate, students must:

- Have a cumulative GPA of 2.00 or higher.
- Earn a grade of “C” or higher in all AVTH courses. (Students will only be allowed to repeat an AVTH course once. Students must earn a “C” or higher by their second attempt or they will be dismissed from the program.)
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
AVTH 150	Instrument Pilot Helicopter Ground	4
AVTH 151	Instrument Pilot Helicopter Simulation	1
AVTH 152	Instrument Pilot Helicopter Flight	5
MATH 101 or 110	College Algebra	3
		<hr/>
		13
<b>Second Semester</b>		<b>Credit Hours</b>
PHYS 200	Introduction to Concepts in Physics or approved Natural Science)	3
		<hr/>
		3
Total Certificate Hours		16

For more information, contact the Division of Transportation Technology at (225) 216-8910.

## ***Private Pilot Helicopter Operations (Certificate of Technical Studies)***

The Private Pilot Helicopter Operations Certificate of Technical Studies is designed to prepare students to sit for the Federal Aviation Administration (FAA) written, oral, and practical examinations needed to become a private helicopter pilot. Emphasis is placed on aeronautical decision making, flight safety, and effective flying techniques. This Certificate will be complete when all the required courses have been passed and the Private Pilot Helicopter certificate has been earned from the FAA. Once certificated, the student will be able to safely operate a helicopter for private (non-commercial) purposes.

To receive this certificate, students must:

- Have a cumulative GPA of 2.00 or higher.
- Earn a grade of “C” or higher in all AVTH courses. (Students will only be allowed to repeat an AVTH course once. Students must earn a “C” or higher by their second attempt or they will be dismissed from the program.)
- Complete the coursework listed below.

### **PROGRAM OF STUDY**

<b>First Semester</b>		<b>Credit Hours</b>
AVTH 100	Private Pilot Helicopter Ground I	3
AVTH 101	Private Pilot Helicopter Simulation	1
AVTH 102	Private Pilot Helicopter Flight I	5
		<hr/>
		9
<b>Second Semester</b>		<b>Credit Hours</b>
AVTH 120	Private Pilot Helicopter Ground II	3
AVTH 121	Private Pilot Cross Country Simulation	1
AVTH 122	Private Pilot Helicopter Flight II	5
		<hr/>
		9
Total Certificate Hours		18

For more information, contact the Division of Transportation Technology at (225) 216-8910.

## Course Descriptions

Although most BRCC courses are designed for college 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 be accepted.

Course descriptions are alphabetized. Courses numbered below 100 are *developmental classes*, which are non-transferable. Courses numbered 200 and above are second-year-level courses. Prerequisites and Co-requisites are listed for all courses requiring them. Successful completion of developmental courses, ENGL 101 and 102, and all courses serving as prerequisites for other courses require a minimum grade of "C."

All general education courses are marked with a +.

### **Louisiana Common Course Numbers (LCCN)**

Some courses may contain a reference to a Louisiana Common Course Number (LCCN) in the course description. The LCCN and a Common Prefix (CXXX) and number are used to identify courses that are listed in the Louisiana Common Course Catalog, and are designed to assist students in transfer.

### **Accounting (ACCT)**

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#### **ACCT 200      Financial Accounting I**

Lecture 3, Lab 0, Credit 3

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

Prerequisite: Eligibility for college mathematics or appropriate placement test score

Note: Credit will not be given for this course and ACCT 203.

#### **ACCT 201      Financial Accounting II**

Lecture 3, Lab 0, Credit 3

Continues the introduction of basic accounting concepts and principles with analyzing financial statements, balance sheet valuations, income measurement, partnerships, stockholders' equity, and the statement of cash flows.

Prerequisite: ACCT 200 with a grade of "C" or better.

Note: Credit will not be given for this course and ACCT 203.

#### **ACCT 203      Financial Accounting III**

Lecture 3, Lab 0, Credit 3

Introduces basic accounting concepts and principles, the accounting cycle, preparation and analysis of financial statements, including cash flow, balance sheet valuations, income measurement, partnerships, and stockholder's equity.

Prerequisite: ENGL 101 and MATH 101/110 with a grade of "C" or better.



Note: Credit will not be given for this course and ACCT 200 and/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 203 with a grade of "C" or better.

**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 203 with a grade of "C" or better.

**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 203 with a grade of "C" or better.

**ACCT 218 Payroll Accounting**

Lecture 3, Lab 0, Credit 3

Introduces the entire payroll function from all related areas such as human resources, the payroll clerk, the payroll reporting officer, and the accountant's responsibility for general journal entries regarding payroll as well as the purpose of payroll and carrying out related duties.

Prerequisites: ACCT 200 or 203 with a grade of "C" or better.

**ACCT 220 Introduction to Federal Taxation**

Lecture 3, Lab 0, Credit 3

Introduces the preparation of individual federal and state income tax returns in accordance with federal and state tax laws. Available federal and state resources or programs will possibly be used.

Prerequisite: ACCT 200 or 203 with a grade of "C" or better.

**ACCT 221 Computer-Based Accounting**

Lecture 3, Lab 0, Credit 3

Introduces computerized financial accounting with appropriate software applications, such as, Quickbooks or Peachtree.

Prerequisites: ACCT 201 or 203 with a grade of "C" or better.

**ACCT 235 Accounting Information Systems**

Lecture 3, Lab 0, Credits 3

An introduction to accounting information systems (AIS) which examines the accountant's role in designing, developing, implementing, and maintaining AIS systems related to the collecting, recording and storing of business data, and the development of effective internal controls.

Prerequisites: ACCT 201 or 203 with a grade of "C" or better.

## **Agronomy (AGRO)**

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### **AGRO 205 Introduction to Soil Science**

Lecture 3, Lab 2, Credit 4

Introduces the chemical, physical, and biological properties of soils; the origin, classification, and distribution of soils as mapped by GPS/GIS systems and their influence on people and food production; the management and conservation of soils; and the environmental impact of soil use.

Prerequisites: CHEM 102 with grade of "C" or better

## **Air Conditioning and Refrigeration (HACR)**

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### **HACR 1150 Introduction to HVAC**

Lecture 1, Lab 2, Credit 3

Introduces the Air Conditioning and Refrigeration Industry. Topics include basic safety and health, inventory control, stock management, vehicle maintenance, licensure, certification requirements, and basic business management practices.

Prerequisites: COMPASS Pre-Alg 25 or ACT M14 or DVMA 0090/MATH 092 "C" or better [and] COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better

### **HACR 1160 Refrigeration I**

Lecture 1, Lab 2, Credit 3

Includes the proper and safe use of hand tools, power tools, and materials in the HVAC/R industry. It also includes a review of refrigeration processes and applications.

Prerequisite: HACR 1150 with a "C" or better or permission of instructor

### **HACR 1170 Refrigeration II**

Lecture 1, Lab 2, Credit 3

Provides the student with the skills and knowledge to install, repair, and service major components of a refrigeration system. Topics include compressors, evaporators, condensers, metering devices, service procedures, refrigeration systems, and safety.

Prerequisite: HACR1160 with a "C" or better or permission of instructor

### **HACR 1180 Refrigeration III**

Lecture 1, Lab 2, Credit 3

Provides the student with the skills and knowledge to recover, recycle, and reclaim refrigerant in preparation for the Environmental Protection Agency (EPA) Section 608 certification test.

Prerequisite: HACR 1170 with a "C" or better or permission of instructor

**HACR 1210 Electrical Fundamentals**

Lecture 1, Lab 2, Credit 3

Introduces fundamental electrical concepts and theories as applied to the air conditioning industry. Topics include AC and DC theory, Ohm's law, electric meters and diagrams, distribution systems, electrical panels, voltage circuits, code requirements, and safety.

Prerequisites: COMPASS Pre-Alg 25 or ACT M14 or DVMA 0090/MATH 092 "C" or better [and] COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better

**HACR 1220 Electrical Components**

Lecture 1, Lab 2, Credit 3

Provides instruction in identifying, installing and testing commonly used electrical components in an air conditioning system. Topics include pressure switches, overload devices, transformers, magnetic starters, other commonly used controls, diagnostic techniques, installation procedures, and safety.

Prerequisite: HACR 1210 with a "C" or better or permission of instructor

**HACR 1230 Electrical Motors**

Lecture 1, Lab 2, Credit 3

Furtheres the development of skills and knowledge necessary for application and service of electric motors commonly used by the refrigeration and air conditioning industry. Topics include diagnostic techniques, capacitors, installation procedures, types of electric motors, electric motor service, and safety.

Prerequisite: HACR 1220 with a "C" or better or permission of instructor

**HACR 1240 Applied Electricity**

Lecture 1, Lab 2, Credit 3

Provides instruction on wiring various types of air conditioning systems. Topics include servicing procedures, troubleshooting procedures, solid state controls, system wiring, control circuits, and safety.

Prerequisites: HACR 1230 with a "C" or better or permission of instructor

**HACR 1410 Domestic Refrigeration**

Lecture 0, Lab 2, Credit 2

Includes the proper procedures to diagnose and repair domestic refrigerators and freezers.

Prerequisites: HACR 1180 and HACR 1240 with a "C" or better or permission of instructor

**HACR 1420 Room Air Conditioners**

Lecture 0, Lab 2, Credit 2

Includes the diagnosis and servicing of room air conditioners and heat pumps.

Prerequisites: HACR 1180 and HACR 1240 with a "C" or better or permission of instructor

**HACR 2510 Central Air Conditioning I**

Lecture 0, Lab 3, Credit 3

Includes the study and theory of the major components and functions of central air conditioning systems.

Prerequisites: HACR 1180 and HACR 1240 with a "C" or better or permission of instructor

**HACR 2520 Central Air Conditioning II**

Lecture 0, Lab 3, Credit 3

Includes the installation, diagnosis and service of central air conditioning systems.

Prerequisite: HACR 2510 with a "C" or better or permission of instructor

**HACR 2530 Residential HVAC System Design**

Lecture 0, Lab 2, Credit 2

Includes theory and practice of different types of residential air conditioning systems heat loads. Topics include calculations, duct design, air filtration, and safety practices.

Prerequisite: HACR 2520 with a "C" or better or permission of instructor

**HACR 2540 Residential Heating I**

Lecture 0, Lab 3, Credit 3

Includes the principles and practices for the operation of residential heating systems.

Prerequisite: HACR 2530 with a "C" or better or permission of instructor

**HACR 2550 Residential Heating II**

Lecture 0, Lab 3, Credit 3

Includes the installation, diagnosis and service of residential heating systems.

Prerequisite: HACR 2540 with a "C" or better or permission of instructor

**HACR 2560 Residential Heat Pumps**

Lecture 0, Lab 3, Credit 3

Includes the principles of operation, installation, diagnosis, and service of heat pumps.

Prerequisite: HACR 2550 with a "C" or better

**HACR 2991 Special Projects I**

Lecture 0, Lab 1, Credit 1

Covers specific special needs tailored to the individual student.

Prerequisite: Permission of instructor

**HACR 2993 Special Projects II**

Lecture 0, Lab 2, Credit 2

Covers specific special needs tailored to the individual student.

Prerequisite: Permission of instructor

**HACR 2995 Special Projects III**

Lecture 0, Lab 3, Credit 3

Covers specific special needs tailored to the individual student.

Prerequisite: Permission of instructor

## **Anthropology (ANTH)**

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### **ANTH 101+ Introduction to Physical Anthropology and Pre-history**

Lecture: 3, Lab 0, Credit 3

Examines the origin and evolution of people, human prehistory, human diversity, and the origin and development of human culture through the rise of civilization

### **ANTH 103+ Introduction to Cultural and Social Anthropology**

Lecture: 3, Lab 0, Credit 3

Examines the diversity of human cultures; nature of culture, social organization, subsistence patterns, economics, law, politics, religion, language, and other institutions of culture viewed in cross-cultural perspective.

## **Arts (ARTS)**

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All general education courses are marked with a +.

### **ARTS 101+ Introduction to Fine Arts (LCCN: CART 1023)**

Lecture 3, Lab 0, Credit 3

Introduces a survey of the visual arts with emphasis on how and why works have been created in our own and earlier times. All major forms of drawing, painting, printmaking, sculpture, design, and architecture are explored in basic terms.

### **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 103+ Survey of Asian Art**

Lecture 3, Lab 0, Credit 3

Introduces Asian Art with historical perspectives to a survey of visual arts (painting, drawing, printmaking, sculpture, and architecture) in selected Asian societies (India, Southeast Asian, China, and Japan).

### **ARTS 111 Introduction to 2-D Design**

Lecture 3, Lab 3, Credit 3

Introduces the concepts of two-dimensional design and color. This studio course teaches students 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 using 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 3, Lab 3, Credit 3

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

Lab fee required.

**ARTS 120      Beginning Drawing**

Lecture 3, Lab 3, Credit 3

Introduces the student to two-dimensional observational drawing. Using a structured sequence of practice exercises, this comprehensive studio course focuses on learning the language of drawing.

Lab fee required.

**ARTS 122      Intermediate Drawing**

Lecture 3, Lab 3, Credit 3

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

Lab fee required.

**ARTS 130      Beginning Painting**

Lecture 3, Lab 3, Credit 3

Introduces basic concepts, materials, and techniques in oil and water mediums. Using a structured sequence of exercises, this comprehensive studio course focuses on learning the language of painting.

Lab Fee Required.

**ARTS 140      Beginning Ceramics**

Lecture 3, Lab 3, Credit 3

Introduces the processes and aesthetic concerns of using clay as an art-making material 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 3, Lab 3, Credit 3

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

Lab Fee Required.

**ARTS 150 Introduction to Sculpture**

Lecture 3, Lab 3, Credit 3

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

Lab Fee Required.

**ARTS 200 Digital Art I**

Lecture 3, Lab 3, Credit 3

Introduces the student to the use of the computer for the creation of digital art. This studio course will focus on learning programs in the Adobe Creative Suite to create original artworks.

Lab Fee Required.

**ARTS 201 Digital Art II**

Lecture 3, Lab 3, Credit 3

Expands upon the skills developed in Digital Art I. Students will explore using the computer as an expressive art-making tool including the use of vector and raster graphic software, basic animation, and an introduction to multimedia applications.

Lab Fee Required.

**ARTS 220 Introduction to Printmaking**

Lecture 3, Lab 3, Credit 3

Introduces basic concepts, materials, and techniques in relief and silkscreen printmaking. This comprehensive studio course uses a structured sequence of exercises that focuses on producing multiples from a matrix.

**ARTS 221 Silkscreen Printmaking**

Lecture 3, Lab 3, Credit 3

Introduces basic concepts, materials, and techniques in silkscreen printmaking. Using a structured sequence of exercises, this comprehensive studio course focuses on producing multiples from a matrix.

Lab Fee Required.

**ARTS 231 Introduction to Graphic Design**

Lecture 3, Lab 3, Credit 3

Introduces the basic concepts of graphic design. Teaches students to utilize tools in visual communication using digital and manual methods. Focuses on the principles of design, typography, and graphic abstraction when working on studio projects.

Prerequisite: Arts 111 with a grade of "C" or better

Lab Fee Required.

**ARTS 232      Intermediate Graphic Design**

Lecture 3, Lab 3, Credit 3

Expands upon the skills developed in Introduction to Graphic Design. Explores topics such as grid systems, advertising techniques, and electronic publication by providing students with in-depth proficiency in design principles and vocabulary. Teaches advanced techniques in traditional graphic design and desktop publishing with standard design-industry software.

Prerequisites: ARTS 231

Lab Fee Required.

**ARTS 233      Typography for Visual Communication**

Lecture 3, Lab 3, Credit 3

Introduces the elements of basic typography, including the history of letterforms, recognition, specifications of existing typefaces, typographical style, and letterform design.

Prerequisites: None

Lab Fee Required.

**ARTS 234      Advanced Graphic Design**

Lecture 3, Lab 3, Credit 3

Expands upon the skills developed in Intermediate Graphic Design. This course will explore complex graphic design problems in topics such as corporate design systems, visual branding, packaging design, and conceptual communication. With standard design industry software, students will learn advanced techniques in traditional graphic design and desktop publishing.

Prerequisites: ARTS 231 and 232

Lab Fee Required.

**ARTS 235      Portfolio**

Lecture 2, Lab 2, Credit 3

This course will help prepare the student to present their graphic design portfolio. This course will explore topics such as portfolio creation, presentation skills, and interview topics. With standard design industry software, students will learn how to present their portfolio on the web, in PowerPoint, and in Flash presentations.

Prerequisites: ARTS 231, 232, and 234

Lab Fee Required.

**ARTS 241+      Art History I**

**(LCCN: CART 2103)**

Lecture 3, Lab 0, Credit 3

Examines the history of visual art through the study of selected masterworks from the Prehistoric Period through the Middle Ages with emphasis placed on style, subject matter and historical context.

Prerequisites: Eligibility for ENGL 101.

**ARTS 242+      Art History II**

**(LCCN: CART 2113)**

Lecture 3, Lab 0, Credit 3

Examines the history of visual art through the study of selected masterworks from the 15th century to the present day with emphasis placed on style, subject matter and historical context.

Prerequisites: Eligibility for ENGL 101.



## **Astronomy (ASTR)**

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All general education courses are marked with a +.

### **ASTR 101+ Introduction to Astronomy**

Lecture 3, Lab 0, Credit 3

Surveys astronomy at the introductory level with emphasis on the concepts and processes which have led to our current understanding of the universe and our solar system.

Prerequisites: MATH 100 or above with grade of "C" or better

## **Aviation Maintenance Technician General (AMTG)**

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### **AMTG 101 General Maintenance Practices**

Lecture 2, Lab 4, Credits 6

Introduces students to mathematics, basic physics, aircraft drawings, fluid lines and fittings, and materials and processes. This course covers General Curriculum Subjects from Appendix B to Part 147 of the Federal Aviation Regulations (FAR) in Title 14 of the Code of the Federal Register (14 CFR), for Aviation Maintenance schools.

### **AMTG 102 General Maintenance Processes**

Lecture 2, Lab 4, Credits 6

Introduces students to basic electricity, weight and balance, ground servicing operations, cleaning and corrosion control, maintenance forms, records and publications, mechanic privileges and limitations. This course covers General Curriculum Subjects from Appendix B to Part 147 of the Federal Aviation Regulations (FAR) in Title 14 of the Code of the Federal Register (14 CFR), for Aviation Maintenance schools.

## **Aviation Maintenance Technician Powerplant (AMTP)**

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### **AMTP 101 Powerplant Accessories**

Lecture 2, Lab 4, Credits 6

Introduces students to engine systems and includes ignition, starting, engine instruments, electrical and fire protection systems. This course covers Powerplant Curriculum Subjects from Appendix D to Part 147 by the Federal Aviation Regulations (FAR) in Title 14 of the Code of the Federal Register (14 CFR), for Aviation Maintenance schools.

### **AMTP 102 Powerplant Systems**

Lecture 2, Lab 4, Credits 6

Introduces students to fuel metering, propellers, rotors, and engine inspection. This course covers Powerplant Curriculum Subjects from Appendix D to Part 147 of the Federal Aviation Regulations (FAR) in Title 14 of the Code of the Federal Register (14 CFR), for Aviation Maintenance schools.

**AMTP 103      Reciprocating Engine Overhaul**

Lecture 1, Lab 3, Credits 4

Introduces students to reciprocating engine theory, fire protection, exhaust, and cooling. This course covers Powerplant Curriculum Subjects from Appendix D to Part 147 of the Federal Aviation Regulations (FAR) in Title 14 of the Code of the Federal Register (14 CFR), for Aviation Maintenance schools.

**AMTP 104      Turbine Engine Overhaul**

Lecture 1, Lab 3, Credits 4

Introduces students to turbine engine technology, induction, engine airflow, and lubrication systems. Includes lubrication systems. This course covers Powerplant Subjects from Appendix D to Part 147 by the Federal Aviation Regulations (FAR) in Title 14 of the Code of the Federal Register (14 CFR), for Aviation Maintenance schools.

## **Aviation Technology Helicopter (AVTH)**

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**AVTH 100      Private Pilot Helicopter Ground I**

Lecture 3, Lab 0, Credit 3

Introduces basic helicopter principles including helicopter components, fundamentals of aerodynamics, helicopter operation and performance, and instruments.

**AVTH 101      Private Pilot Helicopter Simulation**

Lecture 0, Lab 3, Credit 1

Introduces helicopter flying and basic helicopter operations via simulation. Includes basic flight Maneuvers, traffic patterns, departures, approaches, and emergency procedures in simulators. Lab Fee Required.

**AVTH 102      Private Pilot Helicopter Flight I**

Lecture 0, Lab 15, Credit 5

Introduces practical helicopter flight operations including basic flight maneuvers, traffic patterns, departures, approaches, and emergency procedures. Lab fee required.

Co-requisites: AVTH 100, AVTH 101

**AVTH 120      Private Pilot Helicopter Ground II**

Lecture 3, Lab 0, Credit 3

Introduces helicopter navigation, human errors, Federal Aviation requirements, weather systems and hazards.

Prerequisite: AVTH 100

**AVTH 121      Private Pilot Cross Country Simulation**

Lecture 0, Lab 3, Credit 1

Introduction to cross-country flight procedures via simulation. Integrates weather, terrain, performance factors, advanced maneuvers, and emergency procedures in a simulator. Lab fee required.

Prerequisite: AVTH 101

**AVTH 122 Private Pilot Helicopter Flight II**

Lecture 0, Lab 15, Credit 5

Covers flight training including supervised and solo cross-country flights and intermediate operations. This course is the final preparation for and includes the certification as a Federal Aviation Administration helicopter private pilot. Lab fee required.

Prerequisite: AVTH 102

Co-requisites: AVTH 120, AVTH 121

**AVTH 150 Instrument Pilot Helicopter Ground**

Lecture 4, Lab 0, Credit 4

Introduces instrument navigation, Instrument Flight Rule (IFR) traffic system and procedures, dead reckoning, IFR Radio navigation, use of various instrumentation systems, IFR charts, weather reports and forecasts, transponders, radars, radio aids, anti-icing/deicing systems, preflight checks, and aeronautical decision making.

Prerequisite: AVTH 120

**AVTH 151 Instrument Pilot Helicopter Simulation**

Lecture 0, Lab 3, Credit 1

Introduces flight by reference to instruments with emphasis on instrument navigation, approach, and emergency procedures in the simulator including preparation for FAA instrument pilot helicopter oral and practical test. Lab fee required.

Prerequisite: AVTH 121

**AVTH 152 Instrument Pilot Helicopter Flight**

Lecture 0, Lab 15, Credit 5

Involves actual flight by reference to instruments with emphasis on instrument preflight, navigation, approach, emergency, and post-flight procedures. Includes the combination of a Federal Aviation Administration approved flight-training device and actual flight time in preparation for and certification as an FAA helicopter instrument pilot. Lab fee required.

Prerequisite: AVTH 122

Co-requisites: AVTH 150, AVTH 151

**AVTH 200 Commercial Pilot I Helicopter Ground I**

Lecture 2, Lab 0, Credit 2

Covers advanced helicopter components, aerodynamics, autorotation, performance, and weight & balance. Designed for students who are both private pilots and are instrument rated for helicopter flight and are seeking the commercial helicopter pilot rating.

Prerequisite: AVTH 150

**AVTH 201 Off-Shore Flight Simulation II**

Lecture 0, Lab 3, Credit 1

Covers helicopter flight operations and navigation with an emphasis on over water navigation and oil rig platform flight operations. This course prepares the student for the Federal Aviation Administration commercial pilot oral and practical test. Lab fee required.

Prerequisite: AVTH 151

**AVTH 202      Commercial Pilot I Helicopter Flight**

Lecture 0, Lab 15, Credit 4

Covers advanced helicopter flight operations and navigation including over water flying techniques. Prepares the student for the Federal Aviation Administration commercial pilot oral and practical test. Lab fee required.

Prerequisite: AVTH 152

Co-requisites: AVTH 200, 201

**AVTH 210      Commercial Pilot II Helicopter Ground**

Lecture 2, Lab 0, Credit 2

Covers advanced helicopter components, cross country flight, and commercial FAA regulations. Designed for students who are private pilots and instrument rated for helicopters and are seeking the commercial pilot rating.

Prerequisite: AVTH 200

**AVTH 211      Off-Shore Flight Simulation II**

Lecture 0, Lab 3, Credit 1

Covers helicopter flight operations and navigation, including off shore and oil rig flying techniques. This course prepares the student for the Federal Aviation Administration commercial pilot oral and practical test. Flight Fee Required.

Prerequisite: AVTH 201

**AVTH 212      Commercial Pilot II Helicopter Flight**

Lecture 0, Lab 15, Credit 4

Covers actual helicopter flight operations and navigation, including over water flying techniques. This course is the final preparation for and includes the certification as a Federal Aviation Administration helicopter commercial pilot. Flight fee required.

Prerequisite: AVTH 202

Co-requisites: AVTH 210, AVTH 211

**AVTH 220      Flight Instructor Helicopter Ground**

Lecture 4, Lab 0, Credit 4

Covers instructional strategies and planning, communications, student evaluation, the learning process and flight instructor responsibilities.

Prerequisite: AVTH 210

**AVTH 222      Flight Instructor Helicopter Flight**

Lecture 0, Lab 12, Credit 4

Covers techniques for giving one-on-one instruction to helicopter student pilots and critiquing student performance. This course is the preparation for and includes the certification as a Federal Aviation Administration helicopter flight instructor. Lab Fee Required.

Prerequisite: AVTH 212

**AVTH 230      Flight Instructor Instrument Helicopter Ground**

Lecture 2, Lab 0, Credit 2

Covers instrument pilot teaching techniques utilizing Instrument Flight Rules (IFR) regulatory guidelines. This course prepares the student to take the Federal Aviation Administration flight instructor instrument helicopter written test and the oral and practical exam.

Co-requisites: AVTH 220

**AVTH 232      Flight Instructor Instrument Helicopter Flight**

Lecture 0, Lab 3, Credit 1

Teaches the simulation of flying in clouds and during poor weather solely by reference to aircraft instruments during actual flight. Includes teaching in a flight-training device (simulator). This course is the preparation for and includes the certification as a Federal Aviation Administration instrument helicopter flight instructor. Lab Fee Required.

Co-requisites: AVTH 230

**AVTH 240      FAR 135 Helicopter Operations and Safety**

Lecture 3, Lab 0, Credit 3

Covers the rules, operating limitations, and procedures for FAA Part 135 helicopter operations. Emphasis placed on helicopter flying to/from oil rigs in the Gulf of Mexico. Compliance, safety, and procedures for professional helicopter pilots flying 135 operations.

Prerequisite: AVTH 200

**AVTO 140      Aviation Weather**

Lecture 2, Lab 0, Credit 2

Describes weather and forecasting with application to flight. Includes detailed applications of meteorological functions as applied to aviation. Explains jet streams, air masses, fronts, thunderstorms and their effects on aviation. Includes methods of weather observations, prediction and charting applications as it relates to Aviation.

**AVTO 222      Underwater Egress Training**

Lecture 0, Lab 2, Credit 1

Provides training for flying and non-flying students in water landings and survival techniques. Training will be conducted at the University of Louisiana at Lafayette's (ULL) Marine Survival Training Center (MSTC): the course requires a lab fee. Upon successful completion of the course, students will be issued a four-year Helicopter Underwater Egress Training (HUET) certificate.

**Avionics (AMTV)**

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**AMTV 101      Avionics Fundamentals**

Lecture 0, Lab 225, Credit 6

Presents basic fundamentals of Avionics development and maintenance.

**AMTV 103      Avionics Installation**

Lecture 0, Lab 225, Credit 6

Presents Avionics installation fundamentals and processes.

Prerequisite: AMTV 101

**AMTV 105 Avionics Communications Systems**

Lecture 0, Lab 225, Credit 6

Prepares students to analyze and repair communication components.

Prerequisites: AMTV 101 and 103

**AMTV 107 Navigation/Support Systems Items**

Lecture 0, Lab 225, Credit 6

Presents basic navigation and support systems for Avionics Technicians.

Prerequisites: AMTV 101 , 103, and 105

## **Biology (BIOL)**

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All general education courses are marked with a +.

**BIOL 101+ General Biology I**

**(LCCN: CBIO 1013)**

Lecture 3, Lab 0, Credit 3

Covers general concepts in cell biology, genetics, biological chemistry, biotechnology, and introduction to evolution. Not intended for science majors.

Prerequisites: Eligibility for ENGL 101

Note: Credit cannot be earned for both BIOL 101 and BIOL 120.

**BIOL 101H+ General Biology I Honors**

Lecture 3, Lab 0, Credit 3

Honors study of the basic concepts and processes in cell biology, genetics, biotechnology, biochemistry, and evolution. Intended as an alternative to BIOL 101 for students seeking a more rigorous and intellectually challenging exploration of biology in greater depth through collaboration with peers. Not intended for science majors.

Prerequisites: ENGL 101 with a grade of "C" or better, and eligibility for college math.

**BIOL 101L General Biology I Lab**

Lecture 0, Lab 2, Credit 1

Provides a laboratory component that supplements BIOL 101 content. Not intended for science majors.

Prerequisites: Eligibility for ENGL 101

Lab Fee Required.

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

**BIOL 102+ General Biology II**

**(LCCN: CBIO 1023)**

Lecture 3, Lab 0, Credit 3

Covers general concepts of evolution, biodiversity, ecology, and structure and function of organisms. Not intended for science majors.

Prerequisites: BIOL 101 or 120 with a grade of "C" or better.

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

**BIOL 102H+     General Biology II Honors**

Lecture 3, Lab 0, Credit 3

Honors study of the basic concepts and processes in biodiversity, evolution, human anatomy and physiology, and ecology. Intended as an alternative to BIOL 102 for students seeking a more rigorous and intellectually challenging exploration of biology in greater depth through collaboration with peers. Not intended for science majors.

Prerequisites: BIOL 101 or 101H with grade of "C" or better

**BIOL 102L     General Biology II Lab**

Lecture 0, Lab 2, Credit 1

Provides a laboratory component that supplements BIOL 102 content. Not intended for science majors.

Prerequisites: BIOL 101 or 120 with a grade of 'C' or better.

Lab fee required.

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

**BIOL 110     Survey of Human Anatomy and Physiology**

Lecture 3, Lab 2, Credit 4

Provides a one-semester survey of the structure and function of the human body using a systems approach. Laboratory is integrated with the lecture. Intended for students in certain allied health programs such as Emergency Medical Systems (EMS).

Prerequisites: Eligibility for ENGL 101

**BIOL 120+     Biology I for Science Majors**

Lecture 3, Lab 0, Credit 3

Covers general concepts in cell biology, genetics, biological chemistry, biotechnology, and introduction to evolution. Intended for students pursuing careers in science, engineering and many health professions.

Prerequisites: Eligibility for ENGL 101 and eligibility for college math.

Note: Credit is not 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 supplements BIOL 120 content. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisites: Eligibility for ENGL 101 and eligibility for college math

Lab fee required.

Note: Credit is not 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, biological diversity, ecology, and physiology. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisites: BIOL 120 with a grade of "C" or better.

Note: Credit is not 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 supplements BIOL 121 content. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisites: BIOL 120 with a grade of “C” or better.

Lab fee required.

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

**BIOL 200      Careers in Life Sciences**

Lecture 1, Lab 0, Credit 1

Covers career opportunities in life sciences. Topics include expected training skills, financial rewards and personal satisfaction of career choices in public health, secondary education, state/federal agencies, wildlife management, veterinary medicine, biotechnology, forensic sciences and academia/research.

**BIOL 210+      General Microbiology**

Lecture 3, Lab 3, Credit 4

Studies microorganisms, fungi, algae, protozoans, and multicellular parasites; their form and function; and their role in health, disease, ecology, and industry. The laboratory provides basic skills used in studying microorganisms. Not intended for science majors.

Prerequisites: **1)** Either a minimum ACT Composite score of 22 **or** both BIOL 120 and 120L with grades of “C” or better, **AND 2)** eligibility for college math. Both conditions (1) and (2) must be met to satisfy this course’s prerequisite requirement.

Lab fee required.

Note: Credit is not awarded for both BIOL 210 and BIOL 250.

**BIOL 221      Introduction to Nutrition and Wellness**

Lecture 3, Lab 0, Credit 3

Covers the principles of human nutrition and focuses on the physiology and biochemistry of nutrients and the application of nutritional principles in health and wellness. Appropriate for students pursuing careers in dietetics, food sciences, nursing, or other health-related professions.

Prerequisites: BIOL 120 with a grade of “C” or better.

**BIOL 230      Anatomy and Physiology I**

Lecture 3, Lab 3, Credit 4

Introduces the structure and function of the human body and mechanisms for maintaining homeostasis with emphasis on cells, tissues, and the integumentary, skeletal, muscle, and nervous systems. Course material is presented in a combined lecture and laboratory format. Laboratory investigations include dissection of mammalian organ systems, use of three-dimensional models and physiology experiments.

Prerequisites: **1)** Either a minimum ACT Composite score of 22 **or** both BIOL 120 and 120L with grades of “C” or better, **AND 2)** eligibility for college math. Both conditions (1) and (2) must be met to satisfy this course’s prerequisite requirement.

Lab fee required.



**BIOL 231      Anatomy and Physiology II**

Lecture 3, Lab 3, Credit 4

Focuses on the correlation between structure and function with emphasis on endocrine, circulatory, respiratory, lymphatic, digestive, excretory, and reproductive systems. Course material is presented in a combined lecture and laboratory format. Laboratory investigations include dissection of mammalian organ systems, use of three-dimensional models and physiology experiments.

Prerequisites: BIOL 230 with a grade of "C" or better.    Lab fee required.

**BIOL 241+      Introduction to Oceanography**

Lecture 3, Lab 0, Credit 3

Introduces the origins of the world's oceans and interactions between physical, geological, chemical, and biological processes in the marine environment. Covers use and abuse of oceans and coastal ecosystems with emphasis on the Gulf coast region.

**BIOL 250      Introductory Microbiology**

Lecture 3, Lab 3, Credit 4

Studies microscopy, microbial diversity (prokaryotic and eukaryotic), microbial growth and control, metabolism, genetics, biotechnology, immunology, and human microbial diseases. Intended for science majors.

Prerequisites: BIOL 120, BIOL 120L, CHEM 101, and CHEM 101L with grades of "C" or better.

Lab fee required.

Note: Credit is not awarded for both BIOL 250 and BIOL 210.

**BIOL 260      Fundamentals of Genetics**

Lecture 4, Lab 0, Credit 4

Covers general principles of genetics, including molecular genetics, heredity, and genetic analysis. Intended for science majors.

Prerequisites: BIOL 120 and 120L with a grade of "C" or better

**BIOL 283      Elements of Biochemistry**

Lecture 3, Lab 0, Credit 3

Introduces fundamental principles and theories of biochemistry and representative classes of organic compounds including nomenclature, reactions, and mechanisms in the human body. Designed for food sciences, agriculture, and allied health majors.

Prerequisites: CHEM 220 with a grade of "C" or better

**Business (BUSN)**

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**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 130      Customer Service For Business Professionals**

Lecture 3, Lab 0, Credit 3

Provides students with training and practice in providing the highest level of customer service for both external and internal customers. Gives students a foundation of knowledge regarding customer service that prepares them to sit for the National Retail Federation Customer Service Exam.

**BUSN 150      Professional Selling**

Lecture 3, Lab 0, Credit 3

Introduces basic concepts of professional selling, including personal selling, the sales process, and developing long-term customer relationships.

**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 with a grade of "C" or better.

**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 with a grade of "C" or better.

**BUSN 240      Business Communication**

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 with a grade of "C" or better.

**BUSN 250      Business Internship**

Lecture 1, Lab 9, Credit 3

Allows business students to obtain "real world" work experiences related to coursework. The student must remain in good academic standing throughout the internship.

Prerequisites: **1)** a minimum of 30 earned semester hours of coursework to include CSCI 101/190, BUSN 110, BUSN 121, BUSN 220, and BUSN 240 toward a degree in Business Technology; **2)** a minimum GPA of 2.00 (both overall and in major); **AND 3)** recommendation of advisor/instructor. All three conditions must be met to satisfy this course's prerequisite requirement.

## Care and Development of Young Children (CDYC)

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### **CDYC 1110 Working with Young Children**

Lecture 3, Lab 0, Credit 3

Introduces theories and models of child development. Includes instruction in developmentally appropriate practices (DAP), contemporary ethical issues, professionalism, career opportunities, and observation techniques.

Prerequisite: None

### **CDYC 1120 Health, Safety, and Nutrition**

Lecture 2, Lab 1, Credit 3

Examines health, safety, and nutrition for children. Includes signs and symptoms of common communicable diseases, pediatric first aid, infant/child Cardiopulmonary Resuscitation (CPR), and principles of nutrition (with emphasis on prenatal nutrition).

Prerequisites: COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better

### **CDYC 1130 Child Guidance and Behaviors**

Lecture 2, Lab 1, Credit 3

Covers age-related behavior patterns, child guidance practices and their consequences, as well as techniques and procedures for successful classroom management.

Prerequisites: COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better

### **CDYC 1151 Observation and Participation Lab**

Lecture 0, Lab 3, Credit 3

Includes directed observation, documentation, and supervised participation of practical experiences and situations in the early childhood environment.

Prerequisites: COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better

### **CDYC 1210 Development of Young Children**

Lecture 2, Lab 1, Credit 3

Presents a holistic approach to the study of the physical, cognitive, social, and emotional developmental needs and related theories of infant/toddlers and preschool-age children.

Prerequisite: None

### **CDYC 1220 Infant and Toddler Curriculum**

Lecture 2, Lab 1, Credit 3

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

Prerequisite: None

**CDYC 1230      Family Relationships and Issues**

Lecture 2, Lab 0, Credit 2

Investigates the dynamics of family circles and interpersonal relationships among young children, their families, and teachers/communities. Includes instruction in the cultural and legal issues surrounding family structure and abuse.

Prerequisites: COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better

**CDYC 1241      Infant and Toddler Lab**

Lecture 0, Lab 3, Credit 3

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

Prerequisites: CDYC 1210 and CDYC 1220 with "C" or better

**CDYC 1320      Preschool Curriculum**

Lecture 2, Lab 1, Credit 3

Covers designing developmentally appropriate environments and education practices for preschool-age children, including facilities, schedules, activities, and regulations.

Prerequisite: None

**CDYC 1330      Literature and Language Methods**

Lecture 2, Lab 1, Credit 3

Examines the emergent use and understanding of literacy by young children. This course includes analysis of current practices in teaching language arts, methods and materials appropriate for promoting and assessing the literacy development of young children. In addition, this course considers and promotes issues of individual and cultural differences. Technology in language and literacy development will be explored.

Prerequisites: COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better

**CDYC 1332      Preschool Methods**

Lecture 2, Lab 1, Credit 3

Includes a survey of principles, methods, techniques, and materials for teaching music, movement, art, creative dramatics, social studies, math and science in an early childhood setting. Emphasis will be on exploring best practices for teaching young children through a combination of naturalistic, informal, and structured activities as well as planning, implementing, and evaluating developmentally appropriate activities in these content areas.

Prerequisites: COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better

**CDYC 1341      Preschool Lab**

Lecture 0, Lab 3, Credit 3

Includes directed observation, documentation, and supervised participation of practical experiences and situations with preschool children in the early childhood environment.

Prerequisites: CDYC 1210 and CDYC 1320 with "C" or better

**CDYC 1410 Children with Special Needs**

Lecture 1, Lab 1, Credit 2

Provides information regarding children with special needs, including assessment and programming, strategies for developing adaptive environments, utilizing family input and community resources, legislation, and characteristics and possible causes of exceptionalities.

Prerequisites: COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better

**CDYC 1420 Organization and Administration**

Lecture 2, Lab 1, Credit 3

Examines the philosophy, objectives, and methods of organizing and operating early childhood programs. Includes instruction in licensing, budgeting, managing personnel, policy development, facilities, and advocacy.

Prerequisites: COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better

**CDYC 2211 Practicum**

Lecture 0, Lab 5, Credit 5

Provides practical experience in organizing programs in Care and Development of Young Children. Permission of the instructor is required for enrollment in this course.

Prerequisites: COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better [and] CDYC 1151, CDYC 1241, and CDYC 1341

**Chemistry (CHEM)**

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All general education courses are marked with a +.

**CHEM 100 Introduction to Chemistry**

Lecture 3, Lab 0, Credit 3

Introduces general chemistry, organic chemistry and biochemistry concepts with emphasis on the role of chemistry in the modern world. Not intended for science majors.

Prerequisite: Eligibility for college-level Mathematics.

**CHEM 101+ Chemistry I for Science Majors**

Lecture 3, Lab 0, Credit 3

Covers principles of chemistry with emphasis on nomenclature, atomic and molecular structure, bonding, stoichiometry, and quantitative problem solving. Introduces periodicity, energy relationships, and solutions. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisites: Math 101 or 110 or 120 with a grade of "C" or better.

**CHEM 101L     Chemistry I Lab**

Lecture 0, Lab 3, Credit 1

Provides a laboratory component that supplements CHEM 101 content. Introduces safety and basic laboratory techniques. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisites: Math 101 or 110 or 120 with a grade of "C" or better.

Lab fee required.

**CHEM 102+     Chemistry II for Science Majors**

Lecture 3, Lab 0, Credit 3

Covers principles of chemistry with emphasis on chemical equilibria, acids and bases, electrochemistry, thermodynamics, kinetics, solutions, and quantitative problem solving. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisites: CHEM 101 with a grade of "C" or better.

**CHEM 102L     Chemistry II Lab**

Lecture 0, Lab 3, Credit 1

Provides a laboratory component that supplements CHEM 102 content. Introduces safety and basic laboratory techniques, and includes experiments in qualitative inorganic analysis, acid/base properties, and titrations. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisites: CHEM 101 with grade of "C" or better.

Lab fee required.

**CHEM 104     Chemistry for PTEC Majors**

Lecture 3, Lab 0, Credit 3

Introduces fundamental principles of general/organic chemistry. Introduces polymeric materials and relates organic chemical reactions to the field of applied organic chemistry in the petrochemical, refining, and polymer industries.

Prerequisites: Math 101 or 110 or 120 with a grade of "C" or better.

**CHEM 104L     Chemistry Lab for PTEC Majors**

Lecture 0, Lab 2, Credit 1

Provides a laboratory component that supplements CHEM 104 content.

Prerequisites: Math 101 or 110 or 120 with a grade of "C" or better.

Lab fee required.

**CHEM 201     Analytical Chemistry**

Lecture 2, Lab 2, Credit 4

Introduces basic principles and techniques of modern chemical analysis including solution analysis, statistics, chromatography, and several spectroscopies. Includes selected laboratory experiments in analytical chemistry.

Prerequisites: CHEM 220 with a grade of "C" or better.

Lab fee required.

**CHEM 220      Organic Chemistry I**

Lecture 3, Lab 0, Credit 3

Provides the first semester of a two-semester sequence introducing fundamental principles and theories of organic chemistry and representative classes of organic compounds including nomenclature, reaction types, and mechanisms. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisites: CHEM 102 and 102L with grades of "C" or better.

**CHEM 220L      Organic Chemistry I Lab**

Lecture 0, Lab 3, Credit 1

Covers basic organic laboratory techniques and experiments that supplement CHEM 220 content. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisites: CHEM 102 and 102L with grades of "C" or better.

Lab fee required.

**CHEM 221      Organic Chemistry II**

Lecture 3, Lab 0, Credit 3

Provides the second semester of a two-semester sequence introducing fundamental principles and theories of organic chemistry and representative classes of organic compounds including nomenclature, reaction types, and mechanisms. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisites: CHEM 220 with a grade of "C" or better.

**CHEM 221L      Organic Chemistry II Lab**

Lecture 0, Lab 3, Credit 1

Covers basic organic laboratory techniques and experiments that supplement CHEM 221 content. Intended for students pursuing careers in science, engineering, and many health professions.

Prerequisites: CHEM 220 and 220L with grades of "C" or better.

Lab fee required.

**CHEM 240      Industrial Process Chemistry**

Lecture 3, Lab 0, Credit 3

Introduces the chemical processes used by the American chemical industry to convert raw materials from oil and other sources into useful chemical products. Covers chemical nomenclature and properties, process components and polymer design, fabrication, testing, and applications. Emphasizes chemical production and manufacturing processes of the Louisiana chemical industry.

Prerequisites: CHEM 104 or 220 with a grade of "C" or better.

**College Success Skills (CSSK)**

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**CSSK 102      College Success Skills**

Lecture 3, Lab 0, Credit 3

Provides an opportunity for students to acquire, reinforce, and utilize strategies that promote success in college, as well as the workplace. Includes an introduction to the college and its resources, recognition

of various learning styles, critical thinking, problem-solving, financial literacy, and other skills; also, provides for the practical application of time management, note taking, test taking, and listening skills.

## **Computer (CPTR)**

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### **CPTR 1000 Introduction to Computers**

Lecture 1, Lab 1, Credit 2

Introduces computer system components, operating system environments, internet concepts, and security issues. Includes a hands-on study of computer hardware and various operating systems features.

Prerequisite: Minimum Compass® Scores (Reading 77, Pre-Algebra 40, Writing 42) OR Minimum ACT Scores (Reading 18, Math 16, English 16).

### **CPTR 1310 MS Access I**

Lecture 2, Lab 1, Credit 3

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

Prerequisite: CPTR 1002 with a grade of "C" or better.

### **CPTR 1320 MS Excel**

Lecture 1, Lab 2, Credit 3

Focuses on the fundamentals of producing spreadsheets and graphs.

Prerequisite: CPTR 1002 with a grade of "C" or better.

### **CPTR 2650 MS Access II**

Lecture 2, Lab 1, Credit 3

Covers advanced database management concepts such as action queries, switchboards, custom toolbars and menus, converting objects to Hypertext Markup Language (HTML) files, and hyperlinks.

Prerequisite: CPTR 1310 with a grade of "C" or better.

## **Computer Aided Drafting (CADD)**

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### **CADD 1210 Basic CADD**

Lecture 1, Lab 2, Credit 3

Introduces the basic concepts and principles of Computer Aided Drafting and Design (CADD), application and use of basic CADD commands, and components of a CADD workstation.

Prerequisite: DRFT 1120 or Consent of instructor

### **CADD 1215 Advanced CADD**

Lecture 1, Lab 2, Credit 3

Continues the study of computer-aided drafting using advanced concepts and principles of Computer Aided Drafting & Design (CADD). This course focuses on advanced functionality and the use of advanced commands and components of a CADD workstation.

Prerequisite: CADD 1210



## **Computer and Information Systems Technology (CIST)**

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### **CIST 100      Keyboarding**

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.

### **CIST 121      Typing I**

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 a current software applications as practice exercises.

### **CIST 130      Introduction to Word Processing**

Lecture 3, Lab 0, Credit 3

Introduces students to techniques for creating, editing, and storing word-processing documents using basic computer operations. Uses current software applications such as Microsoft Word.

Prerequisite: CSCI 101 or CSCI 190 with a grade of "C" or better.

### **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 Microsoft Access.

Prerequisite: CSCI 101 or CSCI 190 with a grade of "C" or better.

### **CIST 144      Database Management Concepts**

Lecture 3, Lab 0, Credit 3

Provides students with fundamental concepts of databases and Database Management Systems (DBMS). Offers terminology, conceptual approaches and practical approaches when designing and implementing different database types. Students will learn design considerations and solutions with a DBMS, using various industry standards and models available. This course also includes common tools and techniques utilized to optimize performance and secure the database and related resources.

Prerequisites: CSCI 190

Co-requisites: CIST 142

### **CIST 150      Spreadsheets I**

Lecture 3, Lab 0, Credit 3

Introduces techniques for creating and maintaining spreadsheets. Uses current software applications such as Microsoft Excel.

Prerequisite: Eligibility for both ENGL 101 and eligibility for MATH 110 or MATH 101

### **CIST 160      Introduction to Desktop Publishing**

Lecture 3, Lab 0, Credit 3

Introduces desktop publishing. Includes 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 with a grade of "C" or better.

**CIST 220          Internship I**

Lecture 1, Lab 10, Credit 3

A capstone experience that provides students with an opportunity to receive academic credit for supervised professional training and experience in an actual work environment. Students qualifying for an external internship must work a minimum of 135 supervised hours as a computer professional

Prerequisite: Placement by department

**CIST 221          Typing II**

Lecture 3, Lab 0, Credit 3

Continues development of typing speed and accuracy. Utilizes a word processing software application to develop business letters, manuscripts, and reports.

Prerequisite: CIST 121 with a grade of "C" or better.

**CIST 230          Internship II**

Lecture 1, Lab 9, Credit 3

Provides students with an opportunity to receive academic credit for supervised professional training and experience in an actual work environment. Provides a work program during the semester. Requires a minimum of 40 hours per week to complete.

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 such as Microsoft Word.

Prerequisites: CIST 130 with a grade of "C" or better.

**CIST 240          Database Management II**

Lecture 3, Lab 0, Credit 3

Continues CIST 140.

Prerequisite: CIST 140 with a grade of "C" or better.

**CIST 250          Spreadsheets II**

Lecture 3, Lab 0, Credit 3

Continues CIST 150.

Prerequisites: CIST 150 with a grade of "C" or better.

**CIST 260          Advanced Desktop Publishing**

Lecture 3, Lab 0, Credit 3

Presents advanced topics in desktop publishing such as working with large publications, tables, color, and advanced publication techniques. Uses current desktop publishing software like Adobe PageMaker.

Prerequisite: CIST 160 with a grade of "C" or better.

**CIST 270      Multimedia and Web Design**

Lecture 3, Lab 0, Credit 3

Provides students with an introduction to the principles of multimedia design as related to the web. Covers the use of multimedia and web page structure, and their creation through popular professional web design tools. Uses basic tools of multimedia and web design in different environments.

Prerequisites: CSCI 101 or CSCI 190 with a grade of "C" or better, **OR** placement by department.

**CIST 280      SQL (Structured Query Language)**

Lecture 3, Lab 0, Credit 3

Covers Structured Query Language (SQL), which provides a unified language allowing the user to query, manipulate, or control data in a business applications environment.

Prerequisites: CSCI 193 with a grade of "C" or better, **OR** placement by department.

**CIST 283      Database Administration**

Lecture 3, Lab 0, Credit 3

Focuses on how to fine tune a selected relational database management system (RDBMS), such as MySQL/ORACLE. Develops the applied knowledge needed to install, configure, and maintain multi-user database systems. Students will also learn how to manipulate the data stored in database systems and to return meaningful results to help analyze the data stored.

Prerequisites: CIST 280 and CIST 144

**CIST 285      PL/SQL Programming**

Lecture 3, lab 0, Credit 3

Focuses on the concepts, design and components of relational database PL/SQL programming language, including creating records, types, defining transactions, the basics of SQL in PL/SQL and data types. Discusses the use of the Relational Database Management Systems Procedural Language, PL/SQL. The student will also manipulate RDBMS including functions related to multiple tables, compound and complex queries, exporting and importing tables, sub-queries, and reporting.

Prerequisites: CIST 280 and CIST 144

## **Computer Networking (CNET)**

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**CNET 173      Introduction to PC Operating Systems**

Lecture 3, Lab 0, Credit 3

Presents an in-depth study of current operating systems used on personal computers. Studies the theory and concepts of operating systems and offers practice with the tools provided by those systems. Topics include the nature of personal computer operating systems, control of the systems through commands, file handling, backup/restoration, system tuning, and utilities.

Prerequisite: CSCI 101 or CSCI 190 with a grade of "C" or better.

**CNET 210      Introduction to Computer Networking**

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.

**CNET 240 Desktop/Server and Networking Support**

Lecture 3, Lab 0, Credit 3

Provides an introduction to the installation, configuration, maintenance, and diagnostics of workstations and servers. Includes general skills and knowledge for performing hardware and software upgrades, and utilities for system backup and recovery.

Prerequisite: CNET 173 and CNET 210 with grades of "C" or better

**CNET 250 PC and Network Security**

Lecture 3, Lab 0, Credit 3

Provides an introduction to basic computer and network security skills, which includes developing a comprehensive approach to information security that embraces both the human and technical dimensions. Introduces fundamental concepts and principles of network security's role, design, threats, policies, and elements of cryptography. Examines protocols, architectures, and technologies for secure systems and services.

**CNET 260 Wireless Communications**

Lecture 3, Lab 0, Credit 3

Provides an introduction to wireless network design methodologies and implementation fundamentals in LANs and WANs. Includes wireless technologies such as of 802.11, 16, and 22 protocols; Mobile Ad-Hoc NETWORKS(MANETs), and Wireless Sensor Networks(WSNs).

Prerequisite: CNET 210 with a grade of "C" or better

## **Computer Science (CSCI)**

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**CSCI 101 Introduction to Computer Technology**

Lecture 3, Lab 0, Credit 3

Reviews computers and their applications in society (home, education, and industry). Introduces applications and their uses including word processing, spreadsheets, databases, and multimedia.

Note: Credit cannot be earned for both CSCI 101 and 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. Illustrates the application of word processing, spreadsheets, database managers, presentation software, and web-authoring software used in a technologically-advanced business.

Prerequisites: MATH 093 with a grade of "C" or better, **AND** eligibility for ENGL 101.

Note: Credit cannot be earned for both CSCI 190 and 101.

**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 program logic, and a good programming style. Assumes student has 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 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 to express algorithms.

Prerequisite: CSCI 192 with a grade of “C” or better, **OR** instructor’s approval.

**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. For computer science majors.

Prerequisite: CSCI 193 with a grade of “C” or better.

**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. Introduces a course in the VB .Net curriculum and serves as the entry point for other .NET courses.

Prerequisites: CSCI 194, ENGL 101 and MATH 101 or MATH 110 with grades of “C” or better.

**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. Includes sets, functions, formal logic, proof techniques, combinatorics, relations, matrices, Boolean algebra, finite state machines, and combinational and sequential circuits.

Prerequisite: MATH 111 with a grade of “C” or better.

**CSCI 210          Introduction to Data Structures and Algorithms**

Lecture 3, Lab 0, Credit 3

Presents 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 194 and MATH 101 or MATH 110 with grades of “C” or better.

**CSCI 215          Linux/Unix System Programming**

Lecture 3, Lab 0, Credit 3

Introduces the Linux operating system. Students will learn basic Linux administration, Linux file and directory structure, basic network configuration, and how to utilize office-related tools available in Linux.

Prerequisite: CSCI 193

**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. Presents a variety of techniques, processes, and procedures.

Prerequisite: CSCI 194 with a grade of "C" or better.

**CSCI 290      Object-Oriented Programming (JAVA)**

Lecture 3, Lab 0, Credit 3

Introduces students to the fundamentals of JAVA programming using object-oriented paradigms. Emphasizes writing JAVA applications and applets, embedding 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 with grade of "C" or better OR placement by department

**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, decimal arithmetic, macros, address modification, bit manipulation, and sub-routine linkage.

Prerequisite: CSCI 194 with a grade of "C" or better, **OR** instructor's approval.

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**Construction Management (CMGT)**

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**CMGT 103      Construction Safety**

Lecture 3, Lab 0, Credit 3

This course addresses the principles of jobsite construction safety in residential, commercial, and industrial construction settings. Upon successful completion of this course, with full attendance, students can earn an OSHA-30 Construction Outreach Card, and the first half of NCCER's Construction Site Safety Technology certification.

**CMGT 110      Construction Graphics**

Lecture 2, Lab 2, Credit 3

Provides the student with a working knowledge of construction drawings and specifications. Students will produce residential drawings utilizing a computer application used for creating construction drawings.

Pre-requisite: Eligibility for MATH 101/110

**CMGT 121      Construction Materials and Methods**

Lecture 3, Lab 0, Credit 3

This course introduces the construction materials, methods, and equipment used in residential and commercial building construction. Emphasis will be on the construction process and how the various materials and equipment relate to the different stages of the process.

**CMGT 200      Contracts and Construction Law**

Lecture 3, Lab 0, Credit 3

Covers current construction laws, roles and responsibilities associated with the construction industry, and the preparation and review of contracts. Involves the study of legal factors associated with the business operations of a construction company.

Prerequisite: Eligibility for ENGL 101

**CMGT 210      Construction Estimating**

Lecture 2, Lab 2, Credit 3

Trains students to complete quantity surveys, pricing analyses, and bid package preparations for commercial and residential projects.

Prerequisites: Math 101/110 and CMGT 110 with grades of "C" or better.

**CMGT 220      Construction Project Management**

Lecture 3, Lab 0, Credit 3

Provides an understanding of the requirements of managing construction projects. Concentrates on time management, estimating, scheduling, field operations, home office management, site and material procurement, and the bid process, as well as the importance of team development in project completion.

Prerequisite: Eligibility for ENGL 101

**CMGT 225      Mechanical and Electrical Systems**

Lecture 3, Lab 0, Credit 3

Surveying and site layout for construction. Students will learn the proper use of surveying equipment and field notes and perform a site layout.

Prerequisites: CMGT 110 and CMGT 121 with grades of "C" or better

**CMGT 230      Statics and Strengths of Materials**

Lecture 3, Lab 0, Credit 3

Covers building design theory and materials selection.

Prerequisites: Math 101/110, MATH 111, CMGT 110, and CMGT 121 all with grades of "C" or better

**CMGT 235      Surveying and Site Layout**

Lecture 2, Lab 2, Credit 3

Covers surveying and site layout for construction. Students will learn the proper use of surveying equipment and field notes and perform a site layout

Prerequisites: Math 101/110, CMGT 110, and CMGT 121 all with grades of "C" or better

**CMGT 241      Planning and Scheduling**

Lecture 2, Lab 2, Credit 3

This course focuses on planning and scheduling techniques currently used in the construction industry, including practical exercises in the planning and sequencing of construction operations utilizing scheduling software.

Prerequisite: CMGT 210

**CMGT 251 Commercial and Industrial Estimating**

Lecture 3, Lab 0, Credit 3

Trains students to complete quantity surveys, pricing analysis, and bid package preparation for commercial and residential projects.

Prerequisites: CMGT 210 with a grade of "C" or better

**Cosmetology (COSM)**

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**COSM 1110 Safety and Sanitation**

Lecture 3, Lab 1, Credit 4

Includes history, career opportunities, ethics, grooming, safety, and first aid. The LA State Board of Cosmetology Rules and Regulations are discussed. Types and methods of decontamination and sanitation are explained and demonstrated.

Prerequisite: COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better

**COSM 1121 Basics of Skin, Scalp, and Hair**

Lecture 0, Lab 2, Credit 2

Covers structure, function, and analysis of the skin, scalp, and hair. Diseases of the skin, scalp, and hair are explored.

Prerequisites: COSM 1110 [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better

**COSM 1130 Fundamental Hair Treatments**

Lecture 1, Lab 2, Credit 3

Includes the chemical composition of shampoos, rinses, and conditioners. This course also includes discussion and student demonstration of shampooing, rinsing, and conditioning using appropriate solutions and techniques for each procedure to meet the client's individual needs.

Prerequisite: COSM 1121

**COSM1220 Manicuring and Pedicuring**

Lecture 0, Lab 3, Credit 3

Includes identification of composition and structure of the nails and descriptions of the characteristics of nail disorders/ diseases. Manicure and pedicure procedures are discussed and performed using appropriate safety precautions.

Prerequisite: COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better

**COSM 1230 Wet Hair Styling**

Lecture 1, Lab 3, Credit 4

Includes the analysis of facial shapes, profiles, and body structures are performed with the goal of suggesting the most becoming hairstyles for clients. Student demonstration of a variety of hairstyles is a part of this course.

Prerequisite: None



**COSM 1311 Hair Cutting**

Lecture 0, Lab 3, Credit 3

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

Prerequisite: COSM 1121

**COSM 1321 Permanent Waving**

Lecture 1, Lab 3, Credit 4

Covers the history and trends of permanent waving as well as the methods, procedures, and skills required for the types and styles of permanent waves available to clients. Student demonstration various permanent waving procedures is a part of this course.

Prerequisite: COSM 1121

**COSM 1411 Chemical Hair Relaxing**

Lecture 1, Lab 1, Credit 2

Covers the history and trends of chemical hair relaxing methods and procedures. Student will perform chemical hair relaxing procedures in this course.

Prerequisite: COSM 1121

**COSM 1420 Thermal Services**

Lecture 1, Lab 2, Credit 3

Includes the identification, discussion, and student demonstration of various thermal services.

Prerequisite: COSM 1110

**COSM 1430 Hair Coloring**

Lecture 1, Lab 4, Credit 5

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

Prerequisites: COSM 1121 [and] COMPASS Pre-Algebra 25 or ACT M14 or DVMA 0090/MATH 092 "C" or better

**COSM 2510 Facial Services and Make-Up**

Lecture 2, Lab 1, Credit 3

Covers skin types and appropriate facial treatments for each. Facial massage manipulations and factors influencing the choice and application of cosmetic make-up are also discussed. Student performance is a part of this course.

Prerequisite: COSM 1110

**COSM 2520 Artistry of Artificial Hair**

Lecture 2, Lab 1, Credit 3

Covers the types, uses, and special care techniques of wigs and artificial hair. Student performance of techniques for the application of artificial hair is included in this course.

Prerequisite: None

**COSM 2530 Electricity and Light Therapy**

Lecture 1, Lab 1, Credit 2

Provides instruction in the use of electricity and light therapy to cosmetology procedures and techniques. Student demonstration is a part of this course.

Prerequisite: None

**COSM 2540 Salon Management**

Lecture 3, Lab 1, Credit 4

Engages students in planning, operating, and managing the school-based salon. Information is given on business principles, sales, management techniques, as well as requirements for opening or working in a salon.

Prerequisites: COSM 1110 [and] COMPASS Pre-Algebra 25 or ACT M14 or DMVA 0090/MATH 092 "C" or better [and] COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better

**COSM 2991 Special Projects I**

Lecture 0, Lab 1, Credit 1

Covers specific special needs tailored to the individual student.

Prerequisite: Consent of Instructor

**COSM 2993 Special Projects II**

Lecture 0, Lab 2, Credit 2

Covers specific special needs tailored to the individual student.

Prerequisite: Consent of Instructor

**COSM 2995 Special Projects III**

Lecture 0, Lab 3, Credit 3

Covers specific special needs tailored to the individual student.

Prerequisite: Consent of Instructor

**Criminal Justice (CJUS)**

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All general education courses are marked with a +.

**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 with a grade of "C" or better.

**CJUS 120      Court Systems and Practices**

Lecture 3, Lab 0, Credit 3

Presents the role and structure of prosecution, defense, and the courts, along with basic elements of substantive and procedural law.

Prerequisite: CJUS 101 with a grade of "C" or better.

**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 with a grade of "C" or better

**CJUS 210      Careers in Criminal Justice**

Lecture 3, Lab 0, Credit 3

Assists students in identifying meaning career paths and continuing education plans following college graduation. Students will explore individual career development through classroom presentations, experiential activities and classroom discourse.

Prerequisite: CJUS 101 with a grade of "C" or better

**CJUS 211      Constitutional Law**

*(Also taught as POLI 211)*

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 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 content as POLI 211.

Prerequisite: CJUS 101 or POLI 251 with a grade of "C" or better.

Note: Credit cannot be earned for both CJUS 211 and POLI 211.

**CJUS 215      Juvenile Delinquency**

Lecture 3, Lab 0, Credit 3

Examines juvenile delinquency and the juvenile justice system in the United States.

Prerequisites: CJUS 101 with a grade of "C" or better.

**CJUS 222      Criminal Law**

Lecture 3, Lab 0, Credit 3

Introduces students to the purposes, functions and procedures of criminal law. Emphasizes legal definitions, the nature of crime, crime defenses, and sentences.

Prerequisite: CJUS 120 with a grade of "C" or better.

**CJUS 223      Criminology**

Lecture 3, Lab 0, Credit 3

Introduces students to the study of criminal behavior, crime causation and control, crime theories, identifying crime issues, and policy/program solutions.

Prerequisite: CJUS 101 with a grade of "C" or better.

**CJUS 224      Crime Scene Investigation**

Lecture 3, Lab 0, Credit 3

Provides students with a basic theoretical and philosophical understanding of the investigatory process. Examines techniques and methods of crime scene investigation: fundamentals of preliminary investigations, identification, collection of evidence, and fingerprinting. Provides students with a general introduction to the mechanics of crime scene investigation and its role in the criminal justice process.

Prerequisite: CJUS 101 with a grade of "C" or better.

**CJUS 225      Ethics in Criminal Justice**

Lecture 3, Lab 0, Credit 3

Provides students with an examination of the ethical considerations facing the criminal justice practitioner. Topics include determining moral behavior, developing moral and ethical behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, the ethics of punishment, policy and management issues, professionalism, and pride and ethics for practitioners.

**CJUS 230      Criminal Justice Internship**

Lecture 1, Lab 9, Credit 3

The Criminal Justice Internship is a cooperative effort between the Criminal Justice program at Baton Rouge Community College and criminal justice agencies in the Baton Rouge area and the Office of Career Services at the college. The students enrolled in this course may work under the supervision of a criminal justice professional for at least 135 hours to learn the structure, roles, and responsibilities of individuals/agencies or an internal internship consisting of 135 hours of departmentally-approved individual and team activities.

Prerequisites: Permission of instructor

## **Culinary Arts and Occupations (CULN)**

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**CULN 1110      Culinary Calculations**

Lecture 2, Lab 1, Credit 3

Covers the fundamentals of calculations needed for solving typical culinary problems (for example, estimating cost per serving, adjusting recipe yields, total cost, quantities for recipes).

Prerequisite: COMPASS Pre-Algebra 25 or ACT M14 or DVMA 0090/MATH 092 "C" or better

**CULN 1130      Sanitation and Safety**

Lecture 2, Lab 1, Credit 3

Covers safety, personal hygiene, and sanitary work procedures required to prevent food-borne illnesses according to ServSafe® standards.

Prerequisite: None

**CULN 1140      Basic Culinary Skills**

Lecture 2, Lab 1, Credit 3

Introduces career options, personal traits, tools/equipment, recipe use, menu making, and the "mise en place" preparation principle for effective time management.

Prerequisite: None

**CULN 1160 Hospitality Industry Overview**

Lecture 2, Lab 1, Credit 3

Develops an understanding of the hospitality industry and career opportunities in the field. Students will be expected to read trade journals published by professional organizations appropriate for continuing education and become aware of the structure and basic functions of departments within hospitality and food service establishments.

Prerequisite: None

**CULN 1170 Dining Room Service**

Lecture 2, Lab 1, Credit 3

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

Prerequisite: None

**CULN 1220 Culinary Nutrition**

Lecture 2, Lab 1, Credit 3

Introduces the Dietary Guidelines for Americans and essential nutrients. The importance of meeting nutritional needs throughout the life cycle is emphasized.

Prerequisite: None

**CULN 1240 Food Preparation and Service**

Lecture 3, Lab 5, Credit 8

Prepare Garde Manger (hot and cold appetizers, hors d'ouvres, salads, sandwiches, cured meats, cheeses, centerpieces), main course items (stocks, sauces, soups, fresh and frozen meats, poultry, fish and seafood, vegetables, potatoes, starches), breakfast items, and unused portions using appropriate preparation, holding, and serving procedures to maintain a quality product.

Prerequisite: None

**CULN 1321 À La Carte**

Lecture 0, Lab 3, Credit 3

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

Prerequisite: None

**CULN 2310 Baking and Pastry**

Lecture 4, Lab 3, Credit 7

Prepare yeast dough products, quick breads, cakes and icings, cookies, pies, puff pastry, éclair and cream puffs, meringues, soufflés, as well as creams, custards, puddings, sauces, and frozen and fruit desserts.

Prerequisite: CULN 1110

**CULN 2410 Regional Cuisine**

Lecture 1, Lab 2, Credit 3

Includes the team preparation of a specified number and variety of regional dishes for a portfolio. Students will complete a research project.

Prerequisite: None

**CULN 2420 International Cuisine**

Lecture 1, Lab 2, Credit 3

Includes the team preparation of a specified number and variety of international meals for portfolio. Students will complete a research project.

Prerequisite: None

**CULN 2430 Food and Beverage Operations**

Lecture 1, Lab 2, Credit 3

Covers human relations management with the overall goal of maintaining food quality and customer satisfaction. Includes the implementation of appropriate procedures for purchasing, receiving, and issuing food, food products, and cooking supplies, and menu management in pursuit of profit.

Prerequisite: None

**CULN 2991 Special Projects I**

Lecture 0, Lab 1, Credit 1

Covers a topic that addresses the specific needs of a particular student.

Prerequisite: Consent of Instructor

**CULN 2993 Special Projects II**

Lecture 0, Lab 2, Credit 2

Covers a topic that addresses the specific needs of a particular student.

Prerequisite: Consent of Instructor

**CULN 2995 Special Projects III**

Lecture 0, Lab 3, Credit 3

Covers a topic that addresses the specific needs of a particular student.

Prerequisite: Consent of Instructor

**Customer Service (CSRV)**

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**CSRV 1000 Customer Service**

Lecture 3, Lab 0, Credit 3

Helps students progress from learning about themselves and being internal customers to learning how to relate to their external customers.

Prerequisites: None

**Drafting and Design Technology (DRFT)**

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**DRFT 1110 Drafting Fundamentals**

Lecture 2, Lab 1, Credit 3

Covers orientation to the drafting profession, sketching techniques, drafting instruments, equipment, and materials. Also includes lettering techniques. In this course, students will use various drawing tools (compass, triangle, and protractor) and implements (pencils and templates).

Prerequisite: None

Co-requisites: DRFT 1120, 1130, 1145, 1161

**DRFT 1120 Geometric Construction**

Lecture 1, Lab 1, Credit 2

Covers geometric construction.

Prerequisite-None

Co-requisites: DRFT 1110, 1130, 1145, 1161

**DRFT 1130 Pictorial Drawing**

Lecture 2, Lab 1, Credit 3

Covers perspectives, isometric and oblique pictorial drawings.

Prerequisite: None

Co-requisites: DRFT 1110, 1120, 1145, 1161

**DRFT 1145 Multi-View and Section Drawing**

Lecture 1, Lab 2, Credit 3

Introduces the fundamentals of orthographic (multi-view) projection and the application of dimensioning practices in the preparation of formal multi-view drawings. Includes the identification and drawing of section conventions and different types of sectional views.

Prerequisite: None

Co-requisites: DRFT 1110, 1120, 1130, 1161

**DRFT 1160 Drafting Computations**

Lecture 3, Lab 0, Credit 3

Covers a comprehensive compilation of integrated math problems and CAD operations that facilitates critical thinking, problem solving, and basic mathematics literacy for drafting.

Prerequisite: COMPASS Pre-Algebra 25 or ACT M14 or DVMA 0090/MATH 092 "C" or better

**DRFT 1161 Dimensioning**

Lecture 1, Lab 1, Credit 2

Includes the fundamentals and application of standard dimensioning practices used in preparation of technical drawings.

Prerequisite: None

Co-requisites: DRFT 1110, 1120, 1130, 1145

**DRFT 1215 Auxiliary Views and Intersections**

Lecture 1, Lab 2, Credit 3

Includes the identification and drawing of primary and secondary auxiliary views, as well as construction of points, lines, and planes in space. It also covers the development of intersections of geometric surfaces and flat patterns of geometric shapes.

Prerequisite: DRFT 1145

**DRFT 1230 Fasteners**

Lecture 1, Lab 1, Credit 2

Includes the drawing of various types of threads, springs, and fastening devices and their designations. It also covers the drawing of welding symbols.

Prerequisite: DRFT 1145

**DRFT 2310      Basic Manufacturing/Electrical**

Lecture 1, Lab 2, Credit 3

Introduces general background information, terms and conventions, and the various types of working drawings used in Manufacturing and Electrical/Electronic drafting.

Prerequisites: CADD 1215 [and] COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better

**DRFT 2320      Basic Architectural/Civil/Structural**

Lecture 1, Lab 2, Credit 3

Introduces general background information, terms and conventions, and the various types of working drawings used in Architectural, Civil, and Structural Drafting.

Prerequisites: CADD 1215

**DRFT 2330      Basic Piping/Marine**

Lecture 1, Lab 2, Credit 3

Introduces general background information, terms and conventions, and the various types of working drawings used in Piping and Marine Drafting.

Prerequisites: CADD 1215

**DRFT 2341      Advanced Manufacturing Drafting**

Lecture 3, Lab 3, Credit 6

Presents advanced technologies related to engineering design applications used for different materials: Metals, Plastics/ Polymers, Resins and Composite materials.

Prerequisite: DRFT 1160 and DRFT 2310

**DRFT 2342      Advanced Civil Drafting**

Lecture 3, Lab 3, Credit 6

Presents concepts and techniques related to surveys and site mapping, preparation, and planning.

Prerequisite: DRFT 1160 and DRFT 2320

**DRFT 2343      Advanced Architectural Drafting**

Lecture 3, Lab 3, Credit 6

Exposes the students to the most advanced construction materials and the latest building technologies used in both residential and commercial construction.

Prerequisite: DRFT 1160 and DRFT 2320

**DRFT 2346      Advanced Piping Drafting**

Lecture 3, Lab 3, Credit 6

Presents advanced methods and techniques needed for the completion of process pipe drawings, including piping and instrumentation diagram (P&ID) and International Standards (ISOs).

Prerequisite: DRFT 1160 and DRFT 2330

**DRFT 2510      Portfolio Presentation**

Lecture 2, Lab 1, Credit 3

Guides the student through the stages of portfolio preparation enabling him/her to meet the high standards associated with project completion. Students will update their class projects - for both substance and format - in order to meet employer expectations.



Prerequisite: DRFT 2341 or DRFT 2342 or DRFT 2343 or DRFT 2346

**DRFT 2991 Special Projects I**

Lecture 0, Lab 1, Credit 1

Covers specific special needs tailored to the individual student.

Prerequisite: Consent of instructor

**DRFT 2993 Special Projects II**

Lecture 0, Lab 2, Credit 2

Covers specific special needs tailored to the individual student.

Prerequisite: Consent of instructor

**DRFT 2995 Special Projects III**

Lecture 0, Lab 3, Credit 3

Covers specific special needs tailored to the individual student.

Prerequisite: Consent of instructor

## **Economics (ECON)**

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All general education courses are marked with a +.

**ECON 201+ Principles of Macroeconomics (LCCN: CECN 2213)**

Lecture 3, Lab 0, Credit 3

Reviews the operation and function of the market economy. Attends to current economic problems such as those relating to income, employment, the business cycle, money and banking, growth and development.

Prerequisite: Eligibility for ENGL 101 and MATH 094.

Note: Credit is not given for both this course and ECON 203.

**ECON 202+ Principles of Microeconomics (LCCN: CECN 2223)**

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.

Prerequisite: Eligibility for ENGL 101 and MATH 094.

Note: Credit is not given for both this course and ECON 203.

**ECON 203+ Economic Principles Lecture 3, Lab 0, Credit 3 (LCCN: CECN 2113)**

Introduces 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.

Is not intended for business majors transferring to a four-year school.

Prerequisite: Eligibility for ENGL 101 and MATH 094.

Note: Credit is not given for both this course and ECON 201 and/or ECON 202.

**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 203 with a grade of "C" or better

**ECON 213+      Agricultural Economics**

Lecture 3, Lab 0, Credit 3

Covers the role of agriculture in the general economy; economics principles as applied to agricultural production, marketing, processing, consumption, and policy.

Prerequisite: Eligibility for ENGL 101 and MATH 094.

**Electrocardiography (HEKG)**

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**HEKG 1113      Electrocardiography (EKG)**

Lecture 3, Lab 1, Credit 4

Includes theory, lab and external clinical experiences that focus on the provision of an electrocardiogram (EKG), and covers the normal structure and function of the heart, with emphasis on the conduction system.

Includes a supervised lab that will allow students to perform EKG procedures in a variety of health care settings. Students will be prepared for certification.

Prerequisite: Compass® Reading 62, Pre-Algebra 25, English 32, CPR, and pass the State Criminal Background Check.

**Emergency Management (EMGT)**

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**EMGT 150      Principles of Emergency Management**

Lecture 3, Lab 0, Credit 3

Provides information that enables persons entering the profession or expanding their roles to work with emergency management issues. Provides an overview of: characteristics, functions, and resources of an integrated system and how various emergency management services work together in integrating resources and capabilities. Emphasizes how the system is applied to hazards at government levels, across the four phases and all functions of emergency management.

**EMGT 152      Public Safety Critical Incident Management**

Lecture 3, Lab 0, Credit 3

Provides students with information relevant to public safety forces (fire, police, and emergency medical services) roles and responsibilities when responding to an emergency. Additionally, provides information dealing with support service agencies and the concerns and roles of private business and local government to support public safety forces in emergency situations. Disperses information to encourage cooperation between groups and agencies working an emergency, with a key component focusing on the goals and critical tasks of each group.

**EMGT 170      Public Information Officer Basic Course**

Lecture 3, Lab 0, Credit 3

Provides students with skills needed to perform public information duties as they relate to emergency management. Defines the job of the public information officer (PIO) and assists participants with building skills needed for the position: oral and written communication, understanding and working with media, and familiarizing the student with the basic tools and techniques that a PIOs needs to perform his/her job.

**EMGT 178      Emergency Response Planning**

Lecture 3, Lab 0, Credit 3

Provides emergency and public safety personnel with knowledge, skills and ability to develop or enhance their Comprehensive Emergency Management Plan. Highlights the importance of building an integrated system for emergency planning that uses multi-agency teams to address mitigation, preparedness, response and recovery.

**EMGT 180      Emergency Management Leadership**

Lecture 3, Lab 0, Credit 3

Provides students with skills necessary to lead and influence others in the demanding setting of emergency management by increasing their range of skills in a variety of interpersonal areas: conflict management, and the use of group power dynamics, leadership, and influence. Teaches to clearly identify problems and their root causes, and determine and use the appropriate decision-making style. Uses a suggested process of problem-solving that directs participants to apply creative solutions to both emergency and non-emergency situations.

**EMGT 182      Basic Incident Command System**

Lecture 3, Lab 0, Credit 3

Increases participants' knowledge and understanding of the Incident Command System. Utilizes both lectures and small group activities to learn how to organize and manage an incident through implementing the ICS. Covers an introduction to the principles and features of ICS, organizational overview, incident facilities, incident resources and common responsibilities of key ICS positions.

**EMGT 184      Emergency Response to Terrorism**

Lecture 3, Lab 0, Credit 3

Provides knowledge and skills needed by public safety forces to respond to terrorist acts. Helps public safety and related support personnel to understand terrorism, its root causes, and motivations. Provides methods that enable students to recognize indicators of a potential terrorist attack, and to protect themselves from a variety of potential dangers.

**EMGT 200      Introduction to Hazards, Disasters and the Environment**

Lecture 3, Lab 0, Credit 3

Explores the interaction processes between natural/technical hazards and a society that causes disasters; introduces natural and technological hazards and disasters: hurricanes, floods, tornadoes, earthquakes, ice storms, chemical spills, landslides, biological warfare, hazards and disaster management and environmental considerations and impacts, etc.

**EMGT 210 Introduction to Emergency Management**

Lecture 3, Lab 0, Credit 3

Introduces emergency management functions and processes used by federal, state, and local governments; and discusses the roles of nonprofit and private organizations in disaster planning, response and recovery methods used; and critical management procedures for effective response and recovery.

**EMGT 220 Technology and Emergency Management**

Lecture 3, Lab 0, Credit 3

Explores technology often used in emergency planning, response, recovery, and mitigation; current and emerging technology applications; special issues and problems associated with the use of the technology in emergency management.

**EMGT 290 Emergency Management Internship**

Lecture 3, Lab 0, Credit 3

Offers faculty supervised field work for an agency or organization whose mission is relevant to emergency management, or disaster planning; response; or mitigation.

Prerequisites: permission of instructor

**Emergency Medical Services (EMSE)**

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**EMSE 100 Basic Emergency Medical Care**

Lecture 3, Lab 6, Credit 5

Includes recognition of signs and symptoms of illness /injury through patient assessment; covers practical application of equipment and emergency medical care techniques. Upon completion of this course, the student has the opportunity to obtain certification as a Nationally Registered Emergency Medical Technician - Basic.

Prerequisite: Eligibility to enroll in ENGL 101 and Math 094, Intermediate Algebra

Lab fee required.

**EMSE 200 Introduction to Advanced Emergency Care**

Lecture 4, Lab 0, Credit 4

Introduces the practice of Emergency Medical Technician – Paramedic. Students are instructed in Workforce Safety and Wellness, Pathophysiology, Life Span Development, Public Health, Pharmacology and Medication Administration. Overview of Emergency Medical Service Research and Medical/Legal and Ethics are presented to prepare the student for further coursework while emphasizing the use of proper medical terminology. A history of the Emergency Medical Service profession is also presented in this course.

Prerequisites: Completion of BIOL 110 with a grade of “C” or better and official admission to the CTS or AAS Paramedic program.

**EMSE 201      Concepts of Cardiac Monitoring**

Lecture 4, Lab 0, Credit 4

Emphasizes the pathophysiology, assessment, and current treatment modalities for the pre-hospital cardiac patient. The lecture focuses on the recognition, etiology, and treatment of cardiac arrhythmias. Lab will focus on the analysis and interpretation of ECGs as well as treatments for cardiac arrhythmias for which the student must show proficiency in prior to implementation in the clinical setting.

Prerequisites: Completion of EMSE 200, EMSE 202, EMSE 203, EMSE 206, EMSE 209 and EMSE 212 with a grade of "C" or better

**EMSE 202      Airway and Ventilation**

Lecture 1, Lab 3, Credit 2

Presents airway management, artificial ventilation, and monitoring; and a review of the pathophysiology of respiration. Discussions include the airway anatomy and assessment, techniques of assuring a patent airway, supplemental oxygen therapy, assessment and management of adequate and inadequate respiration to include artificial ventilation, minute ventilation, alveolar ventilation and the effect of artificial ventilation on cardiac output.

Prerequisites: Completion of BIOL 110 with a grade of "C" or better and official admission to the CTS or AAS Paramedic program.

**EMSE 203      Patient Assessment**

Lecture 1, Lab 3, Credit 2

Examines epidemiological and pathophysiological findings to form a clinical impression through the development of differential diagnoses and clinical reasoning in the formulation of a treatment plan.

Prerequisites: Completion of BIOL 110 with a grade of "C" or better and official admission to the CTS or AAS Paramedic program.

**EMSE 204      Medical Emergencies I**

Lecture 3, Lab 3, Credit 4

Emphasizes pathophysiology, assessment, and current treatment modalities for the pre-hospital cardiac and respiratory patient. The lecture focuses on the recognition and etiology of life-threatening cardio-pulmonary emergencies. Lab will focus on the assessment, treatment, and pharmacological interventions for which the student must show proficiency in prior to implementation in the clinical setting.

Prerequisites: Completion of EMSE 200, EMSE 202, EMSE 203, EMSE 206, EMSE 209 and EMSE 212 with a grade of "C" or better

**EMSE 205      Medical Emergencies II**

Lecture 3, Lab 3, Credit 4

Emphasizes the pathophysiology, assessment, and current treatment modalities for the prehospital medical emergency patient care. The lecture emphasizes the physiological changes that occur with the most common medical emergencies. Medical situations related to drug abuse and overdose, diabetes, stroke, hypertension, anaphylaxis, poisoning, acute abdomen, infectious disease, epilepsy and other nervous system disorders are studied. A special section dealing with behavioral emergencies and crisis intervention will be covered. The laboratory segment presents the assessment, treatment, and pharmacological interventions, which the student must show proficiency in prior to performing them in the clinical setting.

Prerequisites: Completion of EMSE 200, EMSE 202, EMSE 203, EMSE 206, EMSE 209 and EMSE 212 with a grade of “C” or better

**EMSE 206      Trauma Emergencies**

Lecture 2, Lab 3, Credit 3

Emphasizes the pathophysiology, assessment, and current treatment modalities for the pre hospital patient with traumatic injuries. Discussions include the kinematics of trauma, burn management multi-systems trauma, and environmental emergencies. Emphasis is placed on the advanced skills of triage, injury prioritization, and fluid resuscitation. The basic skills of trauma care are also reviewed.

Prerequisites: Completion of BIOL 110 with a grade of “C” or better and official admission to the CTS or AAS Paramedic program.

**EMSE 207      Special Patient Populations**

Lecture 2, Lab 3, Credit 3

Examines the obstetrical, gynecological, pediatric, geriatric, and patients with special challenges in the pre-hospital setting. Evaluations of obstetrical and gynecological disorders are reviewed. The management of the expectant mother, complications of labor, and normal/abnormal delivery are discussed. Pediatric and geriatric medical and traumatic emergencies are presented in addition to considerations concerning sexual assault and child abuse. Treatment of normal and abnormal changes associated with aging is also discussed.

Prerequisites: Completion of EMSE 201, EMSE 204, EMSE 205, EMSE 210 and EMSE 213 with a grade of “C” or better.

**EMSE 208      EMS Operations**

Lecture 1, Lab 0, Credit 1

Introduces the paramedic student to concepts related to the daily operations of EMS systems. Principles and methods used in the supervision of personnel within EMS systems are presented. Budgeting and financial skills necessary to manage emergency health systems are discussed. Case studies, group assignments, and research papers are utilized in addition to lecture content.

Prerequisites: Completion of EMSE 201, EMSE 204, EMSE 205, EMSE 210 and EMSE 213 with a grade of “C” or better.

**EMSE 209      Clinical Practicum I**

Lecture 0, Lab 3, Credit 1

Provides opportunities to administer medications, initiate IVs, perform physical examinations and airway management skills. This course will provide the student with opportunities to apply these advanced skills to patients of various ages while working with a clinical preceptor.

Prerequisites: Completion of BIOL 110 with a grade of “C” or better and official admission to the CTS or AAS Paramedic program.

**EMSE 210      Clinical Practicum II**

Lecture 0, Lab 3, Credit 1

Provides opportunities to apply advanced skills to patients of various ages while working with a clinical preceptor. Clinical areas include but are not limited to: emergency department, respiratory department, intensive care, burn unit, and psychiatry.

Prerequisites: Completion of EMSE 200, EMSE 202, EMSE 203, EMSE 206, EMSE 209 and EMSE 212 with a grade of “C” or better

**EMSE 211      Clinical Practicum III**

Lecture 0, Lab 16, Credit 2

Provides students with opportunities to apply advanced skills to patients of various ages while working with a clinical preceptor.

Prerequisites: Completion of EMSE 201, EMSE 204, EMSE 205, EMSE 210 and EMSE 213 with a grade of "C" or better.

**EMSE 212      Field Practicum I**

Lecture 0, Lab 6, Credit 2

Provides student with the opportunity to perform pre-hospital medication administration, IV therapy, and physical examinations and airway management.

Prerequisites: Completion of BIOL 110 with a grade of "C" or better and official admission to the CTS or AAS Paramedic program.

**EMSE 213      Field Practicum II**

Lecture 0, Lab 4, Credit 1

Provides student with the opportunity to perform pre-hospital medication administration, IV therapy, and physical examinations and airway management.

Prerequisites: Completion of EMSE 200, EMSE 202, EMSE 203, EMSE 206, EMSE 209 and EMSE 212 with a grade of "C" or better

**EMSE 214      Field Internship III**

Lecture 0, Lab 16, Credit 2

Provides an opportunity for the student to serve as team leader while working with a qualified preceptor and demonstrate responsibility for directing the team to perform as well as performing all skills necessary to treat patients with varying complaints.

Prerequisites: Completion of EMSE 201, EMSE 204, EMSE 205, EMSE 210 and EMSE 213 with a grade of "C" or better.

**EMSE 215      Final Assessment and National Registry Preparation**

Lecture 1, Lab 0, Credit 1

Provides a forum for the presentation of Emergency Medical Systems special skills. Serves as a comprehensive review of didactic material and clinical skills introduced during the paramedic program in order to prepare the student for certification testing. Non-traditional skills as well as special considerations in pre-hospital care are presented through discussions and research papers.

Prerequisites: Completion of EMSE 201, EMSE 204, EMSE 205, EMSE 210 and EMSE 213 with a grade of "C" or better.

## Engineering (ENGR)

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### **ENGR 103      Engineering Graphics**

Lecture 0, Lab 4, Credit 2

Introduces the student to conception, visualization, and communication of creative design concepts useful in the field of engineering. Develops drafting skills and introduces sketching, drafting instruments, and computer software for graphic representations. Emphasis is placed on graphical analysis, orthographic projection, auxiliary views, pictorial drawings, dimensioning methods, and sectioning with adherence to USA Standards Institute standards. AutoCAD will be used.

Prerequisites: MATH 101/110 with a grade of "C" or higher

### **ENGR 207      Surveying**

Lecture 2, Lab 2, Credit 3

Covers the fundamentals of surveying procedures and office computations including electronic distance measurement, leveling, computer solutions to land area problems, stadia measurements, topographic surveys, and construction surveys.

Prerequisites: Appropriate mathematics placement test score, **OR** MATH 111 with a grade of "C" or better.

### **ENGR 208      Advanced Surveying**

Lecture 3, Lab 2, Credit 4

Covers theory, computations, and applications for traversing, property surveys, topographic surveys, route curves, and construction surveys.

Prerequisites: ENGR 207 with a grade of "C" or better.

### **ENGR 209      Louisiana Survey Law**

Lecture 3, Lab 0, Credit 3

Introduces the student to Louisiana laws relating to land surveying.

Prerequisites: Appropriate reading placement test score, **OR** READ 091 with a grade of "C" or better.

### **ENGR 235      Materials Science and Engineering**

Lecture 3, Lab 0, Credit 3

Introduces the student to the classification and study of engineering materials and their structure, properties, and behavior – deals primarily with typical metals, alloys, polymers, and ceramics. Emphasis is placed on the fundamentals of structures, bonding, crystallography, defects, and diffusion; electron energy; thermal behavior; equilibrium phase diagrams; and stability of materials in service. Presents real world mechanical engineering applications such as fracture and heat treatment processes.

Prerequisites: Appropriate mathematics placement test score, **OR** PHYS 211 and CHEM 102 with grades of "C" or better.



**ENGR 245      Statics**

Lecture 3, Lab 1, Credit 3

Introduces the student to engineering skills and provides a strong engineering foundation for further study. Emphasizes vector treatment of resultants and equilibrium of force systems, including equilibrium of particles, internal forces, rigid bodies, trusses and frames. Also focuses on the area moment of inertia, the center of mass, and the centroid of area. Upon completion of this course, students should be able to solve force systems using equilibrium and determine the location of resultant forces in irregular objects.

Prerequisites: MATH 211 and PHYS 210 with a grade of "C" or higher.

**ENGR 295      Comprehensive Electrical Engineering**

Lecture 3, Lab 1, Credit 3

Introduces the student to the fundamental concepts of electrical engineering. Emphasizes elementary circuits, devices, and systems. Not intended for electrical engineering majors.

Prerequisites: MATH 211 with a grade of "C" or higher.

**English (ENGL)**

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All general education courses are marked with a +.

**ENGL 090      Foundations of English 090**

Lecture 3, Lab 0, Credit 3

Focuses on the development of writing skills. Emphasis grammar, mechanics, and sentence structure as they relate to the development of effective sentences and paragraphs. Must pass a departmental exit exam AND earn a grade of "C" or better in the course to pass ENGL 090.

Prerequisite: Appropriate placement test score

Co-requisite: 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 developing expository methods, especially emphasizing revising and editing. Concentrates on multi-paragraph essays. Emphasizes grammar and mechanics to reinforce writing. Uses essays from the textbook, newspapers and other sources as "springboards" for creative writing. Must pass a departmental exit exam AND earn a grade of "C" or better in the course to pass ENGL 091.

Prerequisite: Appropriate placement test score and/or ENGL 090 with a grade of "C" or better

Co-requisite: Academic Learning Center attendance

**ENGL 101+      English Composition I****(LCCN: CENL 1013)**

Lecture 3, Lab 0, Credit 3

Introduces students to the critical thinking, reading, writing and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process, audience awareness, and writing effective essays. Must pass a departmental exit exam AND earn a grade of "C" or better in the course to pass ENGL 101.

Prerequisite: Appropriate placement test score, **OR** ENGL 091 with a grade of "C" or better

**ENGL 101H+ English Composition I (Honors)**

Lecture 3, Lab 0, Credit 3

Introduces students to the critical thinking, reading, writing and rhetorical skills required in the college/university and beyond, including citation and documentation, writing as process, audience awareness, and writing effective essays. Must pass a departmental exit exam AND earn a grade of “C” or better in the course to pass ENGL 101H.

Prerequisite: Either **1)** a grade of “A” in ENGL 091 with a letter of recommendation from the instructor, **OR 2)** a Compass® score of 80 or higher, **OR 3)** an ACT score of 22 or higher. Any one of these conditions will satisfy this course’s prerequisite requirement.

**ENGL 102+ English Composition II****(LCCN: CENL 1023)**

Lecture 3, Lab 0, Credit 3

Continuation and further development of material and strategies introduced in ENGL 101. Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis.

Prerequisite: ENGL 101 with a grade of “C” or better.

**ENGL 102H+ English Composition II (Honors)**

Lecture 3, Lab 0, Credit 3

Continuation and further development of material and strategies introduced in ENGL 101. Primary emphasis on composition, including research strategies, argumentative writing, evaluation, and analysis.

Prerequisite: a grade of “B” or higher in ENGL 101H, **OR** a grade of “B” or higher in ENGL 101 with a letter of recommendation from the instructor.

**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 technical documents.

Prerequisites: ENGL 102 with a grade of “C” or better.

**ENGL 205 Introduction To Writing Short Stories**

Lecture 3, Lab 0, Credit 3

Introduces writing short stories for workshop criticism and analyzing short stories; students practice techniques of using point of view, dialogue, setting, and characterization.

Prerequisites: ENGL 102 with a grade of “C” or better.

**ENGL 207 Introduction to Writing Poetry I**

Lecture 3, Lab 0, Credit 3

Introduces students to modern and classic poetry and prosody. The course focuses on technique and aesthetics in order to build a foundation of critical understanding before turning the emphasis to student production of poems. Students will practice incorporating theory, technique, and aesthetic concerns in introductory lessons in which students are asked to emulate the poems read in class. Students will write short critical essays in response to class readings and will practice the basics of workshopping peer writing.

Prerequisites: ENGL 102 with a grade of “C” or better.

Co-requisites: Enrollment in ENGL 215, **OR** permission of ENGL 207 instructor.

**ENGL 209 Introduction to Screenwriting**

Lecture 3, Lab 0, Credit 3

Teaches how to write screenplays for workshop criticism. Introduces students to techniques of exposition, characterization, and dramatization for television and film. Writes a minimum finished first act (approx. 40-page script) of a feature-length screenplay and a draft with a three-act structure.

Prerequisites: ENGL 102 with a grade of "C" or better or permission of department

**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. Includes critical analysis and writing about literature.

Prerequisite: ENGL 102 with a grade of "C" or better.

**ENGL 211+ Introduction to Fiction**

**(LCCN: CENL 2303)**

Lecture 3, Lab 0, Credit 3

Introduction to fiction; includes critical analysis and writing about literature.

Prerequisite: ENGL 102 with a grade of "C" or better.

**ENGL 215+ Introduction to Poetry and Drama**

**(LCCN: CENL 2313)**

Lecture 3, Lab 0, Credit 3

Introduction to poetry/drama; includes critical analysis and writing about poetry/drama.

Prerequisite: ENGL 102 with a grade of "C" or better.

**ENGL 217 Introduction to Writing Poetry II**

Lecture 3, Lab 0, Credit 3

Advances the techniques and aesthetic considerations paramount to ENGL 207 and focuses on student production of poetry. Students will incorporate theory, technique, and aesthetic concerns in lessons in which students are asked to emulate the poems read in class. Students will produce 12-15 poems, critique student work in in-class workshops and revise their work for a final portfolio.

Prerequisites: ENGL 102 and 207 with a grade of "C" or better.

Co-requisites: Enrollment in ENGL 215, **OR** permission of ENGL 217 instructor.

**ENGL 220+ Major British Writers**

**(LCCN: CENL 2123)**

Lecture 3, Lab 0, Credit 3

A survey of significant British writers; includes literary analysis and writing about literature.

Prerequisite: ENGL 102 with a grade of "C" or better.

**ENGL 221+ Major American Writers**

**(LCCN: CENL 2173)**

Lecture 3, Lab 0, Credit 3

A survey of significant American writers; includes literary analysis and writing about literature.

Prerequisite: ENGL 102 with a grade of "C" or better.

**ENGL 222+ Major World Writers**

**(LCCN: CENL 2223)**

Lecture 3, Lab 0, Credit 3

A survey of significant world writers; includes literary analysis and writing about literature.

Prerequisite: ENGL 102 with a grade of "C" or better.

**ENGL 223+ Introduction to African American Literature (LCCN: CENL 2403)**

Lecture 3, Lab 0, Credit 3

Introduction to African American literature; includes critical analysis and writing about literature.

Prerequisite: ENGL 102 with grade of "C" or better.

**ENGL 230+ Introduction to Literature (LCCN: CENL 2323)**

Lecture 3, Lab 0, Credit 3

Introduction to various literary genres; includes critical analysis and writing about literature.

Prerequisite: ENGL 102 with a grade of "C" or better.

**ENGL 231 Film as Literature**

Lecture 3, Lab 0, Credit 3

Introduces students to the study of World Cinema as literature, with emphasis on the ways in which filmmakers employ literary devices such as theme, character, and symbol in their works. Attention will be given to film adaptations of literature and to the screenplay as a work of literature. Students will also study various cultural, political, and literary trends through the works of specific writers and directors.

Cross-listed as HUMN 231

Prerequisites: ENGL 102 with a grade of "C" or better.

**ENGL 240+ Folklore (LCCN: CENL 2503)**

Lecture 3, Lab 0, Credit 3

Introduction to folklore and its role in literature and culture.

Prerequisites: ENGL 102 with a grade of "C" or better.

**ENGL 248+ Shakespeare: The More Popular Plays**

Lecture 3, Lab 0, Credit 3

Introduction to Shakespeare's more popular plays. This course covers selected major tragedies, comedies, and histories. Includes critical analysis and writing about literature.

Prerequisites: ENGL 102 with a grade of "C" or better.

## **English as a Second Language (ESOL)**

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**ESOL 090 Academic Writing I for Non-Native Speakers**

Lecture 3, Lab 0, Credit 3

Focuses on the writing skills necessary to function 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. For non-native English speakers preparing for college classes.

Prerequisite: Appropriate placement test score

Co-requisite: Academic Learning Center attendance

**ESOL 092      Listening and Speaking I for Non-Native Speakers**

Lecture 3, Lab 0, Credit 3

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 awareness 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

**Entertainment Technology (ETEC)**

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**ETEC 101      Introduction to Entertainment Technologies**

Lecture 3, Lab 0, Credit 3

Surveys aspects of film, video game, animation, sound recording, and other new media. Provides students with a broad understanding of the entertainment industry, including its history and economic structure. Introduces students to potential career paths in entertainment technologies.

Prerequisite: Eligibility for ENGL 101

**ETEC 200      Acoustic Theory**

Lecture 3, Lab 0, Credit 3

Introduces audio engineers to the terms and principles of physics as it relates to the motion of sound, analyzing and identifying different waveforms and developing an understanding of how the brain processes and stores sound. The course will offer a deeper understanding of sound recording and reproduction in order to make efficient use of acoustic environment and control room reverberation. Offers elementary music theory as well as a study of the construction of musical instruments and their history.

**ETEC 201      Storyboard Development**

Lecture 3, Lab 0, Credit 3

Develop pre-visualization skills and communicate concepts to a production team. Students will analyze plot and visually translate scripts into a visual narrative, focusing on the sequence of events, pacing, continuity and camera angles.

Prerequisites: Eligibility for ENGL 101

**ETEC 202      Production Management**

Lecture 3, Lab 0, Credit 3

Introduces students to management of film projects. Course focuses on breaking down a script for budgeting and scheduling, as well as basic set etiquette and production roles. Students develop an overall understanding of the filmmaking process and how to get into the business.

Prerequisites: ETEC 101

**ETEC 205      Introduction to Recording Technology**

Lecture 3, Lab 0, Credit 3

Surveys various aspects of recording technology as they relate to the music, film, sound recording, and digital media fields. Provides students with a broad understanding of recording technology including the studio recording process, microphone design, the mixing console and signal flow, and basic concepts of sound. Introduces students to the traditional recording studio layout and provides an overview of the various job descriptions as they relate to the field.

Prerequisite: ETEC 101 with a grade of "C" or better.

**ETEC 206      Introduction to MIDI and Electronic Music**

Lecture 3, Lab 0, Credit 3

Students will learn the basic process of mapping and sequencing Musical Instrument Digital Interface instruments in a project studio.

Prerequisites: ETEC 205

**ETEC 207      Introduction to the Art of Foley**

Lecture 3, Lab 0, Credit 3

Introduces students to audio recording techniques used on post-production work of motion pictures.

Prerequisites: ETEC 205

**ETEC 210      Game Theory and Design**

Lecture 3, Lab 0, Credit 3

Reviews the history of video games and societal and cultural game issues. The course will introduce students to the academic study of video games, game industry roles and economics, and issues of intellectual property and content regulation. Introduces students to the game asset pipeline—who the industry players are and through what process and by whom a video game is produced, published, distributed, and retailed.

Prerequisites: Eligibility for ENGL 101.

**ETEC 215      Game Production**

Lecture 3, Lab 0, Credit 3

Introduces students to the evolution of game design as an industry practice. The course will introduce students to the phases of development and a variety of processes for game design, principles of interface design, game world and avatar abstractions, and game structures. The course will introduce students to the design of several genres of games.

Prerequisites: ETEC 101

**ETEC 220      Game Programming**

Lecture 3, Lab 0, Credit 3

This course takes two disparate areas of study—computer programming and game programming—and combines them into one area of study. Students will apply the fundamentals of computer programming to the specialized area of game programming.

Prerequisite: Eligibility for MATH 101/110

**ETEC 223      Digital Post Production**

Lecture 3, Lab 0, Credit 3

Applies computer technology to the editing phase of cinema and video production. Introduces various personnel positions involved in post-production. Provides an understanding of digital post production workflow, including media management, editing theory and techniques, and effects. Introduces the operation of various hardware and software applications that are used in this field.

Co-requisite: FILM 222

**ETEC 225      3D Modeling and Animation**

Lecture 3, Lab 0, Credit 3

Introduces students both to the design of art assets for video game creations and the process by which they will prepare themselves for a career in the visual design aspect of the industry. The course will introduce students to preproduction and production processes including game modeling, UV layout, texture creation, special effects, and character animation.

**ETEC 230      Audio Engineering**

Lecture 3, Lab 0, Credit 3

Introduces the detailed operations of the recording studio and its components. Provides an understanding of the role of the audio engineer during the recording process, with emphasis on the importance of strong audio perception.

Prerequisite: ETEC 205 with a grade of "C" or better.

**ETEC 240      Audio for Digital Media**

Lecture 3, Lab 0, Credit 3

Provides an understanding of the specific equipment and methodology used to create final sound mixes for film, video, and other digital media. Also, provides an understanding of software applications designed to master audio tracks for various forms of multimedia.

Prerequisite: ETEC 205 with a grade of "C" or better.

**ETEC 251      Web Development I**

Lecture 3, Lab 0, Credit 3

Introduces students to HTML and CSS, emphasizing semantic use of elements and the benefits of using standards-based, valid code. The use of CSS is discussed to separate content from presentation in order to decrease maintenance time, speed up development, and improve design capabilities. Students will employ web standards concepts.

Prerequisites: Eligibility for ENGL 101

**ETEC 252      Web Development II**

Lecture 3, Lab 0, Credit 3

Introduces students to advanced HTML and CSS techniques to create sophisticated web page layouts that adhere to the W3C's guidelines. Students will also learn basic programming concepts through the use of ECMAScript (Javascript) to create basic scripts to solve common interface problems.

Prerequisites: ETEC 251

**ETEC 254      Interface Design**

Lecture 3, Lab 0, Credit 3

Introduces students to testing, developing, and documenting usable digital interfaces. Includes characteristics of information system users, the tasks supported by information systems, the interface design process, and methods of evaluating an interface design.

Prerequisite: ETEC 251

**ETEC 290      Entertainment Technology Internship**

Lecture 1, Lab 9, Credit 3

Provides qualifying students with an external internship of 135 supervised hours in a local production facility.

Prerequisites: ETEC 101 with a grade of "C" or better and departmental approval.

**Environmental Science (ENSC)**

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All general education courses are marked with a +.

**ENSC 201+      Environmental Science****(LCCN: CEVS 1103)**

Lecture 3, Lab 0, Credit 3

Introduces the concepts and skills necessary to identify, understand, and analyze select Louisiana and world environmental issues from scientific, social, economic, and political perspectives. Introduces students to potential career paths in environmental science fields.

Prerequisites: Eligibility for ENGL 101

**ENSC 207      Introduction to Marine Science: Geological & Physical Processes**

Lecture 3, Lab 3, Credit 4

Introduces geological, chemical, and physical marine processes that exist in Earth's ocean and how these processes control and are controlled by Earth's environment. The course emphasizes the geological and physical process of the Louisiana coast.

Prerequisites: Eligibility for ENGL 101, and MATH 101 or 110 or 120 with a grade of "C" or better

Lab fee required.

**ENSC 208      Introduction to Marine Science: Life Processes**

Lecture 3, Lab 3, Credit 4

Introduces marine science and ecology; surveys marine biodiversity with emphasis on functional morphology and ecological and physiological adaptations; and introduces life and environmental processes in marine and aquatic settings along with their influence on coastal Louisiana.

Prerequisites: Eligibility for ENGL 101, and MATH 101 or 110 or 120 with a grade of "C" or better

Lab fee required.



## Film (FILM)

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All general education courses are marked with a +.

### **FILM 200+ Introduction to Cinema Studies**

Lecture 3, Lab 0, 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.

### **FILM 201+ Cinema History through 1945**

Lecture 3, Lab 0, Credit 3

Introduces the period of narrative film up through the end of World War II; explores the evolution of motion picture technology and the history of cinema as an art form, and surveys historically significant films and filmmakers through 1945.

### **FILM 202 Film History after 1945**

Lecture 3, Lab 0, Credit 3

Introduces the period of narrative film that begins immediately after World War II; explores the evolution of motion picture technology and the history of cinema as an art form, and surveys historically significant films and filmmakers.

### **FILM 221 Film Production I**

Lecture 3, Lab 0, Credit 3

Provides an introduction to the technical, artistic, and procedural aspects of film production. Teaches writing, shooting, and editing films. Places students on a production team to develop several digital video programs throughout the semester.

### **FILM 222 Film Production II**

Lecture 3, Lab 0, Credit 3

Provides advanced training in the production process. Explores lighting, sound, and editing techniques that improve students' abilities as artists and technicians. Emphasizes design and implementation of visual and sound strategies.

## Finance (FINA)

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### **FINA 150 Introduction to Financial Management**

Lecture: 3, Lab 0, Credit 3

Surveys personal and family finances and studies the financial organization of business firms. Includes personal budgeting, saving, borrowing and taxes. Examines financial management of businesses, including capital budgeting, capital structure, and financial planning.

Prerequisite: Eligibility for Math 094

**FINA 252 Entrepreneurial Finance**

Lecture: 3, Lab 0, Credit 3

Provide the student with a basic knowledge of the financial requirements for starting, sustaining and growing a privately held business.

Prerequisite: BUSN 110, CSCI 190, FINA 150 and ACCT 201/203.

**Food Science (FDSC)**

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**FDSC 200 Introduction to Food Science**

Lecture 3, Lab 0, Credit 3

Introduces the chemistry of food, constituents, and food technology including the development of products; techniques in food processing, preservation, and packaging; and food toxicology and safety.

Prerequisites: BIOL 120 and CHEM 101 with grades of "C" or better.

**French (FREN)**

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All general education courses are marked with a +.

**FREN 101+ Elementary French I****(LCCN: CFRN 1013)**

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****(LCCN: CFRN 1023)**

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 with a grade of "C" or better, or equivalent.

**FREN 201+ Intermediate French I****(LCCN: CFRN 2013)**

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.

Prerequisite: FREN 102 with a grade of "C" or better, or equivalent.

**FREN 202+ Intermediate French II**

Lecture 3, Lab 0, Credit 3

Continues skills developed in FREN 201. Emphasizes reading and writing and personal communication. Further develops appreciation and understanding of the Francophone culture.

Prerequisite: FREN 201 with a grade of "C" or better, or equivalent.

## **General Industry Safety and Health (OCSH)**

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### **OCSH 100      General Industry Safety and Health**

Lecture 1, Lab 0, Credit 1

Trains students in the basics of occupational safety and health for general industry. Focuses on the general Occupational Safety and Health Administration (OSHA) standards and emphasizes hazard identification, avoidance, control and protection. Upon successful completion of this course, students may obtain their 10-Hour General Industry Safety and Health OSHA Certification.

### **OCSH 101      General Industry Safety and Health**

Lecture 3, Lab 0, Credit 3

Trains workers in the basics of occupational safety and health in general industry. Focuses on the general OSHA (Occupational Safety and Health Administration) standards and emphasizes hazard identification, avoidance, control and protection. Upon successful completion of the course, students may obtain their 30-Hour General Industry Safety and Health OSHA Certification.

## **Geographical Information Systems (GIS)**

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### **GIS 202      Introduction to Geographic Information Systems (GIS)**

Lecture 3, Lab 0, Credit 3

Introduces the study and design of maps, primarily through the use of Geographic Information Systems (GIS). Covers the history, structure, applications, hardware and software requirements, and basic operations of GIS. Focuses primarily on GIS-based cartographic techniques, including georeferencing, map analysis, and map design.

Prerequisites: Eligibility for ENGL 101 and MATH 101 or MATH 110

### **GIS 205      Cartography and Visual Communications**

Lecture 3, Lab 0, Credit 3

In this course, students will learn how to properly and successfully generate and interpret maps. Focuses on established cartographic standards, principles, and techniques. As a result of this course, students will learn about cartographic representations, map design consideration and thematic mapping techniques, among other topics.

Prerequisites: GIS 202 with a grade of "C" or better.

### **GIS 210      Intermediate GIS**

Lecture 3, Lab 0, Credit 3

Prepares students for more advanced geographic analyses. Integrates geographic concepts and techniques used in spatial data analysis and 3-D analysis, with both raster and vector data. Topics will include spatial analysis, spatial modeling, geostatistics, and qualitative analysis.

Prerequisites: GIS 202, GIS 205, and MATH 204 or MATH 208 with grades of "C" or better.

### **GISC 212      Remote Sensing**

Lecture 3, Lab 0, Credit 3

Introduces students to Remote Sensing and Global Positioning Technologies. Students will learn about Remote Sensing equipment and techniques and how these are used for analyzing earth surface changes and monitoring the environment. They will also learn about Global Positioning Systems (GPS) and how to utilize GPS field-data collection techniques to accurately gather and assess information about the position and characteristics of various objects.

Prerequisites: GISC 202, GISC 205, and MATH 204 or MATH 208 with grades of "C" or better.

### **GISC 215      Geospatial Data**

Lecture 3, Lab 0, Credit 3

Provides an in-depth exposure to geospatial data formats, structure, creation and manipulation. Students will work with existing GIS data and be required to generate entirely new geospatial data. Students will confront realistic problem scenarios that incorporate skills and concepts such as definition of data needs, metadata content standards, legal and ethical issues related to data use, data formats and types, interoperability, field collection methods, and contributing data for public use.

Prerequisites: GISC 202, GISC 205, and MATH 204 or MATH 208 with grades of "C" or better.

## **Geography (GEOG)**

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All general education courses are marked with a +.

### **GEOG 201+      Introduction to Geography      (LCCN: CGRG 2013)**

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      (LCCN: CGRG 2113)**

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.

## **Geology (GEOL)**

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All general education courses are marked with a +.

### **GEOL 101+      Physical Geology      (LCCN: CGEO 1103)**

Lecture 3, Lab 0, Credit 3

Covers Earth materials, land forms and dynamic processes. Topics include igneous activity, volcanoes, metamorphism, weathering and erosion, deposition of sediment, the formation of sedimentary rocks, mountain building, earthquakes, glaciations, streams, and oceans.

Prerequisites: Eligibility for ENGL 101 and eligibility for college math.

## German (GERM)

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All general education courses are marked with a +.

### **GERM 101+ Elementary German I**

Lecture 3, Lab 0, Credit 3

Introduces the German language and culture and explores its basic grammatical structure. Develops German writing, reading, listening, and speaking skills, as well as appreciation for the geography, food, music, values, and customs of Germany.

## Graphics (GRPH)

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### **GRPH 1100 Introduction to Graphics**

Lecture 2, Lab 3, Credit 5

Provides an overview of the graphics/printing industry and includes instruction in terminology, health and safety, software applications, digital file formats, imaging and printing equipment, color theory, workmanship, attitudes, and employment opportunities.

Prerequisite: None

### **GRPH 1200 Bindery Operations**

Lecture 1, Lab 2, Credit 3

Provides instruction in binding and finishing terminology, safety rules, equipment, and operations; paper types, weights, grades, and classifications, cutting, and safety; linear and volume measurement; and calculations.

Prerequisite: COMPASS Pre-Algebra 25 or ACT M14 or DVMA 0090/MATH 092 "C" or better

### **GRPH 1300 Typography and Page Layout**

Lecture 2, Lab 4, Credit 6

Provides instruction in type, fonts, and the techniques for arranging text on pages for printed documents.

Prerequisites: GRPH 1100 and GRPH 1200 or instructor's permission

### **GRPH 1350 Advertising and Design**

Lecture 2, Lab 4, Credit 6

Provides instruction in design principles and the use of type, illustrations, and digital images to create documents suitable for a variety of customer needs.

Prerequisites: COMPASS E32 or ACT E13 or DVEN 0091/ENGL 090 "C" or better [and] GRPH 1100 and GRPH 1200 or instructor's permission

### **GRPH 1400 Digital Prepress and Printing**

Lecture 1, Lab 2, Credit 3

Provides an overview of the digital prepress procedures related to digital production printing.

Prerequisites: GRPH 1100 and GRPH 1200 or instructor's permission

**GRAPH 1420 Digital File Preparation**

Lecture 2, Lab 4, Credit 6

Provides instruction in the terms, procedures, and techniques used in the preparation and manipulation of digital files for the output of printed documents.

Prerequisites: GRPH 1100 and GRPH 1200 or instructor's permission

**GRPH 1430 Digital File Output**

Lecture 0, Lab 4, Credit 4

Covers terms, procedures, equipment, and techniques used to output digital files for plating, proofing, and printing documents.

Prerequisites: GRPH 1100 and GRPH 1200 or instructor's permission

**GRPH 1520 Sign Making**

Lecture 1, Lab 2, Credit 3

Focuses on the production of creative signs and introduces basic components, materials, and techniques in sign-making.

Prerequisite: GRPH 1100 and GRPH 1200 or instructor's permission

**GRPH 1530 Screen Printing**

Lecture 1, Lab 2, Credit 3

Provides instruction in basic concepts, materials, and techniques in silkscreen printmaking, with a focus on producing multiples from a matrix.

Prerequisite: GRPH 1100 and GRPH 1200 or instructor's permission

**GRPH 2110 Visual and Print Design I**

Lecture 1, Lab 4, Credit 5

Provides instruction in the terms, procedures, and techniques used in the preparation and manipulation of digital files for the output of printed documents.

Prerequisites: GRPH 1300, GRPH 1350, GRPH 1400, GRPH 1420, and GRPH 1430

**GRPH 2120 Visual and Print Design II**

Lecture 0, Lab 4, Credit 4

Provides advanced instruction in the terms, procedures, and techniques used in the preparation and manipulation of digital files for the output of printed documents.

Prerequisite: GRPH 2110 or instructor's permission

**GRPH 2130 Adobe Certified Associate Prep/Visual**

Lecture 1, Lab 2, Credit 3

Provides instruction in preparation for the Adobe Visual Communication certification exam.

Prerequisite: None

**GRPH 2410 Offset Press Operations I**

Lecture 1, Lab 3, Credit 4

Provides instruction in offset press and printing terminology, safety rules, systems, equipment, inks and chemistry. Topics include basic press operations, printing techniques, ink properties, and use of color registration systems.

Prerequisites: GRPH 1300, GRPH 1350, GRPH 1400, GRPH 1420, GRPH 1430, and GRPH 1530

**GRPH 2420    Offset Press Operations II**

Lecture 0, Lab 4, Credit 4

Provides instruction in advanced offset press operations, printing techniques, specialty papers, inks, coatings, and press system maintenance.

Prerequisite: GRPH 2410

**GRPH 2430    Binding and Finishing**

Lecture 0, Lab 1, Credit 1

Provides instruction in terminology, safety rules, materials, equipment, and techniques used in binding and finishing operations.

Prerequisites: GRPH 2420 or instructor's permission

**GRPH 2991    Special Projects I**

Lecture 0, Lab 1, Credit 1

Covers specific special needs tailored to the individual student.

Prerequisite: Consent of instructor

**GRPH 2993    Special Projects II**

Lecture 0, Lab 2, Credit 2

Covers specific special needs tailored to the individual student.

Prerequisite: Consent of instructor

**GRPH 2995    Special Projects III**

Lecture 0, Lab 3, Credit 3

Covers specific special needs tailored to the individual student.

Prerequisite: Consent of instructor

**GRPH 2997    Practicum**

Lecture 0, Lab 3, Credit 3

Provides supervised on-the-job work experience related to the student's education objectives. Students participating in Practicum do not receive compensation.

Prerequisite: Consent of instructor

**GRPH 2999    Cooperative Education**

Lecture 0, Lab 3, Credit 3

Provides supervised on-the-job work experience related to the student's education objectives. Students participating in Cooperative Education receive compensation for their work.

Prerequisite: Consent of instructor

**Health Care (HCOR, HMDT)**

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**HCOR 1120    Basic Body Structure and Function**

Lecture 2, Lab 0, Credit 2

Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each.

**HCOR 1160 Professionalism for Healthcare Providers**

Lecture 1, Lab 0, Credit 1

Identifying and performing skills necessary to secure employment in the health care industry and make immediate and future decisions regarding job choices and educational growth. Selected computer application skills are incorporated into this course.

**HCOR 1200 Introduction to Anatomy and Physiology**

Lecture 3, Lab 0, Credit 3 (80 clock hours)

Identification of the organs and basic functions of the human body and disorders as it relates to each system with medical terminology integrated with each body system. Analyzing and combining prefixes, root words, and suffixes to spell, use and pronounce medical terminology correctly and recognize medical terms is included in the course. Medical abbreviations are also included.

**HCOR 1212 Skills Application**

Lecture 0, Lab 1 (80 clock hours), Credit 1 (80 clock hours)

The student will perform, demonstrate, and practice a minimum of 80 hours of basic nursing assistant care in approved facilities, to include a minimum of 40 hours of long term care, under the supervision of the LTC faculty. The application of the nursing process will be used in meeting biological, psychosocial, cultural, and spiritual needs of geriatric clients in selected environments. Major components included are rehabilitative care and support of death with dignity utilizing therapeutic and preventive measures.

**HCOR 1601 Communication Techniques in Healthcare**

Lecture 2, Lab 1, Credit 3

This course introduces effective and therapeutic communication (written and verbal) skills essential for the student to be successful in a variety of healthcare professions. Communication principles will be presented with subsequent examples, scenarios and role-playing to assist the student in mastering the communication techniques necessary for healthcare providers to deliver quality care. Specific areas such as the communication process, verbal & non-verbal communication skills, professional behavior, interviewing techniques, adapting to client disabilities (ADA), effective client teaching skills, multicultural and ethnic sensitivity, writing skills and use of electronic communication are included.

**HCOR 1801 Professional Aspects for Healthcare Providers**

Lecture 1, Lab 1, Credit 2

Students are expected to identify and perform skills necessary to secure employment in the healthcare industry and make immediate and future decisions regarding job choices and educational growth. Soft skills and personal attributes (such as enthusiasm, honesty, self-esteem, patience, cooperation, organization, responsibility, flexibility, sociability, motivation, and communication skills), necessary for successful employment are discussed and practiced.



## Health Science (HLSC)

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### **HLSC 101      Introduction to Health Professions**

Lecture 2, Lab 0, Credit 2

Explores the health care industry, health care regulatory systems and essential communication and decision-making skills for health care workers. Introduces health occupations, basic skills and common terminology.

### **HLSC 110      Medical Terminology**

Lecture 3, Lab 0, Credit 3

Introduces terminology and vocabulary commonly used in healthcare fields. Explores the spelling, definition and pronunciation of word origins with emphasis on suffixes, prefixes, root words, abbreviations and terminology pertinent to body structures and systems.

## Highway Technology (HTEC)

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### **HTEC 101      Construction Mathematics**

Lecture 3, Lab 0, Credit 3

Introduces the student to the mathematical concepts necessary for highway inspectors. Emphasizes unit conversion and area/volume calculations.

### **HTEC 102      Highway Plan Reading**

Lecture 3, Lab 0, Credit 3

Introduces the student to reading and interpreting highway plans. Emphasizes the construction contract, information location, right-of-way plans, standard plans, and bridge plans.

### **HTEC 103      Introduction to Surveying Principles**

Lecture 3, Lab 0, Credit 3

Introduces the student to surveying principles, equipment, personnel, terms, signals, and safety. Designed for mid-level construction employees and beginning surveyors.

Prerequisite: HTEC 101

### **HTEC 201      Site Manager**

Lecture 3, Lab 0, Credit 3

Introduces the student to roadway excavation and embankment inspection. Emphasizes roadway layout, grade control, embankment construction, embankment testing, site erosion control, and proper documentation.

Prerequisite: CSCI 101

### **HTEC 250      Asphaltic Concrete Plant Inspection**

Lecture 6, Lab 4, Credit 8

Provides the student with basic knowledge of asphaltic concrete plant inspection. Prepares the student for asphaltic concrete plant inspection certification.

Prerequisites: HTEC 101, HTEC 102, and HTEC 103 with grades of “C” or better.

**HTEC 260      Asphaltic Concrete Paving Inspection**

Lecture 6, Lab 4, Credit 8

Provides the student with the basic knowledge to satisfy the requirements for becoming an asphaltic concrete paving inspector. Covers the construction practices and procedures of a typical Department of Transportation and Development (DOTD) asphalt construction project.

Prerequisites: HTEC 101, HTEC 102, and HTEC 103 with grades of “C” or better.

**HTEC 270      Structural Concrete Inspection**

Lecture 6, Lab 4, Credit 8

Provides the student with the lab and field experience necessary to inspect structural concrete construction activities. This structural concrete inspection series, in conjunction with field or laboratory experience, will develop the student into a successful inspector of structural concrete construction.

Prerequisites: HTEC 101, HTEC 102, and HTEC 103 with grades of “C” or better.

**HTEC 280      Portland Cement Concrete (PCC) Paving Inspection**

Lecture 6, Lab 4, Credit 8

Provides student with the practical background knowledge and instruction necessary to be a successful concrete paving inspector. This course, in conjunction with laboratory or field experience, will prepare the student to perform all of the duties associated with the production and placement of Portland Cement Concrete.

Prerequisites: HTEC 101, HTEC 102, and HTEC 103 with grades of “C” or better.

**HTEC 290      Embankment and Base Course Inspection**

Lecture 6, Lab 4, Credit 8

Provides the student with basic knowledge of embankment and base course inspection. The student will gain the basic knowledge necessary to understand the complex nature of embankment and base course production. Field or laboratory experience will further prepare the student for embankment and base course inspection.

Prerequisites: HTEC 101, HTEC 102, and HTEC 103 with grades of “C” or better.

## **History (HIST)**

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All general education courses are marked with a +.

**HIST 101+      World Civilization to 1500**

**(LCCN: CHIS 1113)**

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 101H+      History of World Civilization to 1500 (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 102+      World Civilization 1500 to Present      (LCCN: CHIS 1123)**

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 102H      World Civilization 1500 to Present (Honors)**

Lecture: 3, Lab 0, Credit 3

Surveys the major world civilizations from 1500 to the present. 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      (LCCN: CHIS 2013)**

Lecture 3, Lab 0, Credit 3

Surveys United States history from colonial origins to 1865.

**HIST 202+      American History 1865 to Present      (LCCN: CHIS 2023)**

Lecture 3, Lab 0, Credit 3

Surveys United States history from 1865 to the present.

**HIST 206      African-American History**

Lecture 3, Lab 0, Credit 3

Provides an overview of African-American history from the early seventeenth century to the present.

**HIST 210      Louisiana History**

Lecture 3, Lab 0, Credit 3

Surveys Louisiana history from European settlement to the present.

**HIST 211      English History: from Roman Rule to the Glorious Revolution**

Lecture: 3, Lab 0, Credit 3

Surveys the history of England from the periods of Roman rule to the Glorious Revolution of 1688-1689

**HIST 212      The Holocaust**

Lecture 3, Lab 0, Credit 3

Examines the responses of Judaism and the Christian church to Nazi Germany's killing of the Jews; presents issues about God, human morality, western civilization, and modernity.

**HIST 220      History of Medieval Europe**

Lecture 3, Lab 0, Credit 3

Examines the social, cultural, religious, and political history of Medieval Europe from the reign of Constantine I in the fourth century to 1453 and the fall of Constantinople.

**HIST 221+      Modern Europe 1500-1848**

Lecture 3, Lab 0, Credit 3

Surveys the history of modern Europe from the periods of the Reformation, the Exploration, and the Enlightenment through the revolutions of 1848.

**HIST 222+      Modern Europe 1848 to Present**

Lecture 3, Lab 0, Credit 3

Surveys the history of Modern Europe from the revolutions of 1848 to the present.

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## **Horticulture (HORT)**

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**HORT 205      General Horticulture**

Lecture 3, Lab 0, Credit 3

Introduces the science and art of modern horticultural plant production, including propagation, fertilization, pest control, and pruning; major groups of garden crops including vegetables, fruits and nuts, ornamentals, houseplants and florist crops. Includes demonstrations on propagation and culture of garden plants in field and greenhouses.

**HORT 206      Plant Propagation**

Lecture 3, Lab 2, Credit 4

Covers the principles of sexual and asexual propagation and specific methods for reproduction of plants. Includes labs on plant propagation.

Lab fee required.

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## **Humanities (HUMN)**

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All general education courses are marked with a +.

**HUMN 210+      World Mythology**

**(LCCN: CENL 2503)**

Lecture 3, Lab 0, Credit 3

Introduces a broad overview of mythological systems from various time periods and geographical areas and 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: ENGL 102 with a grade of "C" or better.

**HUMN 250+      Africa and the Middle East**

**(LCCN: CHUM 2013)**

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: ENGL 102 with a grade of "C" or better.

**HUMN 255+ 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: ENGL 102 with a grade of "C" or better.

**HUMN 260 Western Humanities I**

Lecture 3, Lab 0, Credit 3

Introduces a chronological study of philosophy, literature, and fine arts from prehistoric times through the sixteenth century. Recognizes the interdependent role of the humanities in shaping the worldview of cultures, with specific attention to the socio-historical context of art and literature in Western civilization. Emphasis varies by instructor.

Prerequisite: ENGL 102 with a grade of "C" or higher.

**HUMN 261 Western Humanities II**

Lecture 3, Lab 0, Credit 3

Introduces a chronological study of philosophy, literature, and fine arts from the Baroque to the Modern periods. Recognizes the interdependent role of the humanities in shaping the worldview of cultures, with specific attention to the socio-historical context of art and literature in Western civilization. Emphasis varies by instructor.

Prerequisites: ENGL 102 with a grade of "C" or higher.

**HUMN 275+ The Heroic Journey: From Classical to Contemporary**

Lecture 3, Lab 0, Credit 3

Develops a comparative perspective of the heroic journey, tracing its representation and evolution from the classical to the contemporary. From literature to video games, this course examines how mythology has helped to shape culture, identity, and entertainment globally. Emphasis varies by section.

Prerequisite: ENGL 102 with a grade of "C" or better.

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**Industrial Maintenance Technology/Electrical and Instrumentation (ITEI)**

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**CORE 1003 Introduction to Craft Skills**

Lecture 1, Lab 2, Credit 3

Covers the basics of safety, rigging, communication, and employability skills. It also introduces both hand and power tools, construction math and construction drawing. Completing this course provides the student with the basic skills needed to continue their education in any and all craft areas. This course is the prerequisite to all other NCCER Level 1 craft courses.

Prerequisite: None

**ITEI 1133 Training I Electrical and Instrumentation**

Lecture 1, Lab 2, Credit 3

Covers the history of the trade and an overview of the industrial maintenance craft, as well as the hardware and systems used in industrial maintenance. Introduces the hand and power tools, gaskets and gasket material, packing and packing material, and types of O-ring material. Also includes oxyfuel equipment set up, use and safety. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 1 modules 101 – 105.

Prerequisite: CORE 1003 [and] COMPASS R62 or ACT R13 or DVRE 0091 “C” or better

**ITEI 1143      Training II Electrical and Instrumentation**

Lecture 1, Lab 2, Credit 3

Introduces the basic calculation, types of drawings, pumps, drivers, valves, and test equipment central to the industrial maintenance craft worker. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 1 modules 106 – 110.

Prerequisite: ITEI 1133

**ITEI 1153      Training III Electrical and Instrumentation**

Lecture 0, Lab 3, Credit 3

Introduces material-handling, rigging and communicating with riggers, safety procedures, and methods for operating motorized support equipment, as well as the classification, safe use, and storage of lubricants. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 1 modules 111 – 113.

Prerequisite: ITEI 1143

**ITEI 1513      Safety, Codes, Electrical Theory**

Lecture 1, Lab 2, Credit 3

Includes the Occupational Safety and Health Administration (OSHA) safety rules for electrical workers and regulations and a roadmap for using the National Electric Code (NEC®). This course also introduces electrical concepts used in Ohm’s law as applied to direct current (DC) series circuits, resistive circuits, Kirchhoff’s voltage and current laws, and circuit analysis. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 2 modules 201 – 203.

Prerequisite: ITEI 1153 [and] COMPASS M25 or ACT M14 or DMVA 0090 “C” or better

**ITEI 1523      Alternating Current and Meters**

Lecture 1, Lab 2, Credit 3

Covers transformers, power distribution, capacitors, the theory and operation of induction motors, and the instruments and techniques used in testing alternating current (AC) circuits and components. The course also includes selection, inspection and use of common electrical and instrumentation test equipment, safety precautions, and meter category ratings. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 2 modules 204 and 205.

Prerequisite: ITEI 1513

**ITEI 1533      Mass Flow Methods**

Lecture 1, Lab 2, Credit 3

Covers the instruments used to estimate flow, pressure, temperature and level, their calibration and units of measure, and methods of use. Also covers hand bending, cutting, reaming and threading conduit. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 2 modules 206 – 208.

Prerequisite: ITEI 1523

**ITEI 1543      Tubing, Drawing, and Conductors**

Lecture 0, Lab 3, Credit 3

Covers the types, handling, storage, manipulation, testing of tubing, and the manipulation and testing of piping systems. Introduces instrumentation drawings, conductors and cabling, and conductor terminations and splices. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 2 modules 209 – 213.

Prerequisite: ITEI 1533

**ITEI 1553      Valves, Converters, and Controllers**

Lecture 1, Lab 2, Credit 3

Covers components and techniques for working in hazardous locations. Introduces the principles of electronics and semiconductor theory, components, applications, the reading and interpretation of piping and instrumentation drawings, and motor controllers and ladder diagrams. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 3 modules 301 – 304.

Prerequisite: ITEI 1543

**ITEI 1563      Electrical Devices**

Lecture 1, Lab 2, Credit 3

Covers distribution equipment, transformer applications, and conductor selection and calculations. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 3 modules 305 – 307.

Prerequisite: ITEI 1553

**ITEI 1613      Grounding and Bending Conduit**

Lecture 0, Lab 3, Credit 3

Covers temporary grounding, interpretation of drawings and specifications, math for measuring and cutting pipe, bending and installing pipe, and use of a power bender. Includes the National Electrical Code (NEC®) for conduit bending. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 3 modules 308 – 310.

Prerequisite: ITEI 1563

**ITEI 1623      Fluids and Motor-Operated Valves**

Lecture 1, Lab 2, Credit 3

Covers hydraulic systems, pneumatic systems, characteristics of gases, compressed gases and the operating principles of motor-operated valves (MOVs) and limit switches. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 3 modules 311 – 313.

Prerequisite: ITEI 1613

**ITEI 1633      Current, Output, Calibration**

Lecture 0, Lab 3, Credit 3

Covers emergency standby systems, basic processes, control elements, transducers, and transmitters, and introduces methods of instrumentation calibration and configuration. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 4 modules 401 – 403.

Prerequisite: ITEI 1623

**ITEI 1643      Control Valves and Loops**

Lecture 1, Lab 2, Credit 3

Covers various types of control valves, tri-loop and signal converters, mechanical installation, continuity checks, loop proving, troubleshooting techniques, basic process control, pneumatic and electronic controllers, maintenance of pneumatic controllers, and data networks. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 4 modules 404 – 408.

Prerequisite: ITEI 1633

**ITEI 1653      Programmable Logic Controllers**

Lecture 1, Lab 2, Credit 3

Covers components of programmable logic controllers (PLCs), the hardware, software, and the PLC language, as well as distributed control systems (DCSs), their installation, and practices. Covers NCCER Industrial Maintenance Electrical and Instrumentation Technician Level 4 modules 409 – 410.

Prerequisite: ITEI 1643

## **Information Technology (INTE)**

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**INTE 1010      Internet & Computing Literacy**

Lecture 2, Lab 2, Credit 3

Covers a broad range of computing concepts and techniques, including computer hardware and software, operating systems, word processing and spreadsheet functions, networks and the internet, electronic mail, and an understanding of the impact of computing and the internet in society. This course prepares students for the Internet and Computing Core Certification 3 (IC3) exam.

Prerequisite: Minimum COMPASS Scores (Reading 77, Pre-Algebra 40, Writing 42) OR Minimum ACT Scores (Reading 18, Math 16, English 16).

**INTE 1100      Install & Troubleshoot: Part I**

Lecture 1, Lab 1, Credit 2

Provides students with the basic knowledge and skills necessary for Personal Computer (PC) support and maintenance. Prepares students for the CompTIA A+ Essentials part of the A+ certification process. Includes basic training in the areas of PC installation, preventative maintenance, networking, security, troubleshooting, motherboards, various drives, adapter cards, operating systems, and data communication software. The course provides a systematic approach towards PC diagnostics and troubleshooting through the use of common industry standard diagnostic software.

Prerequisite: Minimum Compass® Scores (Reading 77, Pre-Algebra 40, Writing 42) OR Minimum ACT Scores (Reading 18, Math 16, English 16).

**INTE 1110      Install & Troubleshoot: Part II**

Lecture 2, Lab 2, Credit 3

Covers advanced topics and projects in Personal Computer (PC) hardware and software troubleshooting and maintenance. PC hardware topics include installation of motherboards, various devices, drives, and adapter cards. Software topics include installation and proper configuration of operating systems, various applications, and communication software. This course prepares students for the CompTIA A+ Practical Application certification exam.

Prerequisite: INTE 1100 with a grade of “C” or better.



**INTE 1200      Operating System Fundamentals**

Lecture 2, Lab 2, Credit 3

Includes basic and advanced topics in personal computer and network operating systems, such as installation, administration, management, and troubleshooting of Windows desktop operating systems. This course prepares students for the Microsoft Certified Technology Specialist (MCTS) Windows Operating System Fundamentals Exam.

Prerequisite: Minimum Compass® Scores (Reading 77, Pre-Algebra 40, Writing 42) OR Minimum ACT Scores (Reading 18, Math 16, English 16).

**INTE 1210      Introduction to Shell Scripting**

Lecture 2, Lab 2, Credit 3

Introduces students to popular shell scripting programming languages and their inherent logic structures.

Prerequisite: Minimum Compass® Scores (Reading 77, Pre-Algebra 40, Writing 42) OR Minimum ACT Scores (Reading 18, Math 16, English 16).

**INTE 1250      Project Management**

Lecture 1, Lab 2, Credit 3

Covers the fundamentals of software development, enhancement, and reconfiguration. Uses real-world examples and identifies common mistakes and pitfalls. Topics covered include project management software, estimating, budgeting, scheduling, tracking, and controlling.

Prerequisite: INTE 1010 with a grade of "C" or better.

**INTE 1300      Internet Applications**

Lecture 1, Lab 2, Credit 3

Provides a comprehensive study of Internet concepts, terminology, and connection practices in designing for, as well as researching and publishing on, the Internet. Briefly covers the programming basics behind the creation of Web Pages using HyperText Markup Language (HTML) and Dynamic HTML.

Prerequisite: Minimum Compass® Scores (Reading 77, Pre-Algebra 40, Writing 42) OR Minimum ACT Scores (Reading 18, Math 16, English 16).

**INTE 1800      Introduction to Unix and Linux**

Lecture 1, Lab 2, Credit 3

Covers the Unix and Linux operating systems, including installation of the operating system, administration and configuration of the system, and troubleshooting techniques involved in maintaining the system.

Prerequisite: INTE 1010 with a grade of "C" or better.

**INTE 1900      Web Page Design**

Lecture 1, Lab 2, Credit 3

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

Prerequisite: INTE 1010 with a grade of "C" or better.

**INTE 2010      Windows Server Part I**

Lecture 2, Lab 2, Credit 3

Covers the knowledge and skills required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in the current Microsoft Windows Server environment. The course prepares students for the current Microsoft Certified Professional Installing and Configuring Windows Server Exam.

Prerequisite: INTE 1200 with a grade of "C" or better.

**INTE 2020      Windows Server Part II**

Lecture 2, Lab 2, Credit 3

Prepares systems administrator and systems engineer candidates for implementing, managing, and maintaining server networking technologies.

Prerequisite: INTE 2010 with a grade of "C" or better.

**INTE 2030      Windows Server Part III**

Lecture 2, Lab 2, Credit 3

Provides students with the knowledge and skills to successfully plan, implement, and troubleshoot Network Services, Active Directory Infrastructure, and Identity and Access Solutions.

Prerequisite: INTE 2020 with a grade of "C" or better.

**INTE 2060      Email & Communication Server**

Lecture 2, Lab 2, Credit 4

Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Exchange. This course prepares students for the Microsoft Exchange Server Exam.

Prerequisite: INTE 2010 with a grade of "C" or better.

**INTE 2070      Querying Microsoft Servers**

Lecture 2, Lab 2, Credit 3

Prepares system administrators, network administrators, and IT professionals to design and implement database solutions using a Microsoft Structured Query Language (SQL) Server. This course prepares students for the Querying Microsoft SQL Server exam.

Prerequisite: INTE 2010 with a grade of "C" or better.

**INTE 2110      Cisco Part I**

Lecture 2, Lab 2, Credit 3

Introduces the architecture, structure, functions, components, and models of the Internet and computer networks. The principles of Internet Protocol (IP) addressing and fundamentals of Ethernet media and operations are introduced. This course prepares students to build simple Local Area Networks (LANs), perform basic configurations for routers and switches, and implement IP addressing schemes.

Prerequisite: INTE 1200 with a grade of "C" or better.

**INTE 2120      Cisco Part II**

Lecture 2, Lab 2, Credit 3

Describes the architecture, components, and operations of routers and switches in a small network. This course prepares students to configure and troubleshoot routers and switches, and resolve common issues with routing protocols and network infrastructures.

Prerequisite: INTE 2110 with a grade of "C" or better.

**INTE 2130 Cisco Part III**

Lecture 2, Lab 2, Credit 3

Describes the architecture, components, and operations of routers and switches in a larger and more complex network. This course prepares students to configure and troubleshoot routers and switches, and resolve common issues with advanced routing, network protocols, and network infrastructures.

Prerequisite: INTE 2120 with a grade of "C" or better.

**INTE 2140 Cisco Part IV**

Lecture 2, Lab 2, Credit 3

Discusses the Wide Area Network (WAN) technologies and network services required by converged applications in a complex network. This course prepares students to configure and troubleshoot network devices, resolve common issues with data link protocols, and implement Internet Protocol Security (IPSec) and Virtual Private Network (VPN) operations in a complex network.

Prerequisite: INTE 2130 with a grade of "C" or better.

**INTE 2545 Ethical Hacking**

Lecture 1, Lab 2, Credit 3

Simulates penetration testing performed by ethical hackers who purposely test information security. This course includes the current essential security systems, perimeter defenses, scanning and attacking networks, how intruders escalate privileges, and what steps can be taken to secure a system. No real network will be harmed in this course.

Prerequisite: INTE 2110 with a grade of "C" or better.

**INTE 2820 Server Technology**

Lecture 1, Lab 2, Credit 3

Covers the planning, installing, configuring, and maintenance of servers, including server-level hardware implementations, data storage subsystems, data recovery, and Input/Output (I/O) subsystems. This course prepares students for the CompTIA Server+ certification.

Prerequisite: INTE 1200 with a grade of "C" or better.

**INTE 2830 Cabling Infrastructure**

Lecture 1, Lab 2, Credit 3

Focuses on cabling issues, such as data and voice connections, for telecommunication industries and their worldwide standards. Topics include types of media and cabling, physical and logical networks, signal transmission, documentation, design, installation issues, and laboratory and on-the-job safety. This course prepares students for the BICSI Registered Certified Installer 1 exam.

Prerequisite: INTE 2110 with a grade of "C" or better.

**INTE 2840 Managing Network Security**

Lecture 1, Lab 2, Credit 3

Introduces students to the field of network security and how it relates to other areas of information technology. Students will design, configure, and implement solutions that will reduce the risk of revenue loss and vulnerability.

Prerequisite: INTE 2120 with a grade of "C" or better.

**INTE 2902 Internship**

Lecture 1, Lab 2, Credit 3

Provides a capstone experience for an Information Technology student. The internship will be completed by students in their last semester. Students qualifying for an internship must work a minimum of 135 supervised hours at the school site or at an employer's site to gain practical hands-on workplace related skills.

Prerequisite: Technology Department Head Approval.

**Italian (ITAL)**

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All general education courses are marked with a +.

**ITAL 101+ Elementary Italian I**

Lecture 3, Lab 0, Credit 3

Develops basic proficiency of the Italian language and culture, and explores the basic grammatical structure of the Italian language. Develops writing, reading, listening, and speaking skills, as well as an appreciation for the geography, food, music, values, and customs of Italy.

**Job Seeking Skills (JOBS)**

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**JOBS 2450 Job Seeking Skills**

Lecture 2, Lab 0, Credit 2

This course is required of all technical diploma and associate degree students and should be taken during the last semester of enrollment prior to completion of diploma/degree requirements. This course assists students in making immediate and future decisions concerning job choices and educational growth by compiling résumés, evaluating job offers, and outlining information essential to finding, applying for, and terminating a job. It also includes personal/career assessments including foundational Work Keys assessments, application for the Louisiana Work Ready! (National Career Ready) Certificate.

Prerequisites: None

**Journeyman Industrial (JIND)**

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**JIND 1100 Introduction to Apprenticeship Trade**

Lecture 3, Lab 0, Credit 3

Covers introductory related information for the Electrician apprentice plan of study. The areas covered include career opportunities in the electrician industry and responsibilities and attitudes required for a successful career in the electrician industry, introductory basics to conduit fabrication, introductory to wiring devices, and an introductory to the National Electrical Code (electrical) or introductory related information for the plumber apprentice plan of study. The areas covered include career opportunities in the pipe trades industry and responsibilities and attitudes required for a successful career in the pipe trades industry (pipe trades).

**JIND 1110      Job Safety & Health**

Lecture 2, Lab 0, Credit 2

Covers job safety and health issues related to the Electrician apprentice plan of study. The course covers job safety and health hazards, OSHA laws and employee and employer rights and responsibilities in accident prevention (electrical) or job safety and health issues related to the Pipefitter, Plumber, or HVAC apprentice plan of study. The course covers job safety and health hazards, OSHA laws, and employee and employer rights and responsibilities in accident prevention (pipe trades). Prerequisite: None

**JIND 1120      Apprentice Trade Related Mathematics**

Lecture 2, Lab 0, Credit 2

Covers mathematical principles and concepts related to electrical trades. The course covers basic mathematical concepts of whole numbers and fraction usage, simultaneous equations, vectors, geometry, and trigonometry (electrical) or mathematical principles and concepts related to pipe trades. The course covers basic mathematical concepts, formulas used in the pipe trades industry, pipe measurements, and metric measurements.

Prerequisite: None

**JIND 1130      Apprentice Trade Technology Part I**

Lecture 3, Lab 0, Credit 3

Covers all aspects of basic direct current theory and blueprint reading for electricians (electrical) or all aspects of basic electricity and the use and care of tools (pipe trades).

Prerequisite: None

**JIND 1200      Apprentice Trade Related Science**

Lecture 2, Lab 0, Credit 2

Covers general knowledge and use of test instruments and the National Electrical Code book (electrical) or to cover basic science principles and concepts (pipe trades).

Prerequisite: None

**JIND 1210      Apprentice Trade Technology Part II**

Lecture 3, Lab 0, Credit 3

Covers all aspects of basic alternating current (AC) theory, a continuation of blueprint reading and conduit fabrication (electrical) or the soldering and brazing methods used in the preparation and joining of the cup type copper tube joint (pipe trades).

Prerequisite: None

**JIND 1220      Customer Service in the Trade Area**

Covers local union by-laws, the IBEW constitution, sexual harassment, avoiding the hazards of drug abuse, and additional safety concerns (electrical) or the basic principles of service work including human relations, salesmanship and how to plan service work (pipe trades)

Lecture 2, Lab 0, Credit 2

Prerequisite: None

**JIND 1230      Apprentice Trade Technology Part III**

Lecture 3, Lab 0, Credit 3

Covers additional aspects of basic alternating current (AC) theory, the basics of transformers, additional code calculations, and additional code practices (electrical) or pipe, fittings, valves, supports and fasteners (pipe trades).

Prerequisite: None

**JIND 1300. Apprentice Trade Technology Part IV**

Lecture 5, Lab 0, Credit 5

Covers direct current (DC) theory, semiconductors, installer/technician understanding the RF system, and installer/technician CCTV (electrical) or oxy-fuel cutting and welding, shielded metal-arc welding and water supply systems (pipe trades).

Prerequisite: None

**JIND 2100      Apprentice Trade Technology Part V**

Lecture 5, Lab 0, Credit 5

Covers advanced residential technology, installer/technician sound reinforcement systems, installer/technician job information, and installer/technician nurse call systems (electrical) or a continuation of oxy-fuel cutting and welding and shielded metal-arc welding, as well as plumbing fixtures and appliances (pipe trades).

Prerequisite: None.

**JIND 2200      Apprentice Trade Technology Part VI**

Lecture 5, Lab 0, Credit 5

Covers lightning protection, motors, motor controls, test instruments application, and lighting essentials (electrical) or a continuation oxyfuel cutting and welding and shielded metal-arc welding, as well as drawing interpretation and plan reading (pipe trades)

Prerequisite: None

**JIND 2210      Apprentice Trade Technology Part VII**

Lecture 5, Lab 0, Credit 5

Covers additional motor controls, digital electronics, programmable logic controllers, building automation: Control devices and applications, hazardous locations, and additional code and practices (electrical) or a continuation of oxy-fuel cutting and welding and shielded metal-arc welding, as well as plumbing fixtures and appliances (pipe trades)

Prerequisite: None

**JIND 2300      Apprentice Trade Technology Part VIII**

Lecture 5, Lab 0, Credit 5

Covers fire alarm systems, instrumentation and security systems (electrical) or a continuation of oxyfuel cutting and welding and shielded metal-arc welding, as well as plumbing code interpretation (pipe trades).

Prerequisite: None

**JIND 2310      Apprentice Trade Technology Part IX**

Lecture 5, Lab 0, Credit 5

Covers power quality/distributed generation, photovoltaic systems, building automation: system integration with open protocols, health care, and codes and practices parts 4 and 5 (electrical) or preparation for cross connection prevention certification and medical gas certification (pipe trades).

Prerequisite: None

**Kinesiology (KIN)**

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**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.

Lab fee required.

**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.

**KIN 140      Beginning Weight Training**

Lecture 0, Lab 2, Credit 1

Emphasizes development of muscular strength and endurance through the 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)**

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**LIBS 101      Library Information Services**

Lecture 1, Lab 0, Credit 1

Introduces students to the concept of information literacy. The course familiarizes students with the BRCC Library and other information systems and resources. Students will enhance their research and critical thinking skills through study of how information is produced, stored and communicated. Learning to critically navigate the abundance of information now available is the primary focus of the course.

## Management (MANG)

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### **MANG 122 Introduction to Entrepreneurship**

Lecture: 3, Lab 0, Credit 3

Introduces concepts relative to starting and operating a small business. Students will develop a business idea and engage in activities geared toward business planning and decision making.

Prerequisite: BUSN 110 with a grade of "C" or better

### **MANG 150 Negotiations in Business**

Lecture: 3, Lab 0, Credit 3

Explores the processes of bargaining and negotiation as social and managerial activities. Special emphasis will be given to the areas of interpersonal and inter-group conflict, as well as the tactics and strategies involved with improved bargaining and negotiation. Develops an awareness and understanding of ethical principles and stakeholder considerations that influence the choices offered and made in transactions and relationships.

Prerequisite: Eligibility for ENGL 101

### **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 with a grade of "C" or better

### **MANG 222 Small Business Management**

Lecture: 3, Lab 0, Credit 3

Designed for students who wish to start and operate a small business. Students will expand upon the business idea developed in MANG 122. The primary objective is to have students create a professional-level business plan.

Prerequisite: ENGL 102 with a grade of "C" or better and MANG 122 with a grade of "C" or better

Co-requisite: ACCT 201 or ACCT 203

### **MANG 224 Supervisory Management**

Lecture: 3, Lab 0, Credit 3

Provides an opportunity for present and prospective supervisors to learn about and put into practice management theories related to day-to-day supervision of employees. Students will receive an overview, concepts, skills and assessment techniques to prepare them for the changing and challenging role of supervisors.

Prerequisite: BUSN 110

### **MANG 226 Organizational Leadership**

Lecture: 3, Lab 0, Credit 3

Introduces students to concepts and practices of leadership that are effective in civic, professional, business and political organizations. Using theories, real-life applications, and skill development, the course aims to help leaders and potential leaders better envision their organizations' purposes and better organize members for effective action.

Prerequisite: BUSN 110



**MANG 228 International Management**

Lecture: 3, Lab 0, Credit 3

Examines and explores cross-cultural and international management issues and analyzes the problems of managing in an international marketplace. This course includes topics such as strategic, cultural, legal, and socio-ethical issues of international management. Functional areas of international business such as human resources, operations, marketing, research and development, and accounting will be examined from a managerial perspective.

Prerequisite: BUSN 110

**MANG 231 Human Resource Management**

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 with a grade of "C" or better

**Mathematics (MATH)**

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All general education courses are marked with a +.

**MATH 092 Foundations of College Mathematics**

Lecture 3, Lab 0, Credit 3

Provides a strong mathematical foundation for further study in math and emphasizes basic numerical operations: addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. Also focuses on percentages, ratios and proportions, rational numbers, and introductory algebraic concepts.

Prerequisite: Appropriate mathematics placement test score

Co-requisite: Academic Learning Center attendance

**MATH 093 Introductory Algebra**

Lecture 3, Lab 0, Credit 3

Establishes a foundation in algebraic concepts and problem-solving for students who have a limited algebraic background, but has a solid foundation in computational arithmetic skills. Reviews fundamental operations: addition, subtraction, multiplication, and division of integers and fractions, graphing on a number line, evaluating simple expressions and polynomials, simplifying expressions containing exponents and simple radicals, solving/evaluating linear equations and inequalities, and solving application problems. Teaches students to utilize these concepts and problem solving using technology where technology is available.

Prerequisite: Appropriate mathematics placement test score, **OR** MATH 092 with a grade of "C" or better.

Co-requisite: Academic Learning Center attendance

**MATH 094 Intermediate Algebra**

Lecture 3, Lab 0, Credit 3

Provides instruction in prerequisite skills for college algebra. Topics include: polynomial, rational, exponential, and radical expressions; linear, absolute value, quadratic, rational, and radical equations; linear and absolute value inequalities; and relations, functions, and their graphs. Applications are integrated throughout.

Prerequisite: Appropriate mathematics placement test score, **OR** MATH 093 with a grade of "C" or better.

Co-requisite: Academic Learning Center attendance

**MATH 100 Survey of Algebra**

Lecture 3, Lab 0, Credit 3

Designed for students who have successfully completed developmental mathematics and wish to continue to build prerequisite skills before attempting college algebra. Can be used as a free elective towards degree programs at BRCC, but cannot be used to meet general education requirements for mathematics.

Prerequisite: Appropriate mathematics placement test score, **OR** MATH 094 with a grade of "C" or better.

**MATH 101+ College Algebra (5-Hour Format) (LCCN: CMAT 1213)**

Lecture 5, Lab 0, Credit 3

Provides a five-hour class equivalent to MATH 110 which meets the needs of students requiring additional class time to succeed. Particularly recommended for students who have not used algebra for some time or whose placement scores indicate that he/she 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 mathematics placement test scores, **OR** MATH 094 with a grade of "C" or better. Note: Credit is not given for both this course and MATH 110.

**MATH 110+ College Algebra (LCCN: CMAT 1013)**

Lecture 3, Lab 0, Credit 3

Introduces quadratic equations, systems of linear equations, inequalities, functions, graphs, exponential and logarithmic functions, complex numbers, and theory of equations.

Prerequisite: Appropriate mathematics placement test scores, **OR** MATH 094 with a grade of "B" or better.

Note: Credit is not given for both this course and MATH 101.

**MATH 111+ Plane Trigonometry (LCCN: CMAT 1223)**

Lecture 3, Lab 0, Credit 3

Studies trigonometric functions and identities, inverse trigonometric functions, graphs, solving triangles and equations, complex numbers, vectors and polar coordinates.

Prerequisite: Appropriate mathematics placement test scores, **OR** MATH 101/110 with a grade of "C" or better.

**MATH 120+ College Algebra and Trigonometry (LCCN: CMAT 1233)**

Lecture 5, Lab 0, Credit 5

Replaces MATH 101/110 and MATH 111 as preparation for calculus. For students who demonstrate a high proficiency on the appropriate mathematics 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 mathematics placement test score

**MATH 130+ Introduction to Contemporary Mathematics (LCCN: CMAT 1103)**

Lecture 3, Lab 0, Credit 3

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 mathematics placement test score, **OR** MATH 094 with grade "C" or better.

**MATH 131 Technical 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. This course is designed for students seeking a second level mathematics course to meet the needs of PTEC and liberal arts.

Prerequisite: Appropriate mathematics placement test score, **OR** MATH 101/110 with a grade "C" or better.

**MATH 167 Elementary Number Structure**

Lecture 3, Lab 0, Credit 3

Designed to prepare students to teach the number theory (arithmetic) for a K-8 curriculum. Covers the basic concepts of fractions, decimals, percentage, geometry, computational facility, number theory, and problem-solving.

Prerequisite: Appropriate mathematics placement score, **OR** MATH 101/110 with a grade of "C" or better.

**MATH 168 Geometry for Elementary and Middle School Teachers**

Lecture 3, Lab 0, Credit 3

Prepares students to teach geometry for a 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: Appropriate mathematics placement score, **OR** MATH 101/110 with a grade of "C" or better.

**MATH 200      Finite Mathematics**

Lecture 3, Lab 0, Credit 3

For Liberal Arts majors who need a second math course to complete 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/ 110 with a grade of "C" or better, **OR** placement by department.

**MATH 201+      Calculus for Non-Science Majors****(LCCN: CMAT 2103)**

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: Either **1)** an appropriate mathematics placement score, **OR 2)** MATH 101 or 110 or 120 with a grade of "C" or better.

**MATH 202+      Basic Statistics I****(LCCN: CBUS 2303)**

Lecture 3, Lab 0, Credit 3

Covers 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: Either **1)** an appropriate mathematics placement score, **OR 2)** MATH 101, 110, or 120 with a grade of "C" or better.

**MATH 203+      Basic Statistics II****(LCCN: CBUS 2313)**

Lecture 3, Lab 0, Credit 3

Provides a brief review of MATH 202 and covers 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: Appropriate mathematics placement score, **OR** MATH 202 with a grade of "C" or better.

**MATH 204+      Elementary Statistics****(LCCN: CMAT 1303)**

Lecture 3, Lab 0, Credit 3

Introduces students majoring in nursing, social science and other non-mathematics disciplines to probability and statistics. The course will cover both descriptive and inferential statistics. Topics include measures of central tendency and variation, probability, counting techniques, probability distributions, the Central Limit Theorem, estimation, hypothesis testing, correlation, and regression.

Prerequisites: Either **1)** an appropriate mathematics placement score, **OR 2)** MATH 101, 110, or 120 with a grade of "C" or better.

Note: Credit will not be given for both this course and Math 202/203.

**MATH 208+ Introduction to Statistical Analysis (LCCN: CMAT 1303)**

Lecture 3, Lab 2, Credit 4

Includes: descriptive statistics; inferential statistical methods including confidence interval estimation and hypothesis testing for one and two population means and proportions; one-way analysis of variance; simple linear regression and correlation; analysis of categorical data.

Prerequisites: **1)** Either an appropriate mathematics placement test score **or** Math 101/110 with a grade of “C” or better, **AND 2)** CSCI 101/190 with a grade of “C” or better. Both conditions (1) and (2) must be met to satisfy this course’s prerequisite requirement.

Note: Credit is not given for both this course and Math 202 and Math 203

**MATH 210+ Calculus I (LCCN: CMAT 2115)**

Lecture 6, Lab 0, Credit 5

This is the first course of a three-course sequence. Covers limits, continuity, derivatives, applications of the derivative, integrals, Fundamental Theorem of Calculus, and applications of the integral.

Prerequisites: **1)** Either an appropriate mathematics placement test score **or** MATH 101/110 with a grade of “C” or better, **AND 2)** MATH 111 or MATH 120 with a grade of “C” or better. Both conditions (1) and (2) must be met to satisfy this course’s prerequisite requirement.

**MATH 211+ Calculus II (LCCN: CMAT 2125)**

Lecture 6, Lab 0, Credit 5

This is the second course of a three-course sequence. The course continues with additional applications of the integral relating to volume, work, arc length, and surface area. Additional techniques of integration for a wide variety of functions are also developed. Other topics include: parametric equations, polar coordinates, infinite sequences and series, and Taylor Polynomials.

Prerequisite: Appropriate mathematics placement test score, **OR** MATH 210 with a grade of “C” or better.

**MATH 212+ Multidimensional Calculus III**

Lecture 5, Lab 0, Credit 4

This is the third course of a three-course sequence. This course explores three-dimensional analytic geometry, vector calculus, partial derivatives, and multiple integrals.

Prerequisites: Appropriate mathematics placement test score, **OR** MATH 211 with a grade of “C” or better.

**MATH 290 Elementary Differential Equations and Linear Algebra**

Lecture 4, Lab 0, Credit 4

Introduces the student to first order differential equations, linear differential equations with constant coefficients, and systems of differential equations, along with vector spaces, linear transformations, matrices, determinants, linear dependence, bases, systems of equations, eigenvalues, eigenvectors, Laplace transforms, and Fourier series.

Prerequisites: Appropriate mathematics placement test score, **OR** MATH 211 with a grade of “C” or better.

**MATH 1010    General Mathematics**

Lecture 3, Lab 0, Credit 3

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

Prerequisite: None

**MATH 1110    Technical Math I**

Lecture 3, Lab 0, Credit 3

This course includes a study of algebra, right triangle trigonometry, coordinate systems, and numerical computations.

Prerequisite: None

**Medical Assistant (MAST)**

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**MAST 1110    Essentials of Medical Assisting**

Lecture 3, Lab 0, Credit 3

Covers the current job market, salaries, working conditions, and job responsibilities and desirable attributes required of the Medical Assistant. Historical issues and current health care trends are also discussed. Basic English grammar is emphasized.

Prerequisite: Compass® Reading 62, Pre-Algebra 25, and English 32, OR, ACT Reading 13, Math 14, and English 13

**MAST 1120    Law and Ethics for Medical Assistant**

Lecture 2, Lab 0, Credit 2

Introduces American Medical Association (AMA) principles of medical ethics and the law, Patient's Bill of Rights, confidentiality, medical records, and other medical/legal/ethical issues and responsibilities of the Medical Assistant.

Prerequisite: Compass® Reading 62, Pre-Algebra 25, and Writing 32, OR, ACT Reading 13, Math 14, and English 13

**MAST 1130    Medical Document Applications**

Lecture 1, Lab 1, Credit 2

Covers keyboarding principles and document construction and processing with emphasis on utilizing correct techniques, accuracy and speed.

Prerequisite: Compass® Reading 62, Pre-Algebra 25, and Writing 32, OR, ACT Reading 13, Math 14, and English 13

**MAST 1140    Pharmacology for Medical Assistants**

Lecture 1, Lab 1, Credit 2

Covers basic knowledge of drug classifications, mathematical computations, and medication administration.

Prerequisite: Compass® Reading 62, Pre-Algebra 25, and Writing 32, OR, ACT Reading 13, Math 14, and English 13

**MAST 1210 Administrative Procedures**

Lecture 4, Lab 0, Credit 4

Discusses the components of effective client/staff communication, both verbal and nonverbal. Covers front office activities (scheduling, insurance, billing, patient/client confidentiality).

Prerequisite: COMPASS Reading 62, Pre-Algebra 25, and Writing 32, OR, ACT Reading 13, Math 14, and English 13

**MAST 1220 Clinical Procedures I**

Lecture 0, Lab 1, Credit 1

Introduces federal regulations and guidelines from the Centers for Disease Control and Prevention (CDC), Clinical Laboratory Improvement Amendments of 1988 (CLIA88), Occupational Safety and Health Administration (OSHA) Standards, as well as universal precautions. Students will perform emergency procedures, first aid and CPR, infection control measures, laboratory safety and quality control procedures, rehabilitation medical procedures, general safety measures/precautions used in the office/facility environment for employee/patient/client safety. Also introduces clinical facilities.

Prerequisite: Compass® Reading 62, Pre-Algebra 25, and Writing 32, OR, ACT Reading 13, Math 14, and English 13

**MAST 1230 Insurance and Medical Coding**

Lecture 1, Lab 1, Credit 2

Introduces the types of health insurance, insurance claims procedures and the application of the current version of the International Classification of Diseases (ICD) and Current Procedural Terminology (CPT).

Prerequisite: HCOR 1120

**MAST 2130 Clinical Procedures II**

Lecture 0, Lab 1, Credit 1

Reinforces skills obtained in Clinical Procedures I (MAST 1220). Focuses on acquiring and documenting patient/client assessment data to assist with the basic physical examination, special medical exams and procedures, minor surgical procedures, and the administration of selected medications.

Prerequisite: MAST 1220

**Medical Terminology (Allied Health) (HMDT)**

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**HMDT 1170 Medical Terminology**

Lecture 1, Lab 0, Credit 1

Covers prefixes, root words, suffixes, spelling, use, and pronunciation of medical terms. Recognition of medical terms is emphasized. Medical abbreviations are included.

Prerequisites: Compass® Reading 62, Pre-Algebra 25, and Writing 32, OR, ACT Reading 13, Math 14, and English 13

## **Military Science (MILS)**

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### **MILS 100      Fundamentals of Leadership**

Lecture 1, Lab 0, Credit 1

Introduces students to personal challenges and competencies that are critical for effective leadership and communication.

Co-requisite: MILS 110

### **MILS 101      Military Leadership**

Lecture 1, Lab 0, Credit 1

Introduces students to the planning, executing, and assessing complex operations, functioning as a member of a staff, and providing feedback to subordinates.

Prerequisite: MILS 100 and MILS 110 or consent of instructor

Co-requisite: MILS 111

### **MILS 110      Leadership Lab I**

Lecture 0, Lab 3, Credit 1

Provides students with the opportunity to apply leadership theory in a wide range of scenarios.

Co-requisite: MILS 100

### **MILS 111      Leadership Lab II**

Lecture 0, Lab 3, Credit 1

Provides students with advanced understanding of the unique aspects of the officer corps, training on formations, drills and movements, fundamentals of leadership and decision-making, Army institutional values, and principles of individual physical fitness and healthy lifestyle.

Prerequisite: MILS 101 and MILS 110 or consent of instructor

Co-requisite: MILS 100

### **MILS 200      Applied Leadership and Management**

Lecture 1, Lab 0, Credit 1

Explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework.

Prerequisite: MILS 101 and MILS 111 or consent of instructor

Co-requisite: MILS 210

### **MILS 201      Tactical Leadership**

Lecture 1, Lab 0, Credit 1

Develops knowledge of “life skills” including communication, physical fitness, leadership, self-confidence, conflict resolution, and time management. Focus is on experiential learning with cadets participating in various group drills and tactical movements that emphasize various leadership competencies and insights.

Prerequisite: MILS 200 and MILS 210 or consent of instructor

Co-requisite: MILS 211



**MILS 210 Leadership Lab III**

Lecture 1, Lab 0, Credit 1

Uses a series of demonstrations and practical exercise scenarios to develop basic leadership competency.

Prerequisite: MILS 101 and MILS 111 or consent of instructor

Co-requisite: MILS 200

**MILS 211 Leadership Lab IV**

Lecture 0, Lab 3, Credit 1

Provides students with a study of principles and techniques of command and control of small elements. The course will also provide a variety of situational exercises, map reading skills, squad tactics, and drill movements.

Prerequisite: MILS 200 and MILS 210 or consent of instructor

Co-requisite: MILS 201

## **Machine Tool Technology (MTTC)**

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**MTTC 2110 Blueprint Reading**

Lecture 1, Lab 3, Credit 4

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

Prerequisite: COMPASS Pre-Algebra 25 or ACT M14 or DVMA 0090/MATH 092 "C" or better [and] COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] Mandatory Orientation

**MTTC 2120 Introduction to Machine Tools**

Lecture 1, Lab 3, Credit 4

Introduces the use of layout tools, precision measuring tools, applied shop math, hand tools, grinders and grinding wheels.

Prerequisite: COMPASS Pre-Algebra 25 or ACT M14 or DVMA 0090/MATH 092 "C" or better [and] COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] Mandatory Orientation

**MTTC 2210 Benchwork**

Lecture 1, Lab 3, Credit 4

Provides instruction in and practice of the correct and proficient use of layout and precision measuring tools.

Prerequisite: COMPASS Pre-Algebra 25 or ACT M14 or DVMA 0090/MATH 092 "C" or better [and] COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better [and] Mandatory Orientation

**MTTC 2230 Drill Press**

Lecture 1, Lab 3, Credit 4

Includes the identification of types and uses of drill presses including drilling, boring, and tapping operations.

Prerequisite: MTTC 2110 and MTTC 2120

**MTTC 2310 Basic Lathe**

Lecture 2, Lab 2, Credit 4

Introduces types of lathes, accessories, parts and controls. Includes calculation of proper feeds and speeds, facing, turning, drilling, reaming, boring operations, and the sharpening of cutting tools.

Prerequisites: MTTC 2110 and MTTC 2120

**MTTC 2320 Intermediate Lathe**

Lecture 1, Lab 2, Credit 3

Covers proper feeds and speeds for knurling, boring, taper-turning, and thread cutting; includes instruction in steady rest, follow rest, and taper attachment. Students will manufacture parts using boring and counter-boring operations, steady rest, and follow rest setups, filing and polishing, knurling and thread forming operations, and learn the use of indexable carbide tooling.

Prerequisites: MTTC 2310

**MTTC 2331 Advanced Lathe**

Lecture 0, Lab 4, Credit 4

Engages students in the performance of precision cutting of tapers, advanced threading operations, multi-lead threading, and other advanced cutting operations.

Prerequisites: MTTC 2320

**MTTC 2410 Basic Mill**

Lecture 1, Lab 3, Credit 4

Introduces types of milling machines, accessories, parts, and controls. Includes instruction in milling, squaring, cutting tools, calculating proper feeds and speeds, realigning, and set-up of a milling machine.

Prerequisites: MTTC 2110 and MTTC 2120

**MTTC 2420 Intermediate Mill**

Lecture 1, Lab 2, Credit 3

Includes indexing procedures using rotary table and dividing heads, and the manufacture of parts using milling machines and their accessories.

Prerequisites: MTTC 2410

**MTTC 2431 Advanced Mill**

Lecture 0, Lab 4, Credit 4

Includes instruction in the performance of multi-angular set-ups, gear cutting, advanced indexing operations and other advanced cutting operations.

Prerequisites: MTTC 2420

**MTTC 2510 Precision Grinding**

Lecture 1, Lab 2, Credit 3

Includes types of grinders and accessories, performing set-up operations, wheel dressing, and wheel maintenance; proper uses of surface grinders and tool grinders; and precision grinding operations.

Prerequisites: MTTC 2230

**MTTC 2710 Computer Numerical Control**

Lecture 1, Lab 3, Credit 4

Introduces computer numerical coding (CNC) technology, including writing CNC programs, installing programs in CNC machines, and the manufacture of parts using CNC technology.

Prerequisites: MTTC 2310, MTTC 2410 and MTTC 2510

**MTTC 2991 Special Projects I**

Lecture 0, Lab 1, Credit 1

Covers specific special needs tailored to the individual student.

Prerequisite: Consent of instructor

**MTTC 2993 Special Projects II**

Lecture 0, Lab 2, Credit 2

Covers specific special needs tailored to the individual student.

Prerequisite: Consent of instructor

**MTTC 2995 Special Projects III**

Lecture 0, Lab 3, Credit 3

Covers specific special needs tailored to the individual student.

Prerequisite: Consent of instructor

## **Music (MUSC)**

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All general education courses are marked with a +.

**MUSC 100 Music Theory**

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 (LCCN: CMUS 1013)**

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 (LCCN: CMUS 1023)**

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

Teaches beginning piano skills, techniques, and basic knowledge about chord structure, note-reading and basic rhythms. No prior piano skill needed. Semester one of a two-semester course series.

**MUSC 109      Class Piano II**

Lecture 1, Lab 1, Credit 1

Provides development of intermediate piano skills. reviews and augments knowledge of the major/minor scale and chord structures. Introduces intermediate rhythms, and encourages building a repertoire of intermediate-level pieces and beginning-level improvisation and transposition techniques. Basic piano skills required; ability to read beginning level music suggested. Two of a two-semester course series.

Prerequisite: MUSC 108 with a grade of "C" or better, **OR** by audition with instructor.

**MUSC 120      Ear Training and Sight Singing I**

Lecture 3, Lab 0, Credit 3

Prepares the student possessing fundamental music skills to demonstrate proficiency in the following areas: performance of rhythms, melodies, and part-singing; and written competency with melodic dictation and intervallic exercises.

Prerequisite: MUSC 100 with a grade of "C" or better.

**MUSC 121      Ear Training and Sight Singing II**

Lecture 3, Lab 0, Credit 3

Continuation of MUSC 120; further develops students' skills in the following areas: dictation of rhythms, melodies, sight-singing, and part-singing.

Prerequisite: MUSC 120 with a grade of "C" or better.

**MUSC 130      World Music**

Lecture 3, Lab 0, Credit 3

Introduces music from various cultures around the world. Studies the music of Asia, Africa, India, Eastern Europe, and the Americas. Provides experiences leading to the cultural appreciation of world music traditions.

**MUSC 140      Songwriting**

Lecture 3, Lab 0, Credit 3

Introduces songwriting concepts, forms, and song structures. Provides experiences for developing original lyrics and melodies, and processing harmonious melodies to create original music.

Prerequisites: MUSC 100 with a grade of "C" or better.

**MUSC 144      Jazz Ensemble I**

Lecture 1, Lab 1, Credit 1

Coaches proper ensemble/individual performance techniques required to play a jazz-related repertoire. Requires an audition to join a 10-15 member ensemble and take part in rehearsals and performances.

**MUSC 145      Jazz Ensemble II**

Lecture 1, Lab 1, Credit 1

Requires an audition to become a member of an ensemble that consists of approximately 10 – 15 members. Rehearses and performs jazz-related repertoire each term. Includes coaching proper ensemble/individual performance techniques.

Prerequisite: MUSC 144 with a grade of "C" or better, **OR** by audition with instructor.

**MUSC 200 Music Theory II**

Lecture 3, Lab 0, Credit 3

Studies the fundamentals of pitch and rhythmic notation, terminology, scales and chords, incorporating skills of basic musicianship through analysis and critical study. Emphasizes the ability to analyze form.

Prerequisite: MUSC 100 with a grade of "C" or better.

**MUSC 201 Music History I**

Lecture 3, Lab 0, Credit 3

Studies major global musical periods from the Middle Ages to the eighteenth century with emphasis on how composers were influenced by economic, political, religious, and social conditions; includes a study of the developments in musical notation.

**MUSC 202 Music History II**

Lecture 3, Lab 0, Credit 3

Studies major global musical periods from the eighteenth century to present, with an emphasis on how composers were influenced by economic, political, religious, and social conditions; includes a study of the developments in musical notation.

Prerequisites: MUSC 201 with a grade of "C" or better.

**MUSC 230 Studio Applied Lessons**

Lecture 0, Lab 2, Credit 1

Provides private voice or instrument lessons designed for advancement to the next level of performance technique, musicianship, and sight-reading skills. Requires performance in recital.

Co-requisite: MUSC 101

**MUSC 244 Jazz Ensemble III**

Lecture 1, Lab 1, Credit 1

Consists of approximately 10 – 15 members selected by audition. Students will rehearse and perform a diverse jazz- related repertoire each term. Includes instruction on coaching proper ensemble/individual performance technique.

Prerequisite: MUSC 144 with a grade of "C" or better, **OR** by audition with instructor

**MUSC 245 Jazz Ensemble IV**

Lecture 1, Lab 1, Credit 1

Consists of approximately 10 – 15 members selected by audition. Students will rehearse and perform a diverse jazz- related repertoire each term. Includes instruction on coaching proper ensemble/individual performance techniques.

Prerequisite: MUSC 244 with a grade of "C" or better, **OR** by audition with instructor

## **Nurse Assistant (HCNA)**

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### **HCNA 1215 Nurse Assisting**

Lecture 3 (45 clock hours), Lab 1 (45 clock hours), Credit 4 (90 clock hours)

Includes theory (45hrs) and supervised clinical (45hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations.

Prerequisites: Compass® Reading62, CPR (Basic Life Support, BLS), and pass the State Criminal Background Check

## **Nursing (NURS)**

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### **NURS 110 Nursing Fundamentals**

Lecture 4, Lab 6, Credit 6

Introduces fundamental concepts of nursing practice and the application of basic assessment and nursing skills. Focuses on the use of the nursing skills for providing safe, holistic nursing care.

Prerequisites: BIOL 230, PSYC 201, ENGL 101, and MATH 101/110 with grades of "C" or better, **AND** admission to the nursing program.

Lab fee required.

### **NURS 210 Adult Nursing I**

Lecture 4, Lab 6, Credit 6

Focuses on nursing care of adult clients experiencing commonly diagnosed health problems.

Prerequisites: NURS 110, BIOL 231, and PSYC 202 with grades of "C" or better.

Lab fee required.

### **NURS 212 Mental Health Nursing**

Lecture 3, Lab 3, Credit 4

Focuses on nursing care of adult clients experiencing mental health problems

Prerequisites: NURS 110 and BIOL 231 with grades of "C" or better.

Lab fee required.

### **NURS 220 Adult Nursing II**

Lecture 3, Lab 9, Credit 6

Continues Adult Nursing I and focuses on nursing care of adult clients experiencing selected health problems.

Prerequisites: NURS 210, NURS 212, and BIOL 210 with grades of "C" or better.

Lab fee required.

### **NURS 222 Maternal-Child Nursing**

Lecture 4, Lab 9, Credit 7

Focuses on nursing care of women across their lifespans and children.

Prerequisites: NURS 210, NURS 212, and PSYC 202 with grades of "C" or better.

Lab fee required.

**NURS 230      Adult Nursing III**

Lecture 4, Lab 9, Credit 7

Focuses on nursing care of adult clients experiencing life threatening or complex health problems. Emphasizes management of the health care environment and the role of the professional nurse.

Prerequisites: NURS 220 and 222 with grades of "C" or better.

Lab fee required.

**NURS 240      Senior Capstone**

## **Paralegal (PALG)**

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**PALG 101      Introduction to Paralegal Studies**

Lecture 3, Lab 0, Credit 3

This course provides an overview of the paralegal profession including ethical obligations, regulation, professional trends and issues, and the paralegal's role in assisting the delivery of legal services. The intended audience includes those who could otherwise benefit personally or professionally from basic information regarding legal systems in the United States.

**PALG 120      Introduction to Legal Research**

Lecture 3, Lab 0, Credit 3

Introduces students to the process of legal research, including the law library and online legal research. Students will learn the sources of law and research methods to identify applicable statutes, constitutional provisions, cases, and administrative regulations, along with secondary legal research sources such as digests and encyclopedias. Students will learn fundamentals of legal analysis and citation through case briefing and practical research assignments.

Pre-Requisite: PALG 101 with a grade of "C" or better.

Co-Requisite: PALG 121

**PALG 121      Introduction to Legal Writing**

Lecture 3, Lab 0, Credit 3

Provides students with the tools needed to communicate the conclusions resulting from legal research and analysis effectively. Students will learn to apply legal analysis to specific client facts and to court opinions. Students will learn to present legal analysis in a clear, concise, and logical format through practice writing issue statements, case briefs, legal correspondence, office memoranda, and court briefs.

Prerequisites: PALG 101 with a grade of "C" or better

Co-requisites: PALG 120

**PALG 210      Law Office Management**

Lecture 3, Lab 0, Credit 3

Addresses the organization and efficient operation of the law office, management problems in the law office, office structures and systems, accounting and billing procedures, hiring, scheduling, and management of non-attorney personnel, information storage and retrieval systems, forms libraries, office equipment, management of the law office library, purchasing of law office supplies, and client relations.

Prerequisites: PALG 101 with a grade of "C" or better.

**PALG 211      Computers in the Law Office**

Lecture 3, Lab 0, Credit 3

Provides an overview of computer technology and its applications within the law office. Students will explore the methods for effective and ethical use of law office technology, including word processing, spreadsheets, and databases; legal research databases; electronic public records; electronic filing and discovery systems; litigation support and case management systems; timekeeping/billing; and other legal support technology.

Prerequisites: PALG 101 with a grade of "C" or better.

**PALG 215      Litigation I**

Lecture 3, Lab 0, Credit 3

Introduces paralegal students to the litigation process in state and federal courts. Examines jurisdiction and venue; commencement of the lawsuit, including initial client contact and investigative techniques; pleadings and motions; discovery, evidence, and the role of deposition; summary judgments; and other court processes. Students will draft legal documents as they relate to concepts in this course.

Prerequisites: PALG 101 with a grade of "C" or better.

**PALG 216      Litigation II**

Lecture 3, Lab 0, Credit 3

Expanded analysis and practical applications of civil litigation concepts using federal and state rules of civil procedure. Focuses on pleadings, motions, and discovery; evidence; trial preparation; settlement; and post-trial practice. Discovery segment will address interrogatories, requests for production, requests for admissions, notice of depositions, subpoenas, and discovery motions.

Prerequisites: PALG 215 (Litigation I) with a grade of "C" or better.

**PALG 220      Introduction to Notary Public**

Lecture 3, Lab 0, Credit 3

Provides an introduction to Louisiana notary public fundamentals, including matrimonial regimes, adoptions, emancipations, tutorships, curatorship's, interdictions, successions, wills, donations, real estate, mortgages, security interests and formation of businesses.

Prerequisites: PALG 120 and PALG 121 with grades of "C" or better.

**PALG 221      Construction Law and Procedures**

Lecture 3, Lab 0, Credit 3

Introduces students to the relationship between contract documents and the construction process. Students will explore contractual relationships, legal roles and responsibilities, and contract types. Legal issues will be studied including regulatory issues, liens, bonds, insurance, and how standardized forms are used. Students will study legal issues that often result in construction disputes including differing site conditions, time and schedule impacts, change orders and changed conditions.

Prerequisites: PALG 101 with a grade of "C" or better.



**PALG 222 Real Estate Law and Procedures**

Lecture 3, Lab 0, Credit 3

Students will examine the law of real property and real estate transactions. Examines forms of ownership, principles of valid contractual agreements, instruments of conveyance, title insurance, mortgages and security interests, landlord-tenant relationships, applicable federal and state laws, and land use controls. Students will learn to perform basic title examinations and draft documents used in real estate transactions.

Prerequisites: PALG 101 with a grade of "C" or better.

**PALG 223 Insurance Law and Procedures**

Lecture 3, Lab 0, Credit 3

Introduces students to insurance law with a focus on Louisiana law. Students will look at various contracts of insurance, including life, health, property, accident, and liability. Students will examine insurance contracts; conditions precedent; representations; warranties; terms; conditions; coverage's; insurable interests; rights of beneficiaries; exemptions; excess liabilities; waiver and estoppel; subrogation; controls on the insurance industry; procedural and evidentiary aspects, including pleadings, declaratory judgments, interpleaders, and joint tortfeasor releases.

Prerequisites: PALG 101 with a grade of "C" or better.

**PALG 224 Wills, Successions, and Trust**

Lecture 3, Lab 0, Credit 3

Introduces students to Louisiana law of testate and intestate successions, forced heirship, wills, trusts, and powers of attorney and provides an overview of trusts and estates law in a common law setting. Emphasizes practical skills in drafting basic documents for estate planning and successions proceedings. Introduces issues of taxation and trusts, including Louisiana inheritance taxes, federal estate tax, and the Louisiana Trust Code.

Prerequisites: PALG 101 with a grade of "C" or better.

**PALG 225 Employment Law**

Lecture 3, Lab 0, Credit 3

Introduces students to the fundamental concepts of employment law, including employment contracts, at-will employment, governmental regulations, discrimination issues, and worker's compensation. Identification of legal issues in establishing, maintaining and terminating the employment relationship. The emphasis will be on developing the ability to evaluate employment law claims and ethical versus unethical practices, with attention to legal precedent and application of this understanding to real-world employment disputes.

Prerequisites: PALG 101 with a grade of "C" or better.

**PALG 226 Family Law**

Lecture 3, Lab 0, Credit 3

Introduces students to substantive law as it relates to marriage, divorce, children, and property. Examines the paralegal's role and develops practical drafting skills in client interviews; pre-nuptial agreements; pleadings for dissolution, support and division of property; preparation of cases for trial and case management; property settlements; paternity, child custody and child support; and enforcement orders.

Prerequisites: PALG 101 with a grade of "C" or better.

**PALG 227 Criminal Law**

Lecture 3, Lab 0, Credit 3

Introduces students to the basic principles of criminal law and criminal law practice, including court rules; prosecutorial functions; bail and personal recognizance; sentencing, probation, and alternative dispositions; investigation and interviewing in criminal cases; preparation of criminal cases for trial; and constitutional limitations on criminal procedure.

Prerequisites: PALG 101 with a grade of "C" or better.

**PALG 228 Personal Injury Laws and Procedures**

Lecture 3, Lab 0, Credit 3

Introduces students to basic tort law as it relates to personal injury. Students will learn to assist the lawyer in personal injury legal practice, principles of factual investigation, and preparation of pleadings in tort litigation. Students will be introduced to the elements of negligence, intentional torts, medical malpractice, burdens of proof, theories of recovery, defenses, pretrial preparation and discovery.

Prerequisites: PALG 101 with a grade of "C" or better.

**PALG 230 Ethics and Paralegals**

Lecture 3, Lab 0, Credit 3

Introduces students to the ethical issues and professional responsibilities faced by working paralegals. Students will study the rules of professional conduct governing Louisiana attorneys, as well as ethics opinions promulgated by the Louisiana State Bar Association. Students will learn to apply the Model Rules of Professional Conduct by addressing practical problems designed to simulate common law office experiences.

Prerequisites: PALG 101 with grade of "C" or better, **OR** concurrent enrollment in PALG 101

**PALG 290 Paralegal Practicum**

Lecture 0, Lab 0, Credit 3

Introduces students to the practical role of the paralegal assisting the attorney. Students will learn the basic skills involved in paralegal work including legal research and writing, document preparation, investigation and interviewing, client relations, file management, time-keeping and litigation support. Students will also learn career expectations and how to explore employment opportunities. The students will work under the supervision of an attorney in an approved legal setting.

Prerequisites: Departmental Approval

**Philosophy (PHIL)**

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All general education courses are marked with a +.

**PHIL 201+ Introduction to Philosophy****(LCCN: CPHL 1013)**

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**

**(LCCN: CPHL 2113)**

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**

**(LCCN: CPHL 2013)**

Lecture 3, Lab 0, Credit 3

Reviews current ethical theories. Includes lectures, projects, and class discussions concerned with: development of a practical ethical perspective relevant to today's world, especially in business, legal, and medical fields.

Prerequisite: Eligibility for ENGL 101

**PHIL 207 Environmental Ethics**

Lecture 3, Lab 0, Credit 3

Reviews current issues in moral philosophy as a background to environmental ethics. Introduces the central issues in environmental philosophy, particularly philosophies of the human-nature relationship. Includes discussion of animal rights, ecocentrism, biocentrism, ecofeminism, anthropocentrism, and environmental economics and policy. Includes: lectures, projects, and class discussions concerned with the development of a practical, ethical perspective of the environmental relevant to today's world.

Prerequisites: Eligibility for English 101

**PHIL 225 Biomedical Ethics**

Lecture 3, Lab 0, Credit 3

Reviews current ethical issues in the biomedicine. Includes: lectures and class discussions concerned with the development of a practical ethical perspective relevant to the medical field. The following subjects (and issues concerning them) is discussed: health and disease; the patient-physician relationship; abortion and personhood; euthanasia and human dignity; experimentation with fetuses, children, prisoners, and animals; genetic research; the allocation of medical resources.

Prerequisite: Eligibility for ENGL 101

**PHIL 228+ Philosophy of Religion**

Explores lasting questions in the philosophy of religion. Includes: lectures, projects, and class discussions concerned with the development of an understanding of both classical and contemporary philosophical discussions concerning religion. Discusses: the religious experience, religion and morality, the problem of evil, miracles, the relationship between faith and reason, and arguments for and against the existence of God.

Prerequisite: Eligibility for ENGL 101

## Pharmacy Technician (HPHM)

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### **HPHM 1200 Pharmacy Technician Fundamentals**

Lecture 3 (45 clock hours), Lab 0, Credit 3 (45 clock hours)

Introduces the role of the Pharmacy Technician, and provides an overview of pharmacy practice and the opportunities available to Certified Pharmacy Technicians. Fundamental duties of Pharmacy Technician are presented through simulation.

Prerequisite: Admission to the Pharmacy Technician programs

Co-requisites: HPHM 1300, HPHM 1400, and HPHM 1503

### **HPHM 1300 Pharmacy Law and Ethics**

Lecture 3 (45 clock hours), Lab 0, Credit 3 (45 clock hours)

Covers federal and state laws as well as ethical issues relative to the pharmacy technician.

Prerequisite: Admission to the Pharmacy Technician programs

Co-requisites: HPHM 1200, HPHM 1400, and HPHM 1503

### **HPHM 1400 Fundamentals of Dosage Calculations**

Lecture 1 (15 clock hours), Lab 1 (45 clock hours), Credit 2 (60 clock hours)

Covers basic mathematics, systems of measurements and conversions between systems, dosage calculations, concentrations and dilutions. Includes the application of formulas, calculations of fractional dosages, and methods of calculating dosages from all drug forms and calculations of medications for pediatric patients.

Prerequisite: Admission to the Pharmacy Technician programs

Co-requisites: HPHM 1200, HPHM 1300, and HPHM 1503

### **HPHM 1503 Pharmacology I**

Lecture 2 (30 clock hours), Lab 3 (180 clock hours), Credit 5 (210 clock hours)

Emphasizes drug therapy, major drug classifications, drug nomenclature and drug dosage forms for the top 100 most common drugs. The course is designed to provide the Pharmacy Technician candidate with a foundation in drug-related information and for actual preparation to dispense medications. Occupational Safety and Health Administration (OSHA) guidelines for safe handling of pharmaceuticals and equipment are covered in this course.

Prerequisite: Admission to the Pharmacy Technician programs

Co-requisites: HPHM 1200, HPHM 1300, and HPHM 1400

### **HPHM 1513 Pharmacology II**

Lecture 2 (30 clock hours), Lab 3 (180 clock hours), Credit 5 (210 clock hours)

Continues coverage of drug therapy, major drug classifications, drug nomenclature and drug dosage forms that began in HPHM 1503. The course is designed to provide the Pharmacy Technician candidate with a foundation in drug-related information and for actual preparation to dispense medications. Occupational Safety and Health Administration (OSHA) guidelines for safe handling of pharmaceuticals and equipment are covered in this course.

Prerequisite: HPHM 1200, HPHM 1300, HPHM 1400, and HPHM 1503

Co-requisites: HPHM 2000, HPHM 2013, and HPHM 2014

### **HPHM 2000 Professionalism for Pharmacy Technicians**

Lecture 2 (30 clock hours), Lab 1 (45 clock hours), Credit 3 (75 clock hours)

Provides guidance to students in making immediate and future decisions regarding job choices and educational growth. It includes techniques on setting goals, creating a positive professional image, preparing for interviews, and compiling a resume. Includes a review of the topics covered on the National Certification Exam.

Prerequisite: HPHM 1200, HPHM 1300, HPHM 1400, and HPHM 1503

Co-requisites: HPHM 1513, HPHM 2013, and HPHM 2014

### **HPHM 2013 Certification Review**

Lecture 0, Lab 2 (120 clock hours), Credit 2 (120 clock hours)

Reviews the topics covered on the Pharmacy Technician Certification Exam.

Prerequisite: HPHM 1200, HPHM 1300, HPHM 1400, and HPHM 1503

Co-requisites: HPHM 1513, HPHM 2000, and HPHM 2014

### **HPHM 2014 Advance Dosage Calculations**

Lecture 0, Lab 2 (120 clock hours), Credit 2 (120 clock hours)

Covers hospital pharmaceutical calculations. The course is designed to provide the Pharmacy Technician candidate with a foundation to work in a hospital setting and prepare for board exam questions related to calculations specific to a hospital pharmacy.

Prerequisite: HPHM 1200, HPHM 1300, HPHM 1400, and HPHM 1503

Co-requisites: HPHM 1513, HPHM 2000, and HPHM 2013

### **HPHM 2022 Pharmacy Clinical Externship**

Lecture 0, Lab 7, Credit 7 (315 clock hours)

Provides the Pharmacy Technician clinical student the opportunity to work in a pharmacy setting under the supervision of a registered pharmacist. Emphasis is placed on effective communication, understanding of pharmacy operations and Health Insurance Portability and Accountability Act (HIPAA) guidelines, and dispensing of medications. **The student will be assigned to retail and/or hospital pharmacies for 315 hours.**

Prerequisite: HPHM 1513, HPHM 2000, HPHM 2013, HPHM 2014, and consent of instructor

## **Phlebotomy (HPHL)**

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### **HPHL 1013 Phlebotomy**

Lecture 2, Lab 2, Credit 4

Provides instruction in phlebotomy theory as well as training in phlebotomy skills, from introductory to advanced. Skills include venipuncture, capillary sticks, infection control procedures, lab tests that phlebotomists may perform, laboratory administrative procedures, tube identification, and laboratory equipment usage. Students perform all phlebotomy skills in the lab for instructor evaluation in preparation for clinical externship.

Prerequisite: Compass<sup>®</sup> Reading 62, Pre-Algebra 25, English 32, CPR, and pass the State Criminal Background Check



**PHYS 200+ Introduction to Concepts in Physics (LCCN: CPHY 1013)**

Lecture 3, Lab 0, Credit 3

Survey of concepts in physics. Topics selected from classical mechanics, electrodynamics, waves, thermodynamics, fluid mechanics, solid state physics, and nuclear physics. Not intended for science majors.

Prerequisites: MATH 101/110 or equivalent with a grade "C" or better.

**PHYS 201+ General Physics I (Algebra/Trigonometry-Based) (LCCN: CPHY 2113)**

Lecture 3, Lab 0, Credit 3

This is the first course of a two-course sequence of algebra/trigonometry-based physics that introduces classical mechanics, fluid and solid physics, thermodynamics, and oscillation and wave mechanics. Not for engineering or physical science majors.

Prerequisites: MATH 111 or 120 with a grade of "C" or better.

**PHYS 202+ General Physics II (Algebra/Trigonometry Based) (LCCN: CPHY 2123)**

Lecture 3, Lab 0, Credit 3

This is the second course of a two-course sequence of algebra/trigonometry-based physics that introduces the basic concepts and principles of optics, electricity, circuits, magnetism, and topics in modern physics. Not for engineering or physical science majors.

Prerequisite: PHYS 201 with a grade of "C" or better.

**PHYS 210L General Physics I Lab**

Lecture 0, Lab 2, Credit 1

Includes experiments in measurement, vector motion, momentum and energy, wave and fluid properties and thermodynamics. Provides the laboratory compliment for PHYS 201 and PHYS 210 lecture courses.

Prerequisites: MATH 111 or MATH 120 or MATH 210 with a grade of "C" or better

Lab fee required.

**PHYS 211L General Physics II Lab**

Lecture 0, Lab 2, Credit 1

Includes experiments in electricity, magnetism, optics, and modern physics. Provides the laboratory compliment for PHYS 202 and PHYS 211 lecture courses.

Prerequisite: PHYS 210L with a grade of "C" or better.

Lab fee required.

**PHYS 221+ Engineering Physics I (previously offered as PHYS 210) (LCCN: CPHY 2133)**

Lecture 3, Lab 0, Credit 3

Covers kinematics and dynamics using Newton's laws of motion, momentum, work and energy; rotational kinematics and dynamics, equilibrium and elasticity, and harmonic motions. This calculus-based physics course is intended for engineering and physical science majors.

Prerequisite: MATH 210 with a grade of "C" or better.

Co-requisite: MATH 211

**PHYS 222+      Engineering Physics II      (LCCN: CPHY 2143)**

Lecture 3, Lab 0, Credit 3

Covers fluid mechanics; oscillation and waves; thermodynamics; optics; and modern physics. This calculus-based physics course is intended for engineering and physical science majors.

Prerequisites: PHYS 221 and MATH 211 with grades of "C" or better.

**PHYS 223+      Engineering Physics III (previously offered as PHYS 211)      (LCCN: CPHY 2153)**

Lecture 3, Lab 0, Credit 3

Covers gravity, electricity, and magnetism. This calculus-based physics course is intended for engineering and physical science majors.

Prerequisites: PHYS 221 and MATH 211 with grades of "C" or better.

## **Political Science (POLI)**

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All general education courses are marked with a +.

**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+      Constitutional Law**

*(Also taught as CJUS 211)*

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 realistic solutions reached to accommodate these disparities. Same course content as CJUS 211.

Prerequisite: CJUS 101 or POLI 251 with a grade of "C" or better

Note: Credit cannot be earned for both POLI 211 and CJUS 211.

**POLI 251+      American Government      (LCCN: CPOL 2013)**

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 253+      Introduction to Comparative Politics      (LCCN: CPOL 2213)**

Lecture 3, Lab 0, Credit 3

Survey of politics in democratic, post-communist, and developing societies; emphasis on major actors and institutions.

Prerequisite: Eligibility for ENGL 101



**POLI 260+ Introduction to Political Theory**

Lecture 3, Lab 0, Credit 3

Basic concepts of analysis of normative and empirical political thought.

Prerequisite: Eligibility for ENGL 101

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**Practical Nursing (HNUR)**

**HNUR 1211 Nursing Fundamentals**

Lecture 3 (45 clock hours), Lab 1 (30 clock hours), Credit 4 (75 clock hours)

Theory (45hrs) and supervised skills lab (30hrs) experiences that focus on providing basic nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various health care environments. Infection control information and skills are presented as part of this course. Omnibus Budget Reconciliation Act (OBRA) guidelines are presented as application of the nursing process in the management of clients with health alterations.

Prerequisite: Admission into applicable program

**HNUR 1212 Geriatric Clinical**

Lecture 0, Lab 1 (40 clock hours), Credit 1 (40 clock hours)

The student will perform, demonstrate, and practice a minimum of 40 hours of basic geriatric nursing care and skills in long term care facilities under the supervision and discretion of the nursing faculty.

Prerequisite: Concurrent or successful completion of HNUR 1211

**HNUR 1270 PN Perspectives**

Lecture 3 (45 clock hours), Lab 0, Credit 3 (45 clock hours)

This course includes information regarding vocational adjustments and personal, family, and community health issues. It expounds on the role of the practical nurse, practical nursing education and the Law Relating to the Practice of Practical Nursing as defined by the Capital Area State Board of Practical Nurse Examiners (LSBPNE), including the Capital Area Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46:XLVII.Nursing, subpart 1- Practical Nurses. Ethical/legal/cultural issues and trends, communication techniques, and personality development are addressed. It includes discussion of the concepts of health maintenance with identification of local, state and national health resources available for maintenance of health. Also included is an introduction to the normal aging process, including biological, psychosocial, cultural, spiritual, and pharmacological factors, including health maintenance throughout the life cycle. Additional topics covered in this course will include rehabilitative/restorative care and support of end-of-life issues utilizing therapeutic and preventive measures.

Prerequisite: Acceptance in to applicable program

**HNUR 1300 Anatomy and Physiology for Healthcare Providers**

Lecture 5 (90 clock hours), Lab 0, Credit 5 (90 clock hours)

This course is a study of structure and function of the human body systems to include cells, skeletal, muscular, circulatory/lymphatic, digestive, respiratory, urinary, reproductive, endocrine, nervous, sensory and integumentary systems. **Medical terms and commonly used medical/nursing abbreviations related to each body system are addressed in detail in this course.**

Prerequisite: Acceptance in to applicable program

**HNUR 1320     Nutritional Aspects**

Lecture 2 (30 clock hours), Lab 0, Credit 2 (30 clock hours)

Normal nutrition and the modification of the principles of normal nutrition for therapeutic purposes are studied. This course includes the role of the essential nutrients of proteins, carbohydrates, fats, vitamins, minerals and water in the maintenance of good health and wellness for all ages.

Prerequisite: Acceptance in to applicable program

**HNUR 1361     Basic Pharmacology**

Lecture 2 (30 clock hours), Lab 1 (30 clock hours), Credit 3 (60 clock hours)

**Medical math is an integral component of this course.** The terminology and principles of medication administration are presented in this course. It includes medication assessment, procedures for administration of oral, parenteral, topical, irrigation and instillation routes/methods, along with basic dosage calculations of medications/intravenous fluid rates. Safety precautions, guidelines and documentation are emphasized.

Prerequisite: Acceptance in to applicable program

**HNUR 1411     Nursing Fundamentals II**

Lecture 2 (30 clock hours), Lab 1 (60 clock hours), Credit 3 (90 clock hours)

This course includes 30 hrs of theory and **60hrs of supervised skills lab** experiences that focus on providing practical nursing skills to meet the physiological, psychosocial, socio-cultural, and spiritual needs of clients in various healthcare environments. Advanced skills are presented through the application of the nursing process to assist in the management of all aged clients with health alterations.

Prerequisite: HNUR 1211. Concurrent enrollment or successful completion of HNUR 1212, HNUR 1270, HNUR 1300, and HNUR 1320 is also required.

**HNUR 1460     Advanced Pharmacology**

Lecture 2 (45 clock hours), Lab 0, Credit 2 (45 clock hours)

Drug classifications and their effect on the various body systems are presented. Specific drugs in each classification are emphasized according to expected effects, side effects, and adverse effects. Routes of drug administration and variables that influence drug action are covered including dangerous drug interactions and nursing implications related to each drug. Safety precautions which will help to decrease the incidence of errors in medication administration are stressed. Advanced medication calculations will be required to demonstrate knowledge of safe dosing parameters. The nursing process is utilized to assess the client's learning needs and effects of all pharmacological interventions.

Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361. Concurrent enrollment or successful completion of HNUR 1411 is also required.

### **HNUR 2113 Medical/Surgical I**

Lecture 5 (80 clock hours), Lab 3 (180 clock hours), Credit 8 (260 clock hours)

This course is a study of the nursing process as a method of individualizing patient care with special emphasis directed towards essential concepts related to body fluid/water, electrolytes, and acid-base balance, care of the perioperative adult client and the adult client experiencing alterations in cardiovascular/lymphatic/immune functioning. Included is a review of anatomy & physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Students will begin to utilize a nursing process approach, and will perform applicable practical nursing clinical skills to assigned client(s) in approved health care facilities under the supervision and discretion of practical nursing faculty. **This course includes a 180-hour clinical component.**

Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, HNUR 1361. Concurrent enrollment or successful completion of HNUR 1411 is also required.

### **HNUR 2123 Medical/Surgical II**

Lecture 5 (80 clock hours), Lab 3 (180 clock hours), Credit 8 (260 clock hours)

This course includes theory related to nursing care provided to adult clients experiencing alterations in the respiratory, gastrointestinal, endocrine and integumentary function. Care of the adult client with a neoplastic disorder is also included. Included is a review of anatomy and physiology, and therapeutic/modified diets for each body system addressed. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are encouraged while the student learns to make interdependent practical nursing decisions. **This course includes a 180-hour clinical component.**

Prerequisite: HNUR 2113. Concurrent enrollment or successful completion of HNUR 1460 is also required.

### **HNUR 2133 Medical/Surgical III**

Lecture 5 (80 clock hours), Lab 3 (180 clock hours), Credit 8 (260 clock hours)

This course includes the study of genitourinary, reproductive, sensory, neurological and musculoskeletal disorders with emphasis on pathophysiology and pharmacology for the adult client. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system addressed are discussed at length. Geriatric considerations are addressed.

Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to multiple clients experiencing serious illnesses in approved health care facilities under the supervision and discretion of practical nursing faculty. Critical thinking skills are utilized while the student begins to make interdependent practical nursing decisions. Students will be expected to perform clinical skills with in-direct supervision of the clinical instructor. **This course includes a 180-hour clinical component.**

Prerequisite: HNUR 1460 and HNUR 2123.

### **HNUR 2523     Mental Illness/Psychiatric Nursing**

Lecture 2 (30 clock hours), Lab 0.5 (30 clock hours), Credit 2.5 (60 clock hours)

This is the study of the client experiencing emotional, mental and social alterations utilizing the nursing process approach with integrated pharmacology and application of life span principles. Geriatric considerations are addressed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in mental health facilities under the supervision and at the discretion of practical nursing faculty. **This course includes a 30-hour clinical component.**

Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.

### **HNUR 2611     IV Therapy**

Lecture 1 (15 clock hours), Lab 0 (15 clock hours), Credit 1 (30 clock hours)

The role of the practical nurse, legal implications of intravenous (IV) therapy, and equipment/devices used, anatomy/physiology, methods and techniques, infection control measures, complications, and other vital information related to intravenous therapy is discussed. **Supervised lab performance (15hrs) is an integral part of this course.**

Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361. Concurrent enrollment or successful completion of HNUR 1411 and HNUR 2113 is also required. **(Or)** Current PN license (or eligibility) in Louisiana.

### **HNUR 2713     Obstetrics**

Lecture 2 (35 clock hours), Lab 0.5 (30 clock hours), Credit 2.5 (65 clock hours)

Current issues, growth and development of the childbearing family, fetal development and gestation are studied. Care of the client during the antepartal, intrapartal, and postpartal periods is included, as well as care of the neonate. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system and condition are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to maternal & neonatal clients during the antepartal, intrapartal, and postpartal periods, in appropriate clinical sites, under the supervision and at the discretion of practical nursing faculty. **This course includes a 30-hour clinical component.**

Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320, and HNUR 1361. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.

### **HNUR 2723     Pediatrics**

Lecture 2 (35 clock hours), Lab 0.5 (30 clock hours), Credit 2.5 (65 clock hours)

This course presents essential information related to growth and development of infants, toddlers, preschool through school age and adolescents, and those diseases common but not exclusive to the particular age groups. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system and age group are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to pediatric clients in appropriate clinical sites under the supervision and at the discretion of practical nursing faculty. **This course includes a 30-hour clinical component.**

Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320 and HNUR 1361. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.

### **HNUR 2813     PN Leadership and Management**

Lecture 2 (30 clock hours), Lab 0.5 (30 clock hours), Credit 2.5 (60 clock hours)

This course presents the laws, rules and regulations which govern licensure to practice practical nursing in the state of Capital Area, including a review of the Capital Area Revised Statutes, Title 37, Chapter 11, Subpart II - Practical Nurses and LAC 46:XLVII.Nursing, subpart 1- Practical Nurses. Students are prepared for the NCLEX-PN licensure examination. It is designed to prepare the future LPN for compliance with the laws, to explain the procedures which facilitate necessary operations of the Capital Area State Board of Practical Nurse Examiners (LSBPNE) and to outline the obligations which accompany the privilege of service in health care. Legal responsibilities, confidentiality and ethical practice along with concepts of management and supervision are emphasized. Preparation for employment is introduced by evaluating job opportunities, compiling a resume, and outlining information essential to finding, applying for and terminating a job in the healthcare industry. A study of common health problems and etiologies seen in nursing home residents, including safe administration of medications, selected acute illnesses, and typical health emergencies. In addition, a review of documentation requirements, health protection guidelines, and health promotion activities in long-term facilities are presented. Appropriate teaching of related diagnostic results in the elderly are summarized. The leadership/management role in the nursing home setting is outlined including the delegation of tasks to support staff. The course focuses on issues such as the relationship of management and quality improvement for care of the elderly in long-term facilities. In addition, the organization and structure of the nursing home and the function of various departments are included. The Capital Area Department of Health and Hospitals and the survey process is integrated throughout the course. Common legal and ethical issues encountered in long-term care facilities are discussed. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to clients in geriatric care facilities under the supervision and at the discretion of practical nursing faculty. Critical thinking skills are encouraged while the student makes interdependent practical nursing decisions.

Students will perform in management and leadership roles in the facility and will administer medications to groups of residents comparable to industry's entry-level expectations of a beginning practitioner. **This course includes a 30-hr clinical component.**

Prerequisite: HNUR 1411 and HNUR 2123. Concurrent enrollment or successful completion of HNUR 1460 and HNUR 2133 is also required.

### **HNUR 2723     Pediatrics**

Lecture 2 (35 clock hours), Lab 0.5 (30 clock hours), Credit 2.5 (65 clock hours)

This course presents essential information related to growth and development of infants, toddlers, preschool through school age and adolescents, and those diseases common but not exclusive to the particular age groups. Included is a review of anatomy and physiology, and therapeutic/modified diets. Pharmacological interventions/commonly used medications for each body system and age group are discussed at length. Utilizing a nursing process approach, the student will perform applicable practical nursing clinical skills to pediatric clients in appropriate clinical sites under the supervision and at the discretion of practical nursing faculty. **This course includes a 30-hour clinical component.**

Prerequisite: HNUR 1211, HNUR 1212, HNUR 1270, HNUR 1300, HNUR 1320 and HNUR 1361. Concurrent enrollment or successful completion of HNUR 1411, and HNUR 2113 is also required.

## Process Technology (PTEC)

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### **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.

Prerequisites: Eligibility for both ENGL 101 and MATH 101 or MATH 110

### **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: PTEC 101 and PTEC 203 with grades of "C" or better, **AND** completion of PTEC admissions requirements.

Lab fee required.

### **PTEC 132 Process Instrumentation II**

Lecture 2, Lab 2, Credit 3

Builds on Instrumentation I by 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 with a grade of "C" or better, **AND** completion of PTEC admissions requirements.

### **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 and PTEC 203 with grades of "C" or better, **AND** completion of PTEC admissions requirements.

### **PTEC 203 Safety, Health, and Environment**

Lecture 3, Lab 0, Credit 3

Introduces various types of plant hazards, safety and environmental systems and equipment, and regulations under which the industry is governed.

Prerequisites: Eligibility for both ENGL 101 and MATH 101 or MATH 110

### **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, PTEC 161 and MATH 111 or MATH 131 with grades of "C" or better.

Lab fee required.

**PTEC 220 Oil and Gas Production**

Lecture 3, Lab 2, Credit 4

Introduces process technology students to the job, duties and tasks performed by the oil and gas production technician. Covers the role of the oil and gas production technician; the marketing of petroleum and petroleum productions; petroleum geology and exploration; drilling operations; well completion, work over and servicing; the wellhead system and equipment; and the emulsion separation and treatment system and equipment. Covers the natural gas treatment, dehydration and compressions system and equipment; the produced water treatment and handling system and equipment; auxiliary systems and equipment; artificial lift and enhanced recovery techniques; pumping and transportation systems; and safety, health and environmental considerations relative to the field of oil and gas production.

Prerequisites: PTEC 132, PTEC 161, and PTEC 203 with grades of "C" or better.

**PTEC 230 Oil and Gas Refining, Purification, and Processing**

Lecture 3, Lab 0, Credit 3

Introduces process technology students to the fundamentals of petroleum and natural gas refining and purification processes which provide for fuel and the primary raw materials of the petrochemical and polymer industries. Included is basic knowledge relative to refining plant equipment and chemical processes used in purification, separation and production of chemical intermediates from crude oil and natural gas.

Prerequisites: CHEM 104 and CHEM 104L with grades of "C" or better.

Lab fee required.

**PTEC 242 Process Technology II Unit Systems**

Lecture 2, Lab 2, Credit 3

Studies the interrelation of process equipment and process systems. Specifically, students will be able to arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions. This course also introduces the concepts of system and plant economics.

Prerequisites: PTEC 131, PTEC 161, and MATH 111 or MATH 131 with grades of "C" or better.

Lab fee required.

**PTEC 243 Process Technology III Operations**

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. Project required.

Prerequisites: PTEC 242, PTEC 263, and PTEC 207 with grades of "C" or better.

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: **1) Either** (CHEM 101 and 101L) **or** (CHEM 104 and 104L) with grades of “C” or better, **AND 2)** both PTEC 242 and PTEC 207 with grades of “C” or better. Both conditions (1) and (2) must be met to satisfy this course’s prerequisite requirement.

Lab fee required.

**PTEC 263      Fluid Mechanics**

Lecture 2, Lab 2, Credit 3

Teaches 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: **1) Either** (PHSC 101 and PHSC 101L) **or** (PHYS 201 and PHYS 210L) with grades of “C” or better, **AND 2)** both PTEC 132 and PTEC 161 with grades of “C” or better. Both conditions (1) and (2) must be met to satisfy this course’s prerequisite requirement.

Lab fee required.

**PTEC 291      Process Technology Internship**

Lecture 1, Lab 10, Credit 3

A capstone experience for a student that teaches the operation of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentation. 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 an external internship will be required to complete an internal internship, consisting of 135 hours of departmentally approved team activities utilizing the PTEC laboratories and simulation programs.

Prerequisites: Students must have completed all coursework for the degree with a cumulative GPA of 2.6 or better, **AND** must obtain departmental approval.

## Psychology (PSYC)

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All general education courses are marked with a +.

**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****(LCCN: CPSY 2013)**

Lecture 3, Lab 0, Credit 3

Teaches the major theories, research methods, and applied areas of psychology. Serves as a prerequisite for more advanced psychology courses at BRCC and four-year universities in the area.



**PSYC 201H Introduction to Psychology (Honors)**

Lecture: 3, Lab 0, Credit 3

Exposes students to the major theories, research methods, and applications utilized in Psychology. Emphasizes the importance of the scientific method in gathering empirical data, the understanding biological processes influence on psychological experience, and the application of psychological knowledge in everyday life.

Prerequisite: Placement by Department

**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 life spans. 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 with a grade of "C" or better

**PSYC 203 Educational Psychology**

Lecture 3, Lab 0, Credit 3

Addresses 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 explores alternative behavioral strategies and problem-solving techniques.

Prerequisite: PSYC 201 with a grade of "C" or better

**PSYC 204 Psychology of Child Development**

Lecture 3, Lab 0, Credit 3

Addresses scientific and applied aspects of child development from conception to adolescence. Studies growth, adjustment, and capacities of children at different stages of development including physical, cognitive, social, and personality development.

Prerequisite: PSYC 201 with a grade of "C" or better

**PSYC 205 Social Psychology**

Lecture 3, Lab 0, Credit 3

Studies of cultural forces that guide individual and group behaviors. Includes self-fulfilling prophecy, social dominance, conformity, persuasion, intimacy, discrimination, and aggression. Prerequisites: PSYC 201 with a grade of "C" or better

**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 with grades of "C" or better

**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 with grades of "C" or better.

Co-requisites: PSYC 206

Note: Not transferable as MATH 202 Basic Statistics I or MATH 203 Basic Statistics II

**PSYC 207      Human Sexuality**

Lecture 3, Lab 0, Credit 3

Studies human sexuality from infancy to senility. Shows how views on sexuality are influenced by cultural and biological forces. Examines sexual knowledge, attitudes, relationships, and behaviors towards others and our own attitudes and perceptions.

Prerequisites: PSYC 201 with a grade of "C" or better

**PSYC 208      Adolescent Psychology**

Lecture 3, Lab 0, Credit 3

Focuses on developmental processes of adolescence with an emphasis on the physical, cognitive, and psychosocial domains.

Prerequisites: PSYC 201 with a grade of "C" or better

## **Reading (READ)**

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**READ 090      Foundations of Reading 090**

Lecture 3, Lab 0, Credit 3

Prepares 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

Co-requisite: 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 "C" or better in READ 090

Co-requisite: Academic Learning Center attendance

## **Renewable Natural Resources (RNRE)**

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All general education courses are marked with a +.

### **RNRE 101+      Natural Resource Conservation**

Lecture 3, Lab 0, Credit 3

Provides an overview of the relationship of humans to the natural environment, ecology, conservation, and the sustainability of soil, water, forest, range, wildlife, fisheries, and energy resources.

Prerequisites: Eligibility for ENGL 101

### **RNRE 102      Issues in Natural Resource Management**

Lecture 1, Lab 0, Credit 1

Discusses the ecological, socio-cultural, political, and economic factors that affect human relationships with the natural environment, and the exploitation, conservation, and sustainable management of energy, water, forest, range, wildlife, wetland, and fisheries resources.

Prerequisite: RNRE 101 with a grade of "C" or better

### **RNRE 203      Principles of Wildlife Management & Conservation**

Lecture 3, Lab 0, Credit 3

Surveys habitats, wildlife species, and human activities to learn how they interact to influence wildlife populations, and emphasizes the natural history of wildlife within their habitats in areas of regional and national importance. Introduces wildlife ecology, conservation, and management of natural resources, and the methods employed in the fields of natural resource conservation and management.

Prerequisites: Eligibility for ENGL 101 and eligibility for college math

### **RNRE 210+      Ecology**

Lecture 3, Lab 0, Credit 3

Surveys the diversity, structure, interactions, and function of biological systems from the level of the organism to the biosphere and introduces the natural history and consequences of human activities on the major biomes. Focuses on biotic processes such as population ecology and dynamics, evolution, species interactions, and composition across landscapes.

Prerequisites: Eligibility for ENGL 101 and eligibility for college math

## **Sociology (SOCL)**

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All general education courses are marked with a +.

### **SOCL 200+      Introduction to Sociology**

**(LCCN: CSOC 2013)**

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: 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 (LCCN: CSOC 2113)**

Lecture 3, Lab 0, Credit 3

Focuses on both individual and societal levels (both social action and social structure) and on the reciprocal relationship between them.

**SOCL 211 Marriage and the Family**

Lecture 3, Lab 0, Credit 3

Introduces students to basic sociological concepts and theories used to examine family as a social institution. Specifically emphasizes functions of the family, cross-cultural variations in family systems, gender socialization, formulation of intimate relationships, gender roles within the family, marital relationships over the family life cycle, family planning, conflict within intimate and family relationships, and current trends in marriage and the family.

**Sonography (SONO)**

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**SONO 101 Foundations of Sonography**

Lecture 0, Lab 3, Credit 1

Introduces the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues. Hands-on training designed to develop skills competence through the identification and manipulation of diagnostic ultrasound equipment.

Prerequisite: Program admission.

**SONO 110 Physics and Instrumentation I**

Lecture 1, Lab 3, Credit 2

Introduces ultrasound physics, instrumentation and scanning technology.

Prerequisite: Program admission.

**SONO 112 Abdominal Ultrasound I**

Lecture 1, Lab 3, Credit 2

Introduces anatomy, physiology, pathology and sonographic assessment of normal and abnormal conditions in the abdomen, pelvis, and superficial structures.

Prerequisite: Successful completion of all first semester courses in the Sonography curriculum.

**SONO 114      Ultrasound Learning Lab I**

Lecture 0, Lab 9, Credit 3

Provides a clinical introduction to ultrasound imaging of the abdomen and pelvis. Includes a brief anatomical review of the systemic arteries, systemic veins, and portal veins, urinary tract and pelvic organs.

Prerequisite: Program admission.

Lab fee required.

**SONO 116      Ultrasound Practicum I**

Lecture 0, Lab 8, Credit 1

Integrates didactic education into the clinic environment; may include scanning in campus laboratories, private office settings, as well as hospital rotations.

Prerequisite: Successful completion of all first semester courses in the Sonography curriculum.

Lab fee required.

**SONO 118      Ultrasound OB/GYN I**

Lecture 1, Lab 3, Credit 2

Prepares the student to perform sonograms of the female pelvis, encompassing both gynecological and obstetrical examinations. Normal anatomy and pathological processes during the first trimester of pregnancy and cross sectional anatomy of these structures and their sonographic appearance will be discussed.

Prerequisite: Successful completion of all first semester courses in the Sonography curriculum.

**SONO 120      Sonographic Sectional Anatomy**

Lecture 0, Lab 9, Credit 3

Introduces sectional anatomy of the body in the transverse, longitudinal and coronal planes with emphasis on the vessels and organs imaged sonographically.

Prerequisite: Program admission.

**SONO 210      Physics and Instrumentation II**

Lecture 0, Lab 3, Credit 1

Provides practical application of the principles of ultrasound physics as it applies to diagnostic medical imaging. Includes principles of sound energy, transducer and equipment design, sound production, transmission, and attenuation, imaging artifacts, and safety and biological effects.

Prerequisites: Successful completion of all first semester courses in the Sonography curriculum.

**SONO 212      Abdominal Ultrasound II**

Lecture 2, Lab 1, Credit 3

Prepares students to perform sonograms of the abdomen with a review of liver and biliary systems, pancreas anatomy and function, and emphasis on the genitourinary system.

Prerequisite: Successful completion of all second semester courses in the Sonography curriculum.

**SONO 216      Ultrasound Practicum II**

Lecture 0, Lab 24, Credit 3

Provides for the development of ultrasound skills in a clinical diagnostic environment. Abdominal, pelvic, obstetrical, and small parts will be scanned in private office settings, clinics or hospitals with registered sonographers.

Prerequisite: Successful completion of all second semester courses in the Sonography curriculum.

**SONO 218      Ultrasound OB/GYN II**

Lecture 2, Lab 3, Credit 3

Prepares students to perform obstetrical ultrasound examinations and to identify normal and abnormal anatomy throughout the second and third trimesters of pregnancy.

Prerequisite: Successful completion of all second semester courses in the Sonography curriculum.

**SONO 220      Physics and Instrumentation III**

Lecture 0, Lab 3, Credit 1

Provides a study of Doppler instrumentation, vascular physics, and hemodynamics of blood vessels.

Prerequisite: Successful completion of all second semester courses in the Sonography curriculum.

**SONO 230      Abdominal Ultrasound III**

Lecture 1, Lab 3, Credit 2

Introduces students to the anatomy, physiology, pathology, and sonographic assessment of superficial structures including Thyroid, Breast, Testicles, Prostate and Superficial Masses. Cross-sectional anatomy of the structures and their appearance on the sonogram will be discussed. This course also includes a discussion of techniques for the evaluation of gastrointestinal abnormalities of the pediatric abdomen, musculoskeletal ultrasound, organ transplantation and ultrasound-guided procedures including non-cardiac chest and thoracentesis.

Prerequisite: Successful completion of all third semester courses in the Sonography curriculum.

**SONO 240      Ultrasound Practicum III**

Lecture 0, Lab 24, Credit 3

Emphasizes advanced ultrasound skills in a clinical diagnostic environment.

Prerequisite: Successful completion of all third semester courses in the Sonography curriculum.

**SONO 250      Ultrasound OB/GYN III**

Lecture 1, Lab 3, Credit 2

Investigates various fetal anomalies detectable by sonography, encompassing both gynecological, third-trimester and high-risk obstetrical examinations. Includes the evaluation of amniotic fluid, placental abnormalities, and performance of fetal biophysical profile.

Prerequisite: Successful completion of all third semester courses in the Sonography curriculum.

**SONO 260      Comprehensive Seminar**

Lecture 0, Lab 3, Credit 1

Prepares the student for clinical practice and the registry exams through the review of case studies and testing of diagnostic skills in normal anatomy, common variants and pathology.

Prerequisite: Successful completion of all third semester courses in the Sonography curriculum.

## **Surgical Technology (SURT)**

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### **SURT 102      Surgical Technology Fundamentals**

Lecture 3, Lab 0, Credit 3

Course Description: Introduces fundamental concepts of surgical technology and infection control within the community. Emphasis is placed on operating room organization, infection control, surgical supplies, and basic surgical routines. The service learning project in this course allows exploration of infection control in a community setting requiring students to develop and present an educational experience on effective hand hygiene.

Prerequisites: HLSC 101, HLSC 110, ENGL 101, MATH 101/110, BIOL 230 with a "C" or better

Co-requisites: ENGL 102, BIOL 210, BIOL 231, SURT 102L

### **SURT 102L      Skills Lab I Surgical Technology**

Lecture 0, Lab 3, Credit 1

Course Description: Introduces fundamental concepts of surgical technology in a simulation lab setting. Instrument identification, classification, and use; sterile technique; and preoperative case preparation are emphasized.

Prerequisites: HLSC 101, HLSC 110, ENGL 101, MATH 101/110, BIOL 230 with a "C" or better

Co-requisites: ENGL 102, BIOL 210, BIOL 231, SURT 102

### **SURT 110      Surgical Procedures I**

Lecture 3, Lab 0, Credit 3

Course Description: Introduces routines needed to assist in basic surgical procedures for general, gynecologic, and genitourinary specialties. Integrates knowledge of related anatomy and physiology. Management of the surgical field and resource control is emphasized. Includes patient considerations such as diagnostic tests, expected outcomes, immediate postoperative care, and possible complications.

Prerequisites: Admission to the Surgical Technology Program

Co-requisites: SURT 112

### **SURT 111      Surgical Procedures II**

Lecture 3, Lab 0, Credit 3

Course Description: Introduces routines needed to assist in surgical procedures for peripheral vascular, plastic/oral, ophthalmic and otolaryngological surgical specialties. Integrates knowledge of related anatomy and physiology. Management of the surgical field and resource control is emphasized. Includes patient considerations such as diagnostic tests, expected outcomes, immediate postoperative care, and possible complications.

Prerequisites: SURT 110 with a "C" or better

Co-requisites: SURT 112

### **SURT 112      Skills Lab II Surgical Technology**

Lecture 0, Lab 6, Credit 2

Course Description: Provides fundamental concepts and skills related to surgical case management for the preoperative, intraoperative, and postoperative phases of surgery. Hands-on skills will be practiced in a simulation lab setting.

Prerequisites: Admission to the Surgical Technology Program

Co-requisites: SURT 110

**SURT 210 Surgical Procedures III**

Lecture 3, Lab 0, Credit 3

Course Description: Introduces routines needed to assist in common surgical procedures in cardiothoracic, orthopedic and neurosurgical specialties. Integrates knowledge of related anatomy and physiology. Management of the surgical field and resource control is emphasized. Includes patient considerations such as diagnostic tests, expected outcomes, immediate postoperative care, and possible complications.

Prerequisites: SURT 111 and SURT 112 with a "C" or better

Co-requisites: SURT 220

**SURT 220 Practicum I Surgical Technology**

Lecture 0, Lab 21, Credit 7

Course Description: Integrates theory with hands-on clinical practice of surgical technology in an actual surgical setting. Emphasis is placed on increasing skills, independence and confidence in the first and second scrub role position for various surgical specialties. Clinical sessions take place in hospital surgical departments under the direct supervision of a BRCC faculty member. Students are required to complete a minimum of sixty (60) surgical cases in various surgical specialties in the first scrub and second scrub roles.

Prerequisites: SURT 111 and SURT 112 with a "C" or better

Co-requisites: SURT 210

**SURT 225 Practicum II Surgical Technology**

Lecture 0, Lab 27, Credit 9

Course Description: Integrates theory with hands-on clinical practice of surgical technology in an actual surgical setting. Emphasis is placed on validating competency in knowledge and skills of surgical technology for various surgical specialties. Clinical sessions take place in hospital and ambulatory surgical departments under the direct supervision of a BRCC faculty member or approved preceptor. Students are required to complete a minimum of eighty (80) surgical cases in various surgical specialties in the first scrub and second scrub roles. At the end of the semester, the student will sit for the National Board of Surgical Technology and Surgical Assisting certification exam.

Prerequisites: SURT 210 and SURT 220 with a "C" or better

Co-requisites: NONE

**Spanish (SPAN)**

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All general education courses are marked with a +.

**SPAN 101+ Elementary Spanish I****(LCCN: CSPN 1013)**

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****(LCCN: CSPN 1023)**

Lecture 3, Lab 0, Credit 3



Extends the elementary knowledge of 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 basic grammatical structure of the Spanish language and continues developing appreciation for Hispanic culture through the reading of diverse cultural texts. Emphasizes additional 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)**

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All general education courses are marked with a +.

**SPCH 101+ Fundamentals of Speech Communication (LCCN: CCOM 1013)**

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. Introduces different components of communication including listening, language, nonverbal, and communicating in relationships. Includes fundamental codes, functions, and processes of oral communication and public speaking assignments.

Prerequisite: Eligibility for ENGL 101

**SPCH 120+ Techniques of Speech (LCCN: CCOM 2013)**

Lecture 3, Lab 0, Credit 3

Teaches basic public presentation principles and skills and considers ethics of public speaking. Students complete at least four speeches, including an informative and a persuasive speech. One speech must be at least six minutes in length.

Prerequisite: Eligibility for ENGL 101

**SPCH 210+ Interpersonal Communication (LCCN: CCOM 2213)**

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 (LCCN: CCOM 2313)**

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 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 will 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. *\*Offered spring semesters.*

Prerequisites: Eligibility for ENGL 101

**SPCH 263+ Argumentation and Debate**

Lecture 3, Lab 0, Credit 3

Introduces the 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 120 with a grade of "C" or better.

## **Teacher Education (TEAC)**

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**TEAC 201 Teaching and Learning in Diverse Settings I**

Lecture 3, Lab 2, Credit 3

Introduces education majors to the field of teaching and focuses on developmental needs of students. Addresses three primary topics: introduction to education and professional issues, child development/psychology, and technology for teaching and learning. Involves a combination of lecture and site-based experiences in local schools.

Prerequisites: Must earn a 2.5 G.P.A., accumulate 30 credit hours, and earn a "C" or better in ENGL 102.

Co-requisites: Must undergo a criminal background check, and then complete 19 hours of field experience at approved sites.

Software License Fee Required

**TEAC 203 Teaching and Learning in Diverse Settings II**

Lecture 3, Lab 2, Credit 3

Introduces education majors to the field of teaching and focuses on the diverse needs of students. Addresses two primary topics: introduction to education and child development/psychology. Involves a combination of lecture and site-based experiences within schools.

Prerequisites: Must earn a 2.50 G.P.A., earn a "C" or better in MATH 167 Elementary Number Structure and TEAC 201 Teaching and Learning in Diverse Settings I, complete an attempt of PRAXIS I, be a candidate for graduation, and have the permission of the program director.

Co-requisites: Must complete 18 hours of field experience at approved sites with diverse populations of various achieving students.

## Theatre (THTR)

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All general education courses are marked with a +.

### **THTR 100+ Introduction to Theatre**

**(LCCN: CTHE 1013)**

Lecture 3, Lab 0, Credit 3

Surveys history of theatre and develops appreciation and enjoyment of dramatic art. Develops an appreciation for artists who bring the playwrights' pages to life and considers the contribution of the audience.

### **THTR 101 Stagecraft**

Lecture 3, Lab 0, Credit 3

Provides a foundation for scenery construction, technical training, and work place safety for both the screen and stage.

Prerequisites: None

### **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.

### **THTR 225 Acting II**

Lecture 3, Lab 0, Credit 3

Builds upon the skills in Acting I. Emphasizes understanding the fundamental techniques of character analysis and portrayal, textual analysis, and communicating with the body and voice by studying and performing scenes from modern realistic dramas.

Prerequisite: THTR 200

### **THTR 227 Stage Voice: Basic Techniques**

Lecture 3, Lab 0, Credit 3

Inform students in the essential techniques of stage diction, vocal performance, and vocal analysis. Students will develop physical awareness, breath release, phonation, resonance, and articulation to meet performance standards.

## Transportation Safety Administration (TSAA)

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### **TSAA 101 Introduction to Homeland Security**

Lecture 3, Lab 0, Credit 3

Provides students with information regarding the vocabulary and components of Homeland Security. This course will examine the agencies associated with Homeland Security as well as their relationships. This course will also examine the events and laws related to Homeland Security.

Prerequisites: None

Co-requisites: None

**TSAA 105      Transportation and Boarder Security**

Lecture 3, Lab 0, Credit 3

Provides students with information regarding the vocabulary and components of Homeland Security. This course will examine the agencies associated with Homeland Security as well as their relationships. This course will also examine the events and laws related to Homeland Security.

Prerequisites: TSAA 101

Co-requisites: None

**TSAA 110      Intelligence Analysis and Security Technology**

Lecture 3, Lab 0, Credit 3

Examines the role of intelligence to include the collection, analysis, sharing and dissemination of information between governments and government entities and between governments and the private sector. This course will examine the intelligence analysis process and its relationship to the security management of terrorist attacks and other threats.

Prerequisites: TSAA 105

Co-requisites: None

## **Veterinary Technology (VTEC)**

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**VTEC 101      Animal Health Careers**

Lecture 1, Lab 0, Credit 1

Focuses on the various career opportunities available in the animal health field. Careers to be discussed include veterinarian, veterinary technician, zoo worker, canine careers (including kennel management), equine careers, governmental and research careers, and business opportunities.

**VTEC 102      Veterinary Office Procedures and Hospital Management**

Lecture 3, Lab 0, Credit 3

Develops skills needed in the management of veterinary facilities, including skills needed for working with people, team approaches to problem-solving, veterinary computer applications, ethics in veterinary medicine, appointment scheduling, and record keeping.

Prerequisite: Program Admission

**VTEC 103      Veterinary Medical Terminology**

Lecture 1, Lab 0, Credit 1

Covers the anatomy of medical terminology and common terms associated with body systems, diseases and diagnostics, pharmacology, and common species of domestic animals, including the dog, cat, horse, ruminant, pig, bird and laboratory animals.

Prerequisites: VTEC Program Admission or special permission of the VTECH Program Director.

**VTEC 104      Animal Breeds and Behavior**

Lecture 1, Lab 0, Credit 1

Emphasizes recognition of and response to normal and abnormal behavior of common domestic animals as needed for physical exam, restraint and handling. Students will learn to explain common behavior training and behavior modification techniques to animal owners.

Prerequisites: VTEC Program Admission

**VTEC 105      Animal Anatomy and Physiology**

Lecture 4, Lab 0, Credit 4

Covers basic fundamentals of anatomy & physiology of domestic animals, emphasizing dogs and cats. Focus is on anatomical structures of clinical importance to Veterinary Technicians. Veterinary medical terminology is included to assist the student in communicating with professional staff at veterinary facilities.

Prerequisite: Program Admission

Co-requisite: VTEC 105L

**VTEC 105L      Animal Anatomy and Physiology Laboratory**

Lecture 0, Lab 3, Credit 1

Provides first-hand exposure to basic animal body structures and techniques involved in anatomical dissections. This course complements the material learned in VTEC 105.

Prerequisite: Program Admission

Co-requisite: VTEC 105

**VTEC 108      Pharmacology for Veterinary Technicians**

Lecture 2, Lab 0, Credit 2

Studies drugs and medical substances used in veterinary medicine, including the mathematics of dosage and drug mix formulations.

Prerequisites: VTEC 102, 105, and 105L with grades of "C" or better.

Co-requisites: VTEC 121 and 123

**VTEC 121      Animal Nursing Skills I**

Lecture 1, Lab 3, Credit 2

Introduces the proper handling and restraint techniques of dogs and cats, including the fundamentals of personal safety when handling animals. Technical skills required to perform physical examinations, medicate animals, collect laboratory samples, bandaging, and catheter placement will also be learned.

Prerequisites: VTEC 101, 102, 105, and 105L with grades of "C" or better.

Co-requisites: VTEC 108 and 123

**VTEC 123      Surgical Nursing for Veterinary Technicians**

Lecture 1, Lab 3, Credit 2

Develops basic nursing skills that a veterinary technician will perform during routine surgeries in a typical small animal veterinary practice, including asepsis, instrument identification, surgical suite preparation, the surgical pack and supplies, and patient care. Dental procedures are also covered.

Prerequisites: VTEC 101, 102, 105, and 105L with grades of "C" or better.

Co-requisites: VTEC 121 and 108

**VTEC 135      Clinical Pathology I**

Lecture 3, Lab 0, Credit 3

Studies fundamentals of hematology, urinalysis, and parasitology. Emphasis is placed on testing procedures, clinical significance of the tests, and quality control on performing tests. Parasite life cycles are covered with a focus on client education.

Prerequisites: VTEC 101, 102, 105, and 105L with grades of "C" or better.

Co-requisite: VTEC 135L

**VTEC 135L      Clinical Pathology I Laboratory**

Lecture 0, Lab 3, Credit 1

Develops clinical laboratory skills in a veterinary hospital diagnostic laboratory. Laboratory techniques of hematology, urinalysis, and parasitology are practiced. Emphasis is placed on the most commonly requested diagnostic laboratory tests.

Prerequisites: VTEC 101, 102, 105, and 105L with grades of "C" or better.

Co-requisite: VTEC 135

**VTEC 141      Anesthesia for Veterinary Technicians**

Lecture 1, Lab 0, Credit 2

Focuses on the fundamentals of anesthesia safety and efficacy. Anesthesia monitoring, post-anesthesia care, pain management, and emergency procedures are covered. Emphasis is on small animal anesthesia, but large animal and exotics will also be covered.

Prerequisites: VTEC 101, 102, 105, and 105L with grades of "C" or better.

**VTEC 161      Imaging for Veterinary Technicians**

Lecture 3, Lab 0, Credit 3

Focuses on the fundamentals of taking quality radiographs while following safe radiological procedures. Explores alternative imaging technologies with an emphasis on training of basic techniques used in sonography. This course requires a lab fee.

Prerequisites: VTEC108, 121, 123, 135, 135L, and 141 with grades of "C" or better.

**VTEC 171      Exotic Animal Medicine for Veterinary Technicians**

Lecture1, Lab 0, Credit 1

Introduces current medical practices and husbandry issues in exotic animal veterinary medicine. Exotic animal species will include birds, small mammals, amphibians and reptiles, zoo and wild animals.

Prerequisites: VTEC102, VTEC 105, VTECH 105L, and BIOL 210 with grade of "C" or better.

**VTEC 187      Clinical Externship I**

Lecture 0, Lab 12, Credit 2

This course will be offered during the summer session for a total of 108 hours lab time. Provides first-hand supervised clinical experience in a small animal facility.

Prerequisites: VTEC 108, 121, 123, 135, 135L and 141 with grades of "C" or better.

**VTEC 205      Small Animal Medicine**

Lecture 3, Lab 0, Credit 3

Focuses on the common diseases of the dog and the cat. Emphasis is placed on diagnostic testing, treatment protocols, client education, disease prevention, nutrition, and wellness. Common vaccinations and vaccine protocol are discussed, as well as zoonotic diseases and health hazards in a veterinary facility. Prerequisites: VTEC 161 and 187 with grades of "C" or better.

**VTEC 211      Laboratory Animal Medicine and Nursing**

Lecture 2, Lab 0, Credit 2

Provides an overview of principles and practices employed in animal research facilities. Husbandry techniques and the ethical treatment of animals are covered. Common laboratory animal species are also discussed as pets. The common laboratory animal species discussed in this course include rats, mice, gerbils, hamsters, guinea pigs, and rabbits. Breeds of each species are also covered.

Prerequisites: VTEC 205, 221, 227, and 235 with grades of “C” or better.

**VTEC 221      Animal Nursing Skills II**

Lecture 2, Lab 0, Credit 2

Enhances some of the basic skills that a veterinary technician will perform routinely in the diagnostic and surgical areas of a veterinary practice.

Prerequisites: VTEC 121, 161, and 187 with grades of “C” or better.

Co-requisites: VTEC 227

**VTEC 227      Clinical Externship II**

Lecture 0, Lab 16, Credit 4

Provides the veterinary technician student with supervised clinical experience.

Prerequisites: VTEC 161 and 187 with grades of “C” or better.

Co-requisites: VTEC 221

**VTEC 235      Clinical Pathology II**

Lecture 1, Lab 3, Credit 2

Introduces the veterinary technician student to clinical chemistry, cytology, immunology and endocrine testing of clinical animal samples. This course is cumulative in nature, as students will incorporate previously learned procedures from VTEC 135 (Clinical Pathology) and VTEC 135L (Clinical Pathology Laboratory) to these new areas.

Prerequisites: VTEC 135, 135L, 161, and 187 with grades of “C” or better.

**VTEC 241      Large Animal Medicine and Nursing**

Lecture 3, Lab 3, Credit 4

Introduces the fundamentals of large animal husbandry and basic techniques of sample collection and nursing care of large animal species. Techniques include venipuncture, injections, and administration of oral medication. Common diseases of the horse and other large animal species are investigated. Herd health management, preventative medicine, common vaccinations, parasite control programs, and breeds of large animal species are covered.

Prerequisites: VTEC 205, 221, 227, and 235 with grades of “C” or better

**VTEC 251      Trends in Veterinary Technology**

Lecture 2, Lab 0, Credit 2

Introduces the veterinary technician student to current and future trends occurring in both veterinary medicine and veterinary technology. Guest speakers will discuss many of these trends.

Prerequisites: VTEC 205, 221, 227, and 235 with grades of “C” or better.

**VTEC 257 Clinical Externship III**

Lecture 0, Lab 16, Credit 4

Provides the student with additional practice in the fundamentals of veterinary technology that they have learned throughout the program, including veterinary technician skills, client relations, and management skills. Students will perform these skills at various veterinary facilities, which may include research facilities, large animal facilities, emergency care facilities, zoos, or veterinary clinics.

Prerequisites: VTEC 205, 221, 227, and 235 with grades of “C” or better.

## **Welding (WELD)**

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### **WELD 1110 Shop Orientation and Safety**

Lecture 1, Lab 2, Credit 3

Introduces the student to the occupation of welding that includes information and practice concerning safe working environments and safe operation of tools and equipment common to welding. This course is required of all students.

Prerequisites: COMPASS Pre-Algebra 25 or ACT M14 or DVMA 0090/MATH 092 "C" or better [and] COMPASS R62 or ACT R13 or DVRE 0091/READ 090 "C" or better

### **WELD 1120 Basic Blueprint, Metallurgy and Weld Symbols**

Lecture 2, Lab 1, Credit 3

Covers basic construction calculations, weld symbol interpretation, reading welding detail drawings, basic metallurgy, metal identification, and heat treatment of metals.

Prerequisites: WELD 1110

### **WELD 1121 Advanced Blueprint Reading**

Lecture 2, Lab 2, Credit 4

Introduces advanced blueprint layout, concepts, nomenclature, mark-up, and sketching specifications.

Prerequisites: WELD 1110 and WELD 1120

### **WELD 1130 Welding Inspection and Testing**

Lecture 1, Lab 1, Credit 2

Introduces codes, standards, and agencies regulating the welding industry, a review of weld quality standards, concepts in proper visual and destructive testing methods, and a study of proper base metal preparation and joint fit-up.

Prerequisites: WELD 1110

### **WELD 1140 Electrical Fundamentals**

Lecture 1, Lab 1, Credit 2

Introduces fundamentals of welding equipment operation, polarity, equipment types, safety and systems set-up (including welding-related equipment connection and welding-tool procedures).

Prerequisites: WELD 1110

### **WELD 1210 Oxyfuel Systems**

Lecture 1, Lab 1, Credit 2

Introduces principles of cutting with an Oxyfuel (OFC) apparatus, cylinder and equipment safety, proper handling and set-up including practice cutting mild steel using both the manual and motorized process.

Prerequisites: WELD 1110

### **WELD 1310 Cutting Processes – CAC/PAC**

Lecture 1, Lab 1, Credit 2

Introduces principles of safely operating Air Carbon Arc Cutting (CAC-A) and Plasma Arc Cutting (PAC) equipment including practice cutting and gouging ferrous and non-ferrous metals.

Prerequisites: WELD 1110



**WELD 1411 SMAW – Fillet Weld**

Lecture 1, Lab 2, Credit 3

Introduces safe set-up and operation of Shielded Metal Arc Welding (SMAW) equipment. Students will practice single- and multi-pass fillet welds in horizontal, vertical, and overhead positions with various electrodes.

Prerequisites: WELD 1110

**WELD 1412 SMAW – V-Groove BU/Gouge**

Lecture 0, Lab 3, Credit 3

Practices safe set-up and operation of Shielded Metal Arc Welding (SMAW) equipment. Students will practice single- and multi-pass fillet welds in horizontal, vertical, and overhead positions with various electrodes.

Prerequisites: WELD 1110

**WELD 1420 SMAW – V-Groove Open**

Lecture 1, Lab 2, Credit 3

Practices safe set-up and operation of Shielded Metal Arc Welding (SMAW) equipment. Students will practice single- and multi-pass fillet welds in horizontal, vertical, and overhead positions with various electrodes.

Prerequisites: WELD 1110

**WELD 1510 SMAW – Pipe 2G**

Lecture 1, Lab 2, Credit 3

Introduces safe set-up and principles of Shielded Metal Arc Welding (SMAW) in the 2G vertical fixed position, joint preparation, proper weld quality, and qualification testing. Students will practice Shielded Metal Arc Welding (SMAW-Pipe) in the 2G vertical fixed position.

Prerequisites: WELD 1110

**WELD 1511 SMAW – Pipe 5G**

Lecture 1, Lab 2, Credit 3

Applies the principles of Shielded Metal Arc Welding (SMAW) in the 5G horizontal fixed position. Students will review joint preparation, proper weld quality, and qualification testing, and practice Shielded Metal Arc Welding (SMAW-Pipe) in the 5G horizontal fixed position.

Prerequisites: WELD 1110

**WELD 1512 SMAW – Pipe 6G**

Lecture 1, Lab 2, Credit 3

Applies the principles of Shielded Metal Arc Welding (SMAW) in the 6G-45o fixed position. Students will review joint preparation, proper weld quality, and qualification testing, and practice Shielded Metal Arc Welding (SMAW-Pipe) in the 6G-45o fixed position.

Prerequisites: WELD 1110

**WELD 2110 FCAW – Basic Fillet Welds**

Lecture 0, Lab 3, Credit 3

Introduces the principles and components of, as well as consumables and safe set-up for Flux Cored Arc Welding (FCAW). Students will practice fillet welds in the flat, vertical, horizontal, and overhead positions.

Prerequisites: WELD 1110

**WELD 2111 FCAW – Groove Welds**

Lecture 0, Lab 3, Credit 3

Prepare V-groove welds with backing or back-gouging in the flat, horizontal, vertical, and overhead positions using Flux-Cored Arc Welding (FCAW) equipment.

Prerequisites: WELD 1110

**WELD 2210 GTAW – Basic Multi-Joint**

Lecture 0, Lab 3, Credit 3

Introduces the principles and safe equipment set-up of, and the components and consumables for Gas Tungsten Arc Welding (GTAW). Students will practice welding beads (fillet welds) and groove welds in the flat, horizontal, vertical, and overhead positions using carbon-steel consumables.

Prerequisites: WELD 1110

**WELD 2220 GTAW – Pipe 5G**

Lecture 0, Lab 3, Credit 3

Introduces the principles of Gas Tungsten Arc Welding (GTAW) in the 5G horizontal fixed position. This course includes weld quality and safe assembly of equipment. Students will assemble GTAW equipment and practice welding a 5G horizontal fixed position pipe joint.

Prerequisites: WELD 1110

**WELD 2221 GTAW – Pipe 2G**

Lecture 0, Lab 3, Credit 3

Covers 2G vertical fixed position pipe joints using Gas Tungsten Arc Welding (GTAW) equipment. This course includes assembly and operation of equipment as well as welding a 2G vertical fixed position pipe joint.

Prerequisites: WELD 1110

**WELD 2222 GTAW – Pipe 6G**

Lecture 0, Lab 3, Credit 3

Applies the principles of Gas Tungsten Arc Welding (GTAW) for producing welds in the 6G-45o fixed position. Students will assemble and operate equipment, recognize weld quality, and practice welding 6G-45o fixed position pipe joints.

Prerequisites: WELD 1110

**WELD 2310 GMAW – Basic Fillet Weld**

Lecture 0, Lab 3, Credit 3

Introduces the principles of Gas Metal Arc Welding (GMAW), types of weld transfer, weld quality, and component and consumable identification including the safe assembly of equipment. In this course student will practice fillet welding in the flat, horizontal, vertical and overhead positions.

Prerequisites: WELD 1110

**WELD 2311 GMAW – Groove Weld**

Lecture 0, Lab 3, Credit 3

Applies the principles of Gas Metal Arc Welding (GMAW) to prepare open V-groove welds in the flat, horizontal, vertical and overhead positions and spray arc groove welds in the flat and horizontal positions.

Prerequisites: WELD 1110

**WELD 2990 Special Projects VI**

Lecture 0, Lab 6, Credit 6

Covers specific special needs tailored to the individual student.

Prerequisite: WELD 1110 and consent of instructor

**WELD 2991 Special Projects I**

Lecture 0, Lab 1, Credit 1

Covers specific special needs tailored to the individual student.

Prerequisite: WELD 1110 and consent of instructor

**WELD 2992 Special Projects IV**

Lecture 1, Credit 1, Credit 2

Covers specific special needs tailored to the individual student.

Prerequisite: WELD 1110 and consent of instructor

**WELD 2993 Special Projects II**

Lecture 0, Lab 2, Credit 2

Covers specific special needs tailored to the individual student.

Prerequisite: WELD 1110 and consent of instructor

**WELD 2994 Special Projects V**

Lecture 0, Lab 4, Credit 4

Covers specific special needs tailored to the individual student.

Prerequisite: WELD 1110 and consent of instructor

**WELD 2995 Special Projects III**

Lecture 0, Lab 3, Credit 3

Covers specific special needs tailored to the individual student.

Prerequisite: WELD 1110 and consent of instructor

## ***Administrators, Faculty, and Staff***

### **Administrators**

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**Michaelis, Dennis F**

Interim Chancellor

Ph.D., Kansas State University, Manhattan

**Carson, Cristi**

Vice Chancellor for Planning, Assessment, & Accountability

Ph.D., University of California, Riverside

**Solomon, Ronald**

Chief Information Officer

B.S., McNeese State University

**Harris, Helen**

Vice Chancellor for Finance and Administration

M.B.A., University of Phoenix

**Smith, Jr., Philip L.**

Vice Chancellor for Institutional Advancement

B.S., Southern University A&M College

**Freeburgh, Charles**

Sr. Vice Chancellor for Workforce Development

B.S., Louisiana State University

**Tezeno, Albert**

Vice-Chancellor for Student Affairs

Ph.D., Jackson State University

**Linville, Joann E.**

Interim Vice Chancellor for Academic Affairs

Ed.D, University of Washington, Seattle

### **Faculty**

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**Adcock, Rebecca**

Assistant Professor and Program Director,  
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DVM, MBA, Louisiana State University

Ph.D., Ohio State University

**Atchley, Amy**

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Ph.D., Louisiana State University

**Allen, Billy**

Instructor, Technical Education

**Backstedt, Carol**

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M.S.N., Louisiana State University Health  
Sciences Center

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Ph.D., Louisiana State University

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B.S., University of District of Columbia

**Bailey, Debra**

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A.A.S. Degree, Capital Area Technical College

**Aroskar, Nisha**

Associate Professor, Economics

**Bajoie, Lawrence**

Instructor, Collision Repair

Automotive Service Excellence Certifications  
(ASE)

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Assistant Professor, English  
Ph.D., University of Louisiana at Lafayette

**Barnardez, Marcus**

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B.S., Southern University, NCCER and Industry-  
Based Certifications

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M.A., Southern University

**Batiste, Imarlena**

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M.S., Southern University

**Beauford, Michael E.**

Instructor and Program Director, Sonography  
B.S. Louisiana State University

**Benoit, John**

Instructor, Welding  
High School Diploma  
NOCTI Certification

**Bonfanti, Donna**

Assistant Professor, Practical Nursing  
M.S.N. Loyola University

**Boone, Ana**

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M.A., Louisiana State University

**Boone, Dennis**

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A.A.T., Louisiana Technical College, Sowela  
Campus, NCCER and American Welding Society  
Certifications

**Borskey, Debra**

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M.S., Georgia Institute of Technology

**Bourgeois, Lee**

Master Instructor, Upholstery  
A.A.T., Louisiana Technical College, Sowela  
Campus, NCCER Certification

**Brooks, Charles B.**

Assistant Professor, Music and  
Entertainment Technology  
DMA, Louisiana State University

**Brumfield, Christopher**

Instructor, Art

**Bruns, Angela B.**

Department Chair, Business  
Assistant Professor, Accounting  
M.B.A., Southern Methodist University

**Bryant, Troy**

Interim Department Chair, Mathematics  
Assistant Professor, Mathematics  
M.S., Southern University

**Buckner, Lee**

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**Melancon, Girard**

Executive Director for Adult, Community and  
Continuing Education  
Ph.D., University of New Orleans

**Mitchell, Steven**

Special Assistant to the Chancellor for Media  
Relations  
M.F.A., Syracuse University

**Montgomery, Elizabeth**

Police Radio Dispatcher  
Public Safety

**Moore, Chorondalette**

PTEC Lab Manager  
M.E., Southern University

**Morgan, Pamela**

Financial Aid Officer  
Financial Aid and Scholarships  
B.A., Louisiana State University

**Morris, Tommy**

Director of Student Programs and Resources

M.A., University of Mississippi Oxford

**Morrison, Tommy**

Police Sergeant-A  
Public Safety

**Moses, Katreena**

Program Manager, Economic Development &  
Workforce Solutions  
M.P.A., Southern University

**Mouton, Phyllis Coleman**

Special Assistant to the Chancellor for  
Governmental Affairs  
M.B.A., Louisiana State University

**Myer, Toni**

Director of Corporate & Continuing Education  
M.S., University of Southern Mississippi

**Nealy, Susan M.**

Manager, eLearning Program  
M.B.A., Louisiana Tech University

**Newman Taylor, Donna**

Math Center Specialist/Associate Professor,  
Academic Learning Center  
M.S., Southern University

**Nguyen, Duc**

System Administrator  
Information Technology  
A.S., TienGiang College

**Nichols, Walter**

Corrections Coordinator  
B.A., Baptist Christian College

**Nixon, Gwendolyn**

Optical Imaging Specialist  
Financial Aid and Scholarships  
M.B.A., University of Phoenix

**Noel, Cedric**

SPAR Specialist  
Student Programs & Resources

Instructor, Practical Nursing

**Parker, Bernadette**

Custodian 2  
Facilities & Physical Plant

**Patin, Joseph**

Custodian 2  
Facilities & Physical Plant

**Perez, Donna**

Human Resource Manager

**Pottschmidt, Ross**

Assistant Director  
Corporate & Continuing Education  
B.S., Tulane University

**Pourciau, Todd A.**

Dean, Innovative Learning and Academic  
Support  
Ph.D., Louisiana State University

**Prince, Dava**

ABE Instructor  
Adult, Community & Continuing Education

**Profit, Loretta**

Administrative Coordinator III  
Administration

**Reddick-Ware, Carla**

Financial Aid Counselor  
Financial Aid and Scholarships  
B.S., Southern University

**Randall, Joe**

Mobile Equipment Operator 1  
Facilities & Physical Plant

**Redlich, Vonn**

Accountant, Accounting & Finance  
B.S., Regis University

**Reed, Patricia**

Custodian II  
Facilities

**Reed, Whitney**

**Ricks, Terri**

Director, Human Resources  
J.D., Tulane University

**Robins, Sharon**

NSF STEP Grant Project Coordinator  
STEM Division  
M.P.A., Southern University

**Rollins, Phillip**

Administrative Coordinator 2  
Purchasing

**Samuels, Michelle**

Enrollment Services Specialist

**Samson, Christopher**

HVAC Technician

**Schaffer, Leslie**

Maintenance Repairer 1  
Facilities & Physical Plant

**Scobee, Georgia**

Events Manager  
B.S., Louisiana State University

**Scott, LaTonya**

Assistant Director  
Community Relations  
M.A., Southern University

**Seals, Marcia**

Coordinator 1  
Dean of Students

**Sensley, Peter**

Custodian 2  
Facilities & Physical Plant

**Shaffer, Linda**

Science Lab Manager, STEM Division  
M.S., Louisiana State University

**Simon, Darica N.**

Program Director, Upward Bound  
M.P.A., Southern University

**Smith, Kara**  
Custodian 2  
Facilities & Physical Plant

**Smith, Joseph**  
Senior Web Developer  
Community Relations  
B.S., Southern University

**Smith, Natalie**  
Writing Center Specialist, Academic Learning  
Center  
M.A., Rutgers University

**Smith-Henderson, Deborah**  
Administrative Coordinator II  
Practical Nursing

**Spears, Donald**  
Maintenance  
Facilities & Physical Plant

**Speed, Lee**  
Custodian 2  
Facilities & Physical Plant

**Spooner, Emma**  
Custodian 2  
Facilities & Physical Plant

**Stacy, Jeanne P.**  
Director and Assistant Professor  
Academic Learning Center  
M.Ed., University of Maryland

**Stanley, Amanda**  
TAACCCT Project Manager

**Stephen, Erice**  
Custodian 2  
Facilities & Physical Plant

**Stepter, Jean**  
Interim Coordinator

**Suberbielle, Gail**  
Dean of Liberal Arts  
Associate Professor of English  
MA, Northwestern State University

**Syas, Quintesah**  
Budget Director  
B.S., McNeese State University

**Taylor, Dennis**  
Interim Dean, STEM  
Associate Professor, Mathematics  
M.S., Southern University

**Taylor, Charles**  
HVAC & Control Technician  
Facilities & Physical Plant

**Taylor, Sandra**  
Assistant Director, Workforce Readiness  
Career Center  
M.B.A., Nicholls State

**Thibodeaux, Jesse**  
IT Equipment Operator 1  
Student Technology

**Thompson, George**  
Student Technology Manager  
M.Ed., Northwestern State University

**Thompson, Harry**  
Dean of Students, Student Center  
M.A., Southern University

**Tilley, Genoria**  
Chief of Police, Public Safety  
M.P.A., Southern University

**Trahan, Stephanie**  
Police Officer

**Turner, Malcolm**  
Mobile Equipment Operator 1  
Facilities & Physical Plant

**Tyson-Polk, Brandy**

Administrator, Process Technology  
Assistant Professor, Computer Science  
Ph.D., Louisiana State University

**Villarreal, Regina**

HR Analyst B, Human Resources and Payroll  
B.S., Louisiana State University

**Wade, Lurtisha**

Program Coordinator, Upward Bound  
M.P.A., Southern University

**Walker, Cornell**

Police Officer 2

**Warren, John**

IT Helpdesk Support Manager

**Washington, Bland**

Accounting Technician, Purchasing  
B.S., Southeastern Louisiana University

**Washington, Taylor**

IT Network Manager  
A.A.S., ITT Technical College

**West, Koreka**

Administrative Assistant Specialist 3  
Enrollment Services  
A.G.S., Baton Rouge Community College

**White, Lenora**

IT Technical Support Manager  
M.S., University of Phoenix

**Williams, Brittany**

Financial Aide Counselor  
Financial Aid and Scholarships  
B.A., Rutgers University

**Williams, Brittney Baptiste**

Carl Perkins Basic Grant Coordinator/College  
and Career Transition Coordinator  
M.A., Southeastern University

**Williams, Crystal**

Center of Excellence in Transportation  
Technology / Student Services Specialist  
B.S., Jackson State University

**Williams, Melanie**

Administrative Coordinator  
Administration

**Williams, Sulithian**

Academic Advisor, Advising and Counseling  
M.Ed., Southern University

**Wilson, Chad**

Nursing Lab Manager  
B.S.N., Southeastern Louisiana University

**Wilson, Eric**

Head Coach of Men's Basketball  
B.A., University of Idaho

**Wilson, Rita**

Assistant  
Vice Chancellor of Academic Affairs

**Yah, Jake**

IT Analyst, Information Technology  
M.S., University of Poznan

**Worthy, Robert**

Custodian 2, Facilities and Physical Plant

**Zanders, Ann**

Director, Grant Resource Center  
M.Ed., University of New Orleans

**Zanders, Kimberly**

Assistant Director of Financial Aid  
Financial Aid and Scholarships  
M.Ed., Ashford University

**Zellner, Stephanie**

Athletic Coach, Fast Pitch Softball  
B.S., Oakland University

**Zheng, Xing**

Coordinator 1, Student Technology  
B.S. university of Fuzhou

Baton Rouge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Baton Rouge Community College.





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